

Kennesaw Historic  
Preservation Commission



# DESIGN STANDARDS

City of Kennesaw, Georgia



AUGUST 2006

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Kennesaw Historic  
Preservation Commission

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## CHAPTER ONE: INTRODUCTION

This manual provides specific development and rehabilitation standards for all new construction, as well as rehabilitation, reconstruction and stabilization of historic properties within the Kennesaw Historic District. This local district is made up of four National Register-listed districts (Big Shanty Historic District, Cherokee Street Historic District, Summers Street Historic District and North Main Street Historic District), as well as one National Register-listed site (Camp McDonald Historic Site). The majority of this local historic district is also within the Central Business District of Kennesaw, which has a zoning ordinance (Ordinance Number 2005-20, 2005) that is complimentary to these standards. During the design review process if there is a conflict between this ordinance, or other ordinances, and these standards the most stringent standards apply. The Kennesaw Historic District and the Central Business District were both created to preserve and protect the cultural and historic aspects of downtown Kennesaw. They also provide for the stimulation and enhancement of the vitality and economic growth of Kennesaw.

The goals of Downtown Kennesaw are:

- Create an environment where residents and visitors can live, work, meet, and play.
- Allow for growth of a healthy economic business district with a balanced mix of retail, office-professional, entertainment, residential, civil and cultural uses in downtown Kennesaw.
- Improve the aesthetics of the streetscape to promote a pedestrian environment through sidewalk-orientated buildings and attractive street-facing facades.
- Ensure the compatibility of new construction with the existing National Register-listed districts within the local historic district.

The Kennesaw Historic Preservation Commission (HPC) shall consider a variety of issues in rendering its decision including, but not limited to, the following: surrounding development, best interest of the community, previous studies undertaken by the city and the standards contained herein. These standards are adjunct to the building, fire and life safeties codes, as mandated by the Georgia Department of Community Affairs (DCA), State Minimum Standard Codes (with GA amendments), which are updated on a regular basis as required by the DCA. When conflicts occur between requirements of these various regulatory documents, the most strenuous standard applies as interpreted by the HPC. Questions the HPC should consider when this situation arises are:

- 1) What is the conflict, and how does it conflict with the Kennesaw Design Standards?
- 2) Will this conflict visually impact the character of the Kennesaw Historic District, or can the conflict be mitigated in such a way that it would not be obtrusive?
- 3) Does this conflict arise from a health, or life safety standard that could not be reasonably addressed by the section 4.1.7 Accessible Buildings: Historic Preservation of the ADA Standards for Accessible Design?
- 4) Will this conflict create a precedent that would be detrimental to the Kennesaw Local Historic District?

# Design Review Application Process

All new construction and exterior remodeling of buildings within the Kennesaw Historic District shall be subject to the architectural review and approval of the HPC. A Certificate of Appropriateness (COA) shall be obtained from the HPC prior to the issuance of a building permit. The HPC shall consider a variety of issues in rendering its decision including, but not limited to, the following: surrounding development, best interest of the community, previous studies undertaken by the City as well as the standards contained herein. When conflicts occur between requirements of these various regulatory documents, the most stringent standards should be followed. If a new construction or remodeling project is within the CBD but not a part of local historic district, the HPC is still required to comment on the project although final approval will be from Mayor and Council.

## Design Review Submittal Scenario Requirements

1. Minor Land Disturbance (garden wall, fence, pathway, driveway, landscape lighting or anything else that does not require the building of a structure):

- a. Existing Conditions Site Plan
- b. Proposed Site Plan
- c. Elevation(s) – as needed to illustrate the work to be done

Refer to *Chapter Four*, section 4.1 and *Chapter Five*, section 5.1.

2. Major Land Disturbing Activities (regrading of a site for the construction of a building):

- a. Existing Conditions Site Plan – provided by a licensed surveyor
- b. Proposed Site Plan – provided by a licensed surveyor
- c. If these activities include construction of a structure other submittal requirements will apply, refer to the appropriate scenario

Refer to *Chapter Four*, section 4.1 or *Chapter Five*, section 5.1 as appropriate.

3. Change to a Major Facade of a contributing building within the district

- a. Existing Conditions Elevation of facade to be altered
- b. Proposed Elevation of facade to be altered
- c. Detail of trim to be utilized on facade
- d. Manufacturer's Specifications for windows, doors and lighting that will be installed – including a photograph or sketch
- e. Photographs of all existing facades; existing structures adjacent to property; and views from the facade to be altered

Refer to *Chapter Six*, sections 6.2; 6.3; 6.5; 6.6; 6.8; and 6.9, or *Chapter Seven*, sections 7.1; 7.2; 7.3; 7.4; 7.5; and 7.6 as appropriate.

4. Addition to a contributing building within the district of less than 1,000 SF

- a. Existing Conditions Site Plan depicting location of addition in relation to the existing property
- b. Existing Floor Plan of building
- c. Proposed Floor Plan of building including portions not to be altered
- d. Elevations of all exterior facades of addition including relationship to existing building
- e. Detail of trim to be utilized on facade
- f. Manufacturer's Specifications for windows, doors and lighting that will be installed – including a photograph or sketch
- g. Photographs of all existing facades; existing structures adjacent to property; and views from the facade to be altered

Refer to *Chapter Six*, sections 6.2; 6.3; 6.5; 6.6; 6.8; 6.9 and 6.10, or *Chapter Seven*, sections 7.1; 7.2; 7.3; 7.4; 7.5; 7.6 and 7.8 as appropriate.

5. Addition to a contributing building within the district of greater than 1,000 SF

- a. Existing Conditions Site Plan depicting location of addition in relation to the existing property
- b. Proposed Site Plan depicting the alterations to the existing conditions caused by the addition
- c. Existing Floor Plan of building



- d. Proposed Floor Plan of building including portions not to be altered
- e. Elevations of all exterior facades of addition including relationship to existing building
- f. Detail of trim to be utilized on facade
- g. Manufacturer's Specifications for windows, doors and lighting that will be installed – including a photograph or sketch
- h. Photographs of all existing facades; existing structures adjacent to property; and views from the facade to be altered

Refer to *Chapter Six*, sections 6.2; 6.3; 6.5; 6.6; 6.8; 6.9; and 6.10, or *Chapter Seven*, sections 7.1; 7.2; 7.3; 7.4; 7.5; 7.6; and 7.8 as appropriate.

6. Remodel of a noncontributing building within the district - facades) only

- a. Proposed Elevation(s)
- b. Manufacturer's Specifications for windows, doors and lighting that will be installed – including a photograph or sketch
- c. Photographs of all existing facades; existing structures adjacent to property; and views from the facade to be altered

Refer to *Chapter Six*, sections 6.2; 6.3; 6.5; 6.6; 6.8; and 6.9, or *Chapter Seven*, sections 7.1; 7.2; 7.3; 7.4; 7.5; and 7.6 as appropriate.

7. Addition to a noncontributing building within the district of less than 1,000 SF

- a. Existing Conditions Site Plan depicting location of addition in relation to the existing property
- b. Proposed Floor Plan of building including portions of original building not to be altered
- c. Elevations of all exterior facades of addition including relationship to existing building
- d. Manufacturer's Specifications for windows, doors and lighting that will be installed – including a photograph or sketch
- e. Photographs of all existing facades; existing structures adjacent to property; and views from the facade to be altered

Refer to *Chapter Six*, sections 6.2; 6.3; 6.5; 6.6; 6.8; 6.9; and 6.10, or *Chapter Seven*, sections 7.1; 7.2; 7.3; 7.4; 7.5; 7.6; and 7.8 as appropriate.

8. Addition to a noncontributing building within the district of greater than 1,000 SF

- a. Existing Conditions Site Plan depicting location of addition in relation to the existing property
- b. Proposed Site Plan depicting the alterations to the existing conditions caused by the addition
- c. Proposed Floor Plan of building including portions of original building not to be altered
- d. Elevations of all exterior facades of addition including relationship to existing building
- e. Manufacturer's Specifications for windows, doors and lighting that will be installed – including a photograph or sketch
- f. Photographs of all existing facades; existing structures adjacent to property; and views from the facade to be altered

Refer to *Chapter Six*, sections 6.2; 6.3; 6.5; 6.6; 6.8; 6.9; and 6.10, or *Chapter Seven*, sections 7.1; 7.2; 7.3; 7.4; 7.5; 7.6; and 7.8 as appropriate.

9. New Nonresidential Construction

- a. Existing Conditions Site Plan – provided by a licensed surveyor
- b. Proposed Site Plan – provided by a licensed surveyor
- c. Proposed Floor Plan(s)
- d. Elevations of all exterior facades
- e. Detail of trim work, entablature/cornice, window and door surrounds to be utilized on facade
- f. Manufacturer's Specifications for windows, doors and lighting that will be installed – including a photograph or sketch
- g. Photographs of existing site; existing structures adjacent to property; and views from the site

Refer to *Chapter Six*.

10. New Residential Construction
  - a. Existing Conditions Site Plan – provided by a licensed surveyor
  - b. Proposed Site Plan – provided by a licensed Surveyor
  - c. Proposed Floor Plan(s)
  - d. Elevations of all exterior facades
  - e. Detail of trim work, entablature/cornice, window and door surrounds to be utilized on facade
  - f. Manufacturer’s Specifications for windows, doors and lighting that will be installed – including a photograph or sketch
  - g. Photographs of existing site; existing structures adjacent to property; and views from the site

Refer to *Chapter Seven*.

11. Demolition of a property within the Kennesaw Local Historic District
  - a. Existing Conditions Site Plan - provided by a licensed surveyor
  - b. Existing Conditions Elevations
  - c. Proposed Plan(s) for site - varies depending on project, see previous scenarios & 8.2.01 - 8.2.04
  - d. Photographs of existing site; existing structures adjacent to property; and views from the site
  - e. HABS-level photographs - see 8.2.04

Refer to *Chapter Eight*.

12. Relocation of a property found in the Kennesaw Local Historic District
  - a. Existing Conditions Site Plan - provided by a licensed surveyor
  - b. Existing Conditions Elevations
  - c. Existing conditions floor plan(s)
  - d. Photographs of existing site; existing structures adjacent to property; and views from the site
  - e. Proposed Plan(s) for site - varies depending on project, see previous scenarios & 8.3.01 - 8.3.06
  - f. Proposed Site Plan on relocated site
  - g. Proposed Relocation Plan - describe how the property will be moved, and how impact to the structure will be minimized, and include copies of permitting needed from various State and Federal Agencies as needed
  - h. HABS-level photographs - see 8.3.07

Refer to *Chapter Eight*.

Once the submittal requirements have been determined using the above scenarios, twelve (12) copies of the submittal including a completed COA application must be delivered to the Community Development Department at Kennesaw City Hall. If the COA application is for demolition of a property, refer to scenario #11, then a check for \$150.00 made out to The City of Kennesaw will need to be included. Without a completed COA application and required submittals the design review process can not be started. To be placed on the agenda for a HPC meeting, a completed submittal must be received by the Community Development Department two weeks prior to the HPC meeting, which are held on the third Tuesday of every month at 6:30 at Kennesaw City Hall.

If submitted plans do not meet these standards the HPC will not be able to review the application, and will have to request more information from the applicant. To speed the review process along applicants should utilize the standards listed below for all drawing submittals to the HPC. Plans that are submitted, unless otherwise specified in the previously-listed scenarios, do not need to have a licensed-engineer or -architect involved if the work being undertaken is minor (non structural) in nature. For example, the recladding of a building, installation of a window/door, or addition of a dormer does not require a licensed-architect, or engineer, as it can be accomplished by an experienced builder/contractor.

#### Existing Site Plan

- Property lines, building setback lines and easement lines
- Tree survey with existing trees 8” diameter and up along with all proposed landscaping
- All current relevant conditions of the site
- Except when required (see previously-listed scenarios) it is always encouraged that a licensed surveyor create the existing site plan

Floor Plan(s)

- Overall dimensions at a 1/4" = 1'-0" scale (consult with HPC Staff if this scale is not appropriate)
- Windows and exterior doors coordinated with elevations
- Delineation of drives, walks, patios, and all site related improvements
- Patios, porches, decks, loggias, etcetera
- square footage calculation
- Do not need to be drawn by an architect, but must be professionally drafted\*

Exterior Elevation(s)

- All four (4) primary elevations
- Roof pitches
- All exterior finish & materials called out
- overall dimensions at a 1/4" = 1'-0" scale (consult with HPC Staff if this scale is not appropriate)
- Do not need to be drawn by an architect, but must be professionally drafted\*

Exterior Detail(s)

- Rakes, soffits, porches, decks, corner boards, sections, etcetera
- Door and window details - or provide manufacturer's specification sheets keyed to elevation
- All exterior finish & materials called out
- overall dimensions at a 3/4" or 1" = 1'-0" scale (consult with HPC Staff if this scale is not appropriate)
- Do not need to be drawn by an architect, but must be professionally drafted\*

Landscape Plan

- Property lines, building setbacks, and easement lines
- footprint of proposed building/structure
- Delineation of drives, walks, patios, and all site related improvements
- Proposed grading and drainage plan
- Tree survey with existing trees 8" diameter and up along with all proposed landscaping
- Location of HVAC and all utilities
- Delineation of landscape plantings (keyed or called out with notations)
- Scale of landscape plan to be at 1" = 10' (consult with HPC Staff if this scale is not appropriate)
- Do not need to be drawn by a landscape architect, but must be professionally drafted\*

\* defined as drawing accurately to a scale utilizing hard lines with a hierarchy of line weights to depict the work that is to be done, as would be found in a construction set of drawings provided by an architectural/engineering firm).

Certain "minor works projects" may receive a COA by the Director of Recreation and Cultural Services if he finds the project in-keeping with the Kennesaw Design Standards. These minor works projects are defined in the Code of Ordinances for the City of Kennesaw in Section 800.13.1, and are:

- Alteration or Removal of existing Accessory Structures or Buildings with a total floor area of less than 144 sq. feet
- Additions to existing Accessory Structures or Buildings with a total floor area less than 144 sq. feet
- New Accessory Structures or Buildings less than 144 sq. feet
- Alteration, Addition, or Removal of existing Awnings, Canopies, or Shutters
- Installation of New Awnings, Canopies, or Shutters
- Alteration, Addition, or Removal of Existing Decks with a maximum height of 42" that do not require the removal or alteration of the existing building or structure and provided that the proposed deck is not visible from the street
- Construction of New Decks with a maximum height of 42" steps that do not require the removal or alteration of the existing building or structure and provided that the proposed deck is not visible from the street
- Alteration, Addition, or Removal of a Door(s)
- Installation of new Doors
- Installation, Alteration, or Removal of Storm Doors
- Removal of existing Fences, Walls, Hedges or other Screen Plantings with a maximum height of 42"
- Alteration of exposed foundations
- Installation, Addition, or Removal of Gutters and Downspouts

- Installation of House Numbers and Mail Boxes
- Review of Master Landscape Plans if proposed changes affect less than 25% of front yard area (from house face) and less than 50% of total side and rear yard area
- Installation, Alteration, or Removal of exterior Lighting Fixtures
- Construction, Alteration, or Removal of Masonry
- Installation or removal of Mechanical Equipment, such as heating and air conditioning units, provided that the unit is not visible from the street
- Installation of Air Conditioners in windows
- Painting when there is a change in color
- Alteration or Removal of existing parking lots
- Alteration, addition, or removal of existing patios provided the patio is not visible from the street
- Installation, Removal, or Alteration of Signs
- Replacement of roof coverings when proposed materials are similar to existing materials
- Installation of Satellite Dishes or Television Antennas
- Alteration, Addition, or Removal of exterior stairs and steps that do not require the removal or alteration of the existing building or structure and provided that the proposed stairs and steps are not visible from the street
- Construction of new exterior stairs and steps that do not require the removal or alteration of the existing building or structure and provided that the proposed stairs and steps are not visible from the street
- Installation, Alteration, or Removal of Temporary Features that are necessary to ease difficulties associated with medical condition
- Renewal of expired Certificates of Appropriateness provided there are no changes to the original approved Certificate
- Emergency installation of Temporary Features to protect a historic resource (that do not permanently alter the resource); temporary features are limited to a six month duration.

The Director of Recreation and Cultural Services can decide to pass the design review of any of the above-mentioned minor works projects to the HPC. Refer to Code of Ordinances of the City of Kennesaw 800.13.1.

## HPC Review Process

### Before the design review meeting:

The Historic Preservation Commission should make sure that the proper procedures for submission of an application for a Certificate of Appropriateness have been followed and that all information needed for efficient review of the application has been obtained. The following questions should be asked:

- Are non-design issues, such as zoning or land use, part of the proposed project, and have these been addressed through the correct city agency?
- Have notices been sent and signage posted?
- Are Certificate of Appropriateness applications and accompanying documentation (photos, floor plans, drawings) complete?
- Have the designated Commission members or agent visited all the properties under review?

At the design review meeting:

It is critical that the Historic Preservation Commission follow a consistent process and clearly record the results of that process. As the Commission completes design review on an application for a Certificate of Appropriateness, there are basic questions that should be asked in determining whether to approve, approve with conditions, or deny an application. Following is the process for reviewing applications:

STEP 1 – Evaluate the property and establish its level of significance. Is the property historically, architecturally, and/or culturally significant? Possible classifications from most to least significant might be:

- historic landmark, architectural, and/or cultural property
- historic, architectural, and/or cultural significance of the property
- historic property
- nonhistoric property
- vacant lot
- nonhistoric intrusive property

STEP 2 – Evaluate the character and integrity of the area of influence of the proposed project. Is this surrounding area historically, architecturally, and/or culturally significant? Possible classifications might be:

- largely intact historically, architecturally, and/or culturally significant area
- partially intact historically, architecturally, and/or culturally significant area
- very altered historically, architecturally, and/or culturally significant area
- mixed historic/nonhistoric area
- nonhistoric area

The level of significance of the property and the area of influence should guide the degree of scrutiny used to evaluate a project.

STEP 3 – Define the project type (rehabilitation, addition, new construction, etc.) and evaluate the proposed project using the following questions as a guide. Use the appropriate Standards to help in evaluating the project.

- Would the proposed project physically impact a historic property? If so, would the impact be negative?
- Would the proposed project visually impact a historic property? If so, would the impact be negative?
- Would the proposed project physically impact a historic landscape or streetscape feature? If so, would the impact be negative?
- Would the proposed project have a negative impact on the overall historic, architectural, and/or cultural character of the district?

STEP 4 – Answer the question, “Does this project set a precedent for others?” If so is this precedent one that the HPC feels is in-keeping with the Kennesaw Design Standards?

STEP 5 – In a final and broad view, answer the question, “How will the proposed project contribute to the overall betterment of the community?”

# ONE | Purpose of Design Standards

Like many communities, Kennesaw faces the challenge of balancing new development and growth with the preservation of its unique historic resources and cultural identity. It is these physical characteristics which create community character. By establishing standards for the care and protection of its built resources, the City of Kennesaw is striving to preserve these defining features. These standards also provide for quality, compatible new construction which continues the community's identity. In local historic and development districts, a design review process applying architectural standards is the established mechanism to ensure uniform standards for each applicant who seeks design approval. Design standards provide objective criteria to evaluate proposals. Design standards can also:

- Conserve the traditional historic, architectural and landscape character of the downtown core and surrounding neighborhoods, while guiding reasonable growth
- Encourage pedestrian scale and connectivity
- Guide new commercial, residential and mixed-use infill construction that is compatible with the distinctive character of the area
- Discourage demolition of historic structures that contribute to the character of the district by providing rehabilitation standards
- Provide an objective guide for local design review decisions
- Promote respect of the character-defining features of the Kennesaw Historic District
- Encourage continuity between the new project and the existing buildings found within its area of influence and in the larger Kennesaw Historic District
- Encourage the use of the established residential streetscape patterns that are part of the character and identity of the older residential neighborhoods of the city

## **Design Standards Do:**

- ✓ apply to the exterior of a property (not the interior)
- ✓ protect the historic character & integrity of the district
- ✓ provide guidance to design professionals and property owners undertaking construction in the district
- ✓ identify important review concerns and recommend appropriate design approaches
- ✓ provide an objective basis for review, assuring consistency and fairness
- ✓ increase public awareness of the district and its significant characteristics

## **Design Standards Do Not:**

- ✗ prevent changes
- ✗ require property owners to make changes
- ✗ limit growth or development
- ✗ apply to routine maintenance\*
- ✗ dictate design
- ✗ restrict creative design solutions

Design standards illustrate preservation goals and broader community goals and plans. Priorities for design standards are influenced by how we anticipate the districts will appear in the future, given current development trends and a focus on smart growth policies.

This manual includes widely accepted and basic principles of historic preservation and good urban design. A review of this manual will provide a better understanding of the concerns of the City of Kennesaw and the HPC and why it is important to use a thoughtful approach to rehabilitate historic buildings and design new construction within the Kennesaw Historic District.

When a property owner proposes changes that would alter the exterior appearance of a property within one of the local historic districts, the owner is required to file an application for a Certificate of Appropriateness to obtain a permit to make those changes. The HPC reviews those proposed changes but does not comment on the proposed use of the property. The use of a property is regulated through the zoning ordinance and building and development codes.

\* Routine maintenance is defined as preventative maintenance that is regularly undertaken and which does not alter, or change, the exterior of a building.

# CHAPTER TWO: PRINCIPLES FOR PRESERVATION, INFILL CONSTRUCTION & REDEVELOPMENT

## Preservation Principles

Before any preservation project is begun, a number of fundamental decisions need to be made. How will the property be used? Will the property be restored to its original condition or rehabilitated for contemporary use? How can the significant architectural and historical features of the building be preserved? What steps need to be taken?

Presented in this section are some of the basic tenets and principles of historic preservation. An excellent source of further information on architectural rehabilitation and maintenance is the Preservation Briefs Series available from the National Park Service. See *Sources For Maintenance and Resource Rehabilitation* found in the *Appendix* of this document for a more complete reference.



This building in Gainesville, Georgia, was poorly rehabilitated several decades ago when the storefront was infilled with brick (left). Thorough research and care in following the Secretary of the Interior's Standards for Rehabilitation have resulted in a recent rehabilitation that exhibits a historically appropriate storefront (right).

# Preservation, Rehabilitation, Restoration & Stabilization

Preservation is defined as the taking of steps to retain a building, district, object or site as it exists at the present time. This often includes an initial stabilization effort necessary to prevent further deterioration as well as more general maintenance work. But “preservation” has become the term most often used when referring to a wide range of conservation practices.

TWO |

Following is a list and definition of the four principle preservation methods. The condition of the property, degree of authenticity desired, and the amount of funding available usually dictates the method used to preserve a historic property.

**Stabilization** entails making a building weather resistant and structurally safe, enabling it to be rehabilitated or restored in the future.

Stabilization techniques include covering the roof and windows, removing overgrown vegetation, exterminating, carrying out basic structural repairs, and securing the property from vandalism. A vacant building has been stabilized when it is “mothballed” until a suitable use is found.

**Rehabilitation** involves undertaking repairs, alterations, and changes to make a building suitable for contemporary use, while retaining its significant architectural and historical features.

Rehabilitation often includes undertaking structural repairs, updating the mechanical systems (heating and air conditioning, electrical system, and plumbing), making additions for bathrooms, repairing damaged materials such as woodwork and roofing, and painting.

Rehabilitation can successfully transform the use of a building, such as when a single-family residence is converted into an office. Common changes for adaptive reuse include additions, parking lots and signage.

A sensitive rehabilitation project makes changes in a way that does not detract from the historic character and architectural significance of the building and its setting.

**Restoration** includes returning a building to its appearance during a specific time in its history by removing later additions and changes, replacing original elements that have been removed, and carefully repairing parts of the building damaged by time.

Restoration is a more accurate, and often more costly, means of preserving a building. It requires skilled craftsmanship and detailed research into the history, development, and physical form of a property.

**Reconstruction** entails reproducing, by new construction, the exact form and detail of a vanished building, or part of a building, as it appeared at a specific time in its history.



# Secretary of the Interior's Standards for Rehabilitation

The U.S. Secretary of the Interior's Standards for Rehabilitation were initially developed for use in evaluating the appropriateness of work proposed for properties listed in the National Register of Historic Places. The Standards for Rehabilitation are considered the basis of sound preservation practices. The standards allow buildings to be changed to meet contemporary needs, while ensuring that those features that make buildings historically and architecturally distinctive are preserved. The standards have meaningful application to virtually every type of project involving historic resources. Rehabilitation projects that will be applying for Financial Incentives (see Appendix) must follow these standards, and work closely with the Georgia State Historic Preservation Office to ensure that all rehabilitation work is meeting these standards. Often times a private consultant with a historic preservation background is hired to help facilitate this process.

| TWO

The Secretary's Standards for Rehabilitation provide the framework for the historic preservation design standards in this manual and will be used by the HPC in reviewing applications for Certificates of Appropriateness. These standards are:

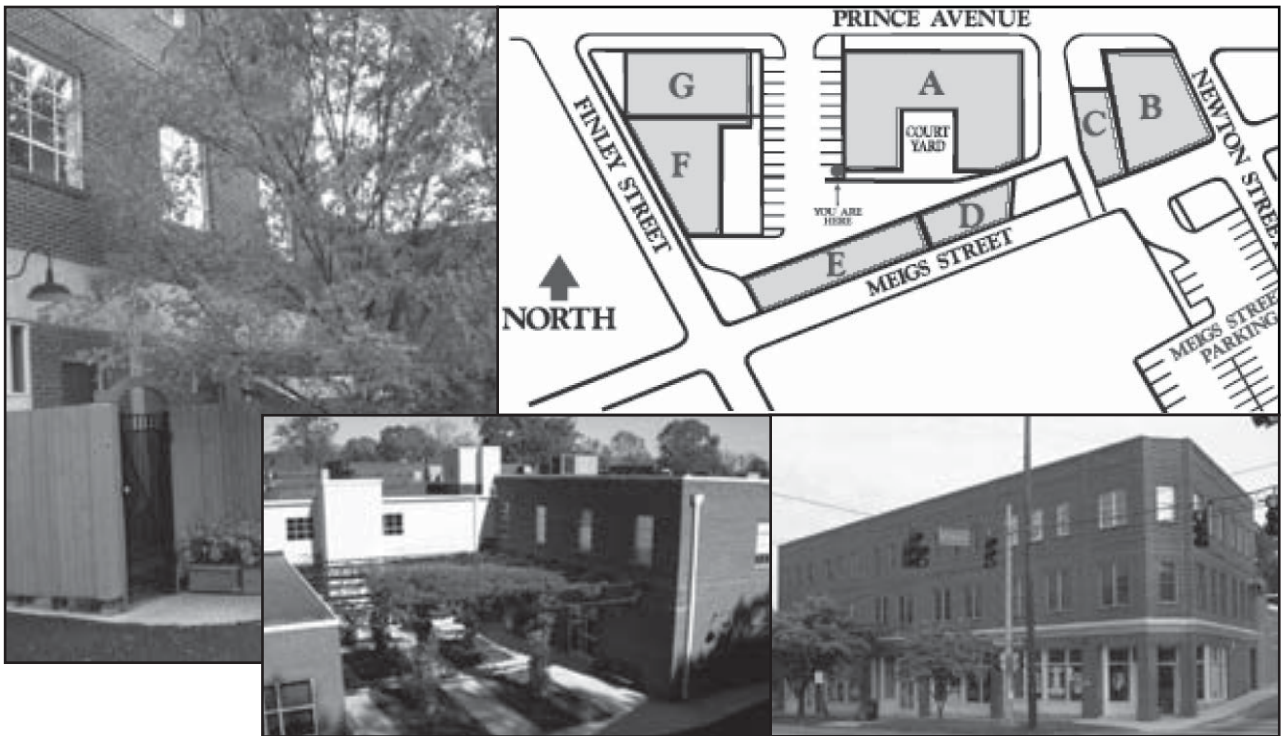
- 1** A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- 2** The historic character of a property shall be retained and preserved. The removal of historic materials or 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 historic 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 archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- 9** New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- 10** New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

# Compatible Infill & Redevelopment

TWO |

Infill construction and redevelopment is the process of developing vacant or under-used parcels within urban areas. The design of an infill building is a special challenge, especially when it is located within a historic district. Careful planning and thoughtful preparation is necessary to design a new building that will be compatible to the surrounding buildings within its area of influence (more information regarding this is found in *Chapter Four* and *Chapter Five*). A successful infill project will help preserve the continuity of the streetscape and will respect local architectural character. However, the appearance of a new building must always be sensitive to the character of its neighbors without mimicking them. There are several factors that should govern the visual relationship between an infill building and its neighbors so as to create a seamless fit. These factors include, but are not limited to, mass, scale, proportions of openings (windows and doors), detailing, materials and their use, building setback and roof form. For more information regarding infill construction in Kennesaw, refer to the appropriate standards outlined in *Chapter Four* and *Chapter Five*.

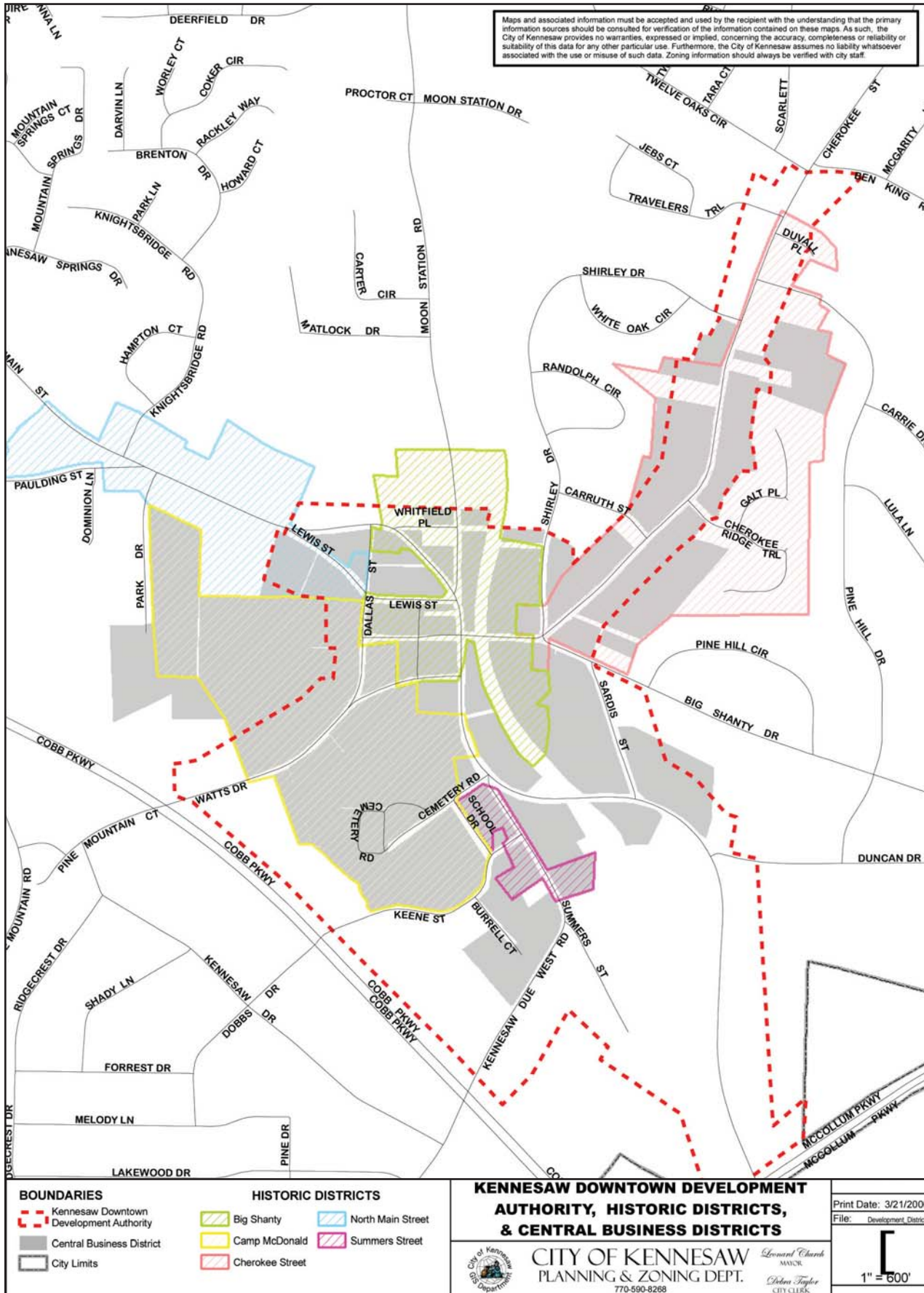
“Redevelopment” has been defined as the planning, development, re-planning, redesign, reconstruction, or rehabilitation, or any combination of these, of all or part of a designated area (such as local historic districts) to meet a communities current and/or future needs. These actions can apply to residential, commercial, industrial, public, or other structures and spaces with emphasis on civic amenities to create a cohesive community. Important aspects of redevelopment in an urban area can involve mixed-use and multi-story development. This high density development maximizes the use of an area, helping combat sprawl and promoting living and working within a community.



Smith Wilson and his partner Pam NeSmith purchased the old Coca-Cola Bottling plant on Prince Avenue in Athens, Georgia in April 2000, and began a historic preservation project that included infill development as well as rehabilitation of an existing bottle works complex. The six existing buildings were transformed into retail, corporate and residential spaces with attention to making these structures adapt to the specific needs of modern businesses and homeowners. In addition to the existing renovations the developer added one building that is three stories tall with 15,000 square feet. The new brick building was constructed in the style of the others and integrates seamlessly. Due to its sensitivity to the historic character of the existing buildings, and the use of sound preservation principles found in the US Secretary of the Interior’s Standards for Rehabilitation, this project won awards from both the Georgia Trust for Historic Preservation and the Athens-Clarke Heritage Foundation. Public appreciation for this project was shown by being voted Athens’ Best New Development in 2003 during the Athens Banner-Herald’s Reader’s Choice Awards. Developers who follow the historic preservation principles outlined in this Chapter and found in detail in the following document will have similar successful results.

# CHAPTER THREE: VISUAL CHARACTER OF THE KENNESAW HISTORIC DISTRICT

# CHAPTER THREE: VISUAL CHARACTER OF THE KENNESAW HISTORIC DISTRICT



# Historic Overview of the City of Kennesaw

## Cherokee Nation

In the early 1800s settlement in Georgia was primarily located along the coast in the southern portion of the state. The northern portion of the state was still occupied by Native Americans, primarily the Cherokee Indians. As missionaries and settlers encroached on their territory, this nation decided to integrate European customs into their lives drawing up their own constitution and publishing their own paper. The capitol of this Indian Nation was established in New Echota in 1825.

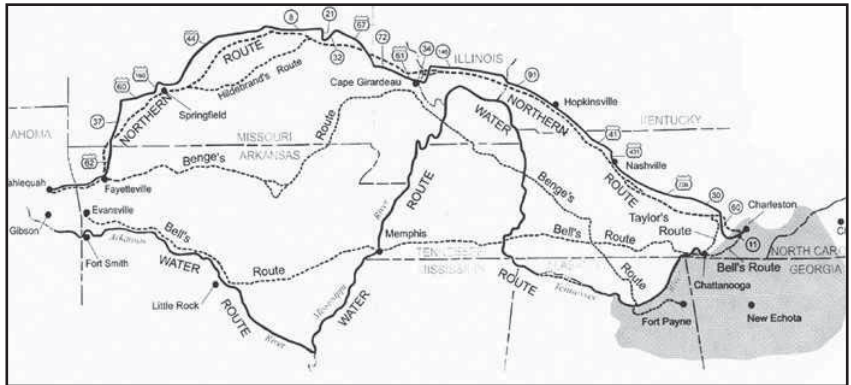
With the discovery of gold in the North Georgia Mountains in 1828 and with more settlers wanting to move into the Cherokee Nation's lands, the State of Georgia began enacting legislation limiting the Cherokee's rights to their own lands. This culminated in the Treaty of New Echota in 1835 where the Cherokee Nation was forced to sell their rights to their lands for \$5,000,000 and 7,000,000 acres in Oklahoma, with the understanding they were to move there within two years. By 1838 the majority of Cherokee Indians had been removed from their homes in Georgia; General Winfield Scott escorted the remainder of the population out of Georgia in what has been called "The Trail of Tears."

While these events were unfolding, the Cherokee Lands were surveyed to be distributed by land lottery. Land that was surveyed in the "gold region" was divided into forty-acre lots, and the rest of the land was divided into one hundred and sixty acre lots. According to survey maps drawn in the early 1830s, the Cherokees had built several structures in the vicinity that is today Kennesaw. This area had twelve springs, which is likely what drew the Native Americans to this area. The largest of these springs was called "Equa Gaunuga Gr Ama" – The Big Spring of Water. This spring still exists today and is located behind Kennesaw City Hall and is now referred to as "Big Spring."

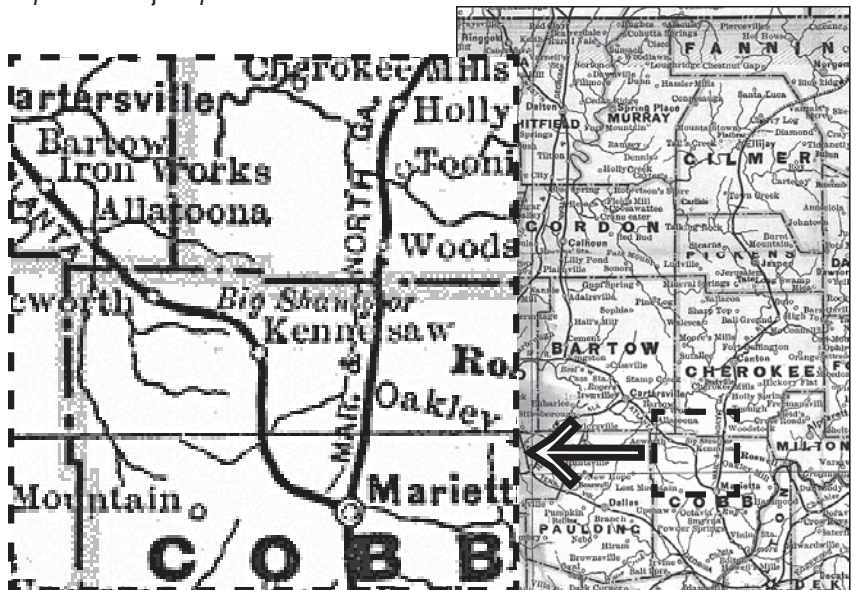
THREE

## The Western & Atlantic Railroad

The real impetus for the beginning of the community of Kennesaw began on December 21, 1836, when the Georgia Legislature authorized the building of the Western and Atlantic Railroad that would stretch from present day Atlanta (then known as Terminus) to Chattanooga, Tennessee. Unlike other railroads in the state, this one was actually owned by the State of Georgia, and the State of Georgia still owns the right-of-way for this railroad today. The Chief Engineer surveyed the route for this railroad in 1837. By 1839 the railroad had made its way along its present path to the as unnamed community of Kennesaw. Railroad shanties were established at the "highest" point on the line between the Chattahoochee and Etowah Rivers – today's Kennesaw.



This map traces the routes by which the Cherokee Indians were moved from Georgia to Oklahoma. These routes generally were referred to as the "Trail of Tears" due to the loss of the Cherokee of their homes and the deprivation they faced on their journey.



1883 Map of Railroads in Georgia

There is some speculation as to what this community was originally named. An 1853 list of postmasters in the area lists a "Kennesaw" with Wm. M. Elliot as postmaster. By 1854 the "Kennesaw" disappears from the record, but there is a "Moons" listed. A Civil War era map of the Western and Atlantic Railroad shows there is a "Moons" above "Big Shanty," which is the original name believed to have been given to the City of Kennesaw. In 1856 "Big Shanty" began as a post office. Big Shanty was changed to Kennesaw by 1880 as it was noted in Sholes Georgia Gazetteer: "Kennesaw. Cobb County, W & A R.R. – Deriving its name from the mountain near which it is located, and also known as Big Shanty. Is 29 miles from Atlanta... has a population of 200... a grist mill and a cotton gin operated by steam." Finally on September 21, 1887, the General Assembly of the State of Georgia passed the articles of incorporation for the community to be called Kennesaw. The community was agrarian based with 53.5% of its residents in 1860 being listed as "Farmer." The next largest category was "Railroad Hand/Watchman/Contractor" at 12.3%.

In the late 1850s an "eating house" was established south of the original depot by the railroad, which was run by Mr. and Mrs. George Lacy. This hotel was referred to as the "Big Shanty Hotel" and also as the "Lacy Hotel." This hotel was burned to the ground on November 14, 1864, during General Sherman's "March to the Sea."

## The Civil War & Late Nineteenth Century Development

During the Civil War Big Shanty was used to host Camp McDonald, a training camp for Georgia volunteers. The legislation for this camp was signed by Governor Joseph E. Brown establishing it to train recruits from North Georgia. One of the primary reasons for the establishment of the training camp in Big Shanty was the Western and Atlantic Railroad, which was used to get the recruits to the camp. This also situated the training camp out of major population centers where the populace could be alienated by the troops and where moving large numbers of untrained troops could be difficult. The camp was established on land that had been owned and farmed by Hiram A. Butler, Jonathan Wade, Gaspard T. Carrie, J.E. Galt and J.R. Winter.

This camp was closed in 1863 and the following year General Sherman invaded and occupied Big Shanty for several weeks. On May 6, 1864 an army of 100,000+ men marched south from Ringgold, Georgia, as part of Sherman's "March to the Sea." General Sherman utilized the Western and Atlantic Railroad for his supply line. On June 6th, the Confederate soldiers in Big Shanty retreated although skirmishes would continue until the 27th, culminating in the Battle of Kennesaw Mountain.

Under occupation Big Shanty was used as a supply base and hospital for the Union Army. On November 9, 1864, Sherman issued orders that the Western and Atlantic Railroad be destroyed from Big Shanty to the Chattahoochee River. Most of the community of Big Shanty was destroyed along with this railroad. It was noted by Russell H. Conwell, a correspondent for the Daily Evening Traveler in Boston, that nothing was found after occupation save "the old blacksmith's shop."

Another event that took place in Big Shanty during the Civil War was "The Great Locomotive Chase" which has been immortalized in such movies as "The General" (1926) and "The Great Locomotive Chase" (1956). On April 12, 1862, twenty Union spies were led by James J. Andrews to seize the Confederate locomotive called "The General" that stopped in Big Shanty for approximately twenty minutes every day at 6 am for breakfast. While the crew and passengers were eating in the hotel the Union spies boarded the train, uncoupled some of the cars and stole the train with the objective of destroying the rail line between Big Shanty and Terminus (now Atlanta). William A. Fuller (the conductor of the train) and Anthony Murphy (Western and Atlantic Railroad Superintendent of Motive Power) pursued the stolen train by foot, handcar and three different locomotives over 87 miles of tract. The Union spies abandoned The General near Ringgold, Georgia, and were later captured.



1960's postcard of a ceremony involving the "Lil General" which is on display at the local museum on J.O. Stephens Avenue.

Like the majority of Georgia, by the 1870s the area was in recovery from the Civil War. Agriculture and its processing were the primary economy. Crops grown were cotton, corn, various grains and grapes. The railroad was rebuilt and regained its role as an important transportation artery for the town and northwestern Georgia. Five roads led into Big Shanty from outlying lands bringing agricultural goods to be transported by the train. By 1887 the area was prosperous enough to request the Georgia Legislature to incorporate the area as a town. On September 21st, 1887, Kennesaw was formerly established by the legislature. Its corporate limits were to "extend one half mile, north, south, east, west [sic] from the depot of the Atlantic and Western Railroad." This incorporation was soon followed by two epidemics in the 1890s – smallpox and scarlet fever.

THREE

WESTERN & ATLANTIC RAILROAD.											
(Operated by Nashville, Chattanooga & St. Louis Ry.)											
H. F. SMITH, Vice-Prest. & Traf. Mgr., Nashville, Tenn.				SOLICITING PASSENGER AGENTS.				CONTRACTING FREIGHT AGENTS.			
GEORGE R. KNOX, Gen. Freight Agent, "				J. A. THOMAS, City Passenger & Ticket Agent,				D. J. MULLANEY, Com'l Agent, Cincinnati, O.			
S. D. COWDEN, Claim Agent, "				Peachtree Viaduct, Atlanta, Ga.				O. T. AMBROSE, Com'l Agent, Atlanta, Ga.			
HUNTER McDONALD, Chief Engineer, "				E. J. WALKER, Southeastern Pas. Agt., "				E. W. SCOFIELD, Commercial Agent,			
J. L. MCCOLLUM, Superintendent, Atlanta, Ga.				COLLE DANLEY, Florida Pas. Agt., Jacksonville, Fla.				Chattanooga, Tenn.			
CHAS. E. HARMAN, Gen. Pas. Agent, "				J. H. LATIMER, Traveling Passenger Agent,				W. A. BUIE, Com'l Agent, Jacksonville, Fla.			
J. A. SAMS, Division Freight Agent, "				Chattanooga, Tenn.				J. A. SMITH, Soliciting Agent, Rome, Ga.			
M. L. COLLIER, Master Mechanic, "				General Offices—Atlanta, Ga.							
August 19, 1906.											
Rome Railroad.											
No. 176 No. 174 Mls August 19, 1906. No. 175 No. 177											
*6 58 P M *10 51 A M o lve. Kingston <sup>1</sup> arr 9 20 A M 6 25 P M											
7 45 P M 11 48 A M 18 arr. + Rome <sup>2</sup> . lve. *8 30 A M *4 25 P M											
Connections.— <sup>1</sup> With Western & Atlantic R.R. <sup>2</sup> With railroads diverging and White Star Line Steamers.											
SLEEPING CAR SERVICE.											
Nos. 1 and 2—Pullman Palace Buffet Sleeping Cars between St. Louis, Mo., and Jacksonville, Fla., via I. C. R.R., Martin, Nashville, Atlanta, Macon, Tifton and Atlantic Coast Line, and between Chicago and Jacksonville, via Evansville Route. Nos. 3 and 4—Pullman Buffet Sleeping Cars between St. Louis, Mo., and Augusta, Ga., via L. & N. R.R., Nashville, Atlanta and Georgia R.R.; also Pullman Sleeping Cars between Atlanta and Knoxville, via Marietta and L. & N. R.R. Nos. 92 and 93—Pullman Palace Buffet Sleeping Cars between St. Louis, Mo., and Atlanta, Ga., via Evansville and Nashville.											
Trains Nos. 2 and 92, 1 and 93 will carry Through Coaches between Atlanta and Rome.											
Connections.— <sup>1</sup> With railroads diverging. <sup>2</sup> With Queen & Crescent Route. <sup>3</sup> With Southern Ry. <sup>4</sup> With Rome R.R. <sup>5</sup> With Seaboard Air Line Ry. <sup>6</sup> With Louisville & Nashville R.R. <sup>7</sup> With railroads diverging.											

Western & Atlantic Railroad timetable from 1906. Courtesy of *Georgia's Railroad History & Heritage*.

## Twentieth Century Development

Many of the buildings standing today on Main Street in the Big Shanty Historic District were built in the early twentieth century. James Lewis built the three-story building at the corner of Main and Lewis Streets (circa. 1902), as a Dry Good store. In 1905 the Kennesaw State Bank building, which was chartered and capitalized in 1910 was built adjacent to it. The current depot was built in 1908, and in that same year the Mayor and Council ordered a census taken. This census established the population of Kennesaw at 500 people. A warehouse, and a cotton gin [the cotton gin was later incorporated into the Southern Civil War & Locomotive History Museum] were built circa 1909. In 1911 the City began charging the railroad for use of the Big Spring (the first charge was \$100/year) and Southern Bell established a franchise in Kennesaw. By 1917 an electrical plant was established at the Cherokee Street warehouse.

Of importance to the development of Kennesaw was the establishment of The Dixie Highway and the Georgia State Highway System in the early twentieth century. Originally roads established in Georgia were agricultural related and connected a farmstead with various parcels of land associated with the farm, and that farm with other farms. As settlements were established in Georgia (such as railroad towns like Big Shanty) roads were built between them that often used existing farm roads. Thus farmers could cart their agricultural products to nearby railroad towns where the products could be shipped to distribution centers like Atlanta. Carl Fisher established The Dixie Highway in 1913 to open up a route from the mid-western states to Florida, which would spur his real estate investments in Florida. This roadway was a privately sponsored roadway promoted by The Dixie Highway Association and supported by townships, cities, and private investors found along its route. Portions of



1947 photograph of the Kennesaw Depot that was constructed in 1908. Courtesy of *Vanishing Georgia*, Georgia Division of Archives and History, Office of Secretary of State, COB268.

the highway were toll roads, which in turn helped fund maintenance and expansion of it. There were two routes (eastern and western) to Florida that were part of The Dixie Highway. The eastern route started in Miami and paralleled the Atlantic Ocean north to Savannah, Georgia; then continuing inland to Augusta, Georgia; then continue to Greenville, South Carolina; then north to Knoxville, Tennessee; and ending in Sault Ste. Marie, Michigan. The western route went inland from Miami, Florida to Tallahassee, Florida; then north to Atlanta, Georgia passing near Kennesaw on its way to Chattanooga, Tennessee; then continued north to Indianapolis, Indiana and ending in Chicago, Illinois.

The success of privatized roads, like The Dixie Highway, spurred the State of Georgia to establish a Highway Commission in 1916 so that it could receive matching funds from the U.S. Federal Government that were made available that year for road improvements. Road networks were established by this highway commission including US 41 (proposed in 1925 and was built by 1926). This road stretched for 378 miles from the Tennessee state line near Ringgold, Georgia, to the Florida state line. Portions of this roadway were parallel to the Western and Atlantic Railroad and had previously been a part of The Dixie Highway, which was officially disbanded by 1927. With the establishment of these major federal and state routes, enterprises like gas stations and other automobile and service related ventures were established along these routes. The early twentieth century architectural forms and stylistic elements of this roadside architecture were simple, vernacular resources built by local trades people. Often gas stations took on a residential character with the use of Craftsman-influenced and English Vernacular detailing. With the establishment of franchises, such as Waffle House and Chick-fil-A Georgia entrepreneurs established both of which, roadside architecture became more standardized and homogenic to be easily identified by motorists. Examples of such architecture are found with the “Dixie Motel” in nearby Ringgold, Georgia, which was also named after the famous Dixie Highway that it served.

SOURCES:

This historical narrative was largely taken from Robert C. Jones’ *Kennesaw (Big Shanty) in the 19th Century*, the Historic Resources Survey conducted in 2004 by Fort Mountain Preservation Services, and The Dixie Highway Association’s online history.

## High Style or Vernacular?

The majority of buildings found within the Kennesaw Historic District are vernacular in design. However, there are examples of high style architecture within the district. A building with minimal architectural ornamentation (vernacular) is considered to be the equal of a building with numerous decorative elements (high style). An unadorned building is sometimes referred to as vernacular, meaning that it is the work of a craftsman following local building traditions without a conscious attempt to mimic current architectural fashion. High-style buildings, on the other hand, were often architect-designed and show the influence of current architectural styles. Such buildings are accentuated with architectural elements and details that reflect a specific architectural style or styles. Both vernacular and high-style buildings can have an identified building type.



The two houses above are both Georgian house types; ‘house type’ refers to the building form or floor plan. The two houses, however, vary in that the house on the left is vernacular in style, having been designed by local craftsman with minimal stylistic elements, and the house on the right was designed with architectural ornamentation in the Greek Revival style. Although the houses look different, both are equally important to the history and architectural integrity of the district.

# Residential Building Types in Kennesaw

Georgia's Living Places, a publication of the Georgia State Historic Preservation Office, defines a building type on page I-21 as "the **overall form**, the outline or "envelope" **of the main or original part of the house**, as well as the general layout of interior rooms." Another simple definition utilized by architectural historians in Georgia is the following formula: **plan + height = building type**. For example two residential buildings that have the same floor plan and are the same height will be the same residential building type. When determining the building type it is important to look at the core, or main part, of the building and exclude side wings, rear service ells, later additions and attached outbuildings. These additions may alter the plan of the building type, but the core building still represents the original building type the builder started with. An example of this is the example depicted for the Side Hallway Building Type found below. Additions may be important, however, if they change one house type into another.

THREE

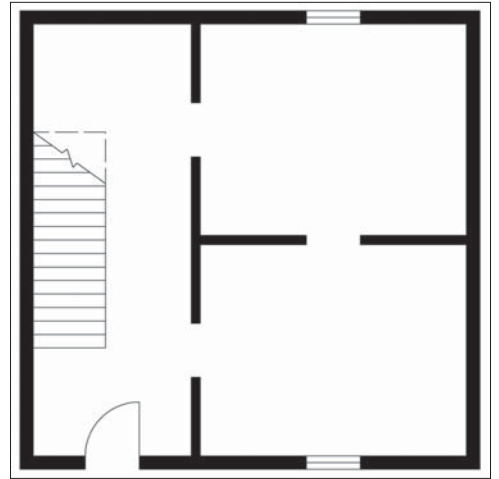
## Side Hallway (1820s-1850s)

- hallway located to one side
- staircase located in hallway
- typically two rooms deep

Note: The building type was altered by an addition to the left side of the residence, but it still represents a Side Hallway Building Type as this main core is still evident.



2940 Dallas Street

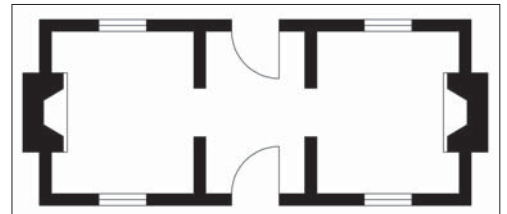


## Central Hallway (1840-1900)

- symmetrical front, usually with chimneys at each end
- consists of two rooms with a hallway between
- one room deep



2905 Cherokee Street

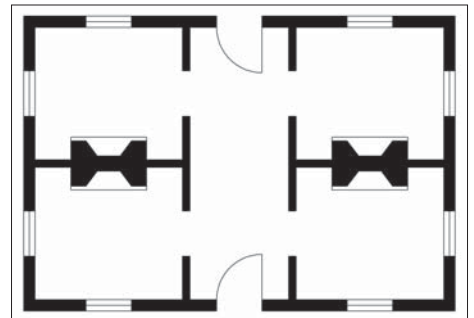


## Georgian Cottage & House (1850-1900)

- square or nearly square in plan
- symmetrical front facade with central hallway flanked by two rooms on either side
- hip or gabled roof
- "cottage" is one-story in height, and the "house" is two story in height



2871 Cherokee Street



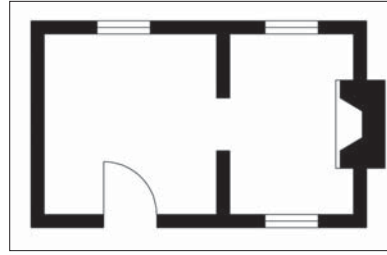


### Hall Parlor (1850-1930)

- two unequal rooms with, entrance into the larger of the two rooms
- one room deep
- hip or gabled (typical) roof



3076 Cherokee Street

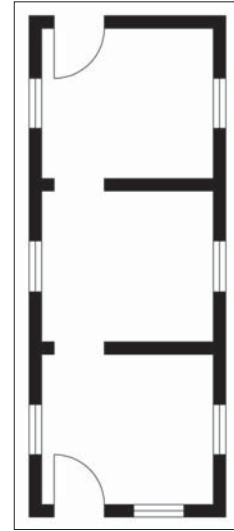


### Shotgun (1870s-1920s)

- one room wide
- typically three rooms deep
- no hallway is present
- typically doors all line up



2250 J.O. Stephenson Street



THREE

### Gabled Wing Cottage & House (1875-1915)

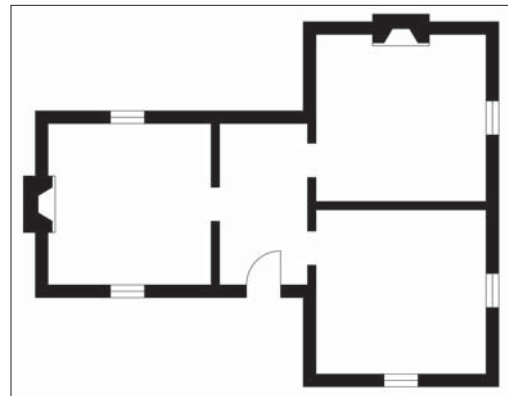
- L or T shaped in plan
- gable front at one end
- recessed wing with entrance that is parallel to the front facade



2951 Moon Station Road



2891 Lewis Street

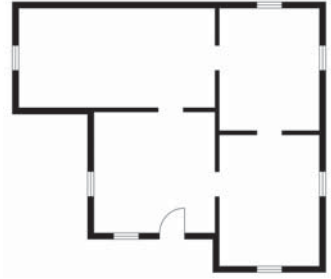


### Queen Anne Cottage (1880-1890s)

- square main mass with a hipped or pyramidal roof
- projecting gables facing both the front and side
- interior rooms are arranged in an asymmetrical plan with no central hall



2305 Lewis Street

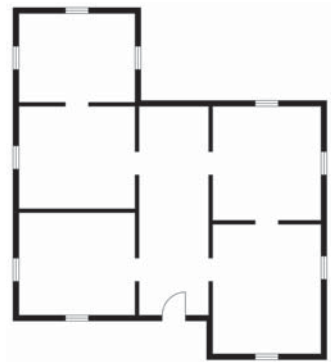


### New South Cottage (1890s-1920s)

- square main mass, usually with a hipped roof with a front and a rear projection
- central hallway plan emphasizes symmetry, with one or both of the side rooms projecting forward
- pair of gables, either over projecting rooms, or flush with the wall of the main mass, frequently adds to the asymmetrical look of this type



3059 Cherokee Street

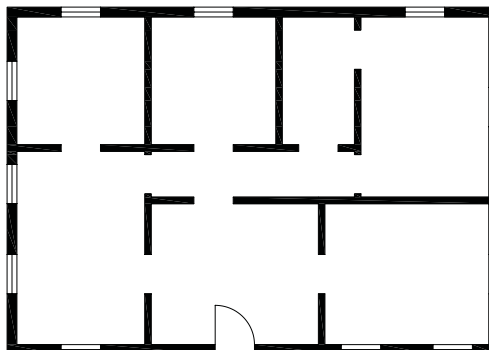


### Bungalow (1900-1930s)

- 1 to 1 ½ stories
- overall rectangular in shape
- low-pitched roof with wide overhang
- subtypes based on roof shape: front gable, side hip, and cross gable



2259 Lewis Street



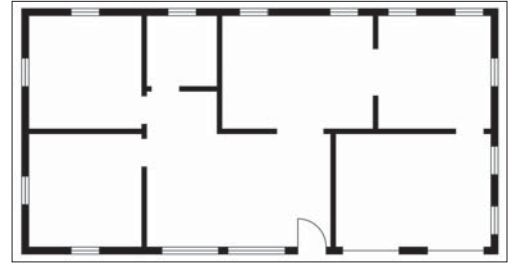
THREE

### Inline Ranch (1935-1975)

- one-story, linear plan
- typically two rooms deep
- low pitched roof
- mixed use of materials: brick, stone and wood
- may have an integral garage



2797 Sardis Street



### American Small House (1930s-1950s)

- main “core” has three-, four-, or five-rooms
- compact, irregular floor plan
- typically with a moderately pitched end-gable roof
- typically has small wings or rear ell



3031 North Main Street



2771 Sardis Street

THREE

## Residential Architectural Styles in Kennesaw

Georgia’s Living Places, a publication of the Georgia State Historic Preservation Office, defines architectural style on page I-2 as the “decoration or ornamentation” that has been placed on a building in a systematic pattern or arrangement. Style can also take into account the overall form of a house: the proportion, scale, massing, symmetry or asymmetry, and the relationships among parts such as solids and voids or height, depth, and width. Styles in Georgia, like the rest of the United States, were influenced by three sources: 1) Greek and Roman classical architecture; 2) medieval buildings found in Europe; & 3) the Renaissance of Italy during the 15th and 16th centuries. The same source often influenced different architectural styles resulting in similar features between various styles. It is important to look at the systematic ways that these features are utilized on the building in such cases

### Folk Victorian (1870s-1910s)

- porch details are common, such as brackets, spindles and jigsawn woodwork
- gable details include verge boards, brackets and other jigsawn woodwork
- decorative trim around windows and doors are generally vernacular in nature



2741 Summers Street

### Craftsman (1910s-1930s)

- low pitched roof with wide overhanging eaves and exposed roof rafters
- decorative brackets or braces commonly added under gables
- full- or partial- width porch with roof supported by tapered square columns
- use of decorative woodwork, masonry, and stone that reflects skill and craftsmanship is common



2839 South Main Street

### Queen Anne (1880s-1910s)

- asymmetrical form and variety of exterior surface textures, materials, and details
- irregularly shaped, steeply pitched roofs with cross gables, usually with a dominant front-facing gable
- wrap-around porches with slender turned posts and balustrades are common
- bay windows and/or turrets and patterned masonry chimneys are typical



2996 North Main Street

## Non-Residential Building Types in Kennesaw

Georgia's Living Places, a publication of the Georgia State Historic Preservation Office, defines a building type on page I-21 as "the **overall form,**" of the **main or original part of the non-residential building**, as well as the general layout of interior spaces. Another simple definition utilized by architectural historians in Georgia is the following formula: **plan + height = building type**. When determining the building type it is important to look at the core, or main part, of the building and exclude side wings, rear service ells, and later additions. These additions may alter the plan of the building type, but the core building still represents the original building type the builder started with.

### One Part Commercial Block (1840s-1950s)

- one story
- front facade consists of a storefront with a cornice
- storefront contains large display windows and a prominent entrance
- storefront facades range from plain to ornamented



2843 South Main Street

### Two Part Commercial Block (1840s-1950s)

- most common commercial facade
- two to four stories in height
- ground level storefront houses public spaces such as a store or restaurant
- upper floors house more private spaces such as apartments or offices, marked by a row of windows



2881 South Main Street

## Non-Residential Architectural Styles in Kennesaw

Georgia's Living Places, a publication of the Georgia State Historic Preservation Office, defines architectural style on page I-2 as the "decoration or ornamentation" that has been placed on a building in a systematic pattern or arrangement. Style can also take into account the overall form of a house: the proportion, scale, massing, symmetry or asymmetry, and the relationships among parts such as solids and voids or height, depth, and width. Styles in Georgia, like the rest of the United States, were influenced by three sources: 1) Greek and Roman classical architecture; 2) medieval buildings found in Europe; & 3) the Renaissance of Italy during the 15th and 16th centuries. The same source often influenced different architectural styles resulting in similar features between various styles. It is important to look at the systematic ways that these features are utilized on the building in such cases.

THREE

### Folk Victorian (1880s-1930s)

- most common style for simple, functional commercial buildings
- modest detailing
- corbeled brick cornice



2879 South Main Street

## Historic Landscape Characteristics in Kennesaw

### Town Form:

- Irregular development along railroad and rural routes
- Sloping, Piedmont terrain
- Property lots vary in size & shape
- Railroad right-of-way/corridor
- Parks (Big Spring, City Park & City Cemetery)

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### Streetscape Residential:

- Informal/picturesque landscaping – trees, shrubbery, flower beds & lawn
- Retaining walls – concrete & stone
- Sloping lawns
- Walks/drives – gravel & concrete

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### Streetscape Commercial:

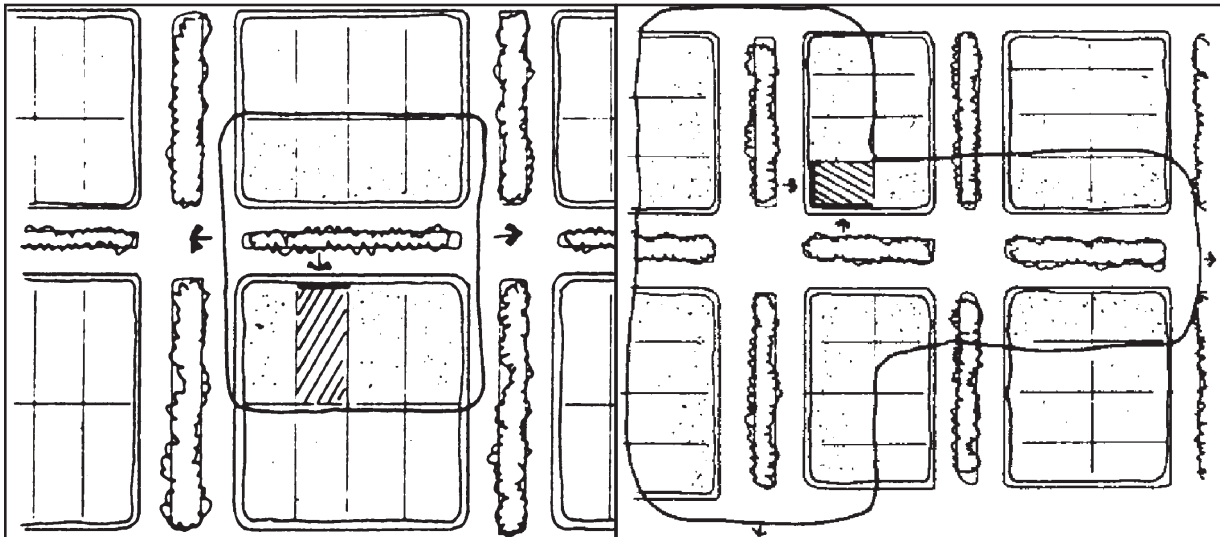
- Continuity: Buildings front on sidewalk - typical for Historic Core of Buildings on Main Street
- Sidewalk – concrete & brick
- Awnings – metal, canvas

# CHAPTER FOUR: NEW RESIDENTIAL CONSTRUCTION DESIGN STANDARDS

The following standards apply to all new residential construction (also known as residential infill construction) to be built within the Kennesaw Historic District (referred to as the district), which is comprised of four National Register-listed districts and one National Register-listed site (refer to page 3-1 for a map depicting this area). This district includes the majority of the Central Business District and a good portion of the Kennesaw Downtown Development Authority’s meets and bounds. Within each subsection are standards that when followed will encourage new residential construction in keeping with the City of Kennesaw’s historic and cultural heritage, as well as smart growth strategies. Multi-family developments are considered nonresidential construction and must follow the standards set forth in *Chapter Five: New Nonresidential Construction Design Standards*.

Any property owner or occupant wishing to construct a new residential building within the Kennesaw Historic District must submit the project to the Kennesaw Historic Preservation Commission (HPC) for review, comment and a Certificate of Appropriateness (COA) regarding the project’s impact on the historic and cultural character of the district. If the HPC finds the project in keeping with the historic identity and vision for Kennesaw, the project is approved and the applicant may apply for the appropriate permits to proceed with the project. If the HPC finds that project is not in keeping with the character and vision of the district, the project is denied a COA and can not continue with permitting. The applicant may revise and resubmit his application, and the HPC may offer comments to the applicant for this resubmittal. An applicant may appeal denial of his COA to the Mayor and Council if they feel that the HPC was unfounded in their decision.

It is important that the character established by existing buildings be continued in new construction through appropriate massing, scale, and building form. In order to determine the appropriate design and appearance of new construction, one must look at the district as a whole, as well as within a property’s **“Area of Influence.”** The Area of Influence is defined as the view shed from a particular site. Oftentimes there are established design details, materials, and scale within the area of influence. Sometimes this is not the case and the district must be looked to as a whole when making decisions about such things. The following standards will provide an applicant with what details, proportions, massing, scale and setbacks are appropriate to the district.

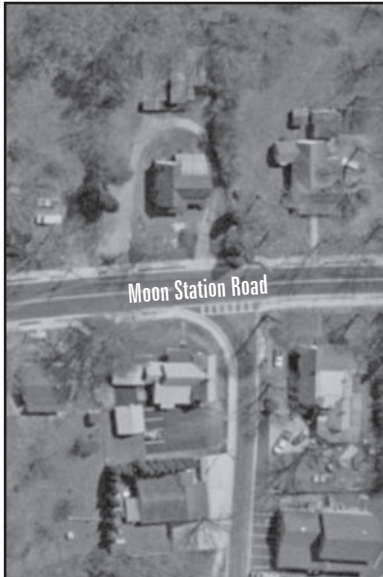


**Area of Influence:** Each site within the district will have its own unique area of influence. Shown here are two suggested minimum areas that might be considered as an Area of Influence for a proposed project (shaded area). Neighboring buildings must be examined to determine the established architectural design elements and schemes.

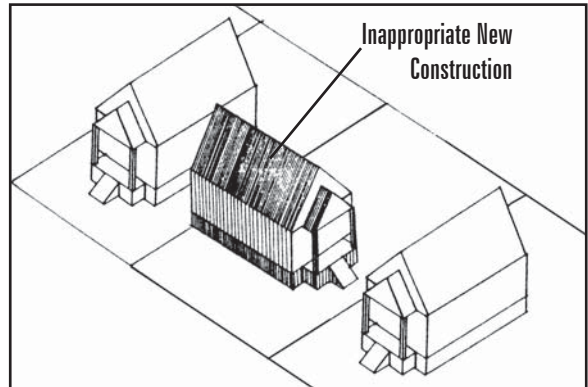
# 4.1 Site Design & Landscaping

Refer to The Tree Conservation and Replacement Ordinance, City of Kennesaw Ordinance Number 2005-23, 8-15-05; and The Central Business District Ordinance, City of Kennesaw Ordinance Number 2005-20, 2005.

- 4.1.01: Sidewalks shall be continued, or established, in all new residential neighborhoods.
- 4.1.02: Rear access shall be provided to townhouse and multifamily garages, single-family dwelling garages, and commercial loading and service areas, where such access is feasible.
- 4.1.03: The vertical or horizontal orientation and setback of a new building must be consistent, when possible, with the dominant pattern established within the area of influence.



This aerial photograph (left) shows the typical residential setback within the Kennesaw Historic District, new infill construction must maintain established setbacks.



Building Orientation (above)- Inappropriate: This example shows a new building in violation of the established orientation to the street. The building is orientated for a side entry.

- 4.1.04: Infill development will have the same orientation to the street as the majority of buildings within its area of influence.
- 4.1.05: All utilities will be placed underground from the main utilities service line.
- 4.1.06: No above ground retention, or detention, facilities for runoff are allowed. Such facilities that may be needed for a residential development shall be underground.
- 4.1.07: Existing historic landscape features must be retained and incorporated into the proposed landscape if they are in good repair. Landscape features may include wells, specimen trees, accessory buildings and significant vistas and views from adjacent public ways.
- 4.1.08: Fencing is permitted and encouraged along side and rear yards as long as the fencing is located behind the setback line established by the front facade of the house.
- 4.1.09: Fencing is permitted along front yards, and may not extend into the public right-of-way.
- 4.1.10: The height of fences and walls located between a building facade and a public right-of-way shall not exceed thirty-two (32) inches and in other areas shall not exceed six (6) feet.
- 4.1.11: No barbed wire, razor wire, chain link or similar fencing is permitted within the district.
- 4.1.12: Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities by using accepted protection measures. It is especially critical to avoid compaction of the soil and loss of roots within the critical root zone of trees.
- 4.1.13: Parking is not appropriate within the planting strips and parks that border the district's streets. Not only does this practice disrupt the visual character and intended use of green spaces and planting strips, but it also causes soil compaction that can damage tree roots.
- 4.1.14: It is not appropriate to remove healthy, mature trees.
- 4.1.15: Parking for residences is to be located to the rear of the property when feasible.
- 4.1.16: All parking will be properly maintained with directed and shielded lighting fixtures and all other considerations to make them safe and attractive.
- 4.1.17: Parking minimums and ratios shall comply with existing City ordinances.



Picket fencing, such as the above examples, are permitted within the district.



Ranch style fencing (above) and chain link fencing (right) are not permitted in the district.

- 4.1.18: The planting of street trees on private property in new residential developments is encouraged when interference from utilities (above or below) prevent the planting of street trees on public right-of-way.
- 4.1.19: Whenever feasible alleys and other secondary road systems must be utilized to access auxiliary buildings, parking and garages.
- 4.1.20: Planting strips along sidewalks to buffer the sidewalk from the roadway are required. These planting strips provide a psychological feeling of protection for the pedestrian from vehicular traffic. They also provide the driver with a visually pleasing corridor.
- 4.1.21: Driveways may be placed in the following locations: 1) A direct line path from the public right-of-way to the garage entrance; 2) The use of a curvilinear drive through the front yard to the garage entrance; and 3) Semicircular drive with apex at entrance to residence. Limited parking spaces (2 - 3) is allowed other than the garage for parking of cars. These spaces will be placed in an unobtrusive manner off of either side of the driveway.
- 4.1.22: Plants, trees and shrubs native to North Georgia are encouraged when landscaping for a residential development. Traditional plantings such as boxwoods, azaleas and dogwoods are also appropriate. For more information regarding what plantings are appropriate to the period of significance of the district contact the City Arborist.

<p><b>Recommended Height Planting Standards for Green Spaces:</b></p> <ul style="list-style-type: none"> <li>• Overhead wires present - Small native trees</li> <li>• Overhead wires absent - Large native hardwood trees</li> </ul>									
<p><b>Recommended Width Planting Standards for Green Spaces:</b></p> <table border="0"> <tr> <td><u>Green Space Width</u></td> <td><u>Recommended Trees</u></td> </tr> <tr> <td>• 10 feet or greater</td> <td>• Large Deciduous Trees</td> </tr> <tr> <td>• 5 to 10 feet</td> <td>• Medium Deciduous Trees</td> </tr> <tr> <td>• Less than 5 feet</td> <td>• Small Deciduous or Flowering Trees</td> </tr> </table>		<u>Green Space Width</u>	<u>Recommended Trees</u>	• 10 feet or greater	• Large Deciduous Trees	• 5 to 10 feet	• Medium Deciduous Trees	• Less than 5 feet	• Small Deciduous or Flowering Trees
<u>Green Space Width</u>	<u>Recommended Trees</u>								
• 10 feet or greater	• Large Deciduous Trees								
• 5 to 10 feet	• Medium Deciduous Trees								
• Less than 5 feet	• Small Deciduous or Flowering Trees								

<p><b>Recommended Native Evergreen Street Trees</b></p>	
• <u>Latin Name</u>	• <u>Common Name</u>
• Juniperus virginiana	• Eastern Red Cedar
• Ilex Opaca	• American Holly



**Recommended Native Large/Medium Deciduous Street Trees:**

Latin Name • Common Name

- Acer barbatum • Southern Sugar Maple
- Acer rubrum • Red Maple
- Acer saccharinum • Silver Maple
- Fagus grandifolia • American Beech
- Fraxinus americana • White Ash
- Fraxinus pennsylvanica • Green Ash
- Plantanus occidentalis • Sycamore
- Quercus alba • White Oak
- Quercus falcata • Southern Red Oak
- Quercus laurifolia • Darlington Oak
- Quercus nigra • Water Oak
- Quercus phellos • Willow Oak
- Quercus schumardii • Shumard Oak

**Recommended Native Small Deciduous or Flowering Street Trees**

Latin Name • Common Name

- Amelanchier canadensis • Serviceberry
- Carpinus caroliniana • Muscledwood/Hornbeam
- Cercis canadensis • Redbud
- Chionanthus virginicus • Fringetree
- Cornus florida • Dogwood
- Crataegus phaenopyrum • Washington Hawthorn
- Oxydendrum arboreum • Sourwood
- Ostrya virginiana • Hophornbeam

FOUR



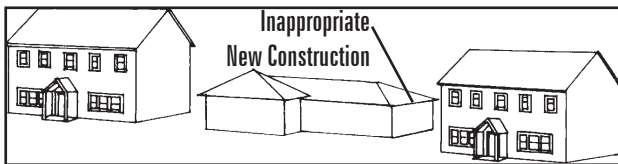
The use of stairs to navigate the sloping terrain of Kennesaw from porches to sidewalks are encouraged; stairs are a part of the historic, residential landscaping design vocabulary.



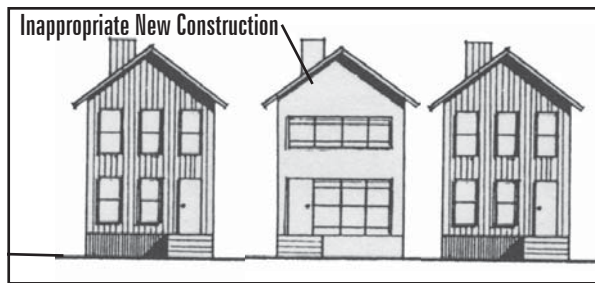
This historic well was incorporated into the site design of this office park in Kennesaw. The preservation of historic landscape features when feasible is required.

## 4.2 Building Mass, Scale & Form

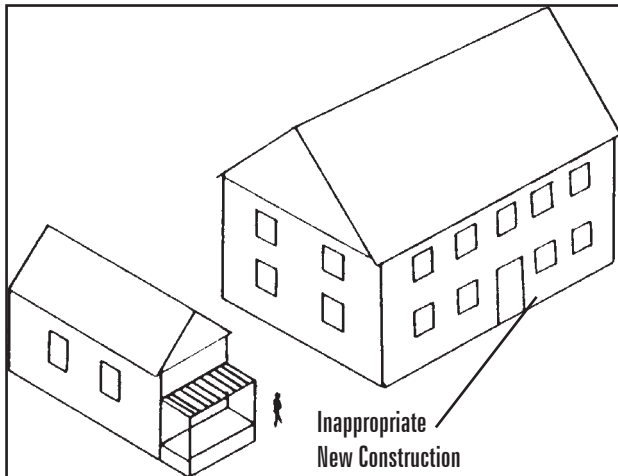
- 4.2.01: New residential buildings must be compatible with surrounding buildings in terms of form, scale, height, massing, proportion and roof shape. No structure may exceed the height of an adjacent structure by more than one floor.
- 4.2.02: One-story buildings shall have a minimum height of 16-feet. No structure may exceed 45-feet in height without formal approval of the City.
- 4.2.03: No structures in the historic residential districts (Cherokee Street, North Main Street and Summers Street Historic Districts) shall not exceed two stories in height.
- 4.2.04: New residential structures are required to have foundation heights consistent with adjacent structures. If there is no clear consistency then the foundation height will be at least one foot above grade. No structure will be constructed at grade.
- 4.2.05: Foundation levels on residential architecture will be defined through the use of belt courses or similar divisions.
- 4.2.06: New structures will have floor-to-ceiling heights compatible with those adjacent historic structures.
- 4.2.07: New residential structures will utilize the same rhythm of window and door openings as that found on adjacent residential structures.



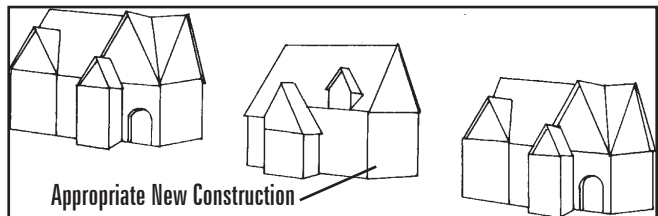
The massing and scale of this new construction is inappropriate to the residences on either side.



The new construction above is inappropriate to the district as it does not use the same rhythm of window and door openings as the other residences on the street.



The new construction is more than 10% higher than the existing adjacent residence, and is therefore not permitted.



This new residential construction is appropriate in massing and scale to the existing residences on either side.



The modern styled residence (above middle) would not be appropriate in massing, scale, form and directional emphasis if it were to be built in the Cherokee Street Historic District. Typically residences in this area are one story with gabled roofs and front on Cherokee Street (above left and right).

## 4.3 Roofs

- 4.3.01: Traditional styles of pitched roofs are required. The minimum roof pitch for a gabled roof is 6:12 with a maximum roof pitch of 12:12.
- 4.3.02: Flat roofs are not appropriate for a residence in the district.
- 4.3.03: Roofing materials utilized in the district must be similar to that which is already established. For example metal standing seam; shingles with a slate, tile, or metal appearance; and wood shake. Other materials to be approved on a case-by-case basis.



Traditionally gabled and hipped roofs were used within the district for residential construction.

## 4.4 Exterior Walls

- 4.4.01: Residential construction should typically feature siding, though other materials such as brick masonry are acceptable. Refer to section 4.5 for other acceptable material choices.
- 4.4.02: The use of a variety of materials (clapboard, brick and shingle cladding) is encouraged as it will create architectural interest within the district.
- 4.4.03: The façade treatments will contain uniformity in use of materials. The use of architectural materials (e.g. masonry) only on the front elevation of a residence is prohibited.
- 4.4.04: The façade of a building facing or visible from public right-of-ways will contain a combination of architectural treatments, windows, and/or doors.
- 4.4.05: An unarticulated surface will not have a vertical or horizontal dimension greater than twenty feet.
- 4.4.06: “Blank facades” that do not feature windows, doors or architectural treatments are strictly prohibited from the district.
- 4.4.07: The reveal (exposed portion) of siding will be a minimum of four and one-half (4.5) inches and shall not exceed five (5) inches.
- 4.4.08: The width and depth of corner boards, as well as window and door casings, shall be that of the siding reveal.



This residence in Norcross utilizes both hardiplank siding and cedar shingles to create architectural interest. The use of a variety of materials in new construction is encouraged.



“Blank facades” are facades with no windows, doors, or architectural treatments. These facades are not permitted in the district.

# 4.5 Building Materials

Materials chosen for the exterior of a building are a significant component in the appearance and “feel” of a building. Certain materials have an air of permanence, such as brick and stone. Wood is a natural material that can be utilized in a variety of finishes for different looks. The longevity of wood can be increased with back priming, as well as periodic repair and repainting - keeping it free from moisture. No single material is truly “maintenance free” no matter what the manufacturer may claim.

As new technologies emerge in the building industry, materials may be introduced that resemble traditional building materials in appearance, especially regarding exterior cladding. New, composite materials (typically a combination of wood and plastic fibers) may be considered for use in the district as long as they can meet or exceed the performance and appearance of the material they are imitating. It is important that alternate materials closely replicate original materials in size, texture, profile and surface treatment. Well-known alternate materials that do not perform well over time, and that do not replicate the appearance of historic materials, include vinyl and metal siding. Metal siding can corrode or dent, and vinyl can melt, crack and distort as it contracts and expands with changes in temperature. Metal and vinyl siding are not permanent replacement materials and require yearly maintenance. Synthetic stucco systems (foam backed panels with applied stucco veneer, referred to as EIFS systems) are another material that does not conform to the durability, texture or surface treatment of traditional stucco, and is therefore not allowed in the district. Historically stucco cladding is not found in the district and is not known to have existed within the district; making it an inappropriate cladding for use within the district.

4.5.01: Building materials will be properly detailed to provide proper drainage so that water does not accumulate on flat areas or decorative crevices. Excessive moisture can cause mortar joint deterioration, metal corrosion and wood deterioration.

4.5.02: Alternative building materials approved through the design review process include, but are not limited to, composite materials such as hardiplank siding. The use of stucco and contemporary stucco products such as stucco covered foam insulation boards, or stucco/cement panels is not permitted. Seek guidance from the HPC staff prior to considering any alternative material. To evaluate such materials the HPC must determine if the alternative material meets the following standards:

- 1) has physical properties (texture, color, dimensions) similar to those of traditional building materials, or that it will be installed in a manner that tolerates differences;
- 2) at least meet similar performance expectations as those of traditional building materials; and
- 3) be applied in such a manner that a passerby would not discern a difference between the composite or synthetic material from that of the traditional building material it is replacing.

If an alternative material meets these required standards it may be used within the district.

<b>Permitted Building Materials:</b>	<b>Prohibited Building Materials:</b>
➤ Brick	➤ Plain concrete block
➤ Concrete block that is scored and textured (limited use only)	➤ Mirrored glass
➤ Wood siding	➤ Metal siding
➤ Wooden shingles	➤ Vinyl siding
➤ Hardiplank	➤ Stucco/Synthetic Stucco

- 4.5.03: Building materials that are prohibited include, but are not limited to, plain concrete block, mirrored glass, metal siding, vinyl siding, faux veneer panels (such as brick and asphalt shingles), dryvit; stucco; synthetic stucco and plywood.
- 4.5.04: Painting a material that is not intended to be painted, such as brick, marble and granite, creates undue maintenance. The paint removal process is detrimental to the material's structural and visual integrity, and the material will need to be painted periodically as part of maintenance.



This residence in Norcross, Georgia is constructed with a variety of materials that provide architectural interest.



The use of a brick base with clapboard siding above on these exterior walls in Norcross, Georgia is an appropriate use of building materials to create architectural interest and would be appropriate in Kennesaw.

## 4.6 Porches & Entrances

- 4.6.01: Porches, stoops and verandahs must be integrated in some way in all new residential construction.
- 4.6.02: Front porches, verandahs and terraces must be at least six (6) feet deep to accommodate porch furniture as well as the passage of one person.
- 4.6.03: The primary entrance to a residence must utilize an entrance feature, such as a stoop, verandah, porch, or terrace. These features help identify the entrance as the main entry to the residence.
- 4.6.04: It is not appropriate to use any material that does not provide a "traditional" balustrade look to a porch, for example lattice is not an appropriate balustrade material.
- 4.6.05: Appropriate porch supports will be of "traditional" design, such as square, round, turned, tapered porch supports. A pier base may be utilized with a porch support and will be made of an approved building material.

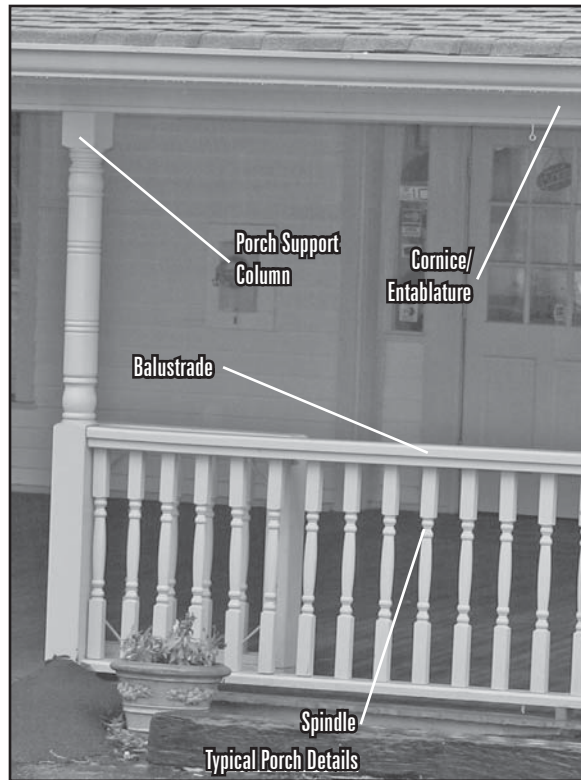


This porch is of adequate depth to accommodate several chairs and invites the owners, and their visitors, to utilize the porch during good weather.

- 4.6.06: In the district porches, and similar constructions, must be made out of wood, or other appropriate material. Only terraces may feature a masonry floor (brick, stone or concrete).
- 4.6.07: If a balustrade is utilized on a porch it must feature spindles, or balusters.



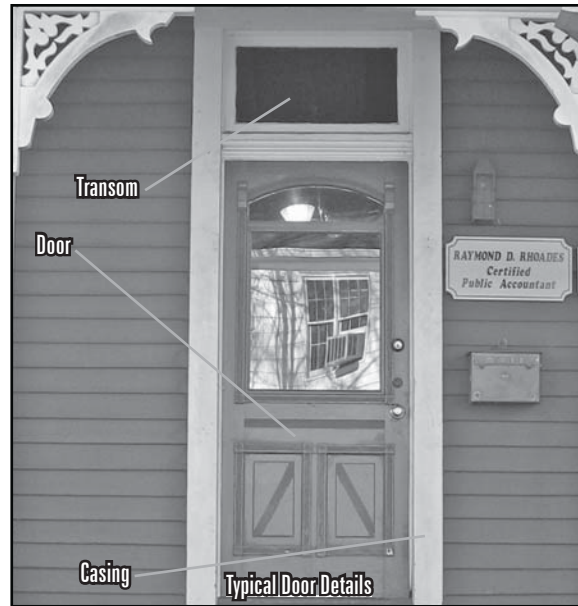
Porch balustrades must use appropriate materials and design. This porch features lattice, which is not appropriate to the district.



## 4.7 Doors & Windows

- 4.7.01: Door styles will correspond with those found within the area of influence. Contemporary single pane, paired and paneled doors are also permitted.
- 4.7.02: Doors for residential buildings will be residential in nature. No commercial style doors are permitted on residential buildings.
- 4.7.03: Sidelights, transoms, fanlights and other such decorative windows are encouraged as long as they are appropriately scaled to the facade.
- 4.7.04: Windows will be compatible with those found in the district, taking into consideration number of panes and trim styles.
- 4.805: Window divisions that are appropriate, and permitted, within the district include: one-over-one, two-over-two, three-over-one, four-over-one, six-over-six, and six-over-one light double hung windows.
- 4.7.06: Snap-in grids for windows are not permitted within the district. Light divisions can not be removable and must be of adequate depth to convey the proper effect of muntins and mullions.
- 4.7.07: Windows must be double hung sash or casement windows, that are constructed of wood with exceptions provided through the design review process.

These are examples of some of the typical historic doors found in the district for residences. A new residence may look to its area of influence to take design cues for its front door.



4.7.08: The use of “architectural” (multi-light windows) windows selectively and one-over-one light double hung windows on the remainder of the facades is allowed with the following standards:

- 1) The front facade will feature the architectural windows.
- 2) One-over-one light double hung windows must be placed in such a way that they are not visible from the view shed of the public right-of-way. Using these windows on a rear, stepped back portion of a building would be appropriate.

4.7.09: Shutters will be operable and all shutters must be appropriately scaled to cover the window opening.

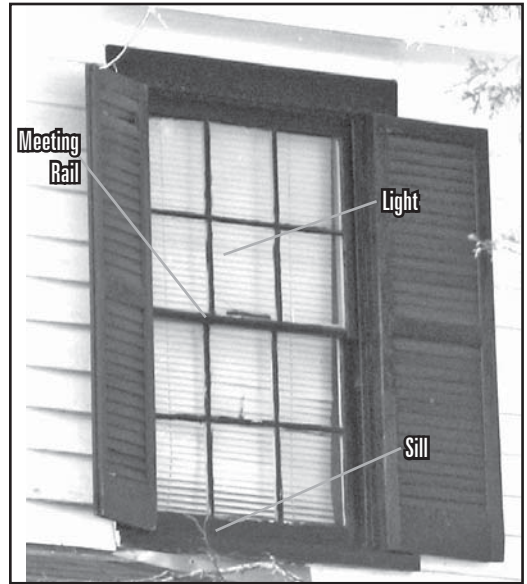
4.7.10: Shutters will be of louvered construction and painted. No unpainted shutters, or factory finished shutters are allowed.

4.7.11: Large expanses of fixed windows are not permitted unless it is deemed integral to the design of the residence.

4.7.12: Convex or bubble skylights are not permitted where they will be visible from the primary street frontage.

4.7.13: Awning materials for windows may be canvas, vinyl coated canvas, or metal.

4.7.14: Awnings must be appropriately scaled and shaped to properly fit around the window that they are shading. For example, round awnings are not appropriate for a square window opening. Awnings may not extend more than three (3) feet from the facade of the building.



**Typical Window Details**



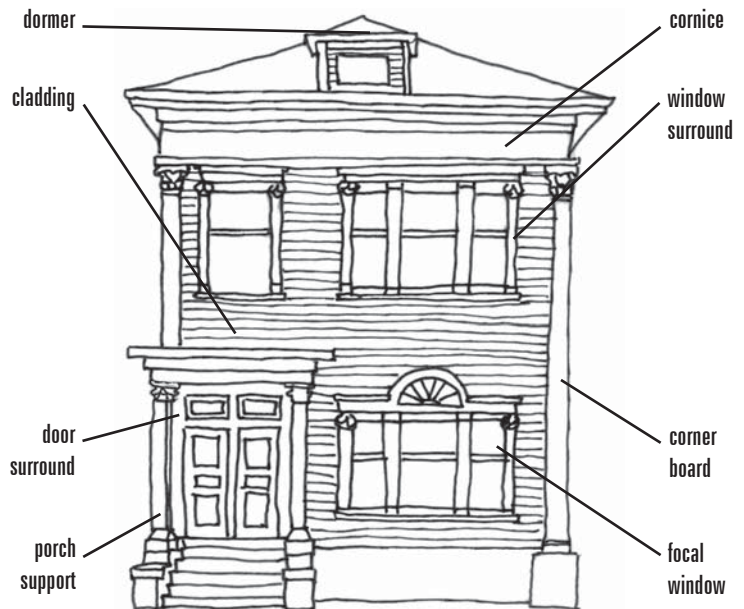
Most residential windows in the district are multi-light windows like the ones above. Floor-to-ceiling windows (above right) are found in the district, but may only be used when it is appropriate to the style of the house being constructed.

## 4.8 Architectural Details

4.8.01: Architectural details for new construction must be details that would be found within the period of significance of the district. If possible architectural features must be chosen from within the area of influence of a project.

4.8.02: Architectural features must promote architectural interest but must be in proportion to the size and scale of the facade. Details must not overwhelm a facade.

4.8.03: Appropriate architectural features to this district include, but are not limited to: bay windows, bay projections, rear projecting ells, decorative shingle treatments, knee brackets, lookouts, dormers, entablatures, decorative banding, corner boards, recessed entries, projected entries, patterned shingles and chimneys.



**Typical Architectural Details**

- 4.8.04: Architectural details will use the same proportion, scale and detailing as the historic precedents found within the district.
- 4.8.05: All detailing of architectural elements and materials will be undertaken so that joints of dissimilar materials are kept to a minimum and are not seen from the public right-of-way. The use of different material accents is appropriate to the district, but must be done in such a way that it is incorporated into the overall design of the structure.
- 4.8.06: Chimneys may not appear to be cantilevered. All chimneys will feature a base integrated into the foundation, like traditional chimneys. Chimneys must be clad in a form of approved masonry, all other materials will be reviewed on a case-by-case basis by the HPC. Horizontal siding is specifically prohibited for use on chimneys.



This residence in Norcross, Georgia has a stone veneer foundation (stone used as accents is only permitted on nonresidential architecture in the Kennesaw district) on the front facade, and then a brick foundation veneer on the rear and side facades. It is not appropriate for such joints to be seen from the public right-of-way. Accents of various materials must be handled in such a way that they appear in-keeping with the architecture.



Above are examples of various architectural details that are currently found within the district and are appropriate to use in new residential construction. Refer to standard 4.8.03.



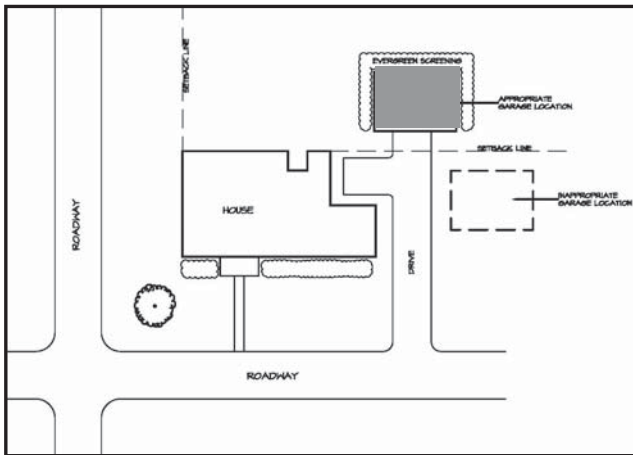
# 4.9 Garages & Accessory Structures

- 4.9.01: Detached garages and other accessory structures will be located to the rear of a residence. If this is not feasible they may be located to the side of a residence. Such structures are not permitted to block the view of the front facade of a residence.
- 4.9.02: Detached garages and other accessory structures will be similar in appearance utilizing the same materials, windows and door treatments as that of the main house.
- 4.9.03: New construction with integral garages will have these garages accessed from a rear alley whenever possible. If this is not possible they may be accessed from a side driveway.
- 4.9.04: Integral garages may not have door openings facing the primary road along the front facade of the residence.
- 4.9.05: Swimming pools, and other recreation-related features, are to be buffered from view from the public right-of-way and should create a minimum visual impact.
- 4.9.06: New engineered structures (utilitarian structures that are not meant for habitation or used for commercial transactions), such as helipads, cell towers and utility towers, are not appropriate to the district. Such structures are permitted with the following conditions: 1) they must be attractively screened from all public rights of way by landscaping; and 2) sited in such a way that they do not impact the visual or audible character of the district.
- 4.9.07: Exterior stairs for single family residences must be located to the rear (preferably) or side facades. Only if this is not feasible may they be located on the front facade. Such structures must be detailed similar to the porches found on the residential construction.



This engineered tower located in Gainesville, Georgia, visually impacts two National Register-listed districts in an approximate one mile radius. Such structures visually blight a landscape, and may not be allowed to impact the view shed of the district.

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The sketch above depicts the appropriate relationship between a house and its garage (shaded). The dashed outline on the sketch would be an inappropriate location of the garage.



Exterior stairs for multi-family and single family residences may be located to the rear (preferably) or side facades. Such structures must be detailed similar to that of a porch, refer to 4.6 Porches & Entrances.

This garage utilizes a similar roof as the main residence and is also clad in brick like the main residence. Congruity of design and materials between a residence and its accessory buildings is encouraged.



## 4.10 Mechanical Systems & Service Areas

- 4.10.01: Movable accessory site features (trash receptacles, recycle bins, etcetera) must be screened from view from the public right-of-way by placement to the rear or side of the main structure. Fencing, vegetation, or a combination of the two may be used to screen these features.
- 4.10.02 Mechanical systems (HVAC, utility boxes) located on the ground will be completely screened using approved fencing or natural-looking landscape screening.
- 4.10.03: Satellite dishes and other antennae are to be located unobtrusively to the side or rear of the building. They must be screened by landscaping or building placement from view from the public right-of-way whenever possible.
- 5.10.04: The primary facade of a building may not be disrupted by the addition of window air conditioner units, or box fans. These units may be placed at the rear or side facades of a building.



This HVAC system is properly screened by a picket fence. The addition of plantings would make this an ideal screening of this HVAC unit.



Satellite dishes must always be placed on the least visible facade from the public rights-of-way. The placement of such antennae's on a side, or rear, porch roof is often a good solution.

## 4.11 Lighting

- 4.11.01: It is not appropriate to introduce period lighting fixtures from an era that predates the period of significance of the district.
- 4.11.02: Lighting for residential development must be appropriately scaled and influenced by the architectural style of the building on which it will be located.
- 4.11.03: Pendant, and lantern-like lighting fixtures are appropriate to the district. For examples of appropriate lighting, see the next page.



This contemporary fixture is appropriately scaled for residential use. If the proportions had been larger on this fixture it would not be appropriate for residential buildings in the district.



Pendant and other lantern-like lighting is appropriate to residential architecture within the district. Scale is of primary concern when choosing lighting for a residential building.

The following light fixtures are examples of fixtures that are appropriate for use within the district. Fixtures that are similar and in-keeping with the predominate architectural styles listed in Chapter Three are also appropriate to the district.

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## 4.12 Signage

All signage must meet the criteria established by the City's Sign Ordinance (Ordinance Number 2004-10).

- 4.12.01: Signs must be subordinate and complementary to the building.
- 4.12.02: Entrance features for residential developments must be pedestrian in scale.
- 4.12.03: Signage must respect the scale and materials of the buildings in the residential development.
- 4.12.04: Locate necessary signage so that defining features of the district are not obscured.
- 4.12.05: Large signs that are internally lit, and large signs located on poles/pylons are prohibited within the district.
- 4.12.06: The use of exposed neon tubing, or neon lights for signs are not permitted.
- 4.12.07: Signs must be constructed of materials that are appropriate to the district, see section 4.5.
- 4.12.08: Lettering and graphics on signs must be engraved, etched, or painted to the sign base.
- 4.12.09: Serif or script lettering are traditional lettering styles for signs. Letters may not exceed eighteen (18) inches in height and may not cover more than 60% of the total sign area.
- 4.12.10: The use of plywood and compressed foam (high density urethane) signs is prohibited.
- 4.12.11: The distance from the ground to the highest point of the sign shall be not more than six (6) feet.
- 4.12.12: The minimum distance from the ground to the highest point of the sign shall not be less than fifty-six (56) inches.
- 4.12.13 Signs shall be set back from the public right-of-way by a minimum of three (3) feet.
- 4.12.14 Hanging signs will have a maximum square footage of twenty-four (24) SF.
- 4.12.15: No more than one sign shall be allowed per street that fronts a business, and all signs must be able to be associated by a passerby with its establishment.
- 4.12.16: A maximum of three colors plus either black or white are allowed for each sign.
- 4.12.17: Vinyl lettering must be "plotter cut" and of premium "cast" high performance vinyl (life expectancy of eight (8) years).
- 4.12.18: Signs on awnings must be flush with the surface of the awning, and only one (1) awning sign is allowed per window.
- 4.12.19: Signs in windows, or that may be seen from a window, shall not cover more than twenty (20) percent of a window and may be limited even more at the discretion of the HPC to avoid a cluttered appearance.
- 4.12.20: Lettering and graphics shall not bleed to the edge of the sign. A border free of graphics and lettering around the edge of the sign is required. The height of this border shall be equal to the height of a capital "E" of the main font used.
- 4.12.21: Hanging and projecting signs from a building facade shall have a height of seven (7) foot - six (6) inches and only one such sign is allowed per residential styled, or residence rehabilitated for nonresidential use, property.



This monumental sign may utilize embossed lettering (not permitted in district) but is made of an appropriate material (wood), and is appropriately scaled for a residential neighborhood.



Entrance features with fencing must use fencing that is open in appearance. This promotes security as views for police, residents and passersby are not obstructed.



Entrance features for residential developments must be residential and pedestrian in scale. Landscaping must be designed to incorporate the entrance feature into the landscape of the residential development.

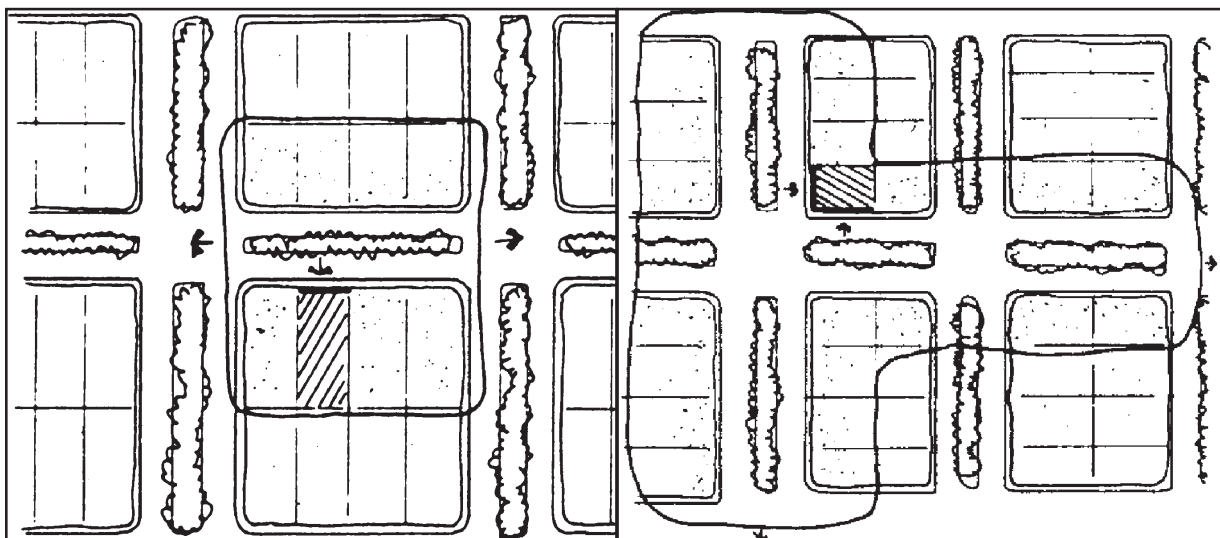
## CHAPTER FIVE: NEW NONRESIDENTIAL CONSTRUCTION DESIGN STANDARDS

The following standards apply to all new nonresidential construction (also known as infill construction), which includes multi-family and mixed-use developments to be built within the locally designated Kennesaw Historic District. Mixed-use developments are defined as a combination of residential and nonresidential uses within the same building or complex of buildings within a planned development. Within each subsection are standards that when followed will encourage new nonresidential construction in keeping with the City of Kennesaw’s historic and cultural heritage, as well as smart growth strategies. Projects in this district must keep the following in mind while design their project:

- Respect of the character-defining features of the Kennesaw Historic District
- Continuity between the new construction, the district as a whole and the buildings found within its area of influence
- Continuation of the streetscape patterns that are part of the character and identity of the area of influence.

Any property owner or occupant wishing to construct a new residential building within the Kennesaw Historic District must submit the project to the Kennesaw Historic Preservation Commission (HPC) for review, comment and a Certificate of Appropriateness (COA) regarding the project’s impact on the historic and cultural character of the district. If the HPC finds the project in keeping with the historic identity and vision for Kennesaw, the project is approved and the applicant may apply for the appropriate permits to proceed with the project. If the HPC finds that project is not in keeping with the character and vision of the district, the project is denied a COA and can not continue with permitting. The applicant may revise and resubmit his application, and the HPC may offer comments to the applicant for this resubmittal. An applicant may appeal denial of his COA to the Mayor and Council if they feel that the HPC was unfounded in their decision.

It is important that the character established by existing buildings be continued in new construction through appropriate massing, scale, and building form. In order to determine the appropriate design and appearance of new construction, one must look at the district as a whole, as well as within a property’s **“Area of Influence.”** The Area of Influence is defined as the view shed from a particular site. Oftentimes there are established design details, materials, and scale within the area of influence. Sometimes this is not the case and the district must be looked to as a whole when making decisions about such things. The following standards will provide an applicant with what details, proportions, massing, scale and setbacks are appropriate to the district.



**Area of Influence:** Each site within the district will have its own unique area of influence. Shown here are two suggested minimum areas that might be considered as an Area of Influence for a proposed project (shaded area). Neighboring buildings must be examined to determine the established architectural design elements and schemes.

# 5.1 Site Design & Landscaping

The historic commercial buildings within the district, particularly along Main Street, contribute greatly to the character of the district. This commercial landscape is pedestrian-friendly with the majority of commercial buildings served by sidewalks featuring benches and other humanizing and inviting amenities. If a commercial building does not front on the sidewalk, it is stepped back to allow for ease of dropping off shoppers. Depending on the project's location and the number of required parking spaces, on-street parking may be provided. Additional parking is typically located to the rear or side of a building.



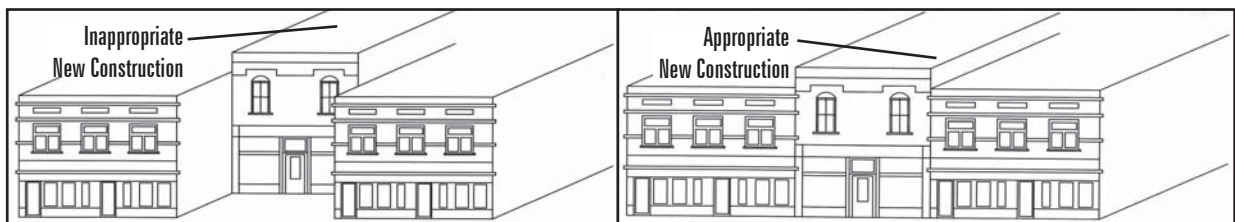
All buildings fronting on Main Street between Lewis Street and Watts Drive will front on the public right-of-way as illustrated above.

It is important as we move into this new millennium to concentrate on multiple modes of transportation and other smart growth strategies. The use of sidewalks and other forms of pedestrian circulation when incorporated into the streetscape foster a pedestrian-friendly environment that will in turn create a higher standard of living within the district. This also has a positive influence on the vehicular environment by providing interest along transportation corridors. Site design and landscape planning must consider pedestrian and vehicular circulation equally.

Refer to The Tree Conservation and Replacement Ordinance, City of Kennesaw Ordinance Number 2005-23, 8-15-05; and The Central Business District Ordinance, City of Kennesaw Ordinance Number 2005-20, 2005 for further information.

- 5.1.01: The orientation of a new building and its site placement must be consistent with the dominant pattern within the area of influence of the project.
- 5.1.02: The setback for nonresidential and mixed-use\* construction within the district as follows:
  - a) Nonresidential and mixed-use construction along Main Street between Lewis Street and Watts Drive will abut the public right-of-way.
  - b) All other nonresidential & mixed-use\* construction shall have a setback sympathetic and concurrent with the neighboring extant buildings.
- 5.1.03: All new construction must maintain, or install, a sidewalk fronting the public right-of-way.

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In the above example (left) the new construction is inappropriate for the portion of Main Street between Lewis Street and Watts Drive. The established setback for this area has buildings built to the public right-of-way. The right example depicts an appropriate new nonresidential construction for Main Street between Lewis Street and Watts Drive.

- 5.1.04: Planting strips will be installed along the public right-of-way.
- 5.1.05: A safely accessible route from the City's sidewalk system to the main entrance of a building is required.
- 5.1.06: Historic paving and scoring patterns in sidewalks when present are to be preserved if feasible. New paving must be compatible with that established by city streetscape standards.
- 5.1.07: Plantings for the district will be plantings that were established in the district during its period of significance. These plant species include native plantings and other plantings that have adapted to the naturally occurring soil and climate and require less maintenance.
- 5.1.08: Existing historic landscape features will be retained and incorporated into the proposed landscape when feasible. Such features may include walls, specimen trees, fountains, historic concrete pathways and significant vistas and views from adjacent public ways.

\* defined on page 5-1

**Recommended Height Planting Guidelines for Green Spaces:**

- Overhead wires present - Small native trees
- Overhead wires absent - Large native hardwood trees

**Recommended Width Planting Guidelines for Green Spaces:**

<u>Green Space Width</u>	<u>Recommended Trees</u>
• 10 feet or greater	• Large Deciduous Trees
• 5 to 10 feet	• Medium Deciduous Trees
• Less than 5 feet	• Small Deciduous or Flowering Trees



The current streetscape work undertaken on Main Street has incorporated both vehicular and pedestrian concerns and is a model for future streetscape work within the district. The use of a planting strip to buffer the sidewalk and the angled parking create a visual buffer between the pedestrian and oncoming traffic which is a psychological comfort to the pedestrian.

- 5.1.09: Parking is not permitted within the planting strips and parks found within the district. Not only does this practice disrupt the visual character and intended use of green spaces and planting strips, but it also causes soil compaction that can damage tree roots.
- 5.1.10: Surface parking areas in the district will be edged with plantings and/or hedges. This will help to buffer and screen these spaces as well as preserve visual edges.
- 5.1.11: A minimum of 10% of the interior parking area must be landscaped; this landscaping will be used to create interior planting islands to break up any large paved areas.
- 5.1.12: Parking areas shall be screened from the right-of-way using berms, landscape hedges, or walls.
- 5.1.13: Parking minimums and ratios shall comply with existing City ordinances. Refer to the Central Business District Ordinance of Kennesaw (Ordinance Number 2005-206, 2005 in Section 802.10).
- 5.1.14: All commercial development abutting a residential use shall establish a landscaped buffer having a minimum horizontal dimension of fifteen feet.
- 5.1.15: Rear access shall be provided to nonresidential service areas where such access is feasible.

**Recommended Native Evergreen Street Trees**

- |                        |                      |
|------------------------|----------------------|
| • <u>Latin Name</u>    | • <u>Common Name</u> |
| • Juniperus virginiana | • Eastern Red Cedar  |
| • Ilex Opaca           | • American Holly     |

**Recommended Native Large/Medium Deciduous Street Trees**

- |                          |                        |
|--------------------------|------------------------|
| • <u>Latin Name</u>      | • <u>Common Name</u>   |
| • Acer barbatum          | • Southern Sugar Maple |
| • Acer rubrum            | • Red Maple            |
| • Acer saccharinum       | • Silver Maple         |
| • Fagus grandifolia      | • American Beech       |
| • Fraxinus americana     | • White Ash            |
| • Fraxinus pennsylvanica | • Green Ash            |
| • Plantanus occidentalis | • Sycamore             |
| • Quercus alba           | • White Oak            |
| • Quercus falcata        | • Southern Red Oak     |
| • Quercus laurifolia     | • Darlington Oak       |
| • Quercus nigra          | • Water Oak            |
| • Quercus phellos        | • Willow Oak           |
| • Quercus schumardii     | • Shumard Oak          |

**Recommended Small Native Deciduous or Flowering Street Trees**

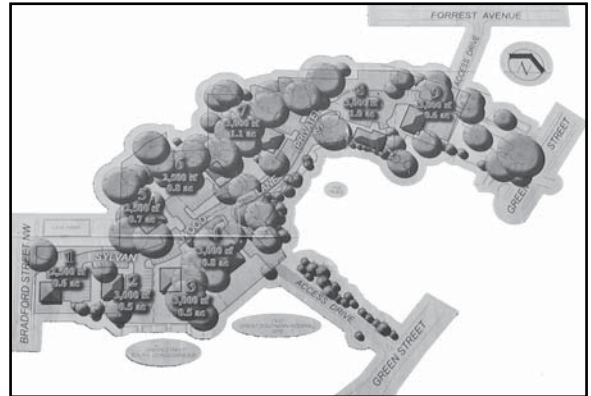
- |                          |                        |
|--------------------------|------------------------|
| • <u>Latin Name</u>      | • <u>Common Name</u>   |
| • Amelanchier canadensis | • Serviceberry         |
| • Carpinus caroliniana   | • Musclemwood/Hornbeam |
| • Cercis canadensis      | • Redbud               |
| • Chionanthus virginicus | • Fringetree           |
| • Cornus florida         | • Dogwood              |
| • Crataegus phaenopyrum  | • Washington Hawthorn  |
| • Oxydendrum arboreum    | • Sourwood             |
| • Ostrya virginiana      | • Hophornbeam          |



This sidewalk is properly buffered from this surface parking lot by a planting strip with evergreen shrubbery. Simple plantings like this provide visual safety to the pedestrians from vehicles and is encouraged.

Infill development within a residential neighborhood (defined by the HPC) within the district must be developed in a sensitive manner to its surroundings. Mixed-use development\* consisting of nonresidential enterprises such as professional offices, small retail stores, etcetera with residential housing (lofts, apartments, condos and/or town homes) is encouraged for such development. This type of infill development will need to feature residential detailing and scale to appropriately fit into a residential neighborhood. The following standards apply to such infill developments that are found in a residential neighborhood (also refer to standards 5.2.06; 5.2.07; 5.4.07 & 5.4.08).

- 5.1.16: Site design for planned developments as defined above, must create a “main-street” style with grouped buildings and streetscape treatments, rather than a strip of buildings organized in a linear fashion, when possible.
- 5.1.17: Sidewalks must be provided along the street, within the site and along primary building frontages connecting open spaces, buildings and parking lots with the existing sidewalk network found in Kennesaw.
- 5.1.18: Decorative pedestrian-orientated site elements and streetscape elements must be used within developments to provide visual continuity and to define special purpose areas. Such streetscape elements include benches, crosswalks, variety of materials and street trees.
- 5.1.19: Parking lots must be divided into smaller parking areas by planted tree islands or other landscape treatments. A rule of thumb will be, trees planted within and on the periphery of parking lots must be of sufficient canopy to provide shade to pedestrians and vehicles at maturity.
- 5.1.20: The built portion of the development fronting on the public right-of-way shall be built to the setback established in 5.1.02.



The Sylvan Woods development in Gainesville, Georgia is a unique infill development where the bulk of the lot is surrounded by residential and nonresidential development. The developer appropriately utilized the topography and existing vegetation with small foot print buildings utilizing residential scale for this development.

This development in Metro Atlanta utilizes a public square surrounded by a streetscape including sidewalks, planting strips and plantings to provide pedestrian scale and appeal. The condominiums that provide the conclusion of the vista from the public right-of-way and the town homes feature residential detailing that is appropriate for a residential for nonresidential and mixed use development in a residential neighborhood.

This town home development in Gainesville, Georgia properly utilizes the stepping back of the building footprint approximately every thirty (30) feet to provide variety along the street.

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\* defined on page 5-1





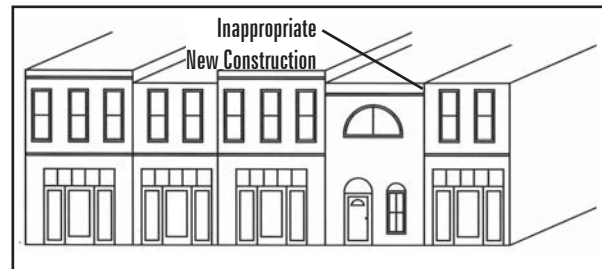
## 5.2 Building Mass, Scale & Form

- 5.2.01: New buildings will be compatible with surrounding buildings in terms of form, scale, height, massing, proportion and roof shape.
- 5.2.02: The floor-to-ceiling height of new buildings will be the same as one of the buildings adjacent to it.
- 5.2.03: Mixed use, and nonresidential construction in nonresidential character areas shall not exceed three (3) stories in height; and mixed use and nonresidential construction in residential character areas shall not exceed two (2) stories in height.
- 5.2.04: New construction shall front on the primary public right-of-way.
- 5.2.05: Nonresidential and mixed-use\* infill development that is found in a residential neighborhood (defined by the HPC) that features attached living/working units must utilize a minimum of eight (8) feet to a maximum of twelve (12) feet setback along exterior walls every thirty (30) feet. The architectural details and features that are found on the development must be chosen from the residential housing stock within the district and utilized to integrate the development into the surrounding residential neighborhood. The development must be in-keeping with the scale of residential architecture within the district.
- 5.2.06: Nonresidential and mixed-use\* infill development that is found in a residential neighborhood (defined by the HPC) that features detached living/working units must be broken into buildings that are no smaller than 1,500 SF and no larger than 2,500 SF per floor. The architectural details and features that are found on the development must be chosen from the residential housing stock within the district and utilized to integrate the development into the surrounding residential neighborhood.
- 5.2.07: All nonresidential and mixed-use construction within a residential neighborhood (as defined by the HPC) must utilize an entry porch feature.

\* defined on page 5-1



The above new construction is out of scale to the adjacent two story constructions.



The above new construction does not utilize the fenestration and massing of windows and doors that is used by the buildings within its area of influence. Windows and doors must be the same shape on a new building as they are within their area of influence, and must be located be similar in size as well.



This multi-story development is mixed use and is an example of a project that would be considered appropriate for a large scale commercial construction in one of the residential historic districts. This sketch features residential scaled elements such as roof lines, verandahs and multi-light windows.



This sketch depicts multi-story development that is high density and mixed-use with commercial storefronts on the first floor with offices, or apartments on the second floor. The character of this building is commercial and would be appropriate for a project located in the historic commercial core of Main Street between Lewis Street and Watts Drive.

## 5.3 Roofs

- 5.3.01: New structures must have roof forms and orientation consistent with buildings within its area of influence. The use of flat, shed and low-pitched roofs hidden by a parapet wall are appropriate for nonresidential construction that is found along Main Street. New nonresidential construction found elsewhere in the district must utilize residential roof forms (refer to 4.3 of this document) when feasible.
- 5.3.02: Roof parapets shall be designed to provide visual diversity. Parapets shall include architectural features at least every 100 linear feet. The minimum height of design features shall be one foot and may be provided in height offset or façade projections such as porticoes, towers, or gable features.
- 5.3.03: All rooftop mounted HVAC and similar equipment shall be screened from view from the public right-of-way by a parapet, other approved architectural feature, or by its setback from the facade edge. Refer to the Central Business District Ordinance of Kennesaw (Ordinance Number 2005-20, 2005 Section 802.09).

The HVAC units and other mechanical equipment above have been properly placed close to the rear facade where it can not be viewed from the public right-of-way along Main Street. This building also utilizes a parapet wall to help hide this equipment.



This gable-roofed building on Main Street utilizes a parapet wall to screen this gable from view, as well as to screen any equipment that could be placed on this roof.



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## 5.4 Exterior Walls

- 5.4.01: The façade of a building facing or visible from public right-of-ways shall contain a combination of architectural treatments, windows, and doors such that the maximum allowable unbroken façade distance for each building or side of building visible from the right of way shall be twenty (20) feet. Such controls shall pertain to the vertical and horizontal elevations.
- 5.4.02: All buildings shall feature a cornice, or entablature.
- 5.4.03: Facade treatments must contain uniformity in use of materials on all facades, not only the primary facade. The use of architectural materials (e.g. masonry) only on the front elevation of a building is prohibited.
- 5.4.04: New nonresidential buildings that do not front on Main Street between Lewis Street and Watts Drive, shall have some form of porch configuration on the primary facade. One story entry porches or full width porches are appropriate.
- 5.4.05: New nonresidential buildings that front on Main Street between Lewis Street and Watts Drive shall not utilize a porch feature, although the use of shallow balcony features is allowed.
- 5.4.06: The use of colonnades (covered walkways, usually incorporated into a building) along large commercial development (more than two nonresidential enterprises) is required. This allows pedestrians to walk along storefronts protected from the elements and provides covered access to parking lots.



The facade articulation of this building is attractive and functional. The covered walkways along the storefronts provides shade for display items in windows as well as shelter for pedestrians.

5.4.07: Nonresidential & mixed-use\* development within a residential neighborhood within the district (determined by the HPC) may have a front facade height of a minimum of one (2) storey and a maximum of two (2) stories, as seen from the public right-of-way. A full basement (must have windows and at least one (1) exit) is allowed if with grading the basement is not discernible from the public right-of-way.

5.4.08: Nonresidential & mixed-use\* development within a residential neighborhood within the district (determined by the HPC) that has a primary entrance facing an internal street or parking lot, the side and rear of the building that faces the public right-of-way must have a finished facade and be treated consistently with the primary facade.

\* defined on page 5-1



This commercial building features a uniformity of materials because the brick and stucco treatment on the front facade is continued on all primary facades.

## 5.5 Building Materials

Materials chosen for the exterior of a building are a significant component in the appearance and “feel” of a building. Certain materials have an air of permanence, such as brick and stone. Wood is a natural material that can be utilized in a variety of finishes for different looks. The longevity of wood can be increased with back priming, as well as periodic repair and repainting - keeping it free from moisture. No single material is truly “maintenance free” no matter what the manufacturer may claim.

As new technologies emerge in the building industry, materials may be introduced that resemble traditional building materials in appearance, especially regarding exterior cladding. New, composite materials (typically a combination of wood and plastic fibers) may be considered for use in the district as long as they can meet or exceed the performance and appearance of the material they are imitating. It is important that alternate materials closely replicate original materials in size, texture, profile and surface treatment. Well-known alternate materials that do not perform well over time, and that do not replicate the appearance of historic materials, include vinyl and metal siding. Metal siding can corrode or dent, and vinyl can melt, crack and distort as it contracts and expands with changes in temperature. Metal and vinyl siding are not permanent replacement materials and require yearly maintenance. Synthetic stucco systems (foam backed panels with applied stucco veneer, referred to as EIFS systems) are another material that does not conform to the durability, texture or surface treatment of traditional stucco, and is therefore not allowed in the district. Historically stucco cladding is not found in the district and is not known to have existed within the district; making it an inappropriate cladding for use within the district.

5.5.01: New structures shall be clad in either a wood siding (or appropriate substitute material) or masonry (brick or brick with stone accents).

5.5.02: The reveal (exposed portion) of siding will be a minimum of four and one-half (5.5) inches and shall not exceed five (5) inches.

5.5.03: The width and depth of corner boards, as well as window and door casings, will be the siding reveal.

5.5.04: Masonry structures (brick or brick with stone accents) will feature mortar joints, brick size, color, and texture which is compatible with historic brick structures within the district.

5.5.05: A combination of architectural treatment of brick or stone masonry, wood, or other durable materials is required.

5.5.06: When building materials are applied to the exterior of a building they will be detailed to provide proper drainage so that water does not accumulate on flat areas or decorative crevices. Excessive moisture can cause mortar joint deterioration, metal corrosion and wood deterioration.



This building exhibits many qualities of a successful infill commercial building including conformity of materials and their use. There are distinguishable bases and cornices for each level of the building, and the building materials and facade articulation used provides architectural interest and variety to each facade.

- 5.5.07: Approved building materials include brick, stone, concrete/concrete block that scored and textured (limited use), stone (accent only) wood, and wood shakes/shingles.
- 5.5.08: Alternative building materials approved through the design review process include, but are not limited to, composite materials such as hardiplank siding. The use of stucco and contemporary stucco products such as stucco covered foam insulation boards, or stucco/cement panels is not permitted. Seek guidance from the HPC staff prior to considering any alternative material. To evaluate such materials the HPC must determine if the alternative material meets the following standards:

- 1) has physical properties (texture, color, dimensions) similar to those of traditional building materials, or that it will be installed in a manner that tolerates differences;
- 2) at least meet similar performance expectations as those of traditional building materials; and
- 3) be applied in such a manner that a passerby would not discern a difference between the composite or synthetic material from that of the traditional building material it is replacing. If an alternative material meets these required standards it may be used within the district.

5.5.09: Building materials that are prohibited include: plain concrete block; mirrored glass; metal siding; vinyl siding; faux veneer panels, such as brick and asphalt shingles; dryvit; stucco; synthetic stucco and plywood.

5.5.10: Painting a material that is not intended to be painted, such as brick, marble and granite, creates undue maintenance. The paint removal process is detrimental to the material’s structural and visual integrity. Therefore painting of masonry is prohibited.

<b>Permitted Building Materials:</b>	<b>Prohibited Building Materials:</b>
<ul style="list-style-type: none"> <li>➤ Brick</li> <li>➤ Stone (accent purposes only)</li> <li>➤ Concrete block that is scored and textured (limited use only)</li> <li>➤ Wood siding</li> <li>➤ Wooden shingles</li> </ul>	<ul style="list-style-type: none"> <li>➤ Plain concrete block</li> <li>➤ Mirrored glass</li> <li>➤ Metal siding</li> <li>➤ Vinyl siding</li> <li>➤ Stucco/Synthetic stucco</li> </ul>

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## 5.6 Storefronts, Entrances & Openings

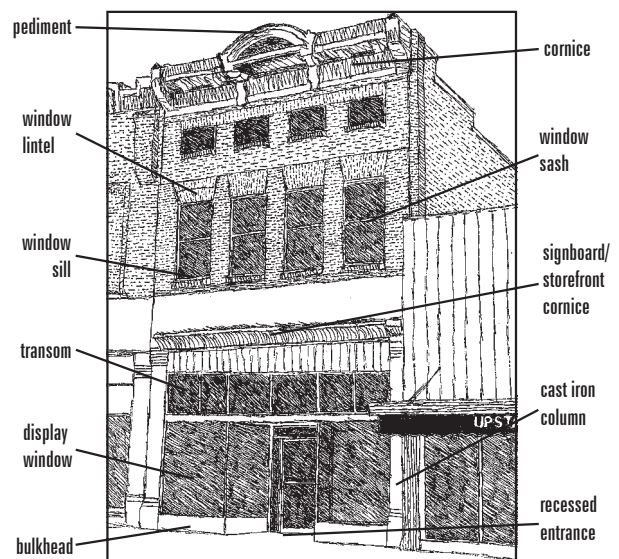
5.6.01: Door and window styles will correspond with the architectural styles found within the district. Refer to *Nonresidential Architectural Styles* in the *Chapter Three*. Contemporary single pane glass doors, and half-paneled doors with a single light are examples of appropriate styles.

5.6.02: Doors will be commercial in styling.

5.6.03: Windows of a building will be the same in general appearance as buildings found within its area of influence taking into consideration panes and trim style.

5.6.04: Storefront windows on may either be framed in wood and painted with accent colors or framed in aluminum. If aluminum is used, a dark anodized finish shall be used rather than the natural metallic color. In many cases, wood molding can be used to cover the aluminum beneath.

5.6.05: Nonresidential buildings located within the district, but not on Main Street, will feature residential architectural elements. The location of such buildings are in residential areas and need to be in-keeping with their area of influence.



Character-defining elements of a traditional storefront

- 5.6.06: Snap-in grids for windows are not permitted within the district. Light divisions are to be built in and not removable. They will be of adequate depth to convey the proper effect of muntins and mullions.
- 5.6.07: Convex or bubble skylights are not permitted where they will be visible from the primary street frontage.



This commercial structure in Kennesaw, adjacent to historic residences and the commercial core on Main Street, utilized the massing and scale of the depot when it was designed. In doing so this building does not overpower the adjacent residential properties, yet still maintains a commercial feel.



This commercial building is adjacent to the commercial corridor along US Highway 41, as well as historic residences. The design appropriately utilizes residential scale elements to integrate this commercial enterprise into the adjacent residential neighborhood.



This commercial building is another example of a project adjacent to the historic commercial core of Kennesaw as well as the historic residential neighborhoods. This transition building utilizes the masonry construction of its nearby historic commercial buildings, while maintaining the residential scale (window size, shape and rhythm; dormers; and a chimney) of the adjacent neighborhood.



This multi-family development in Gainesville, Georgia utilizes a stoop entry and porch supports found within its area of influence, as well as a simple entablature and modest gabled roof. The windows are also in keeping with its area of influence. It is important that multi-family housing be compatible in scale and detailing within its area of influence.

FIVE

## 5.7 Awnings

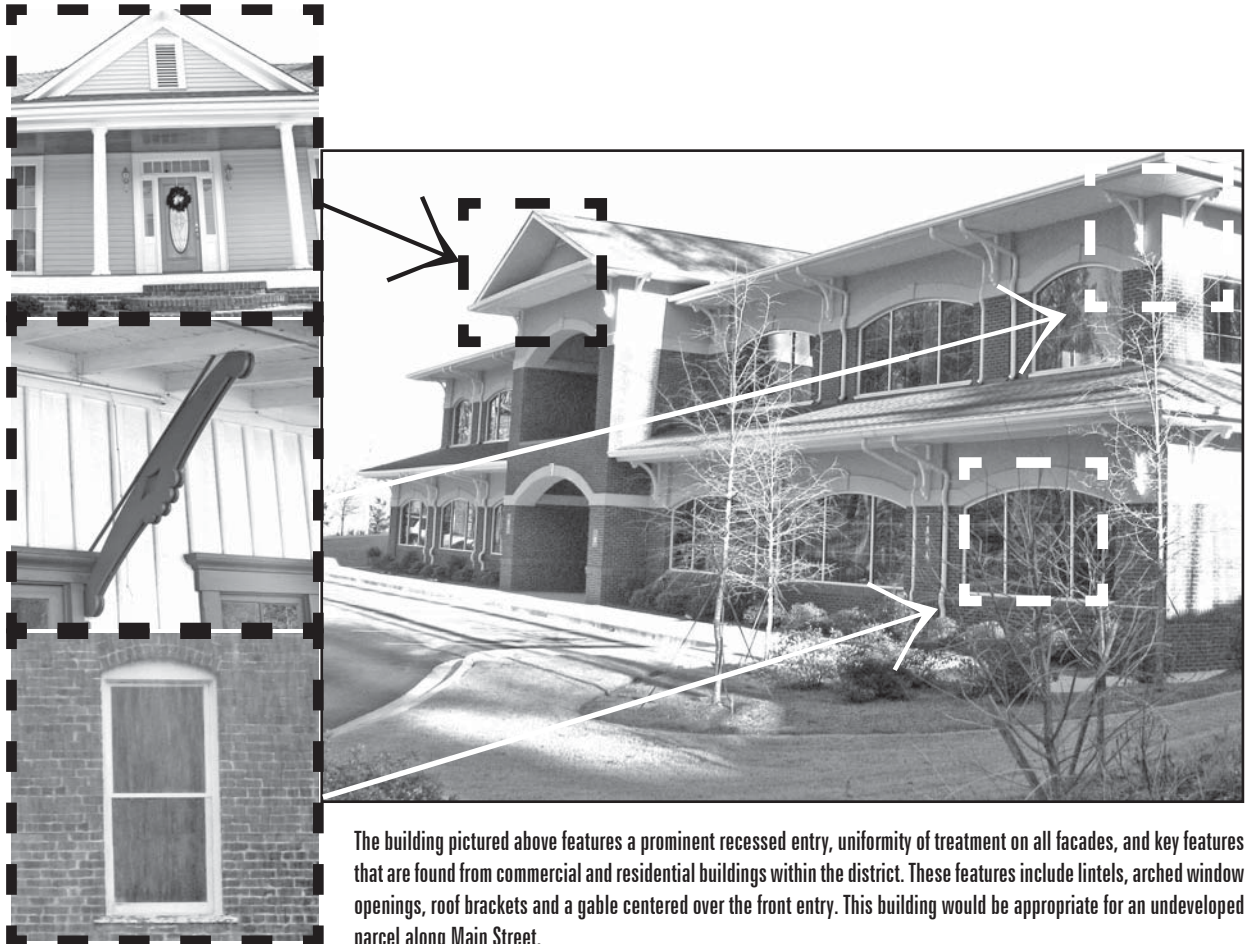
- 5.7.01: The use of awnings is encouraged since they provide a favorable architectural design element, as well as protection from sun, wind, and rain.
- 5.7.02: Awning materials for windows may be canvas, vinyl coated canvas, or metal standing seam.
- 5.7.03: Translucent, backlit awnings are prohibited.
- 5.7.04: Awnings will be appropriately scaled and shaped to properly fit around the window that they are shading. Round awnings are not appropriate for a square window opening.



An arched awning for an arched opening like this is appropriate. To use an arched awning on a square window opening would be inappropriate.

## 5.8 Architectural Details

- 5.8.01: The application of architectural details that do not belong to the period or style of the district is not appropriate.
- 5.8.02: Architectural features will be obtained from the project's area of influence, as well as those found within the district, and must promote architectural interest.
- 5.8.03: Architectural features must be balanced and not create a cluttered appearance.
- 5.8.04: Nonresidential development within an area of influence containing more than 1/3 residential housing will utilize residential scale and elements appropriate to a residential area in Kennesaw, but should still convey as nonresidential architecture.

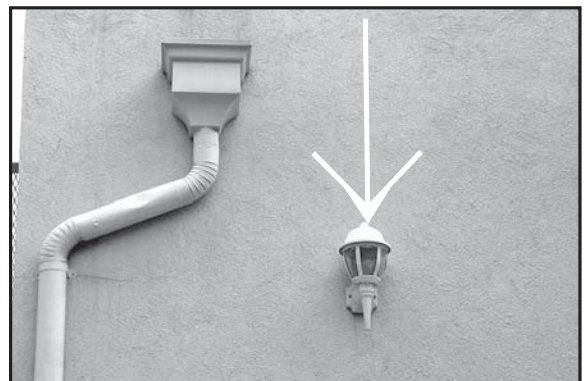


The building pictured above features a prominent recessed entry, uniformity of treatment on all facades, and key features that are found from commercial and residential buildings within the district. These features include lintels, arched window openings, roof brackets and a gable centered over the front entry. This building would be appropriate for an undeveloped parcel along Main Street.

FIVE

## 5.9 Lighting

- 5.9.01: Lighting along the public right-of-way must be in keeping with that established by city planning documents and must complement the streetscape work undertaken in the city.
- 5.9.02: It is not appropriate to introduce period lighting fixtures from an era that predates the structures in the district in an attempt to create a false historical appearance.
- 5.9.03: In general lighting for commercial development must be appropriately scaled and influenced by the architectural style of the building it will be located on.



This residential scale light fixture is inappropriate for a commercial or industrial building.

5.9.04: The use of residential styled lighting on nonresidential development that is adjacent to a residential neighborhood is allowed, as long as it provides for adequate illumination for safety.



The following light fixtures are examples of fixtures that are appropriate for use within the district. Fixtures that are similar and in-keeping with the predominate architectural styles listed in Chapter Three are also appropriate to the district.

The lanterns pictured above are appropriately scaled for this multistory building.



FIVE

## 5.10 Mechanical Systems & Service Areas

- 5.10.01: Accessory site features shall be screened from view from the right-of-way by placement of those features to the rear of the main structure or on the roof.
- 5.10.02: Accessory site features (HVAC units, utility boxes) located on the ground shall be completely screened using opaque fencing, landscaped berm, or landscape screening. Dumpsters and outdoor storage, where permitted, shall be enclosed to a minimum height of six (6) feet using approved fencing, brick or similar materials.
- 5.10.03: Dumpsters shall be placed in the least visible location on the lot and shall not be located within fifty (50) feet of a residential use.
- 5.10.04: The primary facade of a building must not be disrupted by the addition of window air conditioner units, or box fans. These units may be placed at the rear or side facades of a building.
- 5.10.05: Satellite dishes and other antennae will be located unobtrusively to the side or rear of the building. They must be screened by landscaping whenever possible.
- 5.10.06: All loading docks shall be screened from view of any street by planting a solid hedge of evergreen shrubs.
- 5.10.07: New engineered structures (utilitarian structures that are not meant for habitation or used for commercial transactions), such as helpads, cell towers and utility towers, are not appropriate to the district. Such structures are permitted with the following conditions: 1) they must be attractively screened from all public rights of way by landscaping; and 2) sited in such a way that they do not impact the visual or audible character of the district.



Screening service areas from the public right-of-way and adjacent property owners is necessary in the district. Vegetative buffering must be designed to look like a naturally-occurring landscape. This screen (above) is artificial in form and would be improved by the addition of plantings that appear more naturally-looking.



Dumpsters, recycle bins and utility boxes must be placed in the least visible place possible on a property. Fencing and landscaping are great ways to screen such boxes once they have been sited properly. The location of such items in parking lots detracts from the pedestrian-friendly atmosphere sought in such areas.

## 5.11 Signage

All signage must meet the criteria established by the City's Sign Ordinance (Ordinance Number 2004-10).

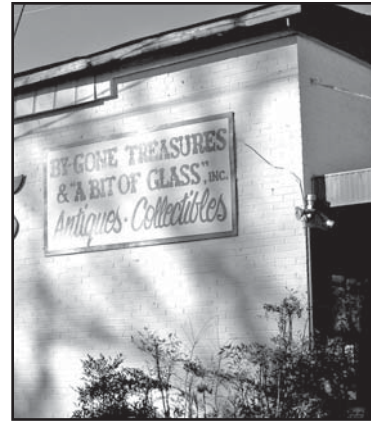
- 5.11.01: Signs must be subordinate and complementary to the building.
- 5.11.02: Entrance features for residential developments must be pedestrian in scale.
- 5.11.03: Signage must respect the scale and materials of the buildings in the residential development.
- 5.11.04: Locate necessary signage so that defining features of the district are not obscured.
- 5.11.05: Large signs that are internally lit, and large signs located on poles/pylons are prohibited within the district.
- 5.11.06: The use of exposed neon tubing, or neon lights for signs are not permitted.
- 5.11.07: Signs must be constructed of materials that are appropriate to the district, see section 5.5.
- 5.11.08: Lettering and graphics on signs must be engraved, etched, or painted to the sign base.



This sign found in Norcross, Georgia, is a modern example of the traditional advertising method of utilizing windows as signage.



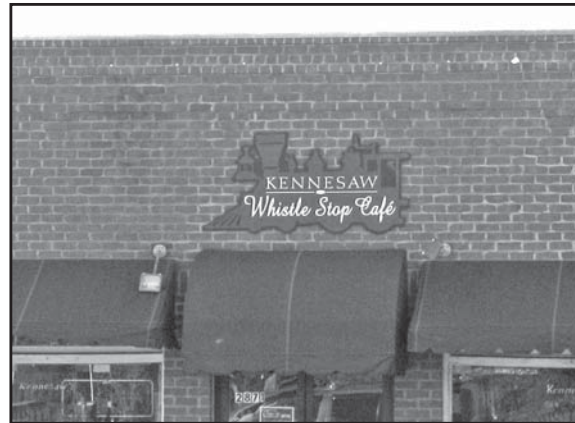
- 5.11.09: Serif or script lettering are traditional lettering styles for signs. Letters may not exceed eighteen (18) inches in height and may not cover more than 60% of the total sign area.
- 5.11.10: The use of plywood and compressed foam (high density urethane) signs is prohibited.
- 5.11.11: The distance from the ground to the highest point of the sign shall be not more than six (6) feet.
- 5.11.12: The minimum distance from the ground to the highest point of the sign shall not be less than fifty-six (56) inches.
- 5.11.13 Signs shall be set back from the public right-of-way by a minimum of three (3) feet.
- 5.11.14 Hanging signs will have a maximum square footage of twenty-four (24) SF.
- 5.11.15: No more than one sign shall be allowed per street that fronts a business, and all signs must be able to be associated by a passerby with its establishment.
- 5.11.16: A maximum of three colors plus either black or white are allowed for each sign.
- 5.11.17: Vinyl lettering must be "plotter cut" and of premium "cast" high performance vinyl (life expectancy of eight (8) years).
- 5.11.18: Signs on awnings must be flush with the surface of the awning, and only one (1) awning sign is allowed per window.
- 5.11.19: Signs in windows, or that may be seen from a window, shall not cover more than twenty (20) percent of a window and may be limited even more at the discretion of the HPC to avoid a cluttered appearance.
- 5.11.20: Lettering and graphics shall not bleed to the edge of the sign. A border free of graphics and lettering around the edge of the sign is required. The height of this border shall be equal to the height of a capitol "E" of the main font used.
- 5.11.21: Hanging and projecting signs from a building facade shall have a height of seven (7) foot - six (6) inches and only one such sign is allowed per residential styled, or residence rehabilitated for nonresidential use, property.
- 5.11.22: Signage shall not project above the cornice of a building.
- 5.11.23: Only one (1) hanging or projecting sign allowed per leased/rented unit of a nonresidential or mixed-use building.
- 5.11.24: Signs on awnings must be flush with the surface of the awning.
- 5.11.25: Awnings may not extend more than five (5) feet beyond the building facade it is attached to.
- 5.11.26: Only one (1) awning sign is allowed per window.



The above sign is a traditional method of advertising by placing the sign on a side facade viewable from the public right-of-way.



This modern awning found in Norcross, Georgia, is also used to advertise the business within. Such traditional methods of advertisement are appropriate to the district.



The Whistle Stop Cafe properly uses its historic signboard area for signage. Signboard areas are an ideal place for the location of nonresidential construction signage.

## 5.12 Outdoor Spaces

Privately sponsored gathering areas or plazas provide opportunities for public outdoor spaces. Other popular spaces include outdoor seating affiliated with a business. Outdoor spaces are a good opportunity to foster community and to encourage civic-mindedness.



This commercial development has incorporated a plaza into its site, which provides for pedestrian interaction with the built environment. Cafe tables and chairs, benches and other furnishings create a welcoming space for shoppers and passersby.



This multi-family development in Gainesville has attractively landscaped interior yards so that it is inviting to residents and pleasant for pedestrians. This landscaping when in bloom softens the building and makes a pleasing environment for all.

## CHAPTER SIX: NONRESIDENTIAL REHABILITATION DESIGN STANDARDS

Any property owner or occupant wishing to make an exterior alteration to an existing nonresidential building or structure within the district must make an application to the HPC for a Certificate of Appropriateness. Within the context of this manual, existing multi-family residential developments are considered nonresidential buildings.

All properties, regardless of current appearance, will be required to conform to the standards when changes, replacements, repairs, or new construction occurs. However, existing nonresidential buildings less than fifty years old that are proposed for rehabilitation shall conform to the design standards outlined in [Chapter Five: New Nonresidential Design Standards](#). Existing nonresidential buildings fifty years old or older that are proposed for rehabilitation or which have significant architectural merit (as decided by the HPC and City staff) must follow the design standards found in this section with the following emphasis:

Rehabilitation projects must emphasize the following:

- Respect the original architectural and material character of the building
- Preserve and repair original materials as much as possible
- If a deteriorated element must be replaced, replace it in-kind
- Uncover historic building facades by removing false fronts
- Preserve original storefronts including recessed entries, display areas, kick plates, and transoms

# 6.1 Streetscape & Landscaping

Over time significant landscape elements, such as street trees, plantings, planting strips, fountains and other pedestrian and civic art features, are lost or neglected. During a rehabilitation project, if such features once existed on the site and can be documented with photograph evidence, then every effort must be made to incorporate that feature into the rehabilitation project. To incorporate theorized historic elements into a rehabilitation project can create a false sense of history and is not encouraged. Plantings for the district will be those that are found within the period of significance of the district. It is important that existing historic landscape features be retained in any rehabilitation project, as such elements are part of the identity of the community.

Refer to The Tree Conservation and Replacement Ordinance, City of Kennesaw Ordinance Number 2005-23, 8-15-05; and The Central Business District Ordinance, City of Kennesaw Ordinance Number 2005-20, 2005.

- 6.1.01: Historic buildings typically were designed with the pedestrian in mind. Such pedestrian features include storefronts fronting on sidewalks, recessed entries, entrances for second floor spaces fronting on the sidewalks, and awnings. Such features must be maintained or reinstated during the rehabilitation process.
- 6.1.02: Planting strips and street trees along any public right-of-way must be retained or installed during rehabilitation if site work in the streetscape is planned.
- 6.1.03: The safety of a pedestrian is paramount whenever addressing rehabilitation of a streetscape.
- 6.1.04: A safely accessible route from the city’s sidewalk network to the main entrance of a building is required.
- 6.1.05: To further promote the extensive pedestrian network of sidewalks in the city, all nonresidential buildings must maintain, or install, a sidewalk fronting the public right-of-way.
- 6.1.06: Plantings for the district will be plantings that were established in the district during its period of significance. These plant species include native plantings and other plantings that have adapted to the naturally occurring soil and climate and require less maintenance.
- 6.1.07: All nonresidential development abutting a residential use shall establish a landscaped buffer having a minimum horizontal dimension of fifteen (15) feet.
- 6.1.08: Existing historic landscape features must be retained and incorporated into the proposed landscape when feasible. Landscape features may include walls, specimen trees, fountains, historic concrete pathways and significant vistas and views from adjacent public ways.



This planting strip of approximately 18” provides a psychological buffer for a pedestrian from oncoming traffic. Such planting strips are required whenever feasible.



These stairs provide safe access from the city’s sidewalk system to the parking lot of this commercial business on Buford Highway in Norcross, Georgia.



Inappropriate: A historic commercial building was removed at this location and replaced with a parking lot that is neither screened nor treated with any streetscape elements along the public right-of-way.



This office park (Fullers Chase) off of Cherokee Street has appropriately retained this historic well which is an important character-defining feature of the landscape. This feature will be a reminder to users of this office park that originally the land had been a part of a residence with farmland to its rear.

- 6.1.09: Parking is not permitted within planting strips and parks within the district. Not only does this practice disrupt the visual character and intended use of green spaces and planting strips, but it also causes soil compaction that can damage tree roots.
- 6.1.10: If surface parking areas are to be added to a site they must be edged with landscaping, such as tree plantings and/or hedges. This will help to buffer and screen these spaces as well as preserve visual edges.
- 6.1.11: A minimum of 10% of the interior parking area must be landscaped; this landscaping must be used to create interior planting islands to break up any large paved area.
- 6.1.12: Parking minimums and ratios shall comply with existing City ordinances.
- 6.1.13: Historic paving and scoring patterns in sidewalks and driveways must be preserved if possible. New paving must be compatible with that found on the rehabilitated property, or as established by the City of Kennesaw.
- 6.1.14: New curb cuts must be kept to a minimum.
- 6.1.15: Compliance with the Central Business District Ordinance of Kennesaw (Ordinance Number 2005-20, 2005) is mandatory if within the Central Business District. Refer to Sections 802.09 - 802.12 if necessary.

<b>Recommended Native Large/Medium Deciduous Street Trees:</b>
<u>Latin Name</u> • <u>Common Name</u>
Acer barbatum • Southern Sugar Maple
Acer rubrum • Red Maple
Acer saccharinum • Silver Maple
Fagus grandifolia • American Beech
Fraxinus americana • White Ash
Fraxinus pennsylvanica • Green Ash
Plantanus occidentalis • Sycamore
Quercus alba • White Oak
Quercus falcata • Southern Red Oak
Quercus laurifolia • Darlington Oak
Quercus nigra • Water Oak
Quercus phellos • Willow Oak
Quercus schumardii • Shumard Oak

<b>Recommended Native Evergreen Street Trees</b>	
• <u>Latin Name</u>	• <u>Common Name</u>
• Juniperus virginiana	• Eastern Red Cedar
• Ilex Opaca	• American Holly

<b>Recommended Height Planting Standards for Green Spaces:</b>
• Overhead wires present - Small native trees
• Overhead wires absent - Large native hardwood trees

<b>Recommended Width Planting Standards for Green Spaces:</b>	
<u>Green Space Width</u>	<u>Recommended Trees</u>
• 10 feet or greater	• Large Deciduous Trees
• 5 to 10 feet	• Medium Deciduous Trees
• Less than 5 feet	• Small Deciduous or Flowering Trees

<b>Recommended Native Small Deciduous or Flowering Street Trees</b>
<u>Latin Name</u> • <u>Common Name</u>
Amelanchier canadensis • Serviceberry
Carpinus caroliniana • Muscledwood/Hornbeam
Cercis canadensis • Redbud
Chionanthus virginicus • Fringetree
Cornus florida • Dogwood
Crataegus phaenopyrum • Washington Hawthorn
Oxydendrum arboreum • Sourwood
Ostrya virginiana • Hophornbeam

<b>Recommended Native Evergreen Street Trees:</b>
<u>Latin Name</u> • <u>Common Name</u>
Juniperus virginiana • Eastern Red Cedar
Ilex Opaca • American Holly



This landscape buffer between parking lots on Summer Street helps break up the pavement and provide a more pleasing effect.

## 6.2 Building Materials

Materials chosen for the exterior of a building are a significant component in the appearance and “feel” of a building. Certain materials have an air of permanence, such as brick and stone. Wood is a natural material that can be utilized in a variety of finishes for different looks. The longevity of wood can be increased with back priming, as well as periodic repair and repainting - keeping it free from moisture. No single material is truly “maintenance free” no matter what the manufacturer may claim.

As new technologies emerge in the building industry, materials may be introduced that resemble traditional building materials in appearance, especially regarding exterior cladding. New, composite materials (typically a combination of wood and plastic fibers) may be considered for use in the district as long as they can meet or exceed the performance and appearance of the material they are imitating. It is important that alternate materials closely replicate original materials in size, texture, profile and surface treatment. Well-known alternate materials that do not perform well over time, and that do not replicate the appearance of historic materials, include vinyl and metal siding. Metal siding can corrode or dent, and vinyl can melt, crack and distort as it contracts and expands with changes in temperature. Metal and vinyl siding are not permanent replacement materials and require yearly maintenance. Synthetic stucco systems (foam backed panels with applied stucco veneer, referred to as EIFS systems) are another material that does not conform to the durability, texture or surface treatment of traditional stucco, and is therefore not allowed in the district. Historically stucco cladding is not found in the district and is not known to have existed within the district; making it an inappropriate cladding for use within the district.

6.2.01: Original exterior materials will be retained and maintained whenever feasible. Such materials can include masonry, metal, wood or other historic material.

6.2.02: Only clean exterior materials when necessary to halt deterioration or remove heavy soiling. Clean exterior surfaces with the gentlest method possible, such as low-pressure water and detergents, using natural brushes. Sandblasting, high-pressure water blasting or caustic chemical treatments are never appropriate cleaning methods and will permanently damage exterior surfaces. Tests must be conducted before using any cleaning methods on historic materials.

<b>Permitted Building Materials:</b>	<b>Prohibited Building Materials:</b>
➤ Brick	➤ Plain concrete block
➤ Stone (accent only)	➤ Mirrored glass
➤ Concrete block that is scored and textured (limited use only)	➤ Metal siding
➤ Wood siding	➤ Vinyl siding
➤ Wooden shingles	➤ Stucco/Synthetic stucco

6.2.03: Historic surface treatments and coatings will be retained on exterior materials whenever feasible. This will protect the material from moisture and ultraviolet light.

6.2.04: Careful removal of paint will be completed by hand scraping, hand sanding, thermal devices and limited use of chemical strippers where necessary.

6.2.05: Exterior materials that were historically unpainted will remain unpainted unless it is necessary for waterproofing, or protection of the historic material.

6.2.06: When replacement of exterior materials is necessary, replace only deteriorated materials and match the original material in size, shape, profile, texture, and type.

6.2.07: When repair or replacement of new mortar is needed, the new mortar must duplicate the old in strength, composition, color, texture, and mortar joint width. A high content of Portland cement is not appropriate when repointing historic masonry joints.

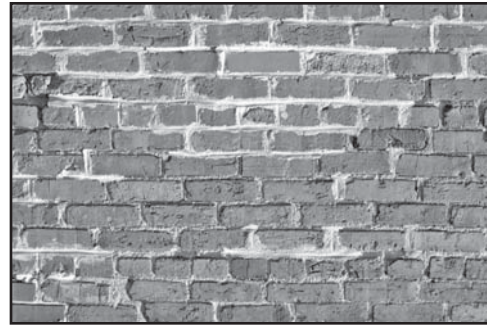
6.2.08: The application of non-historic exterior siding, such as brick veneers, asphalt shingle siding, and contemporary or faux stucco products (stucco coated foam insulation board and cement panels), dryvit, metal siding, vinyl siding and plywood, over historic materials is not appropriate within the district.

6.8.09: Alternative building materials approved through the design review process include, but are not limited to composite materials such as hardiplank siding. The use of stucco and contemporary stucco products such as stucco covered foam insulation boards, or stucco/cement panels is only permitted on a case-by-case basis. Seek guidance from the HPC staff prior to considering any alternative material. To evaluate such materials the HPC must determine if the alternative material meets the following standards:

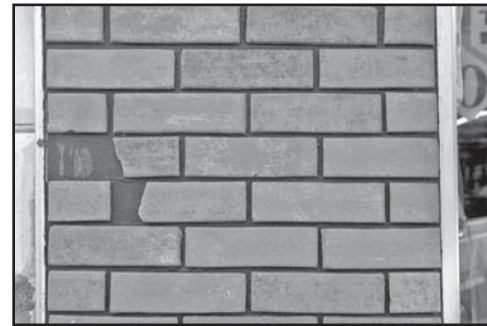
- 1) has physical properties (texture, color, dimensions) similar to those of traditional building materials, or that it will be installed in a manner that tolerates differences;
- 2) at least meet similar performance expectations as those of traditional building materials; and 3) be applied in such a manner that a passerby would not discern a difference between the composite or synthetic material from that of the traditional building material it is replacing.

If an alternative material meets these required standards it may be used within the district.

6.2.10: It is not permitted to add stucco to brick piers, foundations or walls that were not covered by stucco historically.



Mortar used in repointing must be consistent in strength, texture and color to the original or existing mortar; to do otherwise will damage the existing brick as shown here. The replacement mortar used here was stronger than the original mortar; as a result, the mortar is causing the brick to spall.



False brick panels, as seen above, are not permitted within the district. These panels do not properly simulate the texture, color, or other material properties of real brick.

## 6.3 Storefronts, Entrances & Openings

6.3.01: Identify, preserve and maintain historic character-defining elements of commercial storefronts, such as windows, transoms, doors, architectural details and materials. The removal or radical change of the original appearance and significant elements of a historic storefront is not appropriate within the district.

6.3.02: When necessary, repair deteriorated storefronts by reinforcing historic materials and by replacing original materials with in-kind materials or with compatible substitute materials. Replacement materials must be compatible in size, scale, materials, and design to the surviving part of the storefront.

6.3.03: Historic changes to storefronts that have become significant over time, or historic in their own right, must be preserved when feasible.

6.3.04: The reconstruction of a partially, or completely, removed storefront must be based on historical, pictorial or physical documentation.

6.3.05: A storefront that has entirely lost its significant historic features and cannot be documented, or a storefront that is less than 50 years old, must have a contemporary storefront design that is compatible to historic examples. The new storefront must follow the standards for new construction in this document.

6.3.06: The removal of non-historic cladding, false fronts, or inappropriate additions



Original storefronts, such as this one with its two-over-two fixed windows and paneled double door entry, are character-defining and must be retained during any rehabilitation project.

to historic storefronts must be undertaken when feasible.

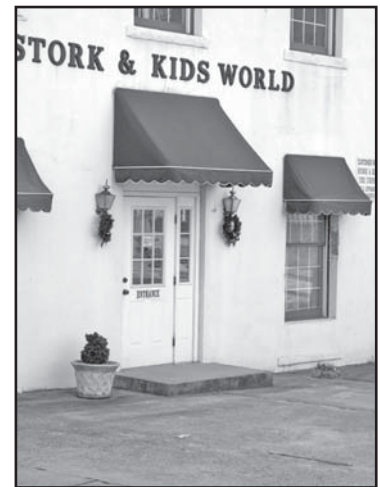
- 6.3.07: The covering of character-defining elements of storefronts with non-historic cladding, false fronts or inappropriate additions is not permitted.
- 6.3.08: The alteration of a historic commercial storefront so that it appears to be residential in character is not permitted.
- 6.3.09: The introduction of residential details, or unprecedented historic ornamentation, such as nonoperable shutters, small-paned windows, wood shakes, mansard designs, and coach lanterns are not permitted within the district, unless the features can be documented historically.
- 6.3.10: Display windows must be transparent single-pane glass. Reflective glass is not permitted within the district.
- 6.3.11: Historic window, door or entrance openings will not be covered or infilled unless it is proved to be necessary for the rehabilitation of the building. If they are the infill must be reversible.
- 6.3.12: Retain original entrances of a historic building, including character-defining features such as doors, fanlights, sidelights, transoms, entablatures, balusters, columns, railings, brackets, stairs and roof detailing. If such features are covered it must be reversible.
- 6.3.13: Protect and maintain original materials of storefronts through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.
- 6.3.14: Repair of entrance details, if seriously deteriorated, involve the limited replacement of original material with in-kind materials or a compatible substitute. If replacement materials must be introduced, the new material must match the old in design, color, and texture.
- 6.3.15: The replacement of an original entrance that is missing may be accomplished in two ways: 1) an accurate restoration can be completed when historical, pictorial, and physical documentation is available, or 2) a new design that is compatible with the design and historic character of the building can be constructed.
- 6.3.16: Retain original doors and their decorative surrounds. If a deteriorated door must be replaced, the new door and surround must be similar to the original in design and material.
- 6.3.17: The creation of new door openings on the front, or primary, is not permitted unless there is no other option for the necessary opening. When feasible new entrances must be located on rear and side facades. These new entrance must be compatible with the building's architectural style, details, and materials.
- 6.3.18: Existing windows, including window sash, glass, lintels, sills, frames, moldings, shutters, and all hardware, will be retained and repaired through routine maintenance whenever possible.
- 6.3.19: A replacement window must match the original opening and it will duplicate proportions and pane configurations of the original window. Care must be taken to match the mullions, muntins and meeting rails, size and configuration of the replacement window to the original window so that features of the historic window are not lost. If aluminum windows must be installed, select a baked finish that matches as closely as possible the color of the existing trim.



This storefront and upper floor in Gainesville, Georgia, has been inappropriately remodeled so that the original entrances have been lost and the upper floor windows have been obscured.



This original arched window opening is character-defining and must not be infilled or altered during rehabilitation of the building.



This commercial storefront has been inappropriately remodeled with lighting fixtures and doors that are residential in scale.



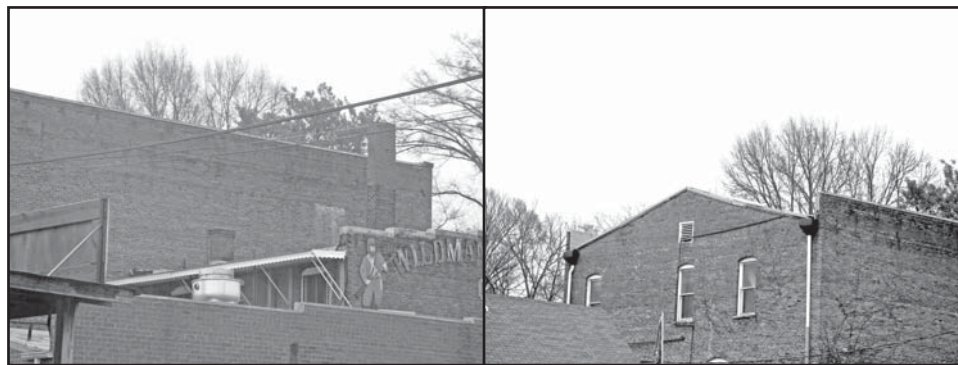
## 6.4 Roofs

- 6.4.01: Original roof materials, configuration, and pitch will be preserved, maintained or repaired.
- 6.4.02: Metal roofs were popular in Kennesaw and can be found on a variety of structures. Metal roofs such as Tin-plate, Zinc plate, and pressed metal shingles will be preserved and maintained when feasible.
- 6.4.03: Repair of historic metal roofs will be with metal panels to match the original.
- 6.4.04: Roof decorations such as finials, parapet walls, chimney caps and cornices must be preserved, maintained, and repaired whenever feasible.
- 6.4.05: The historic roof pitch of a building must never be altered.



The prominent gable of the main roof and the pyramidal roof of the bell tower of this church are character-defining and must not be altered during any rehabilitation work.

The gabled (right) and shed-roofed (left) forms for the roofs of these buildings seen from the public right-of-way are character defining and must be retained during rehabilitation.



## 6.5 Awnings

- 6.5.01: Historic awnings or balconies that are character defining to the building will be retained and repaired whenever possible.
- 6.5.02: The replacement of an original historic balcony or awning that is missing may be accomplished in two ways: 1) an accurate restoration can be completed when historical, pictorial, and physical documentation is available, or 2) a new design that is compatible with the design and historic character of the building can be constructed.
- 6.5.03: The addition of new balconies to a historic commercial building are appropriate on the rear facade, or on an unobtrusive facade, of a building, as long as they comply with local ordinances and codes. A new deck will be compatible with the building's size, scale, materials, and design, and will be installed in such a manner that it can be removed without harming original historic materials. New decks and balconies must not obscure significant character-defining features of a historic building.
- 6.5.04: The use of unpainted pressure treated lumber or composite materials for balconies is not permitted for the character of the historic district. Balconies must be painted or treated with an appropriate surface treatment.



An awning must not extend beyond the storefront of the building to which it is attached. The use of support poles for awnings is not appropriate to the district.

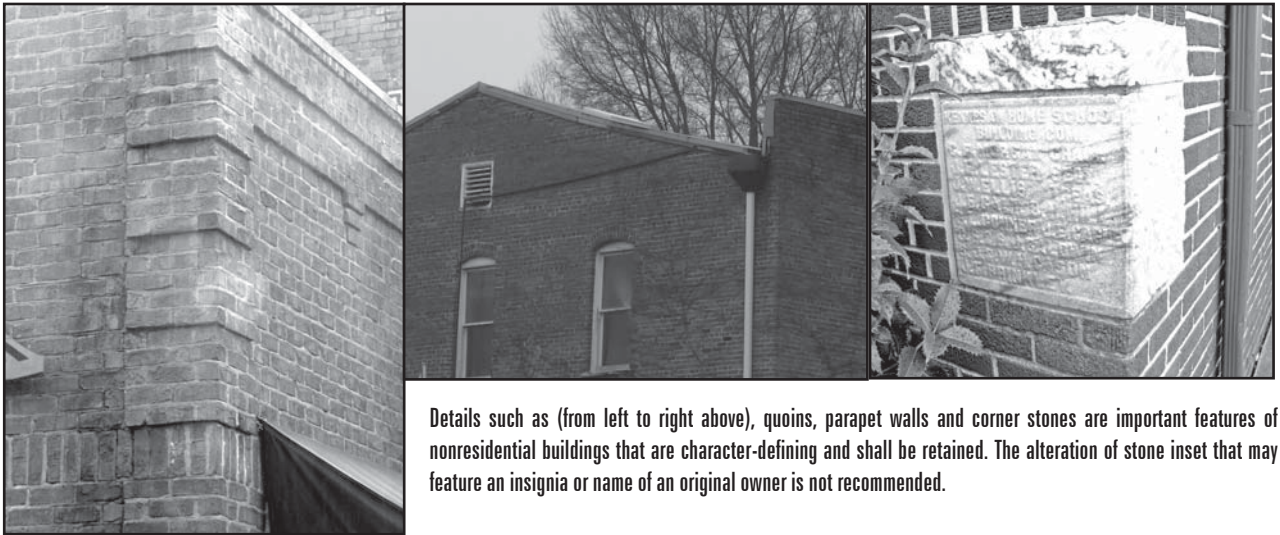


Round awnings are only appropriate if they are used with a round window or door opening.

- 6.5.05: Canvas, acrylic and vinyl coated awnings placed over display windows of new buildings are encouraged and often are suitable locations for signs. Canvas awnings are recommended.
- 6.5.06: Awning shapes will match the window and door shapes that are covered or shaded.
- 6.5.07: Awnings and balconies will be freestanding and not impede pedestrians by attaching to the sidewalk in any way.
- 6.5.08: Transom lights or prism glass or stained glass are not to be covered by awnings.

## 6.6 Architectural Details

- 6.6.01: The addition of materials, architectural details, and light fixtures that do not belong to the period or style of the historic building is not permitted.
- 6.6.02: When deteriorated elements must be replaced, new materials will be compatible with the original in terms of size, design and hardware.
- 6.6.03: Shutters will not be added to buildings that did not historically feature shutters.
- 6.6.04: Where historical documentation exists, new shutters must be appropriate to the style and period of the building in terms of material, scale and design. They also must be operable.
- 6.6.05: Architectural details and features which have been removed when reinstated must be replaced based upon their original design, materials, proportions and details (photographs and other documentation is recommended). Otherwise if enough evidence exists that a feature is missing (and the HPC believes the addition of the feature/detail is appropriate to the property) a contemporary interpretation may be added.
- 6.6.06: Cast iron columns or pilasters on storefronts will be maintained through regular painting. If cleaning is desired, the use of abrasive cleaning methods such as sandblasting are not permitted.



Details such as (from left to right above), quoins, parapet walls and corner stones are important features of nonresidential buildings that are character-defining and shall be retained. The alteration of stone inset that may feature an insignia or name of an original owner is not recommended.

## 6.7 Mechanical Systems & Service Areas

- 6.7.01: The preservation of historic mechanical systems is encouraged. Such mechanical elements may include radiators, vents, fans, grilles, plumbing fixtures, switch plates, and lights.
- 6.7.02: Where new mechanical systems are required for a building, the installation of the systems will be done in such a way to cause the least alteration possible to the exterior elevations of the building. In this undertaking the care will be taken to cause the least damage possible to historic building materials.
- 6.7.03: The front facade of a building will not be disrupted by the addition of window air conditioner units. These units must be placed at the rear or side facades of a building and landscaped to shield them from being visible from public right-of-way. They will be installed in such a manner to avoid damage to historic material, including windows, sashes and frames.
- 6.7.04: Satellite dishes and other antennae will be located unobtrusively to the side or rear of the building. They will be screened by landscaping whenever possible.
- 6.7.05: Service areas and alley will be maintained clean of debris and standing water.



Service areas and alleys shall be maintained clean of debris and standing water. Inadequate drainage can cause infestation, as well as water damage, to buildings given the nature of their use for the placement of dumpsters and recycling bins.



The placement of air conditioning units on the front facade of buildings is not appropriate. Such mechanical systems must be placed on facades not visible from the public right-of-way so they will not disrupt the historic integrity of the property.

## 6.8 Lighting

- 6.8.01: New site and street lighting must be compatible in design, material and scale with the historic character and pedestrian orientation of the district.
- 6.8.02: Historic streetlights and exterior lighting will be preserved within the district if at all possible. New exterior lighting will be compatible with the architectural styles present in the district.
- 6.8.03: Lighting for nonresidential buildings found within residential areas, will introduce low-level lighting to provide for safety and security where needed. Install recessed lights, footlights, pedestrian-scaled lighting, or directional lights in unobtrusive locations, so that glare on adjacent residences is reduced as feasible.
- 6.8.04: It is not appropriate to introduce period lighting fixtures from an era that is not in-keeping with the period of significance of the district.
- 6.8.05: Lighting placed on buildings in the district will reflect the original use of the building. For example, a residence converted into an office must have residential style lighting.

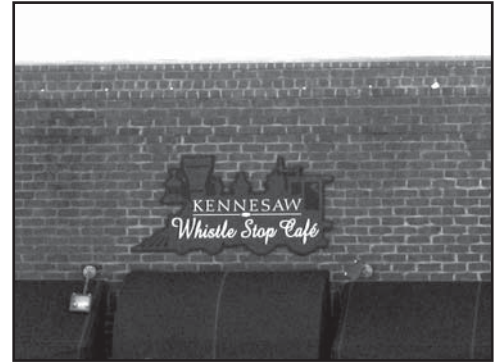


Lighting for nonresidential buildings shall not be residential in scale or design (left example). Such lighting shall be appropriately scaled to not overpower, or be diminished by the building. The right example is of appropriate lighting for a nonresidential building.

## 6.9 Signage

All signage must meet the criteria established by the City's Sign Ordinance (Ordinance Number 2004-10).

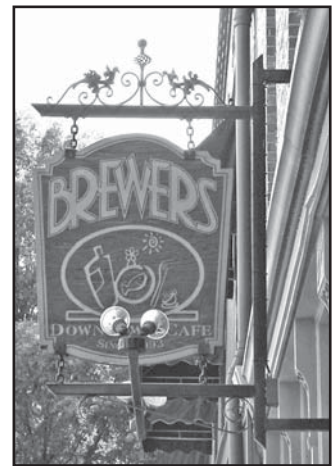
- 6.9.01: Historic signs are to be retained whenever possible, particularly when they have a historic association for the community or are significant for their design.
- 6.9.02: Signs will be subordinate and complementary to the building.
- 6.9.03: New signs for historic buildings will respect the size, scale and design of the building and may not overpower the building or adjacent properties. It is inappropriate for signs to obscure, damage, or destroy remaining character-defining features of the historic building.
- 6.9.04: New signs will not obscure significant features of the historic building, such as transom lights or windows. Materials must be characteristic of the building's period and style. Creativity is encouraged when designing new signs.
- 6.9.05: Within the public-right-of-way, limit signage to that necessary for traffic and pedestrian safety. Locate necessary signage so that the historic character of the district is not obscured.
- 6.9.06: Signs that are to be attached to buildings must avoid damage to historic materials. Fittings must penetrate mortar joints rather than masonry.
- 6.9.07: Buildings will have no more than two signs.
- 6.9.08: Signs which resemble logos or symbols for businesses are appropriate and encouraged.
- 6.9.09: Serif or script lettering are traditional lettering styles for signs. Letters may not exceed 18 inches in height and may not cover more than 60% of the total sign area.
- 6.9.10: Traditional sign locations include storefront belt courses, upper facade walls (not to exceed 20% of the overall wall surface), hanging or mounted inside windows, or projecting from the face of the building.
- 6.9.11: Spot or up-lit lighting for signs is recommended.
- 6.9.12: Large signs that are internally lit, and large signs located on poles are prohibited.
- 6.9.13: The use of exposed neon tubing, or neon lights, for signs is not permitted.
- 6.9.14: Signs must be constructed of materials that are appropriate to the district, see section 4.5. The use of vinyl and plywood signs are prohibited.
- 6.9.15: Lettering and graphics on signs must be engraved, etched, painted, or of a protruded material that is applied to the sign base. Lettering or graphics of applied vinyl, or are otherwise not permanently affixed onto the sign backing are prohibited.
- 6.9.16: Traditional placement of signs is required. Traditional placement includes: above the transom or storefront window; hanging sign attached to first story storefront; storefront window; storefront door; and side of building seen from public right-of-way.
- 6.9.17: The use of banners is limited to one thirty day period every six months.
- 6.9.18: Painted signs on buildings/structures are governed by the sign ordinance as well.



This modern sign is appropriately placed in the signboard area located above the display windows. The creative shape of the sign as the "Lil General" is appropriately scaled to the building.



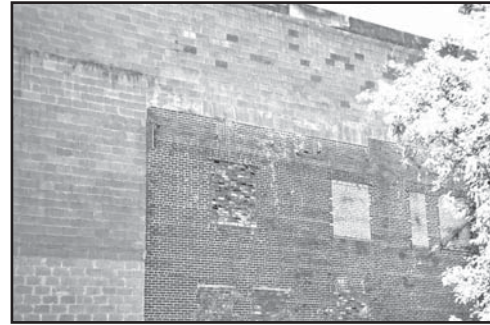
The use of large neon signs is not appropriate to the district.



This projecting sign is appropriate in scale and design to the district. Such signs must be simple and small in scale.

## 6.10 Additions

- 6.10.01: New additions will be placed away from the front facade of the primary building, ideally in the rear or on an inconspicuous side of the historic building. They will be compatible with the original building in terms of materials, relationships of solids to voids, and color. The size and scale of the addition will be limited in relationship to the historic building.
- 6.10.02: Additions to the side of a historic building will not be flush with the front facade of the historic building. At the very minimum, appropriately designed side additions to historic buildings are stepped back from the front facade. It is recommended that additions to the sides of historic buildings be placed as far back as possible.
- 6.10.03: Rooftop penthouses or additional stories must not be constructed unless the addition will not be readily visible from the street or other pedestrian viewpoints. Roof additions must be set back from the main facade.
- 6.10.04: The design of a new addition will be clearly differentiated so that the addition is not mistaken for part of the original building.
- 6.10.05: New additions will be designed so that a minimum of historic material and character-defining elements are obscured, damaged or destroyed.
- 6.10.06: New additions will not encase a historic building.
- 6.10.07: Historic additions and alterations that have acquired significance in their own right will be preserved whenever feasible.



This addition to a historic building (above) is completely inappropriate because it encases the original brick building and destroys the original form of the structure.



This rooftop addition in Norcross, Georgia, is appropriately set back from the front facade so that it is not seen from the public right-of-way. Additions must be stepped back from facades that can be seen from public rights-of-way.

## 6.11 Outdoor Spaces

- 6.11.01: Historic open spaces will be preserved and enhanced through sensitive maintenance and management.
- 6.11.02: Existing vegetation whenever feasible must be preserved and new vegetation will be added that complements the historic character of the building. An under planting program must be used to replace aging vegetation.
- 6.11.03: Plantings will be chosen from the district's period of significance. Seek City Staff for appropriate plantings.



Left Example: "Big Spring" park was established in the early 1900s and is a character-defining feature of the identity of Kennesaw and must be maintained as a public open space.

Right Example: The incorporation of this outdoor plaza in front of this commercial development is inviting to pedestrians and shoppers. Such plazas improve quality of life and are encouraged where practicable.



This residential development has a public park at the center of its development with a playground and additional parking for use by visitors to the development.

Open spaces help maintain a healthy atmosphere that make communities cohesive and livable for residents.

## CHAPTER SEVEN: RESIDENTIAL REHABILITATION DESIGN STANDARDS

Following are residential design standards tailored specifically to residential properties in the district. These guidelines will help property owners make the best decisions when it comes to planning repair and rehabilitation projects that require a Certificate of Appropriateness (COA) from the Kennesaw Historic Preservation Commission.

Kennesaw's historic residential buildings provide much of the charm and sense of place for this small vibrant community. Therefore, it is of the utmost importance that the character of the town's residential buildings be preserved. The materials and architectural features of historic buildings set them apart from contemporary construction and give them a unique character.

There are methods to repair and maintain historic building materials that preserve the original materials, and ensure easier maintenance of the building over the long run. Likewise, there are ways to sensitively adapt historic residential buildings for new uses without destroying the unique character of the structure.

One of the most significant considerations for residential rehabilitation projects is the preservation of the exterior material of the building. In Kennesaw, the dominant exterior material used in the historic residential areas is wood, although brick masonry, stone masonry, and stucco buildings are scattered throughout the district. Each material requires special treatment, and each shall be preserved and maintained as an important component of the historic building. The introduction of certain inappropriate materials can greatly disrupt the predominant visual textures in the historic district.

The longevity of wood can be increased with back priming, as well as periodic repair and repainting - keeping it free from moisture. When wood elements have deteriorated, first assess the degree of damage and then determine whether replacement is necessary. The use of nonhistoric siding materials is not appropriate within the local district. When placed directly over historic wood siding, moisture retention or insect infestation may be hidden. Replacement siding can alter and obscure original architectural details. Aluminum and vinyl siding are not permanent replacement materials and require yearly maintenance. Aluminum siding can corrode or dent, and vinyl can melt, crack and distort as it contracts and expands with changes in temperature. If replacement siding is deemed necessary, existing trim details such as corner boards, baseboards, fascia must be present after the replacement siding is installed.

# 7.1 Exterior Materials

Materials chosen for the exterior of a building are a significant component in the appearance and “feel” of a building. Certain materials have an air of permanence, such as brick and stone. Wood is a natural material that can be utilized in a variety of finishes for different looks. The longevity of wood can be increased with back priming, as well as periodic repair and repainting - keeping it free from moisture. No single material is truly “maintenance free” no matter what the manufacturer may claim.

As new technologies emerge in the building industry, materials may be introduced that resemble traditional building materials in appearance, especially regarding exterior cladding. New, composite materials (typically a combination of wood and plastic fibers) may be considered for use in the district as long as they can meet or exceed the performance and appearance of the material they are imitating. It is important that alternate materials closely replicate original materials in size, texture, profile and surface treatment. Well-known alternate materials that do not perform well over time, and that do not replicate the appearance of historic materials, include vinyl and metal siding. Metal siding can corrode or dent, and vinyl can melt, crack and distort as it contracts and expands with changes in temperature. Metal and vinyl siding are not permanent replacement materials and require yearly maintenance. Synthetic stucco systems (foam backed panels with applied stucco veneer, referred to as EIFS systems) are another material that does not conform to the durability, texture or surface treatment of traditional stucco, and is therefore not allowed in the district. Historically stucco cladding is not found in the district and is not known to have existed within the district; making it an inappropriate cladding for use within the district.

Permitted Building Materials:	Prohibited Building Materials:
➤ Brick	➤ Plain concrete block
➤ hardiplank	➤ Mirrored glass
➤ Concrete block that is scored and textured (limited use only)	➤ Metal siding
➤ Wood siding	➤ Vinyl siding
➤ Wooden shingles	

- 7.1.01: Exterior materials will be retained and maintained if at all possible. Such materials can include masonry, metal, wood or other historic material.
- 7.1.02: Regularly inspect exterior materials in order to identify, evaluate and treat causes of deterioration, such as leaking gutters, roofs or flashing; cracks or holes; faulty caulking; insect infestation; or vegetative growth.
- 7.1.03: Maintain exterior materials by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features. Excessive moisture can cause mortar joint deterioration, metal corrosion and wood deterioration.
- 7.1.04: Only clean exterior materials when necessary to halt deterioration or remove heavy soiling. Clean exterior surfaces with the gentlest method possible, such as low pressure water and detergents, using natural bristle brushes. Sandblasting, high-pressure waterblasting or caustic chemical treatments are never appropriate cleaning methods and will permanently damage exterior surfaces. Tests shall be conducted before using any cleaning methods on historic materials.



*These asbestos shingles found in the Cherokee Street Historic District have achieved historic significance for this property and must be maintained and retained in future rehabilitation efforts of this property.*

- 7.1.05: Historic surface treatments and coatings on exterior materials will be retained and maintained. Such original treatments were installed to protect the material from moisture and ultraviolet light.
- 7.1.06: Paint removal will be completed by handscraping, handsanding, thermal devices and limited use of chemical strippers where necessary. Historically painted surfaces shall remain painted during rehabilitation, although accumulated layers of paint may be removed.
- 7.1.07: Exterior materials that were historically unpainted shall remain unpainted. Appropriate non-historic protective coatings may be applied to exterior materials, where needed, to protect the original material in areas of high pedestrian use.
- 7.1.08: When replacement of exterior materials is necessary, replace only deteriorated materials and match the original material in size, shape, profile, texture, and type.
- 7.1.09: When repair or replacement of new mortar is needed, the new mortar will duplicate the old in strength, composition, color, texture, and mortar joint width. A high content of Portland cement shall not be used in repointing historic masonry joints.
- 7.1.10: The application of non-historic exterior siding, such as brick veneers, asphalt shingle siding, exterior insulating finishing systems (stucco), dryvit, aluminum siding and plywood, over historic materials is not permitted within the historic district.
- 7.1.11: Alternative building materials approved through the design review process include, but are not limited to, hardiplank siding. The use of stucco and contemporary stucco products such as stucco covered foam insulation boards, or stucco/cement panels is not permitted within the district. Seek guidance from the HPC staff prior to considering any alternative building material. To evaluate such materials the HPC must determine if the alternative material meets the following standards:
  - 1) has physical properties (texture, color, dimensions) similar to those of traditional building materials, or that it will be installed in a manner that tolerates differences;
  - 2) at least meet similar performance expectations as those of traditional building materials; and
  - 3) be applied in such a manner that a passerby would not discern a difference between the composite or synthetic material from that of the traditional building material it is replacing.
 If an alternative material meets these required standards it may be used within the district.



Wood clapboards, if maintained, can be retained indefinitely. When needed the replacement of portions of historic clapboards can be done in-kind. The covering of intact clapboards is not encouraged.

- 7.1.12: When siding or trim is replaced (in part or in whole) the reveal shall be what was originally on the building. If this can not be documented the reveal will be no less than four and one-half (4.5) inches and no greater than five (5) inches.

## 7.2 Architectural Details

- 7.2.01 Architectural details that are character-defining features of a historic building shall be preserved and maintained.
- 7.2.02 Repair, rather than replace, damaged architectural elements when possible.
- 7.2.03 Architectural details that are beyond repair may be replaced with details that are compatible in design, scale and material.



The vernacular roof brackets and attic vent are simple details on this turn-of-the-century cottage that are character-defining and must be retained.



This chamfered corner board with elaborate cap is character-defining of this rehabilitated residence and was appropriately retained during the rehabilitation project.



- 7.2.04 The replacement of architectural details that are missing may be accomplished in two ways: 1) an accurate restoration can be completed when historical, pictorial, and physical documentation is available, or 2) a new design that is compatible with the design and historic character of the building can be constructed.
- 7.2.05 The application of details that do not belong to the period or style of a house is not permitted.



This verge board on this Victorian style cottage is a character-defining element of the style of the cottage and must be maintained and retained.

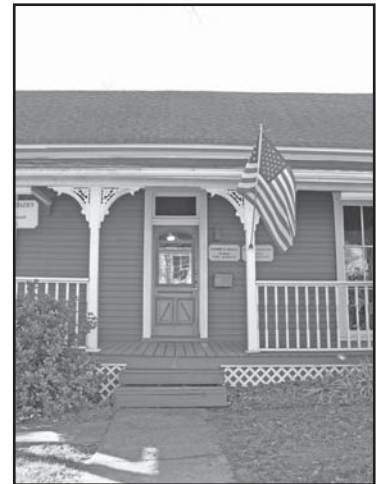
## 7.3 Entrances & Porches

- 7.3.01 Original entrances and porch details that are character-defining features of the historic building, such as doors, fanlights, sidelights, transoms, entablatures, balusters, columns, railings, brackets, stairs and roof detailing will be retained whenever feasible.
- 7.3.02 Protect and maintain original materials to the entrances and porches of historic properties through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.
- 7.3.03 Repair of entrance and porch details, if seriously deteriorated, will involve the limited replacement of original material with in-kind materials or a compatible substitute. If replacement materials must be introduced, the new material shall match the old in design, color, texture, and where possible, material.



This recessed entry is a character-defining detail of this simple post World War II home on Old Highway US 41. The infill of this entry would be in appropriate.

- 7.3.04 The replacement of an original porch that is missing may be accomplished in two ways: 1) an accurate restoration can be completed when historical, pictorial, and physical documentation is available, or 2) a new design that is compatible with the design and historic character of the building can be constructed.
- 7.3.05 The permanent enclosure of front porches, side porches, and porte-cocheres visible from a right-of-way is not permitted within the historic district.
- 7.3.06 Rear and side porches may be enclosed with transparent materials that maintain the original open character of the porch.
- 7.3.07 The addition of materials, architectural details, and light fixtures not appropriate to the period or style of the house is not permitted.
- 7.3.08 The addition of screen and storm doors must be compatible with the original entrance.
- 7.3.09 Original doors and their decorative surrounds will be retained whenever feasible. If a deteriorated door must be replaced, the new door and surround will be similar to the original in design and material.



This entrance is centered within the facade and features a transom. The door appears to be original and must be maintained. The alteration, or relocation, of this doorway would effect the overall fenestration of this home.

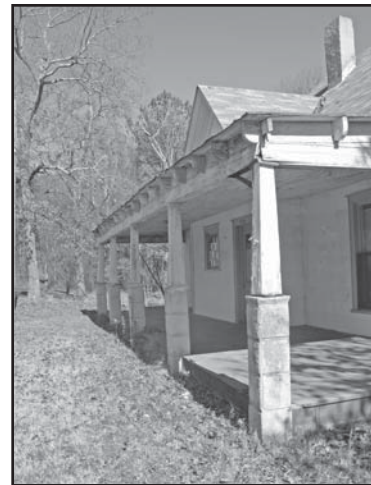
- 7.3.10 It is not permitted to fill in original door and window openings on the front facade.
- 7.3.11 The creation of new door openings on the front, or primary, facade is not permitted, unless no other feasible option is available. New entrances on rear and side facades must be compatible with the building's architectural style, details, and materials.
- 7.3.12 The addition of new decks and balconies are only appropriate on the rear facade, or on an unobtrusive facade, of a building, as long as they comply with local ordinances and codes. The new decks will be compatible with the building's size, scale, materials, and design, and will be installed in such a manner that they can be removed without harming the original historic materials. New decks and balconies are not permitted to obscure significant character-defining features of a historic building.

- 7.3.13 The use of unpainted pressure treated lumber or composite materials for decks and balconies is not appropriate for the character of the historic district. Decks and balconies must be painted or treated with an appropriate surface treatment.



**Left Example:** This original scrollwork trim is an important contributing element to the architectural style of this residence. Such details must be maintained and retained during any rehabilitation project.

**Right Example:** This roof deck was appropriately added to the rear facade and nestled between the rear eaves of this residence, which screens the roof deck from the public right-of-way.



These porch supports with their rusticated cast concrete base and battered square columns that support a simple entablature with rounded rafter rails are character-defining of this home. These must be maintained and retained during rehabilitation of this home.

## 7.4 Windows

- 7.4.01 Existing windows, including window sash, glass, lintels, sills, frames, moldings, shutters, and all hardware, must be retained and repaired whenever possible.
- 7.4.02 When deteriorated elements must be replaced, new materials will be compatible with original materials in terms of size, design and hardware.
- 7.4.03 A replacement window must match the original opening and must duplicate the proportions and pane configurations of the original window. Replacement windows within the district must be wooden windows. Vinyl and aluminum windows are not permitted. Care must be taken to match the mullions, muntins and meeting rails, size and configuration of the replacement window to the original window so that features of the historic window are not lost.
- 7.4.04 Instead of replacing original glass with double-glazing, thermal upgrade may be achieved by installing or replacing inadequate or damaged weather stripping and caulking. The installation of exterior storm windows is another appropriate option for obtaining energy efficiency. Care must be taken to match the mullions, muntins and meeting rails, size and configuration of the storm to the primary window so that features of the historic window are not obscured. Investigate weather-stripping and storm windows with a baked enamel finish as an alternative to the replacement of historic sash.
- 7.4.05 Original window openings are not be filled-in. Any covering of windows will be of a temporary nature and must not damage or destroy historic materials.



The removal of historic operable shutters from a property is discouraged as they are character-defining feature of the house. The replacement of operable shutters with inoperable shutters is discouraged.

This six-over-six light double hung window with an arch built into the casing is a character-defining architectural feature of this property. The alteration, infill or removal of this window is not appropriate.



- 7.4.06 The creation of new window openings on the front facade of historic buildings is not permitted.
- 7.4.07 The use of mirrored or tinted glass is not permitted.
- 7.4.08 Shutters are not to be added to buildings that did not historically feature shutters.
- 7.4.09 Where historical documentation exists, new shutters must be appropriate to the style and period of the building in terms of material and design. When added they must be appropriately sized to appear to cover the window opening. Shutters may not be of plastic, vinyl or metal materials.



This six-over-nine light floor-to-ceiling window is one of the few examples of this type of window in Kennesaw. During the rehabilitation of this property for use as an office the window was appropriately retained.

## 7.5 Roofs, Chimneys & Dormers

- 7.5.01 The original shape and pitch of the roof with original features and original materials must be retained when possible.
- 7.5.02 Historic roofing materials, such as clay and pressed metal, are to be repaired rather than replaced. If replacement is necessary, new materials must match as closely as possible the texture, color, design, and composition of the historic roofing material.
- 7.5.03 No addition to a house may alter the house form so as to make the original house form unrecognizable.
- 7.5.04 Historic roof dormers must be retained with their original windows.
- 7.5.05 The addition of new dormers, roof decks, balconies, or other additions on the front facade of a historic building is not permitted.
- 7.5.06 New dormers, roof decks and balconies may be permitted on the rear facade or side facades if they are not prominent facades visible from the right-of-way. These new features must be compatible with the period, style and details of the historic building. They will be attached in such a way that if removed they will not damage the original material.
- 7.5.07 Skylights may be installed in unobtrusive locations, preferably at rear roof lines or behind dormers. Convex or bubble skylights are not permitted.
- 7.5.08 Historic chimney materials and placement are character-defining elements of historic buildings and must be preserved when feasible. The location of chimneys is essential to house type identification.
- 7.5.09 Chimney repair and replacement must match the existing mortar, brick color, size, and texture.
- 7.5.10 If repair, patching or replacement of historic chimney brick or stone is necessary, care must be taken to match the existing material in hardness, texture, color, size and mortar consistency.



This gable end chimney is integral to the house type classification of this property. Its removal would effect the integrity of the property. Chimneys like this must always be maintained and must be retained during rehabilitation projects.



This pyramidal roof (left example) and the hipped roof (right example) and their gabled extensions are integral to the house type of these properties. Their alteration in pitch or form would impact the integrity of these homes.

- 7.5.11 The historic material of a chimney is not to be covered with a new material such as stucco or siding materials.
- 7.5.12 Removal of brick or stone chimneys and replacement with metal or other materials is not permitted.
- 7.5.13 Historic gutters and downspouts must be retained.
- 7.5.14 Gutters added to a building that did not historically have gutters will be in an unobtrusive manner.
- 7.5.15 Deteriorated historic gutters that must be replaced will match the original gutters in appearance, color, and size.



**This interior chimney is covered in stucco. Stucco shall never be applied to a masonry chimney unless it was a historic feature of the building. If stucco was originally on a chimney it must be maintained.**

## 7.6 Foundations

- 7.6.01 Original foundation material will not be covered with stucco.
- 7.6.02 If the spaces within a pier foundation must be filled in, the work will be completed in a way that maintains the appearance of foundation piers by recessing the new material at least three inches behind the front edge of the piers.
- 7.6.03 If the spaces within a pier foundation must be filled in, it is more appropriate to use a wood lattice or a brick lattice design than a solid material.
- 7.6.04 Unpainted historic masonry foundation materials will remain painted, unless it is necessary for retention of the material.



**The solid infill of historic pier foundations is not encouraged. If they are to be infilled the new material must be stepped back from the front face of the foundation. When possible an open, lattice-like infill is suggested.**



**Original pier foundations must be maintained year round, and retained during any rehabilitation project.**

## 7.7 Mechanical Systems

- 7.7.01 The preservation of historic mechanical systems is encouraged; such mechanical elements may include radiators, vents, fans, grilles, plumbing fixtures, switchplates, and lights.
- 7.7.02 Where new mechanical systems are required for a building, they shall be installed to cause the least alteration possible to the exterior elevations of the building and the least possible damage to historic building materials.
- 7.7.03 The front facade of a building may not be disrupted by the addition of window air conditioner units. These units must be placed at the rear or side facades of a building and landscaped to shield them from being visible from the public right-of-way. They shall be installed in such a manner to avoid damage to historic material, including windows, sashes and frames.



**This HVAC unit has been screened by a picket fence. This is an appropriate solution to utilize when screening such mechanical services, although in this case the fence should have wrapped around this unit.**

- 7.7.04 Satellite dishes and other antennae that are on a historic building will be located unobtrusively to the side or rear of the building. When such antennae are located in the yard of a historic building must be sited unobtrusively to the side or rear of the property, and must be screened by landscaping where possible.

This satellite dish is inappropriately placed in the front yard of this property in South Georgia. While such antenna are not prohibited, they shall be placed in such a way that they are not conspicuous.



## 7.8 Additions

- 7.8.01 Historic additions and alterations that have acquired significance in their own right must be preserved when feasible.
- 7.8.02 Additions will be designed to have the least effect possible on historic materials or character-defining elements of the historic building or landscape.
- 7.8.03 New additions will be placed on the rear or on an inconspicuous side of the historic building, and must be compatible with the original building materials, relationships of solids to voids, and color. The size and scale of the addition will be limited in relationship to the historic building.
- 7.8.04 Additions to the side of a historic building will not be flush with the front facade. Appropriately-designed side additions to historic buildings will be stepped back from the front facade, as far back as possible.
- 7.8.05 The design of a new addition must be clearly differentiated so that the addition is not mistaken for part of the original building.
- 7.8.06 New additions will be designed so that a minimum of historic material and character-defining elements are obscured, damaged or destroyed.



Historically additions were typically added to the rear of a property. This concept is encouraged as most prominent architectural features are located towards the front of a property.



This property in Stone Mountain, Georgia, has an inappropriate front and side addition. Additions that are made to the front or primary facade are not allowed.



This second floor access stairway was appropriately added to the rear of this property. The structural supports for this stairway have also been appropriately screened by landscaping.

## 7.9 Adaptive Reuse

Historic residential properties that are converted to commercial uses must comply with American with Disabilities Act (ADA) requirements as described in *Chapter Eight, section 8.1: Health, Safety & Accessibility*.

7.9.01 Residential buildings that are converted to a commercial use will follow the residential design standards in this document.

7.9.02 Proposed new uses for residential buildings will be compatible with the historic property so that minimal changes are necessary. When adaptive reuse is complete the property must still be recognizable as a residential property.

7.9.03 The arrangement and symmetry of the front facade must be preserved during any adaptive reuse project.

7.9.04 Only side, or rear, historic porches may be enclosed as a requirement for a new use. The enclosure of the porch must be carefully designed in a manner that preserves the historic character of the building. This can include using large sheets of glass and recessing the enclosure wall behind existing scrollwork, posts, and balustrades.

7.9.05 If an additional entrance or porch is required for a new use, it will be constructed in a manner that preserves the historic character of the buildings, such as limiting such alteration to non-character-defining elevations.

7.9.06 If additional windows on rear or other-non character-defining elevations are required by the new use, new window openings will be compatible with the overall design of the building, but not duplicate the fenestration pattern and detailing of a character-defining elevation.

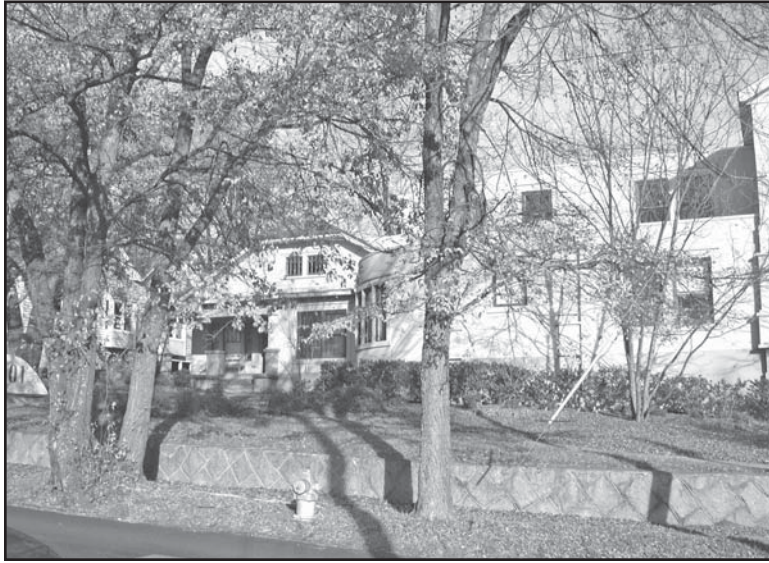
7.9.07 If a dropped ceiling is required for the new use of the historic building, a setback in the design of the dropped ceiling is required to allow for view of the full height of the window openings from the exterior.

7.9.08 Additional stories, when required for a new use, will be designed to be set back from the wall plane and be as inconspicuous as possible when viewed from the street.

7.9.09 Signage for businesses located in historic residential buildings will respect the size, scale, and design of the historic building as well as the surrounding residential neighborhood. All signage will comply with the current City of Kennesaw Sign Ordinance, and the standards set forth in *Chapters Four and Five*.

7.9.10 Sign materials, including the sign face and support structure, will be compatible with the character of the historic building and the surrounding neighborhood.

7.9.11 The historic landscape features of the property will be preserved and maintained despite a change in use of the property whenever feasible.



This clipped roof Bungalow in Stone Mountain, Georgia, was inappropriately rehabilitated for office use circa 2000. Inappropriate alterations include: 1) stucco was applied over the historic cladding of the original home; 2) the front porch was infilled; and 3) an addition double the size of the original house was added to the side and stepped forward in front of the original front facade.



This sign is appropriately scaled for this rehabilitated residence in Gainesville, Georgia. The sign does not overpower the residence and maintains residential character.



In the above sketch rehabilitated residence for a business enterprise has an inappropriate sign that is out of scale to the residence, and that is nonresidential in character. In a residential neighborhood signage must respect the scale and character of the neighborhood.

# CHAPTER EIGHT: HEALTH, SAFETY & ACCESSIBILITY; DEMOLITION; AND RELOCATION DESIGN STANDARDS

## 8.1 Health, Safety & Accessibility

In 1990, the Americans with Disabilities Act (ADA) was passed. This Act states that access to properties open to the public is a civil right. Historic buildings are not exempt from ADA requirements, but there are provisions in the Act that take into account the preservation of historic buildings. Commercial uses are only required to meet the ADA when they alter their facility. In general, where changes required by the ADA would threaten or destroy the significance of a qualified historic building there are special requirements to address conditions of limited accessibility.

These standards highlight some of the special requirements of the ADA and give a general overview of issues that may need to be addressed by the Historic Preservation Commission. The National Trust for Historic Preservation published a "Self-Guided Training Course for Historic Preservation Commissions." This training course, and Preservation Brief #32 "Making Historic Properties Accessible," is the underlying framework for these standards.

The following standards are not meant to substitute for meeting the ADA requirements. Portable ramps do not meet the accessibility requirements of the ADA but may be used as a temporary measure until a better solution is found.

- 8.1.01: Identify the historic building's character-defining elements so that code-required work will not result in their damage or loss.
- 8.1.02: Comply with the requirements of applicable building and fire safety laws, ordinances, codes, standards, rules, or regulations in a manner that character-defining elements are preserved. Creative solutions shall be utilized to provide accessibility in the district, while striving to protect the historic character-defining features of the built environment.
- 8.1.03: Ramps/lifts will meet the standards of the Americans with Disabilities Act Standards for Accessible Design. In addition, they will be built of new materials that are compatible with the historic material of the building. Lifts will be located under a cover to protect the user and the mechanism. Ramps/lifts will be placed on the side or rear facade of the building in order to preserve the symmetry of the front facade.
- 8.1.04: Accessibility structures will be compatible with the symmetry and scale of the historic building and will avoid blocking existing windows and doors. Every effort must be made to avoid the removal of historic material and/or significant character-defining features.
- 8.1.05: Ramps may be constructed with a variety of materials including wood, brick, and stone. Unpainted pressure-treated wood or composite materials shall not be used to construct ramps because they are not visually compatible with most historic properties.
- 8.1.06: The enlargement of door openings on the front facade to accommodate ADA accessibility is not permitted, unless no other feasible option is available.
- 8.1.07: The use of appropriate door hardware, such as lever handles, is encouraged. Historic hardware must be preserved in storage.
- 8.1.08: The installation of handicap accessible facilities will be done in a manner that, when removed, will not damage or destroy historic fabric.



Signage that directs disabled persons to a less visible, yet accessible entrance, is a suitable design solution.



The impact of this handicap accessible ramp to the front of this building was softened with landscaping.

- 8.1.09: The addition of new stairways or elevators to meet health and safety codes will be done in a manner that preserves adjacent character-defining elements. Where possible, locate fire exits, stairs, landings, and decks on the rear or an inconspicuous side of the structure.
- 8.1.10: When fire escapes are necessary, every effort will be made to use low visibility fire escapes designed for historic buildings or portable escapes.
- 8.1.11: New fire doors will be as similar as possible to existing doors in proportion, location, size and detail.
- 8.1.12: Additional fire exits will be placed on the rear or side facades of buildings and shall match historic doors in scale and detail.



This simple and effective fire escape has been appropriately placed to the rear of this building.

## 8.2 Demolition

A prolonged lack of maintenance results in demolition by neglect – the preventable demise of a historic building due to willful lack of maintenance. **In the City of Kennesaw, demolition by neglect issues are typically addressed through compliance with codes for failure to maintain historic property as adopted by the City of Kennesaw in the Historic Preservation Ordinance Section 5-50. Under this ordinance, minimum maintenance standards must be upheld.** Failure to meet such minimum requirements can constitute a violation of the law, and a citation will be issued. Please contact the City of Kennesaw for information on these requirements.

Because demolition is irreversible, all possibilities for saving a threatened historic structure must be explored. Demolition of contributing structures is discouraged because of the negative impact it has on the surrounding area and the historic fabric of the district. The loss of a historic building creates a void in the streetscape, and subsequent improvements to the site are usually not as well designed or constructed as the original. Comparable new construction is often not feasible because of market conditions and the unavailability of materials and skilled craftsmen.



This cottage in south Georgia is an example of demolition-by-neglect.

Each building proposed for demolition must be evaluated for historic and architectural merit as well as its importance to the history of the site, and the National Register-listed districts.

As an alternative to demolition, many property owners consider “mothballing” a historic structure. Mothballing is a temporary means of closing up a structure, which protects it from the weather and secures it from vandalism. It is typically used when all means of finding a productive use have been exhausted, or when funds are not currently available to bring it back to a usable condition. When the local building official has declared a structure unsafe, mothballing can be a viable alternative to demolition, offering protection while funds are sought or while planning for its future use. For more detailed information on the subject as it applies to historic structures, see Preservation Brief #31: Mothballing Historic Buildings.

- 8.2.01: Historic buildings in the district shall not be demolished unless they are so unsound that rehabilitation is not possible.
- 8.2.02: The demolition of a noncontributing\* structure within the district is allowed under the following conditions:
  - 1) Plans for the redevelopment of the site have been through the Design Review process and have been approved by the HPC;
  - 2) It is documented to the satisfaction of the HPC that finances are in place to construct the approved redevelopment plans.



- 8.2.03: The demolition of a contributing\* structure within the district is allowed under the following conditions:
- 1) It is documented to the satisfaction of the HPC that the building can not feasibly be rehabilitated for use, which shall be written by a licensed architect, engineer, or city inspector;
  - 2) Plans for the redevelopment of the site have been through the Design Review process and have been approved by the HPC;
  - 3) It is documented to the satisfaction of the HPC that finances are in place to construct the approved redevelopment plans.

8.2.04: If an applicant is granted permission to demolish a property within the district they must provide HABS-level photography of views, elevations and significant architectural features (interior and exterior) of the property. These photographs must be keyed to a site plan, and floor plans as necessary.

\*As defined by the HPC.



This shotgun house type in Columbus, Georgia, was abandoned and is in the process of demolition-by-neglect. Demolition-by-neglect attracts vandals which often may lead to arson, as in this case, which can easily destroy a whole historic area.

## 8.3 Relocation

Relocation of a building shall only be considered as a last resort, and must be avoided if possible. Moving a building almost always negates its integrity of site and setting. Often relocation is undertaken in an effort to save a building from demolition. All other feasible options must be explored before a building is moved. Communication with the Georgia State Historic Preservation Office is encouraged from the initial planning stages for technical advice. The standards listed in this chapter are to be used only when there is no other alternative than to move a building.

The new site chosen for a relocated historic property must be compatible with the style of the building. This site shall be as near in location, appearance and topography to the original site as is feasibly possible. Adjacent property owners at the current site of the property and at the new location shall be contacted to ensure there are no conflicts with the relocation.

- 8.3.01: Relocating a building shall only be used when it provides the only feasible solution to saving a historic building.
- 8.3.02: The building to be moved must be compatible with the architecture surrounding its new site, with regards to style, scale, materials, mass, and proportion. The new site for a relocated building must be suitable in terms of building spacing, setback, orientation, height, scale, and massing.
- 8.3.03: A building will be moved as a single unit. If unable to be moved as a single unit, only partial disassembly is allowed.
- 8.3.04: The site of the relocated building will be landscaped in a manner that is consistent with the character of the district.



Vacant lots are a common sight when properties are relocated or demolished without an approved plan for future site use. When demolition or building relocation occurs with little thought given to future use of the site, a building lot can remain vacant indefinitely. Such voids in the streetscape detract from the overall character and appearance of a neighborhood.

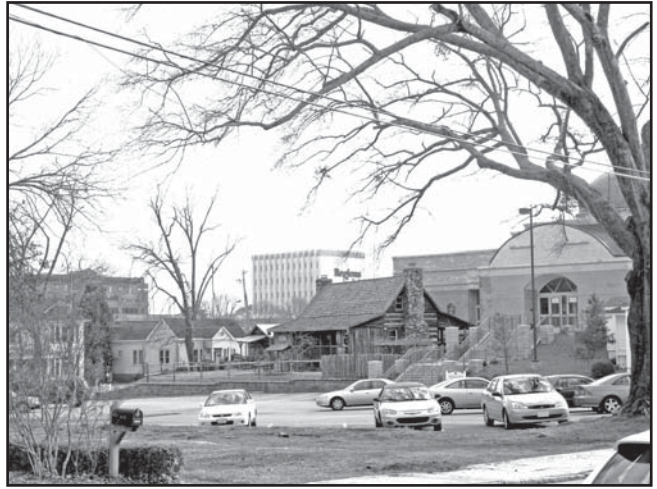
8.3.05: If permission is granted for the relocation of a property within the district by the HPC the property must be relocated within the City of Kennesaw city limits, preferably within the National Register-listed district that the property was originally a part of.

8.3.06: If permission is granted for the relocation of a property within the district by the HPC detailed site, relocation and rehabilitation plans will need to be approved by the HPC, even if the property is relocated outside of the district.

8.3.07: If an applicant is granted permission to relocate a property within the district they must provide HABS-level photography of views, elevations and significant architectural features (interior and exterior) of the property. These photographs must be keyed to a site plan, and floor plans as necessary.



As can be seen by the above photograph it is difficult to relocate modern properties without causing damage to the property. When a historic property is concerned the process is even more difficult.



According to the National Register of Historic Places, a property is rarely eligible for listing if it has been relocated unless the relocation has occurred within the past fifty years. This cabin located on the Brenau University Campus in Gainesville, Georgia, has lost its integrity of location and setting by its relocation. Due to this the historic hall parlor cabin is no longer National Register-eligible.

## APPENDIX

- Preservation Briefs
- Bibliography of Sources for Information for Rehabilitation Projects by Subject
- Sources for Design Assistance
- Landscape Styles of Georgia
- Historic Preservation Financial Incentives
- Glossary
- Kennesaw Central Business District Ordinance

# Preservation Briefs

Preservation Briefs provide information and advice regarding a variety of rehabilitation projects, and are an invaluable free source of information for individuals. They may be obtained from the Georgia Historic Preservation Division, or are available online at <http://www2.cr.nps.gov/tps/briefs/presbhom.htm>. Listed below are the currently available Preservation Briefs.

1. The Cleaning and Waterproof Coating of Masonry Buildings
2. Repointing Mortar Joints in Historic Brick Buildings
3. Conserving Energy in Historic Buildings
4. Roofing for Historic 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: Preservation Concerns
15. Preservation of Historic Concrete: Problems and General Approaches
16. The Use of Substitute Materials on Historic Buildings
17. Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character
18. Rehabilitating Interiors in Historic Buildings
19. The Repair and Replacement of Historic Wooden Shingle Roofs
20. The Preservation of Historic Barns
21. Repairing Historic Flat Plaster - Walls and Ceilings
22. The Preservation and Repair of Historic Stucco
23. Preserving Historic Ornamental Plaster
24. Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
25. The Preservation of Historic Signs
26. The Preservation and Repair of Historic Log Buildings
27. The Maintenance and Repair of Architectural Cast Iron
28. Painting Historic Interiors
29. The Repair, Replacement, and Maintenance of Historic Slate Roofs
30. The Preservation and Repair of Historic Clay Tile Roofs
31. Mothballing Historic Buildings
32. Making Historic Properties Accessible
33. The Preservation and Repair of Historic Stained and Leaded Glass
34. Applied Decoration for Historic Interiors: Preserving Composition Ornament
35. Understanding Old Buildings: The Process of Architectural Investigation
36. Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes
37. Appropriate Methods for Reducing Lead: Paint Hazards in Historic Housing
38. Removing Graffiti from Historic Masonry
39. Managing Moisture Problems in Historic Buildings
40. Preserving Historic Ceramic Tile Floors
41. The Seismic Retrofit of Historic Buildings
42. The Maintenance, Repair and Replacement of Historic Cast Stone

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#### PRESERVATION RESOURCES ON THE INTERNET

Advisory Council on Historic Federal Preservation-an independent Federal agency created by the National Historic Preservation Act of 1966 (NHPA), and is the major policy advisor to the Government in the field of historic preservation-www.achp.gov

American Memory-source of primary source materials relating to the history and culture of the United States with more than seven million digital items from more than 100 historical collections-www.memory.loc.gov

American Planning Institute-organized to advance the art and science of planning and to foster the activity of planning - physical, economic, and social - at the local, regional, state, and national levels-www.planning.org

Association for the Preservation of Civil War Sites-non-profit organization that acts to preserve and protect Civil War battlefields by directly purchasing the property or negotiating protective easements-www.acpws.com

Center for Community Design and Preservation at the UGA College of Environment and Design-provides professional design service to communities throughout the South by contracting with governmental agencies, non-profit organizations, civic groups, and other funding sources to carry out projects-www.sed.uga.edu/pso

Cyberbia-Cyberbia contains a comprehensive directory of Internet resources relevant to planning, architecture, urbanism, and other topics related to the built environment-www.cyberbia.org

Georgia Department of Natural Resources, Historic Preservation Division-state governmental agency that promotes the preservation and use of historic places for a better Georgia-www.gashpo.org

Georgia Trust for Historic Preservation-nonprofit organization that strives to promote an appreciation for Georgia's diverse historic resources and provide for their protection and use, to preserve and revitalize Georgia communities-www.georgiatrust.org

Heritage Preservation-a key partner in Save America's Treasures, a national program to save our nation's past-www.heritagepreservation.org

Historic American Buildings Survey/Historic American Engineering Record/Historic American Landscape Survey (HABS/HAER/HALS)-federal program that documents important architectural, engineering, industrial, and cultural landscape sites throughout the United States and its territories-www.cr.nps.gov/habshaer

National Alliance of Preservation Commissions-a non-profit organization that builds strong local preservation programs through education, training, and advocacy-www.uga.edu/napc/

National Conference of State Historic Preservation Officers-a professional association of the State government officials who carry out the national historic preservation program as delegates of the Secretary of the Interior pursuant to the National Historic Preservation Act-www.ncshpo.org

National Archive and Records-a collection that documents the rights of American citizens, the actions of federal officials, and the national experience-www.nara.gov

National Center for Preservation Training and Technology-promotes and enhances the preservation and conservation of prehistoric and historic resources in the United States through the advancement and dissemination of preservation technology and training-[www.ncptt.nps.gov](http://www.ncptt.nps.gov)

National Park Service Heritage Preservation Services-offers information on preservation planning, grants, tax credits, training, news, mapping, and legislation-[www2.cr.nps.gov](http://www2.cr.nps.gov)

National Park Service: Links to the Past-comprehensive listing of links relating to Historic Preservation including archeology, educational materials, architecture, landscapes and more-[www.cr.nps.gov](http://www.cr.nps.gov)

National Trust for Historic Preservation (NTHP)-a private, nonprofit organization dedicated to protecting historic resources-[www.nationaltrust.org](http://www.nationaltrust.org)

NTHP's Main Street Center-provides information and resources on the Main Street program of downtown revitalization through historic preservation and economic development-[www.mainstreet.org](http://www.mainstreet.org)

Partners for Sacred Places-promotes the stewardship and active community use of America's older and historic religious properties-[www.sacredplaces.org](http://www.sacredplaces.org)

Preservation Action-advocates federal to further the impact of historic preservation at the local, state, and national levels-[www.preservationaction.org](http://www.preservationaction.org)

Preservation Briefs -provides information for various topics regarding rehabilitating the built environment-<http://www2.cr.nps.gov/tps/briefs/presbhom.htm>.

Preserve/Net Information and Law Service-website designed to aid lawyers, activists, and owners in understanding the law as it relates to preservation-[www.preservenet.cornell.edu/](http://www.preservenet.cornell.edu/)

Scenic America-only national nonprofit organization dedicated to preserving and enhancing the scenic character of America's communities and countryside-[www.scenic.org](http://www.scenic.org)

Society for American Archaeology (SAA)-international organization dedicated to the research, interpretation, and protection of the archaeological heritage of the Americas-[www.saa.org](http://www.saa.org)

Society for Commercial Archeology-national organization devoted to the buildings, artifacts, structures, signs, and symbols of the 20th-century commercial landscape-[www.sca-roadside.org](http://www.sca-roadside.org)

Society for Industrial Archeology-promotes the study and preservation of the physical survivals of technological and industrial development and change-[www.sia-web.org](http://www.sia-web.org)

Sprawl Watch Clearinghouse-strives to make the tools, techniques, and strategies developed to manage growth; identifies, collects, compiles, and disseminates the information on the best land use practices-[www.sprawlwatch.org](http://www.sprawlwatch.org)

# Sources for Design Assistance

There are two main sources of design assistance for individuals wishing to undertake rehabilitation projects in local historic districts. One source is the Georgia Trust for Historic Preservation that offers design and technical assistance to Georgia Main Street cities. As of August 2006 Kennesaw has not established a Main Street program. Once this has been accomplished Main Street managers can contact the Georgia Trust for Historic Preservation to take advantage of design services offered to such cities. For no charge the Main Street Design Consultant will visit with property owners of historic properties to provide technical information on preservation techniques and products that would facilitate rehabilitation work. For a fee of \$75, the consultant will provide a design concept consisting of hand-colored rendering of the building in question's exterior with accompanying facade notes to further aid the rehabilitation effort. For more information on the Georgia Trust for Historic Preservation's Main Street Design Assistance program visit: [http://www.georgiitrust.org/whatwedo/main\\_streetda.htm](http://www.georgiitrust.org/whatwedo/main_streetda.htm).

Another source of assistance for rehabilitation projects in Kennesaw is the Atlanta Regional Commission (ARC). The ARC is one of the sixteen Regional Development Centers that provide comprehensive assistance to local governments, individuals and organizations. The preservation planner for the ARC provides the following services: National Register of Historic Places nominations, rehabilitation tax credit and abatement programs, design assistance and other preservation planning services. Due to the finite amount of time that the ARC Planner has available for this work, it is typically limited to technical advice on the before-mentioned subjects. For more information regarding services provided by the ARC see the fact sheet below.



# HISTORIC PRESERVATION DIVISION

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*Georgia's State Historic Preservation Office*

## Georgia's Regional Preservation Planning Services

Georgia has sixteen Regional Development Centers (RDCs) that provide comprehensive assistance to local governments, individuals, and organizations. Fifteen RDCs employ historic preservation planners who provide preservation planning services in coordination with the Historic Preservation Division (HPD) of the Department of Natural Resources on either a full or part-time basis.

The Regional Preservation Planning Program was begun in Georgia in 1978 and based on a model that was in place in the planning regions of South Carolina. The purpose of the program was to provide more immediate technical assistance on all types of preservation issues and programs to governments, groups and individuals at the local level. Because many historic preservation activities span municipal boundaries, local governments must often work together on a regional level to accomplish their preservation goals. Especially in rural areas of the state, local expertise on historic preservation was not available. In its first year, only two of the RDCs participated in the program, but its success can be measured by the fact that ten more regions joined the program by the next year.

### **The RDC Preservation Planners provide services in the following areas:**

- National Register of Historic Places
- Rehabilitation Tax Credit and Abatement Programs
- Preservation Ordinances
- Environmental Review
- Project Administration
- Technical Assistance
- Design Assistance
- Heritage Tourism
- Grant Writing
- Heritage Education
- Historic Resources Survey
- Preservation Planning

Currently, the Department of Natural Resources provides matching funds to the RDCs and HPD administers the program. Participating RDCs are required to have citizen advisory committees. Regional centers without a preservation planner are kept informed of preservation activities and work with HPD as needed.

This program has been extremely effective in bringing the programs of the HPD and other preservation related activities to regional and local constituents. With the passage of the Georgia Planning Act of 1989, the state has mandated that all communities create a comprehensive plan. Since RDCs produce many of these plans, the regional preservation planners have the opportunity to integrate the preservation of historic resources into the planning process.

The size of Georgia and the large and growing number of requests for assistance make it virtually impossible for HPD to provide all the assistance, visit all the projects, prepare all the plans, and respond to all the requests for help in Georgia. The Regional Preservation Planning Program is an essential element in Georgia's preservation program.

**For more information, visit our Web site at [www.gashpo.org](http://www.gashpo.org) or contact  
Cherie Bennett, Community Planning Coordinator  
at 404-651-5181 or [cherie\\_bennett@dnr.state.ga.us](mailto:cherie_bennett@dnr.state.ga.us).**

*Revised March 2004*

Historic Residential Landscapes in Georgia  
From Georgia's Living Places, Georgia Department of  
Natural Resources, 1991



## HISTORIC RESIDENTIAL LANDSCAPES IN GEORGIA

Georgia's historic houses do not exist in a vacuum, but rather in physical settings that are often landscaped. In some instances, this landscaping simply complements the historic house and its architectural features. In other instances, landscaping is a significant historic resource in and of itself, equal in importance to the architecture of the house, and equally worthy of preservation.

To most people, historic residential landscapes are not as apparent as historic architecture. Landscapes do not sort themselves into neat categories corresponding to architectural styles or types. Moreover, the history of residential landscaping in Georgia is not one of simple progression from one "style" to another; landscaping trends and fashions tend to overlap and even merge, more so than architectural styles. Historic landscapes by their very nature are dynamic. They change with the seasons, and they change over time as plants grow, mature, decay, die, and are replaced. Finally, Georgia's landscaping has been studied less than its architecture. It is no wonder, then, that Georgia's historic residential landscapes have been considered secondary to its architecture!

Recent research and analysis by Catherine Howett at the University of Georgia and by the Historic Preservation Section of the Georgia Department of Natural Resources have shed new light on the state's historic residential landscapes. This new information can help us better understand, appreciate, and preserve Georgia's landscape legacy.

Historic residential landscapes generally consist of four main components: **gardens; yards; grounds** beyond the immediate yard if the property is extensive; and larger **surroundings**. Gardens, yards, and grounds are typically landscaped according to prevailing trends, fashions, or conventions. Larger surroundings correspond to the major settlement patterns of the state: rural, small town, urban, and suburban.

The making of Georgia's historic residential landscapes—the actual putting together of basic landscape components—involved at least four major variables: (1) the site itself, its size, shape, topography, hydrology, soils, vegetation, orientation, and previous development; (2) prevailing landscape styles, fashions, trends, or conventions, whether "high-style" or vernacular; (3) the intentions and capabilities of the landscape designer, whether a trained landscape architect or a homeowner with an avocational interest in gardening; and (4) the availability of time, money, labor, and materials. The complexity of this process is responsible for the diversity of Georgia's landscapes. The state's mild climate, varied geography, and abundance of water have further encouraged a variety of landscape developments.

Out of this complex landscaping process came at least ten major types or forms of historic residential landscapes:

- The landscape of work
- Ornamental yards
- The swept yard
- The Downingesque landscape
- The horticultural landscape
- New South landscaping
- Landscape revivals at the turn of the century
- Craftsman landscaping
- 20th-century suburban landscaping
- The landscape of play

Examples of each type survive today in Georgia's "living places."

## *The Landscape of Work*

Among Georgia's earliest and most basic forms of historic residential landscaping is what might be called "the landscape of work." This is also among the most common and most enduring landscape form.

As its name suggests, the landscape of work was, first and foremost, functional. Occurring primarily in a rural-agricultural setting, it brought a sense of order, neatness, and efficiency to the working environment of the farm. It met practical, everyday needs yet, at the same time, reflected traditional values of rural life. The landscape of work, it might be said, made a virtue out of necessity.

Major components include a farmhouse, outbuildings, outdoor activity areas, a well, a small "kitchen garden" in a side or rear yard, agricultural fields and woodlots, and sometimes a small grove of fruit or nut trees. These components are linked by networks of paths, fences, and functional sight lines. Everything is arranged according to a simple, practical, but not always rigid geometry of straight lines and rectangles. There is often a straight path, unpaved, through the front yard from the road to the front door; this path frequently "extends" through the central hallway of the farmhouse to a rear porch and the back yard. Porches, both front and rear, and trees in the front and back yards provide shade for the house and outdoor activities.

The landscape of work is usually bordered by similar landscapes on adjacent farms or by the natural, usually wooded environment. It occurs primarily on farms of all sizes, dating from the 18th century to the present.

## *Ornamental Yards*

Contemporary with the landscape of work but radically different was the "ornamental farm." Inspired by 18th-century English estates, this form of landscaping transformed the entire landscape of work into a work of landscape architecture. The end result was a working farm with the appearance of a public park. Several attempts to create ornamental farms were made along the Georgia coast during the late 18th century. No complete examples survive.

An offshoot of the ornamental-farm approach was extremely popular across Georgia throughout the 18th and 19th centuries. This derivative form might be called the "ornamental yard." Many examples still exist.

In the ornamental yard, a central core of land within a larger landscape of work, usually around or adjacent to the main house, is heavily embellished with formal landscaping. This is primarily aesthetic in nature and contributes little if anything to the basic operations of the property. It is generally self-contained; sometimes literally enclosed by fences, walls, or terraces; sometimes delineated by dramatic changes in landscape treatment. Usually it is situated along with the house on a high point of ground.

The "island" of formal landscaping in the ornamental yard is embellished in various ways. One, most common in the late 18th and early 19th centuries, is through enclosed, geometric gardens or planting beds (parterres), clearly separated from the surrounding landscape of work by fences, walls, hedges, or terraced slopes. Another way, common after the middle of the 19th century, is through a more informal, picturesque arrangement of trees, shrubbery, and lawn. This park-like area might be clearly delineated from the surrounding landscape of work, or it might blend into it, with the lawn becoming pasture or field and trees becoming forest or woodlot. Other design treatments include axial and semi-circular tree-lined driveways and paths. Occasionally outbuildings such as a plantation office might be worked into the design of the ornamental yard.

Because of the nature of this type of landscaping and the amount of space required, the ornamental yard occurs primarily in rural settings and on the fringes of towns and cities; occasionally it is found on larger residential lots in communities. A popular "in-town" version of the ornamental yard, featuring small, enclosed, geometric gardens, usually but not always in the back yard, is found on smaller residential lots in towns and cities.

### *The Swept Yard*

Combining traditional virtues of rural life and its landscape of work with emerging notions of aesthetics and the ornamental yard is that peculiarly Southern form of landscaping known as the "swept yard." Extremely popular throughout Georgia during the 18th and 19th centuries, this vernacular interpretation of the ornamental yard has virtually disappeared from today's landscape.

As its name implies, the swept yard featured a dirt yard cleanly swept of all grass, weeds, and other ground cover. Almost always it was the front yard that was swept, although the area often extended to the side and rear yards as well. The yard frequently was covered with a thin layer of sand.

Whether sanded or not, the ground surface usually was "finished off" with sweeping ornamental patterns.

The overall arrangement of swept yards varied greatly. Some were merely cleared areas in the middle of a traditional landscape of work. Others, particularly front yards, were arranged in formal geometric patterns, with the swept areas defining paths and low planting beds. Still others were more informally and picturesquely arranged with trees and shrubbery. Usually the swept area was set off from the surrounding landscape of work by walls, fences, walks, or terraces.

The historical popularity of the swept yard is undeniable. Reasons for this popularity, like those of many vernacular traditions, are less certain. Some historians believe that yards were swept because grass, considered a weed, was deemed unsightly and indicative of poor housekeeping. Others think that swept yards dried out the ground and prevented "miasma." Still others believe that clean yards discouraged mice, rats, snakes, and other forms of vermin from taking up residence close to the house. Whatever the reason, the swept yard was a dominant residential landscape convention in Georgia until the late 19th century, when it was replaced by that contemporary landscape convention, the lawn.

### *The Downingsque Landscape*

New forms of residential landscaping were introduced to Georgia toward the middle of the 19th century. Most were inspired by the ideas of Alexander Jackson Downing of New York who achieved national fame, if not fortune, for popularizing "English" landscaping in America through a series of books, magazine articles, and lectures.

The new "Downingsque" landscapes were meticulously designed yet informal in appearance. They featured a picturesque or naturalistic aesthetic which was in sharp contrast to the rigid geometries of European landscape conventions. They also were broadly expansive, integrating all four components of the residential landscape—gardens, yards, grounds, and surroundings—into a single unified "landscape composition." Downing also argued that only certain architectural styles, like the Gothic Revival, were compatible with these new landscape forms. He railed against such "incompatibilities" as four-square white-painted houses, like those of the Greek Revival style, set starkly amidst naturalistic landscapes.

Downingesque landscapes were less popular in the South than in the North. Nevertheless, Downing's designs spread across Georgia through his books and through articles in popular horticultural and agricultural magazines. He gained a Southern disciple in Jarvis Van Buren of Clarkesville who created several genuine Downingesque "compositions" in north Georgia by combining Gothic Revival architecture and picturesque landscaping. Other good examples of Downingesque landscaping are rare. They are generally found in towns or cities, associated with high-style Gothic Revival houses or in the country where they provide the setting for seasonal retreats.

### *The Horticultural Landscape*

Paralleling the development of Downingesque landscapes and sometimes merging with them (although Downing would not have approved!) was a landscape phenomenon that some historians have called "the horticultural landscape." Beginning in the mid-19th century, it became possible to obtain exotic plants from all over the world, and interest was heightened by clubs and magazines devoted to horticulture. This led to the planting of exotic specimen plants in the domestic landscape—plants whose primary purpose was to display their beauty or uniqueness.

Ways in which these new, exotic specimen plants were introduced into the domestic landscape varied. In some instances, plants were simply set down into the existing landscape, usually in the front yard, for better or worse. In other cases, the entire landscape would be arranged or rearranged to highlight a few selected specimens. More frequently, plants would be worked into an existing landscape. At its extreme the horticultural landscape took on a plants-for-plants'-sake character.

The horticultural landscape was most popular until the turn of the century, although the tradition is still with us today. Specimen plants can be found on display all across the state.

### *New South Landscaping*

During the latter decades of the 19th century, residential landscaping activity in Georgia reached an all-time high. In terms of sheer quantity, this era represents the hey-day of Georgia's domestic landscaping. Statewide, more residential properties were landscaped—more trees planted, more lawns

seeded, more designs drawn, more articles and books published—than ever before. More of this historic landscaping survives today than from any other period. Corresponding as it does to Henry Grady's "New South" in Georgia, this popular late-Victorian landscaping might best be called the landscape of the New South.

"New South landscaping" in Georgia, like the landscaping in much of the country at the time, can be described as a popular, mass-marketed version of the earlier Downingsque landscaping with elements of the horticultural landscape and the ornamental yard worked in for good measure. The overall effect of New South landscaping is informal—what one historian of Georgia landscaping has termed "picturesque randomness." This aesthetic is the same as the "picturesque eclecticism" characterizing late-Victorian architectural design and interior decorating. And it often suffers the same ironic, unfortunate fate: its carefully contrived picturesque randomness is frequently misconstrued as the absence of landscaping principles and designs!

Chief characteristics of New South landscaping are its informal, almost casual quality and its great variety of landscape features. Soft, curvilinear lines and contours rather than hard geometric edges mark the various landscaped areas. Most features, particularly trees and shrubbery, are blended together for overall effect, although the occasional specimen plant or landscape object may be highlighted. Carpets of grass, appearing in quantity for the first time in Georgia, create broad lawns that tie together various landscapes elements. New fences, if they occur at all, are made nearly transparent by the use of cast iron and wire; frequently they are replaced by low retaining walls, curbs, and hedges. Flower beds highlight the predominantly green landscape. The landscape of work, if present at all, is relegated to remote areas of the property and screened from view. The traditional components of residential landscaping—the gardens, yard, grounds, and surroundings—are suffused into a larger park-like landscaped environment.

New South landscaping transformed the appearance of Georgia. It was most pronounced, however, in towns and cities where increasing numbers of houses were built to accommodate the state's rapidly expanding population.

Within this urban environment—newly built houses with newly landscaped grounds—the New South landscape produced yet another new landscape form: that of the residential neighborhood. Created from the composite of individually landscaped yards and from the results of new community landscaping activities by local governments and civic organizations, the landscape of 19th-century neighborhoods took on many

of the characteristics still associated with them today: tree-lined streets, bordered by curbs and sidewalks, with uniformly set-back houses, and spacious front yards informally landscaped and blended together, all creating the appearance of a large landscaped park. This "streetscape" distinguishes Georgia's late 19th-century neighborhoods from the residential landscaping which had preceded them and from the suburban landscaping which would follow.

New South landscaping was the agent for yet another new phenomenon: the wholesale re-landscaping of older residential properties. This made the New South landscape transformation even more complete and led to the demise of much of the state's prior residential landscaping. In some instances, new elements and features were merely worked into an existing landscape. In other cases, existing landscapes were wholly remodeled, literally torn up and done over, in the pervasive style of the New South. Fences in particular were banished, either by being made transparent through the use of cast iron or wire or by being literally pulled down and replaced by hedges, retaining walls, and landscaped ditches known as "ha-has."

### *Landscape Revivals*

At the turn of the century, there was a backlash against the rampant picturesque randomness of New South landscaping, just as there was a reaction to the picturesque eclecticism of late Victorian architecture. This backlash came from several quarters: from the emerging profession of landscape architecture, which wanted to impose a greater and more evident sense of "design" on the landscape; from the waves of classical revivalism sweeping through the world of architecture; from new interest in English vernacular design traditions; and from growing interest in colonial and early American landscaping.

Reaction to New South landscaping manifested in four different ways. One was the reproduction of historic landscapes, usually French or Italian, all classically inspired, with all of their geometric complexities, usually at the hands of professional landscape architects working for wealthy clients. Another was the less exact interpretation of historic landscape styles, scaled down to smaller residential properties, and carried out by landscape architects or trained commercial gardeners. A third was the loose interpretation of English vernacular landscaping, sometimes called "cottage" landscaping, with its emphasis on naturalness and simplicity. The fourth was the imitation of colonial and early American gardens, usually more fanciful



than factual, given the absence of authentic examples and reliable documentation.

Early 20th-century landscape revivals occurred on country, suburban, and urban estates, in the newer, more "up-scale" suburban developments, and occasionally in smaller cities and towns. They often corresponded to residential architectural styles. A Mediterranean villa, for example, would be given an "Italian" landscape, while a Tudor Revival house would be given an "English" landscape. Apart from the occasional plantation and country estate, they are almost never found in rural areas.

### *Craftsman Landscaping*

Shadowing turn-of-the-century landscape revivals, but contrasting with them at virtually every step, is a little-researched early 20th-century domestic landscape movement that, for want of a better term, might be called "Craftsman" landscaping. Paralleling the development of Craftsman architecture and interior design, and apparently inspired by the same interest in arts and crafts, Craftsman landscaping was the standard accompaniment to the many new Craftsman-style bungalows which were built in Georgia cities and small towns. It is similar in many respects to the English vernacular revivals of the same period but scaled down to the more modest size of the bungalow house lot.

Craftsman landscaping displays a cozy, homey quality, informal but not random, carefully crafted to make the most of small suburban lots. Lawns, trees, shrubbery, and flower beds are standard features. Fences are nowhere to be seen. Natural material, especially stone, is used in the construction of retaining walls, patios, and walks. Porches, patios, and trellises lessen the distinction between inside and outside. A new element appears in the Craftsman landscape: the driveway for the automobile. Often its impact in the front yard is minimized by reducing it to two narrow parallel strips of pavement, with grass between.

Many Craftsman landscapes survive today, yet little research has been done on this aspect of Georgia's residential landscaping.

## *20th-Century Suburban Landscaping*

The early 20th century brought yet another new development: the large-scale landscaped suburb. Here was a new form of residential development in Georgia, one which took shape literally overnight, generally on the outskirts of established cities and towns, and on a scale not previously experienced. It had no landscape traditions to adhere to and no conventions to follow apart from the standard "residential park" model of English and American suburban development.

In most instances, landscaping of these new suburban developments followed the proven model—the residential park. Resulting characteristics are: an overall irregular or curvilinear arrangement of streets, fitted into rather than imposed upon the natural topography of the ground; relatively large and irregularly shaped lots; retention of existing natural features of the site, including topography and vegetation; uniform setback of houses, creating generally broad or deep front yards; retention of unsuitable building lots as natural open space; and the introduction of small "domestic" landscapes on each lot, consisting primarily of open lawns, trees, and shrubbery. Shrubby was kept close to the house, rather than dispersed throughout the landscape, to hide the foundation line and to integrate the architecture with the setting. (From this new development comes our present-day convention of foundation planting.) New utilities such as electrical and telephone wires and gas pipes were increasingly relegated underground.

The development of landscaped suburbs brought with it a new way of creating a neighborhood landscape. Previously, most neighborhoods in Georgia had developed incrementally over the years, and landscaping was done in the same way by individual property owners. But in new suburbs, development and landscaping took place in a relatively short period of time, largely at the hands of a single developer and according to an overall plan. As a result, the effect was frequently one of uniformity. Within this overall framework, individual property owners then made their own smaller-scale landscape improvements. Questions of compatibility or conformance arose immediately and were resolved in a variety of ways. Some suburban developers took a hands-off approach, and let individual property owners do whatever they wanted, subject to the peer pressure of their neighbors. Others incorporated landscape specifications into deed covenants and subdivision design guidelines. Still others developed all the landscaping themselves, down to the last foundation shrub, before selling individual properties, in the hopes that this overall design would perpetuate itself. In most cases, by intent or otherwise, a relatively uniform suburban residential landscape was the result.

## *The Landscape of Play*

A recent development in Georgia's residential landscaping is the emergence of what might be called "the landscape of play."

In this form, the front yard is generally but not always given over to public purposes with its landscaping contributing to the overall residential-park environment of the neighborhood. Its overall appearance is little compromised by practical or recreational conveniences. The back yard, however, is entirely given over to private leisure-time pursuits, including avocational landscaping. Hedges and fences, rock and rose gardens, patios and decks, barbecue pits and swimming pools, children's play equipment and a woodpile for weekend fires in the fireplace, perhaps even a satellite dish antenna or a recreational vehicle, all coexist in the back yard. In extreme cases, the landscape of play spills over into the side and front yards, creating yet another residential landscape form, one that is completely opposite in every respect from the landscape of work, Georgia's first landscape tradition.

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*This document is based on a larger manuscript prepared by Catherine Howett at the University of Georgia for the Historic Preservation Section of the Georgia Department of Natural Resources.*

# Rehabilitation Financial Incentives

The following pages contain information about local, state, and federal financial incentives that can be utilized for preservation projects. If a property owner decides to utilize these programs they should consult with either a professional historic preservation consultant or directly with the Georgia State Historic Preservation Office (GA SHPO) tax incentives coordinator and specialist. The tax incentives unit may be reached by telephone at 404-656-2840 or through the GA SHPO website: [www.gashpo.org](http://www.gashpo.org).

- The *Georgia State Income Tax Credit Program For Rehabilitated Historic Property* provides owners of historic residential and commercial properties the opportunity to take a minimum of 10% of the rehabilitation expenditures as a state income tax credit up to \$5,000.
- The *Rehabilitation Investment Tax Credit (RITC)* is a federally funded tax incentive program available for income-producing properties undergoing rehabilitation.
- The *Georgia State Preferential Property Tax Assessment Program for Rehabilitated Historic Property* provides a 8 1/2 year property tax assessment freeze for a certified rehabilitation.
- The *Kennesaw Facade Improvement Grant Program* administered by the City of Kennesaw makes available up to \$100,000 for exterior rehabilitation of commercial and mixed-use structures in the Kennesaw Downtown Development Authority Facade Improvement Zone.
- The *Kennesaw Historic Preservation Grant Program* is administered by the Kennesaw Historic Preservation Commission and is designed to assist homeowners and business owners in preserving, rehabilitating, or restoring historical and/or architecturally significant structures located within one of Kennesaw's local historic districts. Grants are awarded for no more than 50% of the total project cost, with the total grant amount not to exceed \$10,000.



The Phoenix Hotel in Waycross, Georgia, was rehabilitated for reuse using the Secretary of the Interior's Standards for Rehabilitation. This project was part of both the Georgia and Federal Tax Incentives programs for rehabilitation. As part of this rehabilitation the storefronts which had been improperly infilled in the late twentieth century (see example above left) were remodeled to a more appropriate, traditional storefront design compatible with the rest of the building (see example above right).



# HISTORIC PRESERVATION DIVISION

47 Trinity Avenue, S.W., Suite 414-H, Atlanta, Georgia 30334-9006

phone 404-656-2840, fax 404-651-8739

[www.gashpo.org](http://www.gashpo.org)

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*Georgia's State Historic Preservation Office*

## Georgia State Income Tax Credit Program for Rehabilitated Historic Property

In May 2002, the Georgia state income tax credit program for rehabilitated historic property was signed into law (O.C.G.A. Section 48-7-29.8). The Georgia Department of Natural Resources' Historic Preservation Division (DNR-HPD) and the Georgia Department of Revenue are administering the program. Owners of historic residential and commercial properties who plan to start a substantial rehabilitation on or after January 1, 2004 are eligible to apply for the credit. The program provides property owners of historic homes who complete a DNR-approved rehabilitation the opportunity to take 10% of the rehabilitation expenditures as a state income tax credit up to \$5,000. If the home is located in a target area, as defined in O.C.G.A. Section 48-7-29.8, the credit may be equal to 15% of rehabilitation expenditures up to \$5,000, and for any other certified structure, the credit may be equal to 20% of rehabilitation expenditures up to \$5,000. The credit is a dollar for dollar reduction in taxes owed to the State of Georgia and is meant to serve as an incentive to those who own historic properties and wish to complete a rehabilitation. The credit will not exceed \$5,000 for any single project in any 120-month period. Rehabilitation projects started before January 1, 2004 are ineligible for the credit.

### What properties are eligible?

The property must be eligible for or listed in the Georgia Register of Historic Places. To find out if a property qualifies, please contact the Historic Preservation Division's National Register specialist at 404-651-5911.

### Does the rehabilitation have to be reviewed and approved?

Yes, the rehabilitation must meet DNR's *Standards for Rehabilitation*. The Department of Natural Resources' Historic Preservation Division reviews all projects to certify that the project meets the *Standards* according to DNR Rules 391-5-14. The rehabilitation project must start on or after January 1, 2004.

### How much does a project have to cost to qualify?

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

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

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

## **Department of Revenue Substantial Rehabilitation Worksheet**

Since it is the applicant's responsibility to certify that the substantial rehabilitation test has been met when a project is complete, it is recommended that the applicant determine if this test will be easily met before a project starts. The Georgia Department of Revenue developed a worksheet, included in the application packet, in order to help applicants determine if a rehabilitation project will meet the substantial rehabilitation test. After the project is complete, applicants will officially certify on the Part B application that the substantial rehabilitation test has been met.

### **Application Process**

The Rehabilitated Historic Property Application is a two-part process: Part A and Part B, with supplemental information and amendments when necessary. The program is designed to review Part A Preliminary Certification applications before rehabilitation work begins; therefore, the earlier application materials are submitted to HPD for review, the better. Early submission of projects allows HPD to consult with the applicant if necessary and to comment on projects in a meaningful way in hopes of bringing them into conformance with the *Standards*.

#### **Part A – Preliminary Certification**

Part A is submitted to HPD to determine if the property is listed or eligible for listing in the Georgia Register of Historic Places and to determine if the proposed work meets the *Standards for Rehabilitation*. Ideally this is submitted to HPD before rehabilitation begins. An application-processing fee of \$50.00 must accompany the Part A (Preliminary Certification). If you are also participating in the Georgia Preferential Property Tax Assessment program, the total fee for both programs is \$75.00. A cashier's check, money order, or official bank check, made payable to the Georgia Department of Natural Resources, are the only acceptable forms of payment. Personal checks are not accepted. The fee is non-refundable. Once all application materials are submitted, allow at least 30 days for HPD to review and comment on the rehabilitation project. After the review, HPD mails the applicant the signed Part A preliminary certification form. Rehabilitation work should be completed within 24 months, or 60 months for a phased project.

#### **Amendments**

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

#### **Part B – Final Certification**

Part B is submitted to HPD after the project is complete. Once all application materials are submitted, allow at least 30 days for HPD to review and certify the rehabilitation project. After HPD reviews the Part B application and approves the rehabilitation, the certified Part B form is mailed to the applicant. The applicant is then responsible for filing the DNR certified Part B application with the appropriate schedule when filing the State of Georgia income tax forms. The DNR-approved Part B application certifies to the Department of Revenue that a certified rehabilitation has been completed in accordance with DNR's *Standards*, and that the owner has certified that the substantial rehabilitation test has been met.

**Upon request, HPD will offer technical assistance to rehabilitation tax projects by meeting with individuals at HPD's office or on-site of the project to discuss specific rehab issues. HPD encourages early communication with our office.**

**For more information, visit our Web site at [www.gashpo.org](http://www.gashpo.org) or contact Martha Gravely, Tax Incentives Coordinator at 404-651-5566 or [martha\\_gravely@dnr.state.ga.us](mailto:martha_gravely@dnr.state.ga.us).**

*revised March 2004*



# HISTORIC PRESERVATION DIVISION

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*Georgia's State Historic Preservation Office*

## State Preferential Property Tax Assessment Program for Rehabilitated Historic Property

During its 1989 session, the Georgia General Assembly passed a statewide preferential property tax assessment program for rehabilitated historic property (Ga. Code Annotated Vol. 36, 48-5-2 – 48-5-7.2). This incentive program is designed to encourage rehabilitation of both residential and commercial historic buildings by freezing property tax assessments for eight and one-half years. The assessment of rehabilitated property is based on the rehabilitated structure, the property on which the structure is located, and not more than two acres of real property surrounding the structure. This program requires action by the Historic Preservation Division (HPD) of the Department of Natural Resources (DNR) through Rules 391-5-11 and by the appropriate local county tax commission.

### What properties are eligible?

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

### Requirements to Participate

- 1) The cost of rehabilitation must meet the substantial rehabilitation test. This test is met by increasing the fair market value of the building by the following percentages. The county tax assessor is the official who makes this determination.
  - **Residential** (owner-occupied residential property): rehabilitation must increase the fair market value of the building by at least 50%
  - **Mixed-Use** (primarily owner-occupied residential and partially income-producing property): rehabilitation must increase the fair market value of the building by at least 75%
  - **Commercial and Professional Use (income-producing property)**: rehabilitation must increase the fair market value of the building by at least 100%
- 2) The property owner must obtain preliminary and final certification of the project from HPD.
- 3) Rehabilitation must be in accordance with the Department of Natural Resources' *Standards for Rehabilitation* and must be completed within two years.

## Application Process

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

### Part A – Preliminary Certification

Part A is submitted to HPD to determine if the property is listed or eligible for listing in the Georgia Register of Historic Places, and to determine if the proposed work meets the *Standards for Rehabilitation*. Ideally this is submitted to HPD before rehabilitation begins. **An application-processing fee of \$50.00 must accompany the Part A (Preliminary Certification).** A cashier's check, money order, or official bank check, made payable to the Georgia Department of Natural Resources, are the only acceptable forms of payment. Personal checks are not accepted. The fee is non-refundable. Once all application materials are submitted, HPD has 30 days to review and comment on the rehabilitation project. After the review, HPD mails the applicant the signed preliminary certification form. The applicant is then responsible for filing the Part A certified form with the county tax assessor to initiate the assessment freeze period beginning the following tax year for two years.

### Part B – Final Certification

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

After HPD reviews the Part B application and approves the rehabilitation, the certified Part B form is mailed to the applicant. The applicant is then responsible for filing the Part B certified form with the county tax assessor in order to maintain the assessment freeze for an additional 6 ½ years. In the ninth year, the assessment will increase 50% of the difference between the value of the property at the time the freeze was initiated and the current assessment value. In the 10<sup>th</sup> year, the property tax assessment will increase to the 100% current assessment value.

### Amendments

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

**Upon request, HPD will offer technical assistance to rehabilitation tax projects by meeting with individuals at HPD's office or on-site of the project to discuss specific rehab issues. HPD encourages early communication with our office.**

**For more information, visit our Web site at [www.gashpo.org](http://www.gashpo.org) or contact  
Martha Gravely, Tax Incentives Coordinator  
at 404-651-5566 or [martha\\_gravely@dnr.state.ga.us](mailto:martha_gravely@dnr.state.ga.us).**

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*Georgia's State Historic Preservation Office*

## Historic Preservation Federal Tax Incentive Programs

Two federal tax incentive programs (Public Law 99-514) currently apply to preservation activities: the **Rehabilitation Investment Tax Credit program (RITC)**, and the **charitable contribution deduction**. The RITC effectively reduces the costs of rehabilitation to an owner of a historic income-producing property. The charitable contribution deduction is a donation of the historic value of a structure and is available to owners of residential and income-producing properties.

### Rehabilitation Investment Tax Credit (RITC)

The RITC program provides an opportunity to owners of certified historic structures, who undertake a certified rehabilitation, a **federal income tax credit equal to 20% of the qualified rehabilitation expenses**. Only properties utilized for income-producing purposes can take advantage of the credit.

#### To be eligible for the 20% tax credit:

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

All rehabilitation tax credit projects must be reviewed by the Georgia Historic Preservation Division (HPD) and certified by the National Park Service (NPS). A property owner interested in participating in the RITC program must submit the Historic Preservation Certification Application and supporting documentation to HPD for review and comment. After HPD reviews the work, the project is forwarded to NPS for final certification. The application has three parts: **Part 1** requests documentation that the building is a historic structure, listed or eligible for listing in the National Register of Historic Places. **Part 2** requests a detailed description of the rehabilitation work supplemented with before rehab photographs and proposed floor plans. The **Part 2 should be submitted to HPD before work begins** to ensure compliance with the *Standards*. **Part 3** is the Request for Certification of Completed Work. This application is submitted after the rehabilitation is complete and requests photo-documentation of the rehabilitation in compliance with the *Standards for Rehabilitation*.

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

**To be eligible for the 10% tax credit:**

- The building must be built before 1936 and be non-historic. A non-historic building is one that is not listed in the National Register, either individually or as a contributing building within a historic district. If the property is located in a National Register Historic District, a Part 1 must be submitted and reviewed by HPD and NPS for certification of non-historic significance.
- A building must meet the physical wall retention test. At least 50% of the building's walls existing before the rehab must remain as external walls, at least 75 % of the external walls must remain in place as either external or internal walls, and 75% of the internal structure must remain in place.
- The project must meet the "substantial rehabilitation test." This test means that the cost of the rehabilitation must be greater than the adjusted basis of the building and must be at least \$5,000. Generally, projects must be finished within two years.
- The building must be used for non-residential, income-producing purposes for at least five years after the rehabilitation. Therefore, properties used for residential rental income are excluded.

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

## **Charitable Contribution Deduction**

The charitable contribution deduction is taken in the form of a conservation easement and enables the owner of a "certified historic structure" to receive a one-time tax deduction. A conservation easement ensures the preservation of a building's facade by restricting the right to alter its appearance. Qualified professionals should be consulted on the matters of easement valuations and the tax consequences of their donation.

**To be eligible for the charitable contribution deduction:**

The property must be listed in the National Register of Historic Places, either individually or as a contributing building within a historic district. If a property is located in a National Register Historic District, a Part 1 must be submitted to HPD for review and certification by NPS.

**Upon request, HPD will offer technical assistance to rehabilitation tax projects either by meeting with individuals at HPD or on-site to discuss specific rehab issues. HPD encourages early communication with the office.**

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*revised March 2004*

# FACADE IMPROVEMENT GRANT PROGRAM

**Kennesaw Downtown Development Authority  
2529 J. O. Stephenson Ave  
Kennesaw, GA 30144**

Attractive building facades support and encourage local businesses and can have a significant effect on the attractiveness and marketability of the surrounding area. To encourage business owners to reinvest in the downtown and smaller, neighborhood shopping and business areas, the KDDA is offering grants to assist in the exterior renovations of these otherwise sound and vital properties.

The Kennesaw Downtown Development Authority (KDDA) has developed a Facade Improvement Grant Program to offer technical and financial assistance to qualified property owners or tenants seeking to renovate or restore building facades.

The Program seeks to revitalize the KDDA Facade Improvement Zone (FIZ) by improving its physical appearance. The Program makes available up to \$100,000.00 for exterior rehabilitation of commercial and mixed-use structures in the FIZ. This grant is exclusive of, and in addition to, any other financing, loans, or grants to which property owners or tenants may avail themselves. KDDA will provide these grants for well-designed improvements that coordinate the important features of a storefront or existing freestanding building into a more attractive image, including restoration of architectural details, removal of dated and inferior façade treatments, improved windows and doors, and well-proportioned signs and lighting.

Upgrading the image of a commercial district requires the evaluation of each proposed improvement within a local architectural and historical context. It is important that all of the elements of the facade are coordinated in an approach that respects the building's location and/or neighboring historic structures, and that makes a noticeable visual improvement. Where feasible, KDDA will encourage multiple projects within a given block, so that the positive impacts are maximized. KDDA will consider all of these factors in determining approval, modification or rejection of each application.

## **Applicant Eligibility Requirements**

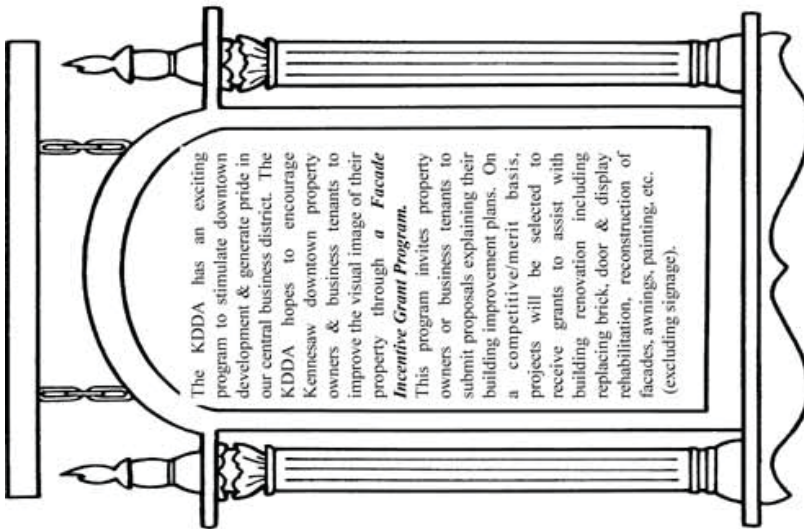
The Program is intended to assist small private businesses. Property owners of service or commercial/mixed-use structures and building tenants located within the FIZ are eligible for funding.

All improvements must comply with Kennesaw's Historic District Guidelines, Kennesaw's zoning ordinance and building codes, and must be carried out in accordance with the Secretary of Interior's Standards for the Treatment of Historic Properties. Improvements to buildings without significant architectural features must be carefully designed to be in scale with both the existing structure and neighboring structures. Buildings with significant architectural qualities must restore and maintain those features. Applicants for participation in the Program must meet the following eligibility criteria:

1. Applicants must be property owners or tenants operating retail businesses, restaurants, service establishments or offices (tenants must have written approval from property owners with frontage on a street in the FIZ).
2. Properties must be current on all municipal taxes prior to participation in the Program.
3. Properties must comply with state and local code requirements.
4. Tenants/business owners must have at least a two year commitment remaining on their lease(s).

## **Property Eligibility Requirements**

Specific building improvements must be compatible with the historic character of an 1880–1920 Southern Downtown. This is particularly important for buildings of historic note, which may have attractive brickwork, windows, doors, etc. that should be retained. The treatment of buildings not having significant historic or architectural features should be in scale with the building and neighboring structures and should be carefully designed. Lighting sources should be unobtrusive.



**MATCHING FACADE GRANTS**

**UP TO \$25,000.00**

- Funds are available for Exterior Improvements Only (see guidelines). The money is in the form of a grant, not a loan, and grants are awarded on a matching basis up to 50% of total project cost, to a maximum of \$25,000 per project.
- The Program offers assistance with conceptual design and **may** require applicants work with a KDDA approved architect, artists and artisans.
- A meeting with the KDDA is recommended in order to help avoid misunderstandings as to the eligibility of proposals. The KDDA meets the second Tuesday of the month at 7:30 am...

3/03

**GUIDELINES  
FOR FACADE  
IMPROVEMENTS**

- The property requiring the facade improvements must be located within the KDDA Meets and Bounds (map on file at City Hall) and any existing business at that location must be licensed by the City.
- Improvements shall be consistent with the Secretary of Interior's Standards for Rehabilitation (copy on file at City Hall), local ordinances and building codes adopted by the Kennesaw City Council, and approved by the Downtown Design Review Board.
- Grants may be used for exterior improvements only and may be applied to a front side or rear facade provided the facade faces a public street or parking area.
- Paint/finish colors should be indicative of the building's original color and/or the period of time in which originally built. Colors should be harmonious with the neighboring structures.
- Planned improvements must preserve the architectural integrity of the building and restore, when possible, the original design of the facade.
- The surface cleaning of structures must be by the gentlest methods available. Chemical cleaners should be avoided due to possible damage of aged building components. **Sandblasting** is not an approved method of cleaning.
- Submit photographs of building before renovation/rehabilitation begins.
- A completed checklist must be returned to the Economic Development Office at City Hall to receive approved funding.

**KENNESAW  
DOWNTOWN  
DEVELOPMENT  
AUTHORITY**

**“Planning For Our  
Future Today”**

**FACADE INCENTIVE  
GRANT PROGRAM**

**APPLICATION AND INSTRUCTIONS**



KENNESAW DOWNTOWN DEVELOPMENT AUTHORITY  
2529 J. O. STEPHENSON AVENUE  
KENNESAW, GEORGIA 30144  
(770) 424-8274  
FAX (770) 429-4559

# KENNESAW DOWNTOWN DEVELOPMENT AUTHORITY FACADE GRANT APPLICATION

## Facade Grant Checklist

NAME \_\_\_\_\_  
 PROPERTY ADDRESS \_\_\_\_\_

APPLICANT IS: OWNER \_\_\_\_\_ TENANT \_\_\_\_\_

DAYTIME PHONE NUMBER \_\_\_\_\_

TYPE OF FACADE IMPROVEMENT: PAINTING \_\_\_\_\_ AWNING \_\_\_\_\_ OTHER \_\_\_\_\_

DETAILED OUTLINE OF WORK TO BE DONE: ATTACH THE FOLLOWING:

1. PHOTOGRAPHS CLEARLY SHOWING THE EXISTING CONDITION OF THE FACADE.
2. PLANS AND SPECIFICATIONS OUTLINING THE SCOPE OF WORK.
3. SAMPLES OF ALL PAINT COLORS TO BE USED ON FACADE AND SIGNS.

TOTAL COST OF IMPROVEMENTS \$ \_\_\_\_\_  
 AMOUNT REQUESTED \$ \_\_\_\_\_

I understand that in order for my request for matching funds be approved, I must agree to work with and follow the recommendations of the Kennesaw Downtown Development Authority. I also understand that funds are granted on a reimbursement basis following completion of work by submitting copies of all paid receipts for work completed. Improvements or changes not approved by the KDDA will not be funded. I agree to the terms and conditions of this grant. *Work not already completed will begin within 30 days of notification of award and completed a maximum of 120 days later. Major renovation projects are allowed one year for completion.* Work will commence by \_\_\_\_\_ and will be completed by \_\_\_\_\_. A \$100.00 non-refundable application fee is due with application.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I, \_\_\_\_\_, OWNER OF ABOVE LISTED PROPERTY CONSENT TO THE FACADE WORK DESCRIBED IN THIS APPLICATION.

OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Corporations place corporate seal in top right corner.

KDDA OFFICE ONLY: Received by \_\_\_\_\_ Meeting Date \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reasons (see attached) Amount Granted \$ \_\_\_\_\_

**This is not a permit. Follow the CHECKLIST FOR FACADE GRANTS.**

See **Planning and Zoning Administrator** at City Hall to complete necessary permits.

All projects will need a **Certificate of Appropriateness** from the **Historic Preservation Commission**. The HPC meets the third Tuesday of every month at 6:30 p.m. in the City Hall Training Room. The **Planning and Zoning Administrator** will provide you with an application.

Return **8 copies of completed application form and \$100.00 application fee** (make check payable to the Kennesaw Downtown Development Authority) to City Hall **one week** before KDDA meetings. Include photographs of existing facade, plans to scale, outline scope of work, and samples of paint colors to be used.

If approved, the KDDA will waive permit fees. Permits must be issued and picked up at City Hall before any work can begin. See **Building Services Department** at City Hall.

**Begin project within 30 days** of approval and **complete work within 120 days**. Major renovations may be completed within one year.

After **completion** of project, bring all documents referred to in Guidelines to City Hall for processing.

**If you have any questions, please contact the Economic Development Office at 770-794-7075.**

## HISTORIC PRESERVATION GRANT PROGRAM

KENNESAW HISTORIC PRESERVATION COMMISSION  
2529 J.O. STEPHENSON AVENUE  
KENNESAW, GA 30144

### PURPOSE

The Kennesaw Historic Preservation Grant Program is funded by the City of Kennesaw and is administered by the Kennesaw Historic Preservation Commission. The program is designed to assist homeowners and business owners in preserving, rehabilitating, or restoring historical and/or architecturally significant structures located within Kennesaw's Historic Districts. **Commercial properties eligible for monies under the KDDA Downtown Façade Improvement Program are ineligible for funding under the Preservation Grant Program.**

### ELIGIBILITY GUIDELINES/REGULATIONS

Monies are available for **exterior improvement only**, and may be applied to the front, side, or rear façades, provided said facades face a public street or parking area. All projects must comply with the following: 1) The structure must be individually listed in the National Register of Historic Places or be a contributing structure in a National Register Historic District 2) All applicable City of Kennesaw Historic Design Review Guidelines 3) Sponsor must own the property; or Sponsor must be leasing or renting the property and have written permission from the owner to conduct the work; or Sponsor must have a written commitment with the owner to purchase the property 4) Inspection and approval of work by Kennesaw Historic Preservation Commission and City of Kennesaw building inspectors 5) Submission of monthly progress and final project report to Director of Museum and Preservation Services. Both monthly status reports and final project report must include photographs of existing conditions and of the completed work. In addition, the final project report must include a complete description of the work done, costs, and resources used 6) The grant will be paid to the recipient after the work is completed, has been certified by the Kennesaw Historic Preservation Commission, and all bills relating to said work are paid 7) Erection of a sign during the project period indicating that the project was partially funded by the City of Kennesaw and the Kennesaw Historic Preservation Commission

### PAYMENT

In order to be reimbursed the grant recipient must maintain proper financial records. All invoices and canceled checks must be submitted prior to authorization of reimbursement. In addition, a notarized Release of Lien form from all contractors and subcontractors noting they have been paid in full for services rendered must be submitted prior to reimbursement.

### GRANT AMOUNT/MATCHING REQUIREMENTS

Grants are awarded for no more than 50% of the total project cost, with the total grant amount not to exceed \$10,000. Properties are limited to one grant every five (5) years.

# Glossary

Accessory Structure - A subordinate structure detached from but located on the same lot as a principle building. The use of an accessory structure must be identical and accessory to the use of the principle building. Accessory structures include garages, decks, and fences.

Adaptive Use - Recycling an old building for a use other than that for which it was originally constructed.

Addition - A non-original element placed onto an existing building, site or structure.

Alteration - Any act or process that which the exterior architectural appearance of a building.

Appropriate - Suitable to or compatible with what exists. Proposed work on historic properties is evaluated for "appropriateness" during the design review process.

Architectural Style - Showing the influence of shapes, materials, detailing or other features associated with a particular architectural style.

Ashlar - A dressed or squared stone and the masonry built of such hewn stone. It may be coursed, with continuous horizontal joints or random, with discontinuous joints.

Baluster - A turned or rectangular upright supporting a stair handrail or forming part of a balustrade.

Balustrade - An entire railing system including a top rail and its balusters, and often a bottom rail.

Bay - One unit of a building that consists of a series of similar units; commonly defined as the number of vertical divisions within a building facade.

Brace - A diagonal stabilizing member of a building frame.

Bracket - A projecting support used under cornices, eaves, balconies, or windows to provide structural support.

Capital - The uppermost part of a column or pilaster.

Casement - A hinged window frame that opens horizontally like a door.

Certificate of Appropriateness - A document giving approval to work proposed by the owner of a property located within a locally designated historic district or designated as a local landmark. Specific conditions, set forth by the Historic Preservation Commission and to be followed during the project, may be specified in the document. Possession of a Certificate of Appropriateness does not remove any responsibility on the part of the property owner to acquire a building permit prior to beginning the project.

Certified Local Government (CLG) - A program that is a mechanism to formally involve local governments in the national historic preservation program. Most states have procedures that extend CLG status to communities that adopt a preservation ordinance and establish a preservation commission.

Character - Those individual qualities of buildings, sites and districts that differentiate and distinguish them from other buildings, sites and districts.

Chevron - A V-shaped decoration generally used as a continuous frieze or molding that is typical of the Art Deco style.

Clapboard - A long, narrow board with one edge thicker than the other, overlapped to cover the outer walls of frame structures.

Classical - Of, or pertaining to, the architecture of ancient Greece and Rome.

Column - A vertical support of round section that in classical architecture consists of three parts: base, shaft, and capital.

Commercial Building Type - A definition based on the composition of a commercial building's primary facade. Most commercial facades are divided into major divisions or elements that are used to define the building type.

Compatible - Not detracting from surrounding elements, buildings, sites or structures; appropriate given what already exists.

Component - An individual part of a building, site or district.

Contemporary - Of the current period; modern.

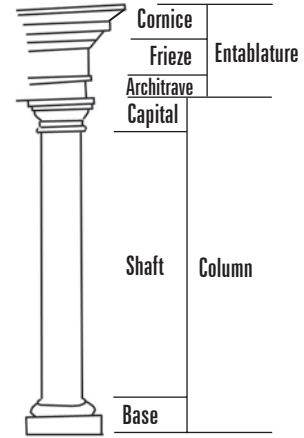
Contiguous - Next to, abutting, or touching and having a boundary, or portion thereof, which is common or coterminous.

Contributing - Contributes to the architectural or historic significance of a historic district. (A "contributing building" in a historic district is one that may be of limited individual significance but nevertheless functions as an important component of the district.)

Context - The setting in which a historic element or building exists.

Corbel - A projection or one of a series of projections, each stepped progressively farther forward with increasing height; anchored in a wall, story, column, or chimney.

Corinthian Order - The slenderest and most ornate of the classical Greek orders of architecture, characterized by a slim fluted column with bell-shaped capital decorated with stylized acanthus leaves.



Cornice - A molding at the edge of a roof.

Deck - A structure, without a roof, directly adjacent to a principle building, which has an average elevation of 30 inches or greater from finished grade.

Demolition - Any act or process that destroys a structure in part or in whole.

Dentil - A small rectangular block used in a series below the cornice.

Doric Order - A classical order most readily distinguished by its simple, unadorned capital, and a frieze decorated with triglyphs and metopes. The columns are fluted and have no base.



Dormer Window - An upright window lighting the space in a roof.

Double-Hung Sash Window - A window with two sash, one above the other, arranged to slide vertically past each other.

Drip Line - An imaginary vertical line that extends from the outermost branches of a tree's canopy to the ground.

Eave - The projecting lower edges of a roof overhanging the wall of a building.



Element - An individual defining feature of a building, structure, site or district.

Engaged Column - A column partially built into a wall, not freestanding.

Entablature - The horizontal part of an architectural order, supported on columns, composed of architrave, frieze, and cornice.

Ex Parte Communication - Some form of communication between one party to a proceeding (e.g., an applicant for a permit) and a public official with some responsibility for making a decision affecting that proceeding occurring outside the formal decision-making process and without the knowledge of the other party to the proceeding.

Facade - That portion of any exterior elevation on the building extending from grade to top of the parapet, wall, or eaves and the entire width of the building elevation.

Fanlight - A window, often semi-circular, over a door, with radiating muntins suggestive of a fan.

Frieze - The middle horizontal member of a classical entablature, above the architrave and below the cornice.

Footprint - The horizontal area as seen in plan, measured from the outside of all exterior walls and supporting columns. It includes residences, garages, covered carports, and accessory structures, but not trellises, patios, and areas of porch, deck, and balcony less than 30 inches from finished grade.

Gable - The vertical triangular shape at the end of a building formed by a double sloping roof.

Grade - The average level of the finished surface of the ground adjacent to the exterior walls of the building.

Header - The end of a brick, sometimes glazed.

High Style - A completely authentic or academically correct interpretation of an architectural style; a "textbook" example of one particular style and not a composition of several different styles.

Historic District - A geographically definable area designated as possessing a concentration, linkage, or continuity of sites, buildings, structures, or objects of historic, archaeological, architectural or aesthetic value.

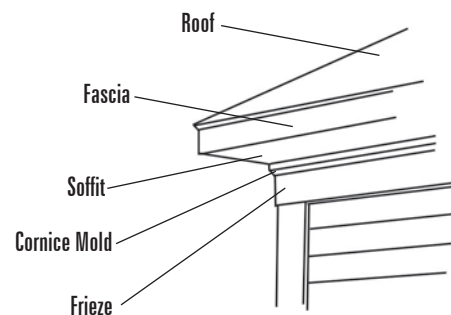
Historic Preservation - identification, evaluation, recordation, documentation, curation, acquisition, protection, management, rehabilitation, restoration, stabilization, maintenance, and reconstruction, or any combination of the foregoing activities.

Historic Restoration - Requires that the re-creation duplicate the appearance at some previous point in time as closely as current scholarship allows.

Historic Site - A site worthy of protection or preservation, designated as historic for its historic, archaeological or aesthetic value.

Historic Structure - A structure worthy of preservation, designated as historic for its historic, archaeological, architectural or aesthetic value.

Impervious Surface - Any hard-surfaced, man-made area that does not readily absorb or retain water, including but not limited to building roofs, parking and driveway areas, graveled areas, sidewalks, and paved recreation areas.



Infill - New construction within a historic district, generally situated on the site of a demolished structure but possibly on a site never previously developed.

Infill Development - The construction of a building on a vacant parcel located in a predominantly built up area.

Interpretive Restoration - Less scholarly than a historic restoration, it involves keeping all of the original architectural features intact and reconstructing missing elements as faithfully as budget allows.

Ionic Order - A classical order distinguished by a capital with spiral scrolls, called volutes.

Keystone - The central voussoir of an arch shaped in a wedge form.

Knee Brace - A non-structural diagonal member used as exterior ornamentation, extending from the facade to the eave of a building.

Landmark - A building, structure, object or site worthy of preservation, designated as historic for its historic, archaeological, architectural or aesthetic value.

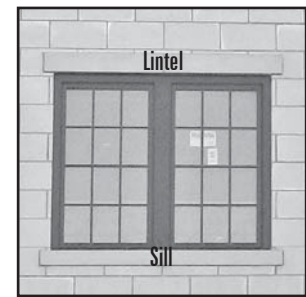
Light - A section of window, the pane or glass.

Lintel - A horizontal structural or ornamental member over an opening, which generally carries the weight of the wall above it.

Maintenance - Routine care for a building, structure or site that does not involve design alterations.

Modillion - A small curved and ornamented bracket used to support the upper part of the cornice.

Mothballing - The process of stabilizing and securing a historic building against further deterioration due to weather and/or vandalism.



Mullion - A vertical member separating and often supporting windows, doors, or panels in a series.

Muntin - A secondary framing member to hold panes within a window, window wall, or glazed door.

Neglect - The failure to care for a property in such a manner as to prevent its deterioration. Neglect is often not intentional, but may lead to very serious deterioration of materials and even structural systems.

New Construction - The construction of a new element, building, structure or landscape component; new construction involves the introduction of designs not original to the building, structure or site.

Noncontributing - Does not contribute to the architectural or historic significance of a historic district. (Some noncontributing resources are not yet fifty years of age, and therefore do not meet the age requirement for contributing resources. Other noncontributing resources may be historic but have lost their architectural integrity due to extensive changes or alterations.)

Order - A definite arrangement of column, capital, and entablature, each having its own set of rules and ornamental features. The five classical orders are Tuscan, Doric, Ionic, Corinthian, and Composite.

Palladian Window - A window of large size, characteristic of neoclassical styles, divided by columns or piers, resembling pilasters, into three lights, the middle of which is taller and wider than the others, and is roundheaded.

Parapet - A wall section rising above the roofline.

Pediment - The triangular gable end of the roof above the horizontal cornice.

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

Porch - A covered but unenclosed projection from the main wall of a building that may or may not use columns or other ground supports for structural purposes.

Portico - A porch or covered walk consisting of a low-pitched roof supported on classical columns and finished in front with an entablature and a pediment.

Porte Cochere - A large covered entrance porch through which vehicles can pass.

Preservation - The process of taking steps to sustain the form, details and integrity of a property essentially as it presently exists. Preservation may involve the elimination of deterioration and structural damage, but does not involve reconstruction to any significant degree.

Pressed Metal - Thin sheets of metal molded into decorative designs and used to cover interior walls and ceilings and on the exterior of some 20th century commercial structures.

Quasi judicial - The action, discretion, etc., of public administrative officers or bodies, who are required to investigate facts, or ascertain the existence of facts, hold hearings, and draw conclusions from them, as a basis for their official action, and to exercise discretion of a judicial nature.

Quoins - Heavy blocks, generally of stone or wood, cut in emulation of stone and used at the corners of buildings to reinforce and ornament walls.

Reconstruction - The process of reproducing the exact form of a component, building, structure or site that existed at some time in the past.

Recycling - The process of restoring, rehabilitating, renovating, remodeling, or adapting an old building so that it can be used by another generation.

Rehabilitation - The process of returning a building to a state of utility while retaining those elements essential to its architectural, historical and/or aesthetic significance.

Remodeling - Changing the appearance and style of a structure by removing or covering over original details and substituting new materials and forms.

Renovation-The process of making a structure usable again where there is a greater proportion of new materials and elements introduced into the building.

Repair - Any minor change to a property that is not construction, removal, demolition or alteration and that does not change exterior architectural appearance.

Retaining Wall - A wall or similar structure devise used at a grade change to hold the soil on the up-hillside from slumping, sliding, or falling.

Restoration - The process of returning a building to its appearance at an earlier time (though not necessarily to its original appearance). Restoration involves the removal of later additions and the replacement of missing components and details.

Right-Of-Way - A strip of land acquired by reservation, dedication, prescription, or condemnation and intended to be occupied by a street, trail, water line, sanitary sewer, and/or other public utilities or facilities.

Riser - The vertical part of a step or stair.

Sash - A window frame that opens by sliding up or down.

Setback - The minimum distance by which any building or structure must be separated from a street right-of-way or lot line.

Setting - The immediate physical environment of a building, structure, site or district.

Side Lights - A vertical line of small glass panes flanking a doorway.

Significant - Possessing importance to a particular building, structure, site or district; essential to maintaining the full integrity of a particular building, structure, site or district.

Site - A place or plot of land where an event occurred or where some object was or is located.

Stabilization - Maintaining a building as it exists today by making it weather-resistant and structurally safe.

Streetscape - All physical elements that may be viewed along a street.

Structure - Anything constructed or erected which has, or the use of which requires, permanent or temporary location on or in the ground, or which is attached to something having a permanent location on the ground, including, but not limited to, the following: buildings, gazebos, signs, billboards, tennis courts, radio and television antennae and satellite dishes (including supporting towers), swimming pools, light fixtures, walls, fences and steps.

Topography - The physical land surface relief describing the terrain elevation and slope.

Vernacular - Based on regional tradition and utilizing regional materials.

Water Table - A sloping horizontal surface, of brick or stone, on an exterior wall, usually at the foundation level.



# Kennesaw Central Business District Ordinance

CITY OF KENNESAW  
GEORGIA

ORDINANCE NO. 2005-20, 2005

**AN ORDINANCE TO AMEND THE APPENDIX A ZONING ORDINANCE OF THE CITY OF KENNESAW, GEORGIA ARTICLE VIII, SO AS TO ENACT PROVISIONS AND REGULATIONS FOR A CENTRAL BUSINESS DISTRICT ZONING DISTRICT**

**WHEREAS**, the Mayor and Council have determined that the amendments to the comprehensive zoning ordinance are desirable and will protect and advance the health, safety and welfare of the citizens in order to cover the central business district area of the City whereas such amendments will encourage quality development and preservation of the historical character of downtown Kennesaw; and

**WHEREAS**, a public meeting was held on June 15, 2005 for affected property owners in the area of the City to discuss and consider such proposed Central Business District zoning district amendments to explain the proposed district regulation and obtain public input; and

**WHEREAS**, following properly noticed public hearing by the Planning Commission of the City of Kennesaw, such Commission recommended approval of the amendment of a Central Business District zoning district at its meeting on July 11, 2005; and

**WHEREAS**, a public hearing regarding the enactment of this ordinance was conducted on June 6, 2005, July 13, 2005 and August 1, 2005 subject to required notice by state statute and local ordinances.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF KENNESAW, COBB COUNTY, GEORGIA, AS FOLLOWS.**

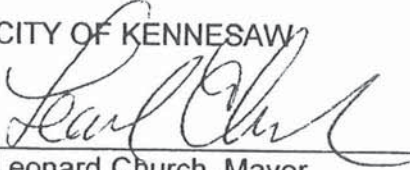
**SECTION 1.** That Appendix A Zoning Ordinance of the City of Kennesaw, Article VIII is hereby amended so as to add the attached "Exhibit A" as Section 802 of said ordinance to be entitled "Central Business District."

**SECTION 2. BE IT FURTHER ORDAINED THAT** this ordinance shall become effective from and after its adoption and execution by the Mayor, pursuant to Section 2.11 of the City Charter of the City of Kennesaw.

ADOPTED THIS 1<sup>st</sup> DAY OF August, 2005.

ATTEST:

  
\_\_\_\_\_  
Debra Taylor, City Clerk

CITY OF KENNESAW  
  
\_\_\_\_\_  
Leonard Church, Mayor

## **Section 802. CBD, Central Business District**

### **802.01 Purpose and intent:**

The Central Business District (CBD) is established in order to preserve and protect the cultural and historic aspects of downtown Kennesaw and simultaneously provide for the stimulation and enhancement of the vitality and economic growth of this special area.

The classification is primarily intended for a focal point for upscale retail trade, tourism, and financial and public uses. The intent of the Central Business District (CBD) is to develop a compact core to encourage and facilitate pedestrian movement and provide convenient access to the amenities of Historic Downtown Kennesaw.

The CBD is designed to achieve the following:

- 1) Create an environment where residents and visitors can live, work, meet, and play.
- 2) Promote a balanced mix of retail, office-professional, entertainment, residential, civil, and cultural uses in the core downtown area.
- 3) Allow for growth of a healthy economic business district.
- 4) Incorporate aesthetically compatible design from gateway points to the core of the city to improve the aesthetics of street and built environments.
- 5) Ensure compatibility with the Historic District to achieve architectural and design integrity and consistency.
- 6) Provide accessible and sufficient parking that is unobtrusive by encouraging shared, underground, and deck parking and alternative modes of transportation including pedestrian and bicycles.
- 7) Promote a pedestrian environment through sidewalk-oriented buildings and attractive street-facing facades that encourage pedestrian activity.
- 8) Provide safe and accessible parks and public and private open space.

### **802.02 Lot Size, Setback and Building Height Requirements:**

Within the CBD the following lot size and setback requirements shall apply.

- 1) Minimum lot size, widths and depths: None. It is the intent that each enterprise or use be located on a site commensurate with its use and sufficient to meet the requirements of off-street parking, loading and unloading, and setback requirements, where applicable.

2) Maximum lot coverage: Not more than seventy-five (75%) percent of the area of any lot may be covered by buildings structures or storm water facilities.

3) Minimum setbacks –

Front – Established to “Build-To-Line” which equals the averaged distance from the property lines measured from existing structures along right-of-way adjoining properties as measured from existing structures.

Side – None, except when abutting a residential zoning district where there is no intervening right-of-way, the setbacks requirement is ten (10) feet. Where alleys exist between districts, the setbacks shall be five feet from the property line/alley right-of-way.

Rear – None, except when abutting a residential district where there is no intervening right-of-way, the setback requirement is twenty-five (25) feet.

Where an alley exists between districts, the setback shall be five feet from the property line/alley right-of-way.

4) Maximum building height: Subject to the Historic District Design Guidelines

5) Maximum Floor Area Ratio (FAR)- 1.10

- Calculations for FAR as per section 410.55

### **802.03 Permitted Uses:**

Within the CBD, the following uses shall be permitted:

#### **General Retail Uses:**

- 1) Antiques
- 2) Animal Hospitals
- 3) Appliance store
- 4) Arts and Crafts
- 5) Bakery
- 6) Bicycles shop
- 7) Book store
- 8) Butcher
- 9) Carpet and floor covering
- 10)Cosmetics
- 11)Draperies and Slipcovers
- 12) Fabric store

- 13) Farmers Market (fully enclosed and open-air)
- 14) Flower shop
- 15) Food
- 16) Fraternity and sorority houses/residence halls (must be University authorized dwellings)
- 17) Fruit / vegetable stand
- 18) Garden supplies
- 19) Gift shop/glassware
- 20) Hardware store
- 21) Home/office furnishings
- 22) Ice cream shop
- 23) Jewelry store
- 24) Leather goods/luggage
- 25) Medical and surgical equipment
- 26) Music shop
- 27) Nautical supplies
- 28) Office supplies
- 29) Pets and pet supplies
- 30) Pharmacy
- 31) Photographic equipment/supplies
- 32) Sporting goods
- 33) Toy store

**Services and professional uses:**

- 1) Banks/Financial Institutions limited to one drive thru and/or automated transaction machines
- 2) Interior decorating establishments
- 3) Medical and dental clinics
- 4) Medical and dental laboratories
- 5) Photographic studios
- 6) Printing and publishing
- 7) Professional Offices
- 8) Pawnbrokers



**Services and facilities:**

- 1) Auction
- 2) Barber / beauty shops and salons
- 3) Bed and Breakfast inn and residential-type inns
- 4) Broadcast studios
- 5) Butcher shops
- 6) Caterers
- 7) Dry cleaning and laundry pick-up stations limited to off-site processing for customer pick-up.
- 8) Exercise facilities e.g. gyms and clubs
- 9) Galleries
- 10) Alternative Wireless Communications Facilities (Special land Use Approval required)
- 11) Government Facilities including but not limited to the following:
  - Government Offices
  - Public Works Facilities
  - Community Centers
  - Public Parks, Clubhouses
  - Amphitheaters
- 12) Hotels
- 13) Laundromats limited to self-service facilities
- 14) Libraries
- 15) Motels
- 16) Museums
- 17) Newsstands
- 18) Outdoor cafes
- 19) Parking lot & garages (commercial or public)
- 20) Pet grooming
- 21) Restaurant excluding drive-in and drive through
- 22) Rest/Personal Care/Convalescent Homes
- 23) Small item repair
- 24) Tailoring
- 25) Tobacconist

- 26) Taverns/cocktail lounges
- 27) Vocational schools some examples being: arts and crafts, business, beauty, dancing, driving, gymnastics, photography, modeling and karate-judo.

**Residential Uses:**

- 1) Condominiums
- 2) Mixed use residential/commercial
- 3) Single family detached
- 4) Townhomes

\*The permitted uses under this section shall be allowed in such a way as to promote a diverse mixture of the uses so as to avoid concentrations of such uses within close proximity of which may cumulatively create a nuisance, safety or health hazard or parking problem that may negatively affect the overall financial stability of surrounding uses.

**802.04 Special Exception Uses:**

Within the CBD the following uses shall be permitted by special exception as per section 2001:

- 1) Cemeteries
- 2) Private community centers
- 3) Private schools of general and special education
- 4) Churches, chapels, temples, synagogues and other such places of worship (including accessory cemeteries and schools)

**802.05 Use Limitations:**

Within the CBD the following use limitations apply:

- 1) All projects located within the Historic District shall meet the City of Kennesaw design review guidelines as may be amended from time to time.
- 2) No (new or used) car lots
- 3) No car repair shops to be established
- 4) No adult entertainment establishments as defined in section 2003 shall be allowed.
- 5) No overnight outside storage shall be allowed.
- 6) No more than five percent (5%) of total store inventory may be displayed outside.
- 7) All items stored outside shall be moveable to indoor without compromising accessibility to the building.

Watts Drive  
North Main Street (Old Hwy 41)  
South Main Street (Old Hwy 41)  
Summer Street

**802.07 Residential Development Standards:**

- 1) Condominiums
  - Minimum floor area for all units - 1,000 sq feet
- 2) Mixed use retail/residential with residential on second floor
  - The non-residential portion of the development shall be completed and operational before the issuance of certificates of occupancy for the residential portion.
  - The gross floor area occupied by residential uses shall not exceed seventy-five (75%) percent of the total gross floor area of the buildings or individual structures.
  - Minimum Floor Area for all residential units - 1,000 sq ft
- 3) Single family – detached
  - The minimum floor area of residential dwellings shall be 1,100 square feet.
- 4) Townhouses
  - The minimum floor area of all residential units - 1,000 sq ft

**802.08 Approval Process for Projects**

Projects to be processed in the following order:

- 1) City of Kennesaw staff shall conduct a minimum of one (1) consultation with applicant to review project concept and factors to consider in the planning and design phase prior to initial site plan and architectural review.
- 2) Conceptual site plan and architectural review by City of Kennesaw staff
- 3) Submittal to the Kennesaw Downtown Development Authority (KDDA) for review and comment only.
- 4) Submittal to Historic Preservation Commission (HPC) for Certificate of Appropriateness if within historic district, if subject property is not in the historic district then comments from HPC will be required.
- 5) Site Plan review and approval by City of Kennesaw staff required.

- 8) No items shall be displayed on paved areas or parking lots, except for temporary permits for special sales events not to exceed seven days more than four times per calendar year.
- 9) Items may be displayed on porches or adjacent to primary structures only in non-paved areas.
- 10) Sidewalk/yard sales shall only be conducted after issuance of the proper permit.
- 11) All abandoned or disposed items including recycling and trash shall be removed within three (3) days.
- 12) No chemical manufacturing, storage or distribution shall be allowed.
- 13) No enameling, plating or paint (except for artist studios) shall be allowed.
- 14) No detention centers or halfway houses shall be allowed.
- 15) No tire shredding or recycling centers shall be allowed.
- 16) No manufacture or disposal of hazardous or radioactive waste materials shall be allowed.
- 17) No scrap yards shall be allowed.
- 18) No manufactured/mobile homes shall be allowed.
- 19) No commercial sand, gravel or other mineral extraction shall be allowed.
- 20) No indoor or outdoor shooting ranges shall be allowed.
- 21) No tattoo parlors shall be allowed.
- 22) No body piercing facilities, as a primary use shall be allowed.
- 23) No extended stay hotels/motels shall be allowed.
- 24) No chain link fences shall be permitted.
- 25) No overnight parking of commercial vehicles (except for mini-vans or cars) shall be allowed.
- 26) No uses that emit noxious odors, fumes or sounds shall be allowed.
- 27) No outside animal runs with any veterinary office or kennel shall be allowed.
- 28) No detention or retention or wet weather ponds allowed.
- 29) No Gas Stations to be established. The wholesale and retail sale of all fuel sources are governed by this restriction.
- 30) No automobile, truck, motorcycle or recreational vehicle rental facilities to be established
- 31) No drive thru amenity to be established in association with any eating and drinking establishments located within the Central Business District.

**802.06      Gateway Corridors**

Cherokee Street

10) Building mechanical and accessory features:

- a. Shall be located to the side or rear of the principal structure or on rooftops and shall not be visible from any public open space or sidewalk area.
- b. When located on rooftops shall be incorporated in the design of the building and screened with materials similar to the building.

11) Any project permitted within the CBD which proposes a lighted facility including signs, parking lots, and entrance ways shall have an approved lighting plan consistent with lighting styles utilized in the downtown streetscape design and approved under the City of Kennesaw Design Guidelines.

- All sign locations located within Historic District will be subject to review and approval by the HPC.
- City staff will review and process the sign permit application as per design standards as set forth in sections 2200, 2204, and 2206 of the Sign Ordinance after review and approval from HPC.
- All temporary signs will be regulated as per section 2206.

**802.10 Parking, Roads, and Access Requirements:**

Overall parking plans for the entire project site shall be approved by City staff through the Plan Review process. If property is located within Historic District then Certificate of Appropriateness approval will be required by the Historic Preservation Commission.

- 1) Minimum of one (1) paved parking space per 350 square feet of gross floor area shall be required for all non-residential uses. In the case of eating and drinking establishments, parking requirements will be based on 40% of the maximum occupancy load as established by the Cobb County fire Marshall's Office.
- 2) Minimum of one (1) paved parking space per bedroom but not more than two (2) spaces per dwelling unit for all residential uses shall be required.
- 3) Dead-end and cul-de-sac streets are prohibited unless applicant demonstrates it is infeasible in site plan review.
- 4) No alley parking is permitted.
- 5) Parking shall be located to the rear of the principal use but shall not be located within any required buffer.

6) Final plan approval by Mayor and Council

- The site plan of the project shall be consistent with the City of Kennesaw Design Guidelines and Downtown Redevelopment Plan vision, and as such shall be amended from time to time.
- The project shall be designed to be proper transition, land use and design so as not to negatively affect surrounding properties.
- The site plan of the project shall incorporate public space architectural and urban features consistent with the City of Kennesaw Design Guidelines including fountains, gardens, squares, courtyards, lighting, signage, and paving that blend the mixed uses.

Each applicant shall submit a business plan which contain at a minimum the following information:

- Type of business
- Projected market targeted
- Projected customer generation
- Plan on traffic control for ingress/egress of property
- Study on similar uses in area
- Projected economic impact to City of Kennesaw

**802.09**      General Requirements

- 1) Compliance to Downtown Redevelopment plan vision
- 2) A Balanced mixture of uses to meet Downtown Redevelopment Plan vision
- 3) Positive Economic Development Impact
- 4) Architectural design and quality shall be consistent with City of Kennesaw Design Guidelines and compatible with the City's architectural heritage.
- 5) Pedestrian and vehicular connectivity shall be incorporated into site design.
- 6) The height of fences and walls located between the building façade and a street shall not exceed forty (40) inches and in other areas shall not exceed six (6) feet.
- 7) No barbed wire, razor wire, chain link or similar elements shall be visible from any street, public park, sidewalk, public or private open space or outdoor dining area.
- 8) Loading docks and dumpsters shall be entirely screened from view with vertically enclosed opaque walls.
- 9) Utilities shall be placed underground.

- 6) Commercial parking lots are not permitted except where individual business lease spaces under a shared parking arrangement. **(to be deleted to allow parking decks)**
- 7) Paving materials used for parking and loading areas other than asphalt or concrete shall be subject to variance approval by Mayor and Council.
- 8) Required parking may be provided off-site within one thousand (1,000) feet of use except for residential uses.
- 9) Angled on street parking on both sides shall be permitted dependent upon site plan review and approval.
- 10) Reduction of parking requirements may be permitted, subject to a shared parking arrangement under the following criteria:
  - a) The minimum number of parking spaces for a development where shared parking is proposed, the applicant shall be required to submit for review a traffic study prepared by a licensed Georgia engineer. The number of spaces, if less than the minimum prescribed above, shall comport with the study. Such study shall include consideration of peak hour maximum occupancy.
  - b) All shared parking spaces shall be clearly marked as such; and
  - c) An applicant shall submit the following information as part of an application to reduce parking requirements and avoid conflicting parking demands:
    - i. A to-scale map indicating location of proposed parking spaces;
    - ii. Hours of business operation of nonresidential parking users;
    - iii. Written consent and contract with the property owners agreeing to the shared parking arrangement (when provided off-site) for a stated number of years deemed appropriate by the City of Kennesaw;
    - iv. Copies of parking lease agreement, easements for parking, or notarized letter or sworn affidavit as to the intent of lease agreement, including renewed leases, shall be filed with the Department of Community Development. Lapse of a required lease agreement shall terminate approval for shared parking and shall be a basis for denying a business license until alternative parking shall be provided in accordance with these standards.
- 12) Rear access shall be provided to townhouse and multifamily garages, single-family dwelling garages, and commercial loading and service areas, where such access is feasible.
- 13) Bicycle or moped parking spaces are required as follows: All new non-residential uses shall provide one (1) such space for every twenty (20) automobile spaces but not less than one (1) space and new residential uses shall provide one (1) such space for every five (5) units. Such spaces shall

be located a maximum distance of one hundred (100) feet from the primary pedestrian entrance.

**802.11 Incentive/Zoning Bonuses:**

1) **Common Access Drives and Access Curb Cuts:**

All projects incorporating common access drives for multiple parcels along the identified gateway corridors in Section 802.2 will be granted an increase of floor area ratio by .10, subject to all other limitations.

2) **Pedestrian Linkage:**

All projects that promote pedestrian/bicycle pathways and interparcel access will be granted an increase of floor area ratio by .10

**802.12 Landscaping Design Guidelines:**

All CBD project applications will include a landscape plan that has location and type for benches, waste receptacles, lighting, paving material, bicycle racks, newspaper stands, plant material, fencing, private open space, internal sidewalks and trails. The following components will be incorporated into the plan:

- Use of sod on yard areas facing public right-of-way
- Compliance to tree ordinance Section 416