



ATHENS HISTORIC PRESERVATION COMMISSION



DESIGN REVIEW GUIDELINES

ADOPTED 2019

ACKNOWLEDGMENTS

The Athens Design Review Guidelines manual was prepared in association with the Athens Historic Preservation Commission. Thanks are due to Athens' civic leaders and citizens who participated in the public meetings and provided comments for project completion.

City Council

Chuck Burris, Mayor

William Bo Perkinson, Vice Mayor

John Coker, Council Member

Dick Pelley, Council Member

Mark Lockmiller, Council Member

C. Seth Sumner, City Manager

Planning Commission

Tom Hamilton, Planning Commission Chairman

Janice Hardaway, Vice Chairman

Jona McKeehan Garrett, Secretary

Jordan Curtis

Eric Newberry

Council Member John Coker (Council Representative)

Francis Witt-McMahan (Mayor's Representative)

Historic Preservation Commission

Micki Key

Sam Stephens

William Bo Perkinson

Laura LeNoir

Laura Sullivan

Lisa Dotson

Jona McKeehan Garrett

Consultant

Thomason and Associates, Preservation Planners, Nashville, Tennessee



The activity that is the subject of this publication has been financed in part with federal funds from the National Park Service, Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior. Regulations of the U. S. Department of Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U. S. Department of the Interior, National Park Service, P. O. Box 37127, Washington, D. C. 20013-7127

Table of Contents

I. Introduction	3
Athens Historic Preservation Commission	4
Secretary of the Interior’s Standards	5
The Design Review Process	6
Athens’s Criteria for Certificate of Appropriateness	9
Athens’s Downtown Commercial Historic District	11
Intent and Purpose of Historic Preservation	12
Federal Tax Credits	13
II. A Brief History of Athens	14
III. Guidelines for Residential Buildings	21
Architecture of the Historic District	21
Residential Design Guidelines: Materials - Masonry	26
Materials - Wood	29
Materials - Alternative Materials	32
Details - Doors & Entrances	33
Details - Lighting	35
Details - Paint & Exterior Colors	37
Details - Porches & Balconies	40
Details - Roofs	42
Details - Windows	45
Site Features - Accessibility	48
Site Features - Accessory Structures	49
Site Features - Energy Conservation	51
Site Features - Fences & Walls	54
Site Features - Walks & Driveways	57
IV. Residential New Construction	59
Decks	59
Additions to Historic Dwellings	60
New Residential Dwellings	62
New Garages, Carports & Outbuildings	65

V. Guidelines for Commercial Buildings	66
Building Types	67
Masonry	68
Wood	71
Architectural Metals	72
Storefronts	74
Windows	77
Entrances and Doors	80
Roofs	82
Signs	83
Public Art	88
Utilities & Energy Retrofit	90
Accessibility & Life Safety	92
VI. Commercial Site & Setting	93
VII. New Commercial Building Construction	98
VIII. Relocation or Demolition	99
Relocation	99
Demolition	100
Appendices	
A - Certificate of Appropriateness Form	102
B - Normal Maintenance and Minor Work	104
C - Archaeology	106
D - Resources for Technical Assistance	107
E - Glossary of Terms	108
F- Suggested Sources	114

I. Introduction

The Athens Design Guidelines are intended to guide owners of properties within the locally designated historic district in the preservation and maintenance of the historic buildings. The Design Guidelines provide direction in appropriate rehabilitation practices when renovation or alteration is proposed. The Athens Historic Preservation Commission refers to the guidelines in reviewing the appropriateness of proposed changes.

Cities and towns nationwide have adopted design guidelines that help historic zoning commissions and property owners preserve locally designated historic commercial and residential districts. The designation applies an “overlay,” an additional layer, to the base zoning type. The overlay requires that proposed changes to exteriors of historic buildings must be reviewed by the local historic zoning or preservation commission. In Athens, there is currently one historic overlay district located along the residential streets of Ingleside and Madison Avenues and adjacent blocks. The review requirement overlays the H-1 Historic Overlay District. The historic overlay district is not intended to stifle growth or evolution of the buildings within the district. Rather, they are intended to protect the district’s unique historic character and acknowledge the city’s cultural and architectural heritage.

The downtown commercial area also contains a notable collection of late 19th- and early 20th-century architecture. This area is not currently designated as a historic overlay district, therefore the design guidelines included in this manual are recommendations that may be followed on a voluntary basis. Property owners in the commercial district are encouraged to follow the design guidelines to preserve its historic character.

The zoning regulations and district set forth in the guidelines have been made in accordance with a comprehensive plan for the purpose of promoting the public health, safety, convenience, order, prosperity, and general welfare of the City of Athens. The district and guidelines were created with consideration to the character of the district and its uses and with a view of conserving the utility of buildings and encouraging the most appropriate use of land within the City of Athens.

The architectural and historical resources of the city have also been the subject of a study by students from the Center of Historic Preservation at Middle Tennessee State University. This study included the survey of commercial, residential, and public buildings throughout downtown and the older residential neighborhoods. This survey will assist in future planning and the identification of individual properties and districts which may meet the criteria for listing in the National Register of Historic Places.

Athens Historic Preservation Commission

The Athens Historic Preservation Commission (AHPC) was established by the City of Athens under the authority of Tennessee Code Annotated (TCA) 13-7-401 et seq. The AHPC is authorized to preserve, promote, and develop the city's historic resources and to advise the City on the designation of Local Historic Overlay Districts and Local Conservation Overlay Districts and Local Landmarks and to perform such other functions as may be provided by law. The Athens Historic District is located in Athens and encompasses the H-1 Historic Overlay District.

The AHPC meets the first Thursday of each month at 3:30 p.m., Conference Room at the Athens City Municipal Building, 815 North Jackson Street in Athens, Tennessee. Meetings are open to the public and are the venue for design review for proposed projects. Members of the AHPC are appointed for five-year terms. The AHPC shall include a representative of a local patriotic or historical organization, an architect, if available, an Athens City Council member, and a current member of the Athens Municipal-Regional Planning Commission. The Planning Commission representative shall remain a member on the AHPC only while he/she is an active member of the Planning Commission. The remaining members to be appointed shall reside within the corporate boundaries of the City of Athens.

AHPC members are appointed by the Mayor, subject to confirmation by the Athens City Council. Appointments to membership on the AHPC are arranged so that the terms of no more than two members shall expire each year and his/her successor(s) shall be appointed in like manner, and members shall serve a maximum of two consecutive terms. All members serve without compensation.



As a Main Street Community, Athens recognizes the important role of heritage and historic buildings in the local economy.

Secretary of the Interior's Standards

A national set of standards for the preservation of historic buildings, developed by the United States Department of the Interior in 1976, addresses the rehabilitation of historic buildings and serves as a model for the Athens Historic Preservation Commission in their deliberations. (Building use, however, addressed in Standard 1, is not reviewed by the Commission). Listed below, the Secretary's Standards advocates a hierarchy of appropriate preservation treatments; valuing ongoing protection and maintenance over major treatments; valuing ongoing protection and maintenance over major repairs and, in turn, valuing timely repair over replacement of historic features.

- 1.** A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
- 2.** The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize 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 elements from other historic properties, shall not be undertaken.
- 4.** Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
- 5.** Distinctive material, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- 6.** Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
- 7.** Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
- 8.** Archaeological resources shall be protected and preserved in place. 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, features and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale, proportion, and massing to protect the 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.

Athens's Design Review Process

No exterior feature of any resource which is a designated Local Landmark or which is within a designated Local Historic Overlay District or Local Conservation Overlay District, shall be altered, added to, relocated, or demolished until after an application for a Certificate of Appropriateness of such work has been approved by the AHPC. Likewise, no construction, which affects a resource, shall be undertaken without a Certificate of Appropriateness. The AHPC shall use the Secretary of the Interior's Standards for Rehabilitation as the basis for Design Guidelines created in cooperation with the petitioning property owners for each Local Historic Overlay District (H-1), Local Historic Conservation Overlay District (H-C), or Local Landmark.

Many items such as regular maintenance and minor repairs can be readily approved by the HPC staff through administrative review. Minor design guideline issues shall not in any circumstances involve demolitions, infills, historic district designation, or any minor issue not clearly defined by example in the officially adopted design guidelines.

1. The AHPC shall serve as a review body with the power to approve and deny applications for Certificates of Appropriateness.
2. In approving and denying applications for Certificates of Appropriateness, the AHPC shall accomplish the purposes of this section.
3. A Certificate of Appropriateness shall not be required for work deemed by the AHPC to be ordinary maintenance or repair of any resource, and if requested by a property owner, the AHPC will provide a written statement on whether or not a Certificate of Appropriateness is required prior to work beginning. All decisions of the AHPC shall be in writing and shall state the following:
 - a. The AHPC's findings;
 - b. The AHPC's recommendations, and;
 - c. The reasons for the decision to approve or deny the application for a Certificate of Appropriateness
4. Expiration of a Certificate of Appropriateness: A Certificate of Appropriateness shall expire eighteen (18) months after its issuance. If the proposed work has not been completed prior to the expiration of eighteen (18) months, the owner may petition the AHPC for a reasonable extension of the Certificate of Appropriateness.
5. Resubmitting of Applications: Twelve months after denial of an application for a Certificate of Appropriateness, the application may be resubmitted without change. An amended or changed application may be resubmitted at any time.

Certificate of Appropriateness Review Process

Anyone desiring to take any action requiring a building permit shall submit an application for such with the Community Development Office. If the building official determines that the property is in the H-1 Historic Overlay District or H-C Historic Conservation Overlay District, then the applicant will be advised that a Certificate of Appropriateness is required from the AHPC. The city building official shall take the application when the applicant has completed it. No building permit, which affects a Local Landmark or resource within a designated Local Historic Overlay District or Local Conservation Overlay District, shall be issued by the Community Development Office without a Certificate of Appropriateness. Such application shall be reviewed in accordance with the following procedure:

1. When any such application is filed, the Community Development Office shall notify the AHPC Chairman, Vice-Chairman, or staff of the application having been filed.
2. The Chairman or Vice-Chairman in coordination with staff shall set the agenda for the regular meeting date or set a time and date, which shall be no later than thirty (30) days after the filing of the application for a hearing by the AHPC, and the Community Development Office shall be so informed.
3. The applicant shall, upon request, have the right to a preliminary hearing (study session) by the AHPC for the purpose of making any changes or adjustments, which might be more consistent with the AHPC standards.
4. At least five days notice should be given for the hearing and the city official designated by the City Manager shall provide written or verbal notice thereof to the applicant and to all members of the AHPC.
5. Regular monthly meetings shall be held on the first (1st) Thursday of each month at 3:30 p.m. in the Athens City Hall or such place as shall be designated in advance by the Chair. Any regular meeting may be adjourned to a definite date by a majority vote of the quorum. The AHPC shall meet a minimum of four (4) times per year.
6. At such hearing, the applicant for a Certificate of Appropriateness shall have the right to present any relevant evidence in support of the application. Likewise, the AHPC shall have the right to receive any additional relevant evidence to support or deny the application from designated City of Athens officials or any property owner within the Local Historic Overlay District or Local Conservation Overlay District.
7. The AHPC shall have the right to conditional approval.
8. Either at the meeting or within fifteen (15) days after the hearing of an application, the AHPC shall act upon it, either by approving or denying the application. Action can be deferred until the next meeting of the AHPC if there are conditions that the AHPC has required prior to taking action. Action can only be deferred twice and action to accept or deny should be taken by the AHPC by the third meeting following the deferral (approximately 90 days). Evidence of approval of the application shall be by Certificate of Appropriateness issued by the AHPC and, whatever its decision, notice in writing shall be given to the applicant and the Community Development Office.

9. The issuance of a Certificate of Appropriateness shall not relieve an applicant for a building permit, special use permit, variance, or other authorization from compliance with any other requirement or provision of the laws of the City concerning zoning, construction, repair, or demolition.

Appeals

The AHPC shall have exclusive jurisdiction relating to historic matters. Anyone who may be aggrieved by any final order of judgment of the commission may have said order of judgment reviewed by the courts by procedures of certiorari as provided for in the Tennessee Code Annotated, Sections 27-9-102 and 27-9-103.

Certified Local Government Status

Athens is one of a number of Tennessee communities which are Certified Local Governments (CLG). As a CLG community Athens receives priority in technical assistance and services from the Tennessee Historical Commission and National Park Service. At least 10% of the Historic Preservation Fund Grants from the National Park Service go to CLG communities on a prioritized basis. Athens has benefitted from its participation as a CLG through various grants, technical assistance, training, and networking opportunities.



Beautification of downtown Athens has included the installation of attractive brick sidewalks, shade trees, and other landscape and site features to encourage development and visitation.

CRITERIA FOR ISSUANCE OF CERTIFICATES OF APPROPRIATENESS

The AHPC shall use the Secretary of the Interior's Standards for Rehabilitation and the adopted Athens Design Guidelines created in cooperation with the petitioning property owners for each Local Historic Overlay District (H-1), Local Historic Conservation Overlay District (H-C), or Local Landmark and the following criteria in granting or denying Certificates of Appropriateness. A copy of the city's COA is located in Appendix A. The criteria for the granting of a COA is as follows:

1. General Factors

- a. Architectural design of existing buildings, structure, or appurtenance and proposed alteration;
- b. Historical significance of the resource;
- c. Materials composing the resource;
- d. Size of the resource, and;
- e. The relationship of the above factors to, and their effect upon, the immediate surroundings, and, if within a designated Local Historic Overlay District or Local Conservation Overlay District, upon the district as a whole and its architectural and historical character and integrity.

2. New Construction

- a. The following aspects of new construction shall be visually compatible with the buildings and environment with which the new construction is visually related, including but not limited to: the height, the gross volume, the proportion between the width and height of the façade(s), the proportions and relationship between doors and windows, the rhythm of solids to voids created by openings in the façade, the materials, the textures, the patterns, the trims, and the design of the roof.
- b. The existing rhythm (height, setbacks) created by existing building masses and spaced between them shall be preserved.
- c. The landscape plan shall be compatible with the resource, and it shall be visually compatible with the environment with which it is visually related. Landscaping shall also not prove detrimental to the appearance of a resource, or adjacent public or private improvements like sidewalks and walls. A sketch and/or written landscape plan will be sufficient. If no change in the existing landscaping is being made then a landscape plan is not required.
- d. No specific architectural style shall be required.

3. Exterior Alterations

- a. All exterior alterations to a building, structure, object, site, or landscape feature shall be compatible with the resource itself and other resources with which it is related, as is provided in General Factors criteria, and the design, over time, of a building, structure, object, or landscape feature shall be considered in applying these standards.
- b. Exterior alterations shall not adversely affect the architectural character or historic quality of a Local Landmark or a resource within a designated Local Historic Overlay District or Local Conservation Overlay District.

4. Demolition

In considering an application for the demolition of a Local Landmark or a resource within a designated Local Historic Overlay District or Local Conservation Overlay District, the following shall be considered:

- a. The AHPC shall consider the individual architectural, cultural, and/or historical significance of the resource.
- b. The AHPC shall consider the importance or contribution of the resource to the architectural character of the district.
- c. The AHPC shall consider the importance or contribution of the resource to neighboring property values.
- d. The AHPC shall consider the difficulty or impossibility of reproducing such a resource because of its texture, design, material, or detail.
- e. Following recommendation for approval of demolition, the applicant must seek approval of replacement plans, if any, as set forth in New Construction criteria, prior to receiving a demolition permit and other permits. Replacement plans for this purpose shall include, but shall not be restricted to project concept, preliminary elevations and site plans, and completed working drawings for at least the foundation plan which will enable the applicant to receive a permit for foundation construction.
- f. Applicants that have received a recommendation for demolition shall be required to have a demolition permit from AHPC. A Certificate of Appropriateness for the new construction will be required. Permits for demolition and construction shall not be issued simultaneously.
- g. When the AHPC recommends approval of demolition of a resource, a permit shall not be issued until all plans for the site have received approval from all appropriate city boards, commissions, departments, and agencies.

Intent and Purpose

Historic preservation helps a community grow and prosper while honoring its cultural and architectural heritage. Without design guidelines, Athens' historic district could be in danger of losing its unique identity. The Athens Historic Preservation Commission and the design guidelines provide a means for protecting the city's historic properties and guide the future evolution of these significant resources. The guidelines also assure property owners that their investments will be protected and their community will retain its identity.

Why Preserve?

Historic Preservation Promotes Quality of Life

Historic buildings provide a community with unique character that distinguish it from others. Many historic buildings have been refashioned into museums, theaters, and libraries. Many buildings may not be significant on their own, but as a group they create a cohesive expression of architectural significance. Historic districts serve its residents and visitors who come to enjoy the distinct character found there.

Historic Buildings Often Last Longer than New Ones

There is no greener investment than preserving historic buildings. Buildings constructed before the 1960s are more structurally sound and can last much longer than more recent construction.

Historic Preservation Supports Taxpayers' Investments

A community's property owners invest in the city's infrastructure such as sidewalks, light fixtures, roads, and sewer lines. These public investments must be maintained, much like a city's historic neighborhoods. By preserving a historic district and its infrastructure, taxpayers enjoy the benefits of their investments.

Historic Preservation Creates Jobs

Investing in existing buildings creates thousands of job opportunities annually, more per capita than new construction. Unlike new construction, most (60-70%) of the expenses associated with rehabilitation and revitalization projects are for labor. When the labor is local, the community benefits from its members' employment and from money being spent in local businesses.

Historic Preservation Increases Property Values

Dozens of studies have shown that property values stabilize or increase in historic overlay districts. Properties within National Register and local overlay historic districts usually have higher property values than adjoining areas without such designations, even if the architecture is similar.

Historic Preservation Attracts Visitors to Cities

Heritage tourism is a rapidly growing business and is hugely beneficial to local communities. As visitors come to historic sites and districts, they boost the economy by spending time and money in local businesses.

Historic Preservation Benefits Property Owners

Design guidelines help preserve a historic district's unique character and prevents it from looking like any other streetscape in America. Inappropriate construction and remodeling can seriously alter a district's character, which can have detrimental effects on homeowners. As the value and character of each property is influenced by the surrounding properties, design guidelines create a consistency which enriches homeowners.

Tax Incentives for Preservation

Property owners and city officials are encouraged to consider listing the H-1 Historic Overlay District and the downtown area as National Register Historic Districts. The National Register is the country's official list of buildings, structures and districts that are significant in architecture and history. Listing in the National Register would qualify income-producing properties in the districts for a federal rehabilitation tax credit. This credit equals 20% of qualified rehabilitation expenditures, and applies to rental housing, retail, offices, and other commercial uses. To take advantage of this tax credit, property owners must follow the *Secretary of the Interior's Standards for Rehabilitation* and the *Guidelines for Rehabilitation of Historic Buildings*. These provide direction to property owners, developers, and reviewing agencies, and is the basis of the Athens design guidelines.

In the residential area, the tax credit could be used to rehabilitate properties for income-producing purposes. Owners would be able to take the tax credit over a five year period. Once the tax credit has been taken the owner can then continue to rent the property or convert it into owner-occupied use. For properties in the downtown area, the tax credit can be taken for any income-producing purpose including the creation of rental units on upper floors. This type of downtown rehabilitation project has been widespread across Tennessee representing millions of dollars in investments.



Historic tax incentives have helped property owners rehabilitate the upper floors of downtown commercial buildings into apartments.

II. A Brief History of Athens

Prior to European arrival, McMinn County was predominantly Cherokee land. McMinn County was officially organized in November of 1819, after the Calhoun Treaty transferred land, including the entirety of present-day McMinn County, to the United States. The county was named for Revolutionary War militia commander Joseph McMinn, who served three terms as governor of Tennessee from 1815 to 1821.

The first town and county seat, Calhoun, was established in 1820 by John Walker (c.1770-1834) and named after John C. Calhoun, a leading American politician and personal friend of Walker. In 1823, the county seat was moved 15 miles north to Athens, which was founded in 1822 in a more central location. William Lowry donated the land for the new town. William Henry Cooke, a surveyor who migrated from South Carolina to McMinn County with his family in 1820, helped lay out the town of Athens. Cooke was active in local business and civics, operating an iron forge and helping start the State Bank of Athens. He was a member in the Meridian Sun Lodge No. 50, F&AM in Athens and became a state legislator.



Left: Portrait of Joseph McMinn (1758-1824), namesake of McMinn County. McMinn was a veteran of the Revolutionary War, Tennessee governor, and federal agent for the Cherokee tribe near Calhoun until his death.

McMinn County historically supported an agricultural economy and was an important early trading and manufacturing center in the region. As the county seat, Athens served as the central market place for agricultural products, as well as providing public services and commercial opportunities. Several early Athens buildings were constructed by the father/son-in-law firm Cleage and Clutchfield. Samuel Clegg (original spelling) came from Pennsylvania and settled in McMinn County in 1825. He developed a new method for laying brick, and at one time the firm held contracts for nine courthouses in East Tennessee. In Athens, the company constructed the Mars Hill Presbyterian Church and the old Hiwassee Rail Road headquarters building on North Jackson Street.

Cleage and Clutchfield relied extensively on slave labor for their construction projects. The 1830 county population of 14,000 residents included 1,250 slaves, as well as some 20 freedmen. The population of

Athens in 1830 was 500. From its earliest days, Athens included several lawyers, ministers, doctors, and other craftsmen, and several general stores were in business. A thriving newspaper industry was established by the early 1830s.

Prominent settler family names of the period included: Ballew, Barb, Boone, Burn, Cass, Cooper, Dorsey, Fisher, Fore, Gettys, Gilbreath, Guthrie, Hart, Hill, Hoyal, Lowry, Love, Matlock, Mayfield, Parkinson, Shipley, Smith, Snider, Sullins, and Wilkins. Charles Fleming Keith, a lawyer from Jefferson County, became the leading taxpayer of McMinn County, accumulating 15,000 acres and owning as many as 44 slaves. Clement Vann Rogers, born ten miles south of Athens, became the father of American humorist Will Rogers.

Another early settler at Athens was Asbury M. Coffey, who was an advocate for bringing rail transportation to McMinn County. In 1836, a group of local businessmen chartered the Hiwassee Railroad in hopes of expanding into the Knoxville market. The Panic of 1837, however, put the endeavor on hold for several years. Coffey resided in Athens until 1842, when President Millard Fillmore appointed him to a role overseeing Indian Affairs in Kansas.

Between 1836 and 1839, the Cherokee Tribe was forcibly relocated from the region and marched from their ancestral lands as part of the Trail of Tears. There is historical evidence of intermarriage between Cherokee and English settlers in the region, as well as disapproval among McMinn County residents for the deportation. Some accounts view the event as a destruction of a unique McMinn County culture of inter-race relations..

During the late 1840s, the economy supported a renewed railroad-building effort. The East Tennessee and Georgia Railroad opened in 1856, boosting the local economy, which expanded with hotels as traveling salesmen came to town. Several railroad towns developed throughout McMinn County, including Sanford, Niota, and Riceville.



The ca. 1835 Hiwassee Railroad building in Athens on Jackson Street, built by Samuel Cleage, later housed the offices of the East Tennessee and Georgia Railroad. 1936 photo from the Tennessee State Library and Archives.

Tennessee Wesleyan University was founded in 1857 as the Athens Female College, one of only a few coeducational colleges in the South. A product of the southern branch of the Methodist Church, this institution was the pride of Athens for its educational and cultural activities. The school closed briefly from 1863 to 1867 due to the Civil War, but reopened with a new name, the East Tennessee Wesleyan University, under the auspices of the northern Methodist Church. Since its reopening, the school has been re-named several times as Grant Memorial University, the Athens School of the University of Chattanooga, and the Tennessee Wesleyan College. The school has since remained open, offering a liberal arts curriculum.

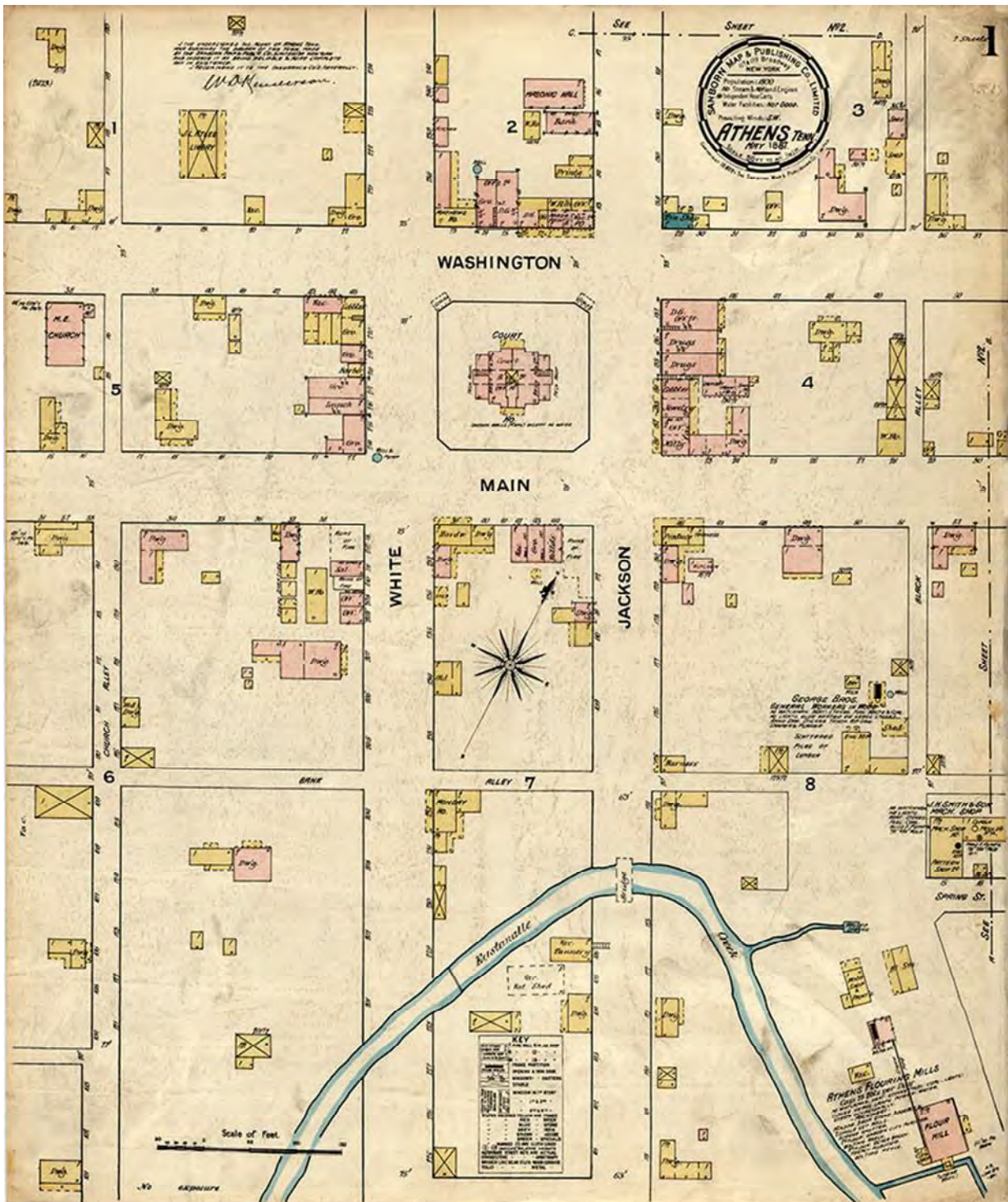


Ritter dormitory at Grant University (later Tennessee Wesleyan), ca. 1907 (photo from the Tennessee State Library and Archives).

The railroad depots and the courthouse square at Athens were scenes of pre-Civil War rhetoric and debate. Unionists to visit McMinn County included Andrew Johnson (then a senator), Horace Maynard, T A. R. Nelson, O. P. Temple, and C. F. Trigg. Among the secessionist leaders to stump within McMinn County were Governor Harris, John Crozier, Thomas Lyon, William Sneed, William Swan, and Campbell Wallace, the president of the railroad which until 1855 had been headquartered in Athens.

Like many East Tennessee towns, Athens was divided by Confederate and Union sympathies. In 1860, McMinn County had 124 slaveholders who owned 678 slaves. Statistics indicate this number represents a 50 percent decrease in slave population since 1834. McMinn County ultimately voted against secession 1457 to 439. McMinn County citizens fought for both sides throughout the war. There were no major battles fought within or near the city, but Athens was not exempt from the economic hardship of the Civil War.

Following the war, Athens erected a new courthouse, built by Thomas and William Cleage in 1874. During this period, the commercial district surrounding the public square was characterized by long-time businesses. In 1870, Charles F. Keith, Jr., recorded a detailed description of the commercial district, describing the business in the commercial district at the time.



The Sanborn Fire Insurance Map for Athens, Tennessee, from 1887 depicts a courthouse square surrounded by a dense group of early commercial business and sparse development in the adjoining blocks. The flour mill is in the lower right corner of the map.

*McMinn County Courthouse built in 1875
(Photograph courtesy of the Tennessee State
Library and Archives).*



During the post-Civil War period, the business climate of Athens was conducive to prosperity and opportunity. Industrialization increased during the late 19th century, as Athens developed with furniture and textiles. The Athens Woolen Mill and the Athens Hosiery Mills were both in operation during this period. Tandy Jerome (“T. J.”) Long was the owner-operator of the Athens Roller Mill, which supplied Morning Glory Flour to markets as far away as North Carolina. The Athens Mining and Manufacturing Company was established in 1887. The booming economy manifested a population increase in Athens over 100% between 1880 and 1890, growing from 1,100 to 2,224 residents.



*Top left : Girls in front of Athens
Hosiery Mill, 1910 (photograph
courtesy of the Library of
Congress).*



*Bottom left: Interior of the Athens
Woolen Mills (photo courtesy of
the McMinn Historical Society).*

The favorable economy continued after World War I. The Athens Plow Company became a major industrial concern in the county. The Mayfield Dairy was established in the early 1920s and advertised its dairy products touting its tuberculine tested herd. The Mayfield Dairy Farm also had robust sales of Berkshire hogs, mules, and horses. In 1928 F. O. Mahery, Sr., formerly of Walthall and Mahery lumber and crosstie operation, took over leadership of the Athens Stove Works which had opened in 1924. During Mahery's 33 years of presidency, the company expanded its products from wood and coal stoves to gas in 1932 and electric in 1956. The company motto, "Vesta Stoves for Better Living - Everywhere," was nationally known.

During the 1920s, the population of Athens more than doubled from 2,580 to 5,385. The diversification of the economy helped keep the town afloat through the Great Depression, when Athens' three banks remained solvent. Athens continued to grow in population through World War II and after, reaching 8,618 residents by 1950.



Left: Mayfield Dairy Farm truck, ca. 1930. Right: Athens Stove Works gas stove assembly line, 1952. (Photographs courtesy of Tennessee State Library and Archives)

One of the most notable events of Athens' history occurred immediately following World War II. The one-day event on August 1, 1946 and was known as the Battle of Athens. Returning soldiers observed local political corruption, especially in the office of the McMinn County Sheriff, which had ties to notorious Edward "Boss" Crump of Memphis. GIs helped form a nonpartisan political party supporting Knox Henry, a veteran of the North African campaign, for Sheriff. Voter fraud and intimidation on the part of the incumbent roused the local GI militia group to riot. The sitting Sheriff resigned, and Henry was duly elected. The Battle of Athens instigated a regional movement against the far-reaching political machine of Boss Crump.

Though some critics considered the Battle of Athens a negative spotlight on the city, the event apparently had no long-term negative effects. In 1954, the Britain-based Bowater Paper Company opened its first U.S. facility at Calhoun in McMinn County. Athens continued to draw new residents, growing in population to 12,103 in 1960.



During the “Battle of Athens” a crowd gathered at the jail where former servicemen stormed the building with rifles and shotguns to regain seized ballot boxes. (Photograph courtesy of the Tennessee State Library and Archives)

Dairy farming increased in the county during the late 20th century. Mayfield Dairy Farms became one of the largest dairy processors in the Southeast. The family operation expanded to a 1,400-acre dairy farm by the mid-1980s. Dean Foods of Illinois acquired Mayfield in 1990, though the operation remained in the hands of the Mayfield family. Bowater (merged into Resolute Forest Products), continues to be an important employer in the county. Efforts have been made in recent years to develop heritage and outdoor tourism in the scenic county. The City of Athens brands itself the “Friendly City” with small-town charm and a vibrant downtown of local businesses. In 2000, Athens’ population has experienced an upswing the first time since 1960. The estimated population in 2016 was 13,748.

The McMinn County Courthouse built in 1966 is at the center of the town square.



III. Guidelines for Residential Buildings

Architecture of the Historic District

The residential design guidelines are applicable to the properties within the Athens Historic District. Proposed changes to the exterior of buildings and their sites are subject to review by the Athens Historic Preservation Commission. Athens' design guidelines are intended to guide homeowners on proper preservation and new construction practices. Athens' established district is roughly bounded by the properties along East Madison Avenue, Ingleside Avenue, Guille Street, and Atlantic Street.

Athens Historic District Architectural Styles

Folk Vernacular (1870-1910)

The term Folk Vernacular can refer to local building materials, house types, and/or construction traditions. Folk Vernacular houses may be simple interpretations of more elaborate late-19th-century "high style" architecture. During this period of Victorian styles, residential architectural styles sometimes were quite highly embellished in details, made available by mass production methods and expanding rail transportation. Folk Vernacular designs may include modest decorative wood trim such as milled wood posts, railing, and spindles. These frame dwellings typically are one- or one-and-one-half-stories in height. Examples of Folk Vernacular dwellings are often referred to by their plan or form. The forms include gabled ell, side gable, front gable, and pyramidal square.



Most dwellings in the Athens Historic District are of frame construction and reflect popular and vernacular building forms and styles of the late 19th and early 20th centuries. The two-story gable ell plan at 606 E. Madison Avenue was a common residential form of the late 19th century.

Queen Anne (1875-1915)

The Queen Anne-style house typically features an irregular footprint and asymmetrical façade. The exterior of the house is often rich in surface textures and detailing, accentuated by a complex color scheme. Originally, body, trim, shutters and sash were each treated differently; and architectural details were emphasized with color. A prominent feature of the Queen Anne style is often the wrap-around porch on two and three sides of the house. Porches often feature intricately carved posts, railings, spindles, and other decorative wood trim. Sometimes, the façade of a Queen Anne dwelling features a two- or three-story tower.

The gable fields of many Queen Anne houses may be trimmed with wood shingles with square, scalloped, or hexagonal edges, for a highly textured effect. The main block of the dwelling most commonly is covered with weatherboard siding. Fenestration of Queen Anne houses is quite varied, even on a given example. Windows may be tall and narrow, borrowing from the contemporary Italianate style, and have hoods or surrounds. Another artistic effect is placing windows within slightly protruding boxes or resting on a decorative shelf. A two-over-two window sash division suggests a fairly early house, while one-over-one indicates a later structure. A trademark of the Queen Anne is a window with a border of small colored panes, surrounding a large pane. A small casement window of this design is sometimes found in the gable end. Leaded and stained glass are often used in both windows and doors.



The Queen Anne style features an asymmetrical plan, corner tower, and wood trim details (511 E. Madison Avenue).

Colonial Revival and Neo-Classical Styles (1900-1930)

Colonial and Classical Revival styles reversed the trend for Victorian residential design. This shift in aesthetics occurred around the turn of the 20th century. The Chicago World's Fair's celebrated the anniversary of the Columbian expedition to the Americas, and its pristine Classical buildings influenced an embrace of pure design based in symmetry, restraint, and order.

Colonial Revival-style houses reflect the design principles of the 18th century. A symmetrical façade with a central entrance flanked by mirroring fenestration expressed balance and efficiency. Often painted white, the exterior of the Colonial Revival-style dwelling embodied the simplicity of the Progressive movement on the early 20th century. Windows in Colonial Revival style houses often feature multiple light divisions; shutters are common. Entrances feature paneled wood doors with sidelights and transom lights. Instead of a full front porch, there may be a front portico and a side porch with matching details.

The Neo-Classical style employs the basic plan and details of the Colonial Revival style on a more grandiose scale and/or with greater ornamentation. Classical treatments and devices are modeled after ancient Greek and Roman architectural design, including Classical columns of the Doric, Ionic, and Corinthian order, entablatures, fluted surfaces, cornices with modillion blocks, detail molding, gabled pediments, and Palladian windows.



This Colonial Revival style dwelling is distinguished by its symmetrical façade and pedimented entrance.



The dwelling at 602 E. Madison Avenue blends Colonial Revival order and restraint with a Neo-Classical-style entrance surround.

Bungalow (1905-1930)

The Bungalow style originated in California in the early 1900s and spread eastward, as house plans became disseminated through pattern books. The low-lying, practical plan was suitable for urban residential lots and rural locations alike.

Bungalows are generally one- or one-and-one-half-story houses with low-pitched gable roofs helping to accentuate the feeling of the house being grounded with the site. Often, the roof has wide overhanging eaves, exposed rafter tails, and knee brace brackets. A common Bungalow form has the gable end facing the street, with the gabled porch roof set to one side. Occasionally, the roof will be brought forward to cover the front porch.

Some Bungalows are more correctly labeled Craftsman houses, expressing an influence by the Arts and Crafts movement, which flourished in artisan communities of the early 20th century. The Craftsman ethos eschewed the mass production of previous architectural elements. Craftsman houses are generally two-stories in height and constructed with natural materials such as native stone. Wood shingles, either left unpainted or stained a rich, dark color, were used for siding and roofs.



This Bungalow at 502 E. Madison Avenue displays a wide porch, porte-cochere, and a gable dormer at the roofline.



Two-story Craftsman-style dwelling at 409 E. Madison Avenue.

Tudor Revival (1920-1950)

The Tudor Revival style has its origins in English architecture. The style is generally not symmetrical in plan. These houses often are one-and-one-half stories, though can be two or more stories. The style is characterized by steeply pitched roof lines and often features several gables. The façade typically does not have a full-width porch. Porch entrances range from simple, gabled vestibules to elaborate corner towers. Rounded arched openings at entrances, windows, and porches are a common motif. The Tudor Revival style often features a prominent, exterior wall chimney on the façade. Tudor Revival-style dwellings may be frame, stone, stucco with half timbering, brick, or any combination of these materials. Windows may also be varied. High style Tudor Revival dwellings often feature metal diamond-light or other casement windows, though multi-light double-hung, wood-sash windows are just as commonly found.



This Tudor Revival-style dwelling at 714 Ingleside Avenue displays steep-pitched rooflines, an entrance vestibule, and a façade chimney.

Minimal Traditional (1930-1960)

The Minimal Traditional design, by its name, implies simplicity. The style borrows from the Colonial and Tudor Revival styles popular during the same early- to mid-20th-century period. The style lacks the inclusion of Classical elements sometimes displayed on Colonial Revival-style dwellings, but maintains a neat and efficient appearance. Minimal Traditional design may include the steep roofline and façade chimney of the Tudor Revival, but will not display elaborate ornamentation. The style proliferated during the period before and after World War II, as American population demographics shifted to suburban settings. Tract housing in new subdivisions utilized simple designs for new, growing families. Minimal Traditional houses are most typically one story in height.



This dwelling is an example of the Minimal Traditional style with its subtle borrowing of Tudor Revival elements including multiple roof lines and façade chimney (507 Ingleside Avenue).

Residential Building Guidelines

Materials - Masonry

Policy

Preserve historic masonry, including brick, stone, concrete, and stucco whenever possible. Limited replacement of damaged historic materials with matching materials may be considered. Do not cover, paint, or conceal historic masonry. Repoint with soft mortar as needed. The key to preservation is to allow moisture to escape. Do not apply abrasive cleaning methods to historic masonry. The replacement of stucco with an Exterior Insulation Finishing System (EIFS) is not appropriate for historic dwellings



Brick foundations should be repointed with brick and mortar to match the original (7 Atlantic Street).

Masonry is common in historic building construction, as well as elements such as foundations, porch columns, and chimneys. Masonry materials includes brick, native stone, terra cotta, slate, tile, concrete block, and stucco. The character of a historic building is created by the interaction of texture, scale, color, bonding pattern, joints, and details of masonry surfaces.

Many historic homes retain their original chimneys. Some of these feature decorative elements, such as corbelling patterns. Others are less ornate, but all historic chimneys should be preserved if possible, even if no longer in use.

Masonry foundations are also common. Some are painted or screened by plantings. As houses settle, cracks in the foundation may occur and present varying concerns. Large cracks that go through the masonry, bulging or sagging walls, unlevel bricks from one corner to the next, and sagging interior floors and walls are severe problems and may require the expertise of a mason or structural engineer with preservation



Keep masonry surfaces, including rock-faced concrete block, in good repair (616 E. Madison Avenue).

experience. Sometimes replacement is necessary, such as when entire sections of masonry units are damaged or missing, and is usually not a problem. Replacements should match originals as closely as possible in material, color, design, and dimension.

Masonry surfaces are very durable and need minimal maintenance. For more information on cleaning and repointing, see the commercial section of the guidelines.

In most cases the AHPC will normally require the following:

1. Retain and preserve historic masonry materials and features, including their color, texture, pattern, form, and detail that contribute to the overall character of a building, site, or district, including chimneys, foundations, walls, and steps.

2. Maintain and protect historic masonry materials, surfaces, features, and details through appropriate maintenance, cleaning and repair methods as needed.

3. Repair historic masonry mortar joints by repointing them if the mortar is deteriorated or missing, or if there is evidence of moisture penetration. Remove loose and deteriorated mortar with care using hand tools prior to repointing. The new mortar should match the original in color, composition, strength and texture, duplicating the appearance of the original mortar joint. If possible, avoid masonry coatings and water repellents unless traditional repointing and repair techniques are not successful.

4. Replace historic deteriorated or damaged masonry materials and features, only if deteriorated beyond repair, in kind – matching the original in material, design, dimension, and detail. Where possible, limit replacement to the deteriorated section itself, rather than the entire feature. Consider compatible substitute



The use of stucco may be a character-defining detail in Tudor Revival-style dwellings (612 Ingleside Avenue).



A pierced brick foundation like the one at 607 Ingleside Avenue should be maintained and kept visible. Do not cover, conceal, or infill this historic feature.

materials only if it is not technically feasible to replace in kind.

5. It may be appropriate to replace a missing masonry feature with a new feature based upon accurate documentation or a new design compatible in material, design, color, size, and scale with the historic building or site. It is not appropriate to introduce masonry features that will create a misleading historic appearance.



Tudor Revival-style dwellings often have prominent façade chimneys of masonry construction (612 Ingleside Avenue).



A number of dwellings retain original brick chimneys that require regular inspection of flashing where adjoining the roof (418 E. Madison Avenue).

Materials - Wood

Policy

Preserve and maintain original wood elements. Protect wood from water exposure to promote its longevity, Regularly check for leaking roofs, gutters, and caulking, and make repairs immediately. Match replacement materials to originals. Do not cover wood siding with vinyl or other siding. Undisturbed asbestos shingles pose no danger; they are hazardous if removed so should be done so by a professional. Choose appropriate substitute materials to match the shingled appearance.

Wood siding types, such as clapboard, drop siding, flush siding, and board-and-batten, as well as wood shingles, are common features of many historic buildings and should be preserved whenever possible. Wood siding and features should be regularly maintained by caulking and sealing vertical and exposed wood joints to prevent moisture damage. Wood features should be painted to protect the surface from deterioration. Repair decaying wood elements or replace through splicing or piecing. If wood must be replaced, it should match the design and dimensions of the original. Difficult-to-replicate features can be repaired with wood consolidants or epoxies to prevent decaying or damage.

Wood surfaces are subject to deterioration by water and ultraviolet sunlight, therefore it is critical to protect the surfaces with sound paint or stain coating. Chemical wood preservatives or pressure-treated wood can also prolong the wooden surface's life. It is important to remember that horizontal application of pressure-treated wood is at risk of warping and can be difficult to paint.

Wood is soft and therefore requires gentle cleaning techniques to prepare it for



Original wood siding is important to a dwelling's historical appearance and should be maintained (510 E. Madison Avenue).



Retain and do not conceal original wood features such as the shingles in the gable field at 9 Walcon Lane.

repainting. Low-pressure washing with mild household detergents are often adequate for wood surfaces with sound paint. An anti-mildew solution may be added if necessary. Selective hand-scraping and sanding of the surface after washing may be necessary. If paint needs to be removed, careful techniques such as electric heat plates, infrared, hand-scraping, and hot air guns may be needed. Harsher techniques, such as sandblasting, high-pressure waterblasting, harsh alkaline strippers, or the use of propane and butane torches may permanently damage wood surfaces and should be avoided.

In most cases the AHPC will normally require the following:

1. Retain and preserve historic wood materials and features, including their color, dimension, texture, pattern, form, and detail that contribute to the overall character of a building, site, or district, including siding, exterior trim, columns, cornices, balustrades, architraves, porches, windows, and doors.

2. Maintain and protect historic wood surfaces, materials, features, and details through appropriate maintenance, cleaning, and repair methods as needed.

- Inspect exterior wood surfaces for evidence of moisture damage, mildew, fungus, or insect infestation.
- Provide adequate drainage of wood surfaces to avoid the collection of water on horizontal surfaces and decorative elements. Caulk or seal vertical and exposed wood joints to avoid moisture penetration.
- Maintain a protective, sound paint or stain film on exterior wood features. Repaint previously painted wood surfaces when needed in colors that are appropriate to the building or site feature. (see "Paint & Exterior Color" section for color scheme recommendations). Clean and prepare



Preserve and maintain original wood siding through proper painting and regular maintenance (505 E. Madison Avenue).

wood surfaces for repainting, using the gentlest effective methods, such as low-pressure washing, hand-scraping, and sanding. It is not appropriate to use destructive techniques that include power washing, sandblasting, high-pressure waterblasting (greater than 300 psi), chemical strippers, or hazardous heating devices, such as butane or propane torches.

3. Repair historic wood features and materials using traditional preservation techniques, including patching, splicing, reinforcing, and consolidating.

4. Replace historic deteriorated or damaged wood features and materials, only if deteriorated beyond repair, in kind – matching the original in material, design, dimension, and detail. Where possible, limit replacement to the deteriorated section itself, rather than the entire feature. Consider compatible substitute materials such as cementitious siding only if it is not technically feasible to replace in kind. The addition of vinyl siding on the primary and secondary elevations is not allowed but may be allowed on rear elevations.

5. Replace a missing wood feature with a new feature based upon accurate documentation of the original feature or a new design compatible in material, design, color, size, and scale with the historic building or site.



Cementitious siding may be appropriate for new construction, repairs on garages, and repairs on the rear elevations of dwellings.



Blistered paint layers should be removed to the next intact layer, which may be the bare wood surface.

Materials - Alternative Materials

Policy

Replacement of original materials shall occur only when historic elements are beyond repair. Vinyl siding and vinyl windows are not approvable as they are incompatible in their appearance, profile, or texture with historic building features. However, the AHPC will consider requests for the use of acceptable alternative materials in the historic district.

Though design guidelines generally encourage the repair of historic materials, the AHPC may approve alternative materials. Materials that may be appropriate include:

1. Wood-simulating cementitious siding is acceptable for new construction and for repair or replacement of deteriorated wood siding on rear or side elevations not in public view. Repair or replacement of original wood siding with cementitious siding on a dwelling's façade should not occur unless the original siding can be shown to be beyond repair.
2. Wood porch columns may be difficult to replace in whole. Fiberglass porch columns that are in keeping with the original style of a dwelling, may be an acceptable substitute where original porch columns are missing.
3. Recycled plastic and wood materials (composites) may be appropriate for replacement of porch floors or other wood features.



Fiberglass columns and railings as shown above may be appropriate for dwellings when the original columns are no longer extant or if repair is not possible.



Cementitious siding may be appropriate to replace deteriorated siding or for new construction.

Details - Doors & Entrances

Policy

A building's entrance is composed of several key elements, including doors, transoms, sidelights, pediments, pilasters, and surrounds. The door itself has its own important design characteristics. Entrance components convey the building's architectural style. These original features should be preserved and maintained.

Doors and entrances are significant features, conveying a building's historic character and architectural style and period. The front door is a key focal point and is typically accentuated with a deep color. Doors from the 19th and early 20th centuries commonly have single, double, or triple lights, while mid-20th-century doors can feature multi-lights of equal size. Craftsman-style doors are notable for the nearly full-view glass and thin wood strips of divisions or borders.

The loss or altering of doors and entrance features often detracts from the stylistic identity of historic buildings. Preserving such features upholds the character of the building. Routine care for doors is inexpensive and simple. Front doors are rarely too damaged to be saved due to their solid construction. The original hardware should be cleaned, repaired, and maintained. Weatherstripping and will increase energy efficiency and security. If replacement of doors is necessary, replicate the original design as closely as possible in materials and dimensions. Altering door openings in a historic building is not appropriate on the façade elevation.



The entrance at 505 Ingleside Avenue has an original single-light, single-panel wood door, a single-light transom, and a simple arched surround.

(Note: For storm doors see the Utilities & Energy Retrofit section.)
In most cases the AHPC will normally require the following:

1. Retain and preserve historic doors and entrances including their dimensions, configuration, color, texture and detail that contribute to the overall character of a building, including functional and decorative features, such as original framing, jambs, sills, and headers of openings, sidelights, transoms, doors, and hardware.

2. Maintain and protect the historic surfaces, materials, features, finishes, and details of doors and entrances by appropriate maintenance and repair methods as needed. Repaint, as necessary, previously painted surfaces in appropriate colors.

3. Repair deteriorated or damaged historic materials and features through traditional methods. It is not appropriate to remove a distinctive feature rather than repair it.

4. Replace in-kind deteriorated or damaged historic door or entrance materials and features, only if deteriorated beyond repair, matching the original in material, design, dimension and detail. Where possible, limit replacement to the deteriorated section only, rather than the entire feature.

5. In the case of a missing door or entrance feature, use old photographs to match the original, or use a new design compatible in material, design, dimension, color, size, scale, texture, and detail with the historic building. Do not introduce a new feature that will result in a false historic appearance.



The house at 505 E. Madison Avenue has an original two-panel door with a single light bordered by decorative stained glass lights. The entrance also retains sidelights and transom.

Details - Lighting

Policy

Preserve historic light fixtures. New light fixtures should be compatible with the architectural style and be of traditional materials and placement.

Historic homes did not commonly feature exterior electric lights until the early 20th century. These fixtures were typically small hanging pendants or projecting metal fixtures near entrances.

Original lighting fixtures, where they exist, should be retained and repaired as necessary. Fixtures may be introduced if historically appropriate. Alternatively, install fixtures of complementary contemporary designs.

Exterior lights should not detract from the building or site character or style. Homeowners should consider location, design, material, size, scale, color, and brightness when selecting light fixtures. Lights with timers that turn off when not needed are more energy efficient and minimize excessive intrusion.

In most cases the AHPC will normally require the following:

1. Retain and preserve historic exterior lighting fixtures and materials that contribute to the overall character of a building, site, or district, including their functional and decorative elements and details.
2. Protect and maintain historic light fixtures through appropriate maintenance, cleaning, and repair methods as needed.
3. Repair historic light features, materials, and surfaces using traditional preservation techniques for metal or wood, accordingly.



Preserve and maintain original and added, early 20th-century light fixtures (502 E. Madison Avenue).

4. Historic exterior lights that are missing or too deteriorated to be repaired can be replaced with a fixture that is either similar in appearance, material, detail, and scale to the original or is compatible in design, scale, materials, and color with the building and streetscape.

5. New exterior lighting shall be compatible in design with the character of the building, site or district. Consider the appearance, location, material, color, scale, finish, and lighting brightness of lighting options. It is not appropriate to introduce new lighting that compromises the overall historic character of the building, site, or district. It is not appropriate to create a false historical appearance through the installation of anachronistic styles of lighting fixtures.

6. Introduce new light fixtures in locations that complement the overall historic character of the building, site, or district. In considering a proposed location, review the height, color, direction, and brightness of the lighting source. It is not appropriate to over-illuminate or use bright spotlights to light a historic building, site, or streetscape.

7. Introduce lighting for safety and security in locations and ways that are consistent with the historic character of the building, site, or streetscape. When needed, introduce recessed lighting, footlights, post-mounted lights, or directional lights in unobtrusive locations that do not diminish the overall historic character of the building or streetscape.

8. Footlights should be spaced regularly to provide sufficient lighting for safety yet not detract from the historic building.

9. Lighting should not intrude to adjacent properties.

10. Porch light bulbs should have 2700 - 3000K CRI and with maximum lumen output ≤ 900 lumens.



Replacement light fixtures should be in keeping with the period of the house such as this Craftsman light fixture on a Bungalow style dwelling.



The use of solar powered footlights along walkways is an appropriate method for exterior lighting as shown above.

Details - Paint & Exterior Color

Policy

Paint color of a dwelling's exterior surfaces is not subject to design guidelines review. Homeowners are, however, encouraged to follow traditional paint color schemes for their dwelling's particular architectural style, limiting the color palette to two or three hues as appropriate for the style.

Color was an essential feature of a historic house and reflected the intent of the architect or builder. Many historic buildings, however, no longer retain their original color. Black and white photographs can provide only original tones and contrasts. If property owners wish to determine the color chronology of a specific building, they may employ an architectural conservator to examine paint scrapings under a microscope. Educated guesses on a building's paint color are possible based on the architectural style and age of the building. Queen Anne homes were known for eye-catching colors. Colonial Revival buildings were commonly white or pale tones. Property owners are encouraged to seek advice on appropriate paint colors from the AHPC or other knowledgeable professionals.

Typically, trim work, including corner boards, window and door casings, soffits, and fascia, was a contrasting hue from the predominant color of the siding. Window sash and shutters often featured the darkest colors. On a Colonial Revival-style dwelling, for example, shutters might be black or dark green, with a matching front door. Homeowners should consider the compatibility of roof color when making decisions about siding colors.

The functional aspect of paint is equally important, as it protects the building surface from water penetration. Cleaning the painted surface will delay repainting, which is optimal



Paint protects wood and highlights ornamental features such as the decorative wood shingles and Palladian window at 618 Ingleside Avenue.



Unpainted masonry features such as porch columns should be left unpainted unless the brick is badly damaged or has numerous repairs (502 E. Madison Avenue).

as the build-up of paint coats is problematic. If repainting is necessary, it is best to prepare the surface thoroughly to ensure the paint's longevity. It is not appropriate to remove sound paint. If mildew is accumulating, a mildew killer treatment is necessary before repainting. Wood that is exposed to the weather may require a preservative treatment prior to painting. An oil-base primer is necessary for bare and chalky wood surfaces before the finish coats. It is essential to apply a rust-inhibitive primer to bare ferrous metal surfaces, then two finish coats.

In most cases the AHPC will normally require the following:

1. Retain and preserve historic painted surfaces and materials that contribute to the character of the building.

2. Maintain and protect historic painted materials and features through appropriate maintenance, cleaning, and repainting methods as needed.

- Inspect painted surfaces for evidence of discoloration, moisture damage, and dirt buildup.
- Clean painted surfaces routinely to avoid unnecessary repainting, using the gentlest means possible.
- Ensure that surfaces to be repainted are clean and dry.
- Prime exposed metal and wood surfaces prior to repainting.

3. Repair historic painted surfaces and materials. Remove deteriorated and peeling paint films down to the first sound paint layer. Use the gentlest effective method for the specific material substrate. It is not appropriate to use destructive techniques that include power washing, sandblasting, high-pressure waterblasting, or hazardous heating devices, such as butane or propane torches.



Exterior wood siding requires thorough scraping and priming prior to painting (615 Ingleside Avenue).

4. It is not appropriate to paint previously unpainted brick, stone, wood shingles, or metals that were historically unpainted.

Select paint colors appropriate to the historic building, site, and district when repainting.

RECOMMENDED COLOR CHOICES:

Frame Vernacular or Folk Victorian: Contrasting wall and trim colors.

Queen Anne: Deep rich colors such as green, rust, red, or brown for walls and trim. Shingles may be differently colored than walls.

Colonial Revival: White or ivory siding with dark trim.

Bungalow: Earth tones, sometimes different colors for different floors, for walls and complementary trim.



The contrasting colors of paint chosen for these entrance elements accentuate the focal point of this dwelling (501 N. Madison Avenue).

Details - Porches & Balconies

Policy

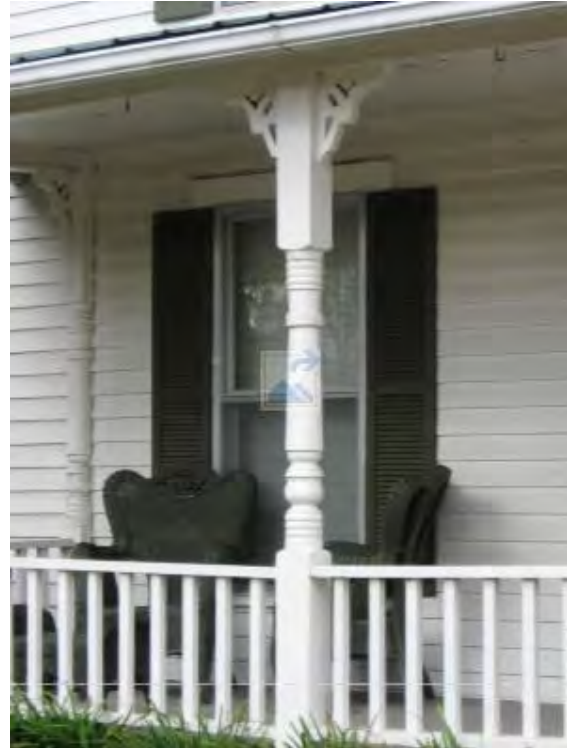
Porches, balconies, and their components are significant in identifying the historic character and architectural style of a dwelling. Preserve and maintain original porch materials. Keep porches and balconies in good repair.

Front porches and balconies give historic buildings architectural character. Their components (steps, handrails, balustrades, columns, pilasters, brackets, spandrels, and roofs) add to the overall aesthetic of a building and are key architectural details. The front porch was an important part of the house, providing a shaded gathering place and protecting the entrance. The porch and balcony are the most visible parts of a house and must be preserved.

Routine care and maintenance of porches and balconies are important in preserving the overall appearance of a historic building. Wood surfaces must remain painted to protect them from moisture. Porch floors should retain their historic pitch to allow for water drainage. If original porches or balconies are beyond preserving, replacement should correspond in material, texture, dimension, design, and color. If a porch or balcony is missing, a historically accurate reconstruction is appropriate if compatible with the character of the historic building, site, and district.

In most cases the AHPC will normally require the following:

1. Retain and preserve historic porches and balconies, including their functional and decorative features, such as columns, balustrades, brackets, steps, floors, and ceilings, in their materials, dimension, pattern, form, color, texture, and details.



Milled wood posts at 606 E. Madison Avenue (above); Tuscan columns (below) at 616 E. Madison Avenue.



2. Maintain and protect the historic materials, surfaces, features, finishes and details of porches and balconies through appropriate maintenance and repair methods. Repaint, as necessary, previously painted features and surfaces in colors that are appropriate to the historic building.

3. Repair deteriorated or damaged historic materials and features through traditional methods. It is not appropriate to remove a distinctive porch or balcony feature, such as a bracket or railing, rather than repair it.

4. Replace a deteriorated or damaged historic porch or balcony feature, only if deteriorated beyond repair, in kind, matching the original in material, design, dimension, and detail. Where possible, limit replacement to the deteriorated section only, rather than the entire feature. Consider compatible substitute materials only if it is not technically feasible to replace in kind.

5. Replace a missing porch or balcony feature with a new feature based upon accurate documentation of the original feature or a new design compatible in material, design, dimension, color, size, scale, texture, and detail with the historic building. Do not introduce a new feature to create a false historic appearance.

6. If an entire porch or balcony is missing, replace it with a design based either on accurate documentation of the original or on a new design compatible in material, dimension, color, size, and scale with the historic building and the historic district.

7. It is not appropriate to enclose a front porch or balcony. Enclosing a historic side or rear porch may be approved.



Replace only the missing pieces of a porch feature, such as the missing segments of this unique porch railing, rather than the entire railing (501 E. Madison Avenue).



The side porch at 708 Ingleside Avenue is an appropriate example of screen panels.

Details - Roofs

Policy

Roofs help to define building styles in form and pitch. Original roof materials such as crimped or standing seam metal should be preserved and maintained as long as possible. Retain historic roof shapes. Limit public visibility of modern features such as added dormers or skylights. Retain original gutters and downspouts, directing the latter away from the building.

Roof pitch and form are key features of a historic building. The forms of historic roofs, whether flat, shed, hipped, gabled, or an arrangement of these forms, contribute to the overall perception of the building. Other defining features include pattern, scale, texture, color of roofing materials, chimneys, dormers, gables, gable vents, balustrades, and turrets. It is important to preserve the overall form of historic roofs and their features, and the alteration or introduction of any of these features is generally not appropriate.

Maintenance of roofs is crucial to the preservation of historic buildings. Roof leaks can damage the structural integrity of a building and invite deterioration. Inspections should take place twice annually to detect signs of deterioration, including worn edges and ridges, bubbling of shingles, popped-up roofing nails, and accumulation of moss or debris on the roof surface. Accumulation of mineral granules in gutters can be a sign of asphalt or fiberglass shingle deterioration. Metal roofs must be inspected for watertight seams and sound paint films. The application of an elastomeric coating can extend the life of a metal roof and is preferable to replacement. Roof flashing protects from water damage where roof planes change or features protrude, such as chimneys, vents, and dormers. Most leaks can be traced to



The irregular roof plan and components are character-defining features of the Queen Anne-style dwelling at 419 E. Madison Avenue.



The gabled ell plan refers to the roof form of this type of vernacular design. Altering the roof shape of such a dwelling would compromise the original plan (505 Ingleside Avenue).

deteriorated or improperly installed flashing. Tar or roofing cement is not appropriate for these issues. Instead, properly installed flashing must be maintained. Traditional metal flashing is most appropriate and efficient.

Gutters and downspouts should be maintained and repaired to ensure proper drainage from the roof and away from the foundation. Built-in gutters should be repaired and not covered with new roofing materials. Downspouts should empty away from the building to avoid the buildup of moisture along walls and foundation. If there is not a below-grade foundation drainage system, place splash-blocks of stone, concrete, or slate below downspouts.

To increase energy efficiency and preserve roof shingles, it is important to reduce the heat build-up on the roof. This can be accomplished through a powered ventilator, or more and passive and inexpensive methods such as shade trees. Original wooden gable vents should not be concealed or replaced with metal vents.

In most cases the AHPC will normally require the following:

1. Retain and preserve historic roofs, their materials, dimension, pattern, form, color, texture, and detail that contribute to the overall character of the building. It is also important to preserve their shape, line, pitch, and overhang, as well as distinctive features and details, such as dormers, chimneys, concealed gutters, cornices, soffits, eaves, and gable vents.
2. Maintain and protect historic roof materials through appropriate maintenance and repair. Repaint previously painted metal roof features and surfaces in colors appropriate to the historic building.



The dwelling at 500 E. Madison Avenue retains its original pressed metal roof. These types of roofs should be repaired and retained.

3. Repair deteriorated or damaged historic roofs and roof materials and features through traditional methods. It is not appropriate to remove a distinctive roof feature, such as a chimney or dormer, rather than repair it.

4. Replace deteriorated or damaged roof materials and features, only if deteriorated beyond repair, in kind – matching the original in material, design, dimension and detail. Where possible, limit replacement to the deteriorated section only rather than the entire feature. Consider compatible substitute materials only if it is not technically feasible to replace in kind.

5. Replace a missing roof feature with a new feature based upon accurate documentation of the original feature or a new design compatible in material, design, color, size and scale with the historic building. It is not appropriate to introduce a roof feature or detail in an attempt to create a false historic appearance.

6. If the addition or replacement of gutters and downspouts is needed, ensure they are installed as not to conceal or diminish distinctive building features. Except if they are copper, select new gutters and downspouts that are painted or finished in an appropriate color. Replace in kind distinctive half-round gutters and cylindrical downspouts.

7. Introduce contemporary roof features, such as skylights, vents, solar collectors, and large antennas, only if they can be located so that they do not diminish the overall character of the historic roof and building. Select locations on secondary elevations out of view from the street.



Example of an appropriate gutter and downspout at 601 Ingleside Avenue.



New metal roofs shall have crimping and spacing to match original metal roof designs of the dwelling's period.

Details - Windows

Policy

Preserve, maintain, or repair historic windows. Do not cover or enclose original windows. If original windows are deteriorated beyond repair, install replacements in-kind, fitting into the original window opening. Do not introduce new window openings on primary facades.

Windows are significant features, conveying a building's historic character and architectural style and period. Window pane configuration is an important clue to the building's style or period. Two-over-two or four-over-four wood-sash double-hung configurations are indicative of 19th-century designs. Windows of the Queen Anne style of the Victorian period were distinguishable by tall, narrow windows emphasizing verticality. During the early 1900s, one-over-one wood-sash windows were common. Colonial Revival windows often have a six-over-six or six-over-one pattern. Palladian windows are common motifs of Classical architecture. Bungalow windows often have three to five vertical panes in the upper sash over one pane in the lower sash.

The loss or altering of windows often detracts from the stylistic identity of historic buildings. Preserving such features upholds the character of the building and is more cost-effective than replacement. Routine care for windows is inexpensive and simple. Sashes can be easily repaired without sacrificing the entire window. Air leaks can be remedied with weatherstripping, re-glazing, and caulking. A wood consolidant can be used in the case of rotten or damaged wood.



Original one-over-one wood sash window at 608 Ingleside Avenue.

(Note: For storm doors see the Utilities & Energy Retrofit section.)

In most cases the AHPC will normally require the following:

1. Retain and preserve historic windows, including their dimensions, configuration, color, texture and details that contribute to the overall character of a building, including their functional and decorative features, such as sashes, frames, surrounds, sills, glazing, muntins, shutters and hardware.

2. Maintain and protect the historic surfaces, materials, features, finishes, and details of doors by appropriate maintenance and repair methods as needed. Repaint, as necessary, previously painted surfaces in colors that are appropriate to the building.

3. Repair deteriorated or damaged historic materials and features through traditional methods. It is not appropriate to remove a distinctive feature rather than repair it.

4. Replace in-kind deteriorated or damaged historic window materials and features, only if deteriorated beyond repair, matching the original in material, design, dimension, and detail. Where possible, limit replacement to the deteriorated section only, rather than the entire feature.

5. In the case of a missing window feature, use old photographs to match the original, or use a new design compatible in material, design, dimension, color, size, scale, texture, and detail with the historic building. Do not introduce a new feature that will result in a false historic appearance. It is not appropriate to install snap-in muntins in lieu of true-divided light glazing.



Original four-over-one, vertical-light, wood-sash windows at 504 Ingleside Avenue.



Original two-over-two, wood-sash windows help identify a dwelling's date of construction to the late 19th century (601 Ingleside Avenue).

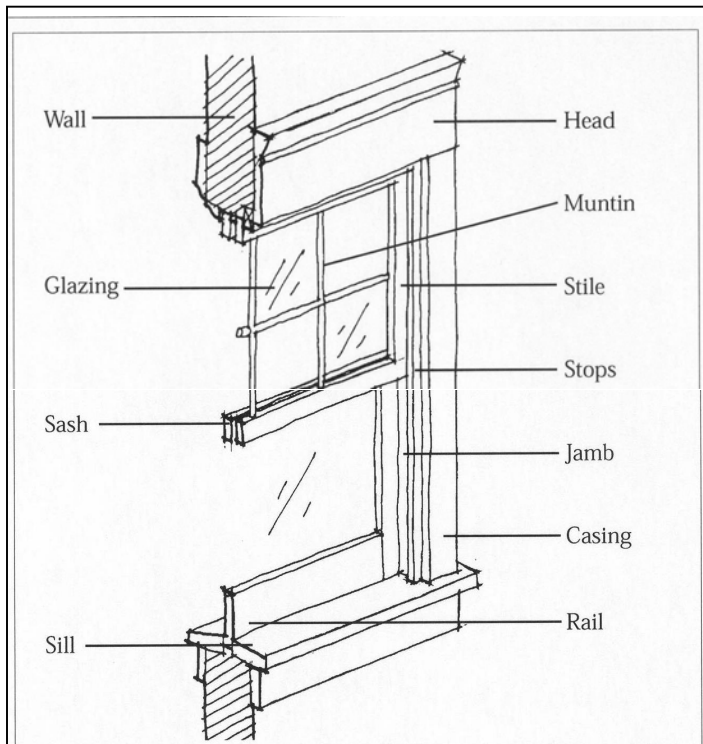
6. It is not appropriate to install a new window opening or to cover or close an original opening on the primary façade of a historic building. If a new window is necessary, locate it only on a secondary elevation to diminish its visual impact.

7. Replacement shutters shall be made of wood and shall be sized to fit the window opening. If they are decorative and not functional, mount the shutters in the window casing so they appear operable.

8. If replacement is necessary, new windows should be of wood, wood composite materials, or aluminum with baked-enamel finishes. No vinyl or vinyl-clad windows will be allowed in the district.



If replacement windows are necessary they should have divided lights, as shown above, rather than applied muntin bars and should replicate the appearance of a double-hung sash window.



This illustration defines the parts of a window.

Site Features - Accessibility

Policy

The addition of new ramps, wheelchair lifts, and elevators to historic dwellings may be required to meet the needs of residents and visitors. The Americans with Disabilities Act (ADA) of 1990 provides flexibility in compliance of historic dwellings. Add ADA ramps and other features to rear and side elevations not readily visible from the public right-of-way if possible.

In most cases the AHPC will normally require the following:

1. When considering a new use or change to a historic building, review all life safety codes and accessibility requirements in the context of preserving the overall historic character of the building and its setting.
2. Install ADA features that are reversible and do not diminish the original design of a character-defining entrance or porch.
3. Install access ramps at discreet locations to diminish their impact on the historic building and site, such as at a secondary entrance. Keep their design simple and minimal in size and compatible with the scale, materials, and details of the building.
4. Locate exterior fire stairs, fire doors, or elevator additions on rear or inconspicuous side elevations, and design them in terms of the architectural character, proportion, scale, materials, and finish of the historic dwellings. Elevators can sometimes be sensitively installed inside a house without affecting rooms, features, or details.



Avoid the construction of a prominent ramp on the front of a dwelling. Choose side or rear elevations such as shown above for adding these features.



Wheelchair lifts can be installed instead of a ramp structure in some situations.

Site Features - Accessory Structures

Policy

Accessory structures such as garages, sheds, and carriage houses enhance the historic district, reflecting cultural changes over time. Preserve and maintain these buildings, or repair as needed. New accessory structures should blend with the historic setting.

A historic site or district is enhanced by historic garages, storage buildings, and sheds that remain extant. The private garage is an evolution from the 19th century's carriage house and horse barn, which were modified in the early 1900s to store automobiles. Earliest garages were typically frame structures without floors accommodating a single car. Over time, garages became more substantial structures for multiple cars and sometimes household help. Early garages were most commonly located in the rear yard at the end of the driveway. Smaller accessory structures were also found in the rear yard, concealed from the street. These smaller structures sometimes reflected the style and materials of the primary dwelling, but not always.

The garage door design remains an important feature as it expresses function, age, and style. Early wooden doors typically featured glass panels. Garages built for multiple cars commonly had side by side identical doors. Doors were almost always paneled, and could be hinged, roll-up, sliding, and the folding accordion doors. Garages could also feature combinations of these features.

Early garages and accessory structures should be preserved. As early outbuildings were often built directly on the ground, deterioration is common and may have resulted in the loss of the structure. A sill can be replaced to



Historic wood frame outbuildings such as the garage at 508 Ingleside Avenue (above) and shed at 505 E. Madison Avenue (below) are important resources of the property.



preserve the building. A historic accessory building may also be moved to a different foundation or added piers that would better preserve its structure.

In most cases the AHPC will normally require the following:

1. Retain and preserve historic garages and accessory structures, their character-defining materials, features, and details, including their roof forms, doors, walls, foundations, and architectural trim that contribute to the overall character of the building site or historic district.

2. Maintain and protect historic garages and accessory structures and their materials.

3. Repair historic garages and accessory structures and their materials, as necessary, through traditional methods.

4. Replace damaged or deteriorated sections of historic garages and accessory structures, only if deteriorated beyond repair, in kind to match the original in material, size, shape, dimension, pattern, texture, color, and detail. Where possible, replace only the damaged or deteriorated portions rather than the entire feature. If only the sill of the building is deteriorated, replace only that portion and raise the building to place it on a new foundation.

5. Replace a severely deteriorated or missing historic garage or accessory structure with a new structure based upon accurate documentation of the original feature or a new design compatible in form, roofline, height, materials, size, scale and finish.



This early garage is distinguished by its board and batten siding and shed roof (600 N. Madison Avenue).



This single bay garage retains much of its original design (507 N. Ingleside Avenue).

Site Features - Energy Conservation

Policy

While historic buildings should be made as efficient as possible, the installation of utility, mechanical, and communication systems should be done in a way that does not compromise the character of the dwelling. Passive energy-conserving features, such as shade trees, porches, and awnings should be preserved and maintained.

Energy conservation is an important concern among today's homeowners. To conserve energy there are many approaches including weatherstripping windows to prevent leaks. Storm windows and doors may also be installed for further efficiency.

The installation of exterior storm windows is encouraged, as they save energy and preserve the original window. Interior storm windows may also be used, but care should be taken to avoid the accumulation of moisture between the storm window and original window. Storm windows, interior and exterior, must be properly fitted and operable. Meeting rails of operable storm windows should align with the existing window division. Wooden or aluminum storm doors may be painted or stained, but should also feature large glass panels that do not obscure existing doors.

The introduction, rehabilitation or replacement of mechanical or communication systems that include outside equipment, such as heating and air conditioning units, solar collectors, fuel tanks, gas meters, television antennas, or satellite dishes should not damage or detract from the historic character of the building, site, adjacent properties, or the district as a whole.



Window awnings can assist in lowering energy costs during warmer months.(419 E. Madison Avenue).

If window air-conditioning units are introduced, they should be placed in a location that does not detract from the historic character of the building. Secondary elevations that are out of public view are optimal locations for such equipment. Such maintenance should comply with local building codes and utility company standards. If additional utility lines and poles are necessary, the streetscape should not be overpowered by such features. Underground cables are optimal as they limit visual intrusion.

In most cases the AHPC will normally require the following:

1. Retain and preserve the historic energy-conserving features and materials that contribute to the overall character of a building or site, including projecting front porches, louvered shutters, operable windows, transoms, and large shade trees.
2. Protect and maintain historic energy-conserving features and materials. Enhance their thermal efficiency through appropriate, traditional practices, including the installation of weatherstripping and caulking, storm windows and doors, and, if appropriate, awnings and operable shutters.
3. Repair historic energy-conserving features.
4. Replace historic energy-conserving features and materials in kind only when they are deteriorated beyond repair.
5. Install full-light storm doors constructed of wood or aluminum and wooden screen doors, if desired, so that they do not damage or obscure the existing door or frame. Select storm or screen doors with a painted, stained, or baked-enamel finish in a color compatible with the existing door color. It is not appropriate to install storm doors with a bare metal finish.



Example of an appropriate storm door which is full-view and the historic door is visible behind it.



This HVAC unit is effectively screened with evergreen shrubbery at 606 E. Madison Avenue.

6. Install narrow-profile exterior storm windows, if desired, so that they do not damage or obscure the window sash or frame. Select operable storm windows with meeting rails that align with the existing division of double-hung windows. Select storm windows with a painted or baked-enamel finish in a color compatible with the window sash color. It is not appropriate to install storm windows with a bare metal finish.

7. Replace missing or deteriorated wooden shutters with new shutters that are sized to fit the window opening and mounted to the window casing so they are operable or are fixed to appear operable.

8. Install fabric awnings over window, door, and porch openings, if desired and where historically appropriate, so that historic features are not damaged or obscured.

9. Locate new utilities and mechanical equipment, such as meters, exposed pipes, wires, and heating and air-conditioning units, in the most inconspicuous area, such as along the rear elevation or in a side yard location not visible from the street.



Solar panels (above) and solar shingles (below) may be added to dwellings at their rear roof lines or side roofs not readily visible from the street.



Solar panels may also be added to rear yards as long as they are not readily visible from the primary street and are screened through landscaping or fencing.

Site Features - Fences & Walls

Policy:

Preserve and retain historic site features of residential buildings, including metal and wood fences and masonry walls. Install new site features that blend with the historic setting of the building and area. Vinyl and chain link fences are not appropriate for front yards.

Fences and walls are significant features that serve historic buildings functionally and aesthetically. Painted wooden picket fences with gates, usually three-foot high with posts about six inches higher, were most common at the beginning of the 20th century. Privacy fences are common in rear side yards and backyards for screening, and are generally of solid wood construction.

Existing fences and walls should be maintained and preserved. If new fences and walls are introduced, they should be compatible with traditional designs. Raising the bottom level of wooden and iron fences slightly above grade can prevent deterioration from ground moisture. Painting can also provide additional protection for wooden fences. Pressure-treated wood is appropriate for replacing single deteriorated pickets or boards and should be properly seasoned for the adherence of paint. Pickets are usually stained or painted a color that complements the house.

Loose paint and rust must be removed from iron fences to prevent rust and corrosion using a wire brush. The cleaned surface should be immediately treated with a metal primer. Iron fences are typically dark green, black, or brown. Cast iron and wrought iron fences may be reproduced. Brick and stone walls should be repaired and maintained in a similar fashion as exterior building walls. The



Picket fences like this one at 615 Ingleside Avenue are appropriate for front yards in the historic district.



It is important to preserve and maintain original retaining walls of stone, brick or rock-faced concrete block such as this wall at 616 E. Madison Avenue.

guidelines for masonry provide additional information.

The introduction of front-yard fences where there were none historically is discouraged. New construction of simple picket fences, woven wire, and solid privacy fences may be introduced in rear yards. Privacy fences are appropriately sited at least one-third the depth of the side elevation of the primary dwelling. Alternatively, living fences of shrubs or hedges are encouraged for backyard privacy.

In most cases the AHPC will normally require the following:

1. Retain and preserve historic fences and walls, their materials and features, including stone, brick, wood, and cast iron. These site features, including the functional and decorative elements and details of fences, and walls such as gates, pickets, pillars and posts, contribute to the overall character of a building, site, or district. It is not appropriate to cover or replace historic wall or fence materials with contemporary coatings or substitute materials.
2. Maintain the historic masonry, wooden, or metal elements of fences and walls through the respective appropriate method.
3. Repair historic fences and walls, as necessary, with repair methods for metal, wood, or masonry, accordingly.
4. Replace damaged sections of historic fences and walls only if deteriorated beyond repair, in kind, matching the original in material, size, shape, dimension, pattern, texture, color, and detail. Where possible, replace only the damaged or deteriorated portions rather than the entire feature. It is not appropriate to replace historic wall or fence materials with incompatible contemporary substitute materials such as artificial siding, plastic panels, landscape timbers, railroad ties, corrugated metal, or vinyl or metal chain link fencing.



Historic designs are most appropriate for new wood picket fences like the example above.



Privacy fences are appropriate for rear yards as long as they are set back from the front of the house (414 Ingleside Avenue).

5. If a historic fence or wall is missing or severely damaged, it may be appropriate to replace it completely. The new fence or wall shall be based upon accurate documentation of the historic one or on a new design compatible with the historic character of the building or the district.

6. Repaint previously painted or stained fences and walls in colors that are appropriate to the historic building or site.

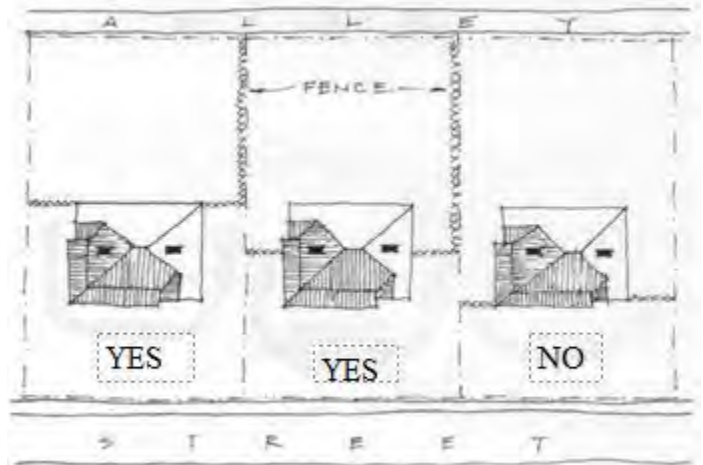
7. Construct new fences and walls, if necessary, in traditional materials in locations and configurations characteristic of the district. Ensure the height of new fences and walls is consistent with the that of historic fences and walls in the district.

8. Privacy and security fences shall be limited to rear and side yards set back at least one-third the depth of the building. The structural members of the fence shall be on the inside of the fence not visible to public view. It is not appropriate to replace historic wall or fence materials with incompatible contemporary materials such as artificial siding, plastic panels, landscape timbers, railroad ties, corrugated metal, vinyl, or chain link fencing.

9. Vinyl and metal chain link fences are not appropriate in front yards or other locations where they are visible from the public-right-of-way, as they detract from the character of the historic district and are incompatible landscape features. Where possible, screen existing chain link fences with vegetation.



Privacy fences should be designed to have the structural support system on the inside of the fence and not the outside as in this example.



Privacy fences shall be recessed back from the front wall so as to not obscure important features of the dwelling.

Site Features - Walks & Driveways

Policy:

Preserve and maintain walkways, driveways, and off-street parking areas. They are significant features of a historic district. Consistency of materials, spacing, and placement helps to retain a district's unity and enhances its overall appearance.

As availability of automobiles increased, off-street parking became necessary. Ideally, such parking should be concealed with plant and fence screening. Existing trees and their root areas should be protected, and new trees may be introduced to help protect against glare, heat, and noise. Parking areas should be paved with appropriate materials, such as gravel, crushed stone, brick, or asphalt.

In the Athens Historic District, most residences feature straight walkways of concrete or brick that lead directly from the public sidewalk to the front porch. Steps are incorporated with the sidewalk based on the topography of the front yard. Most driveways are narrow, but are as wide as was needed to accommodate the average size of earlier automobiles. The first paved driveways consisted of two concrete parallel runners with grass in between. Although many of the original runners have been paved over, parallel runners can still be an attractive driveway treatment.

In most cases the AHPC will normally require the following:

1. Retain and preserve historic materials, features, and details of traditional walkways, and driveways, including their configurations, materials, topography, dimensions, and details that contribute to the district.
2. Maintain historic walkways, driveways, and off-street parking areas.



Retain and maintain original concrete walkways (612 E. Madison Avenue).

3. Repair historic walkways and driveways through traditional repair methods.

4. Replace damaged or deteriorated sections of historic walkways, driveways, and off-street parking areas, only if too deteriorated for repair.

5. Replace a severely deteriorated or missing historic walkway, driveway, or off-street parking area, only if deteriorated beyond repair and based upon accurate documentation of the original or a new compatible design.

6. Introduce new walkways, driveways, and off-street parking areas, if needed, which are compatible in configuration, location, dimension, material, and color with existing similar infrastructure. Gray concrete and brick are more appropriate materials for the historic district than asphalt.

7. Driveways and parking areas in side and rear yards should be of gravel (white or pea gravel), brick, grass, concrete, textured concrete, or concrete ribbons (narrow strips). Non-historic materials such as asphalt are discouraged.

8. Design new walkways, driveways, and off-street parking areas retaining the site topography and significant site features. If these features are to be added within the drip zone area of mature trees, consult a professional arborist to ensure the long-term health of any trees. Protect archaeological resources during and after construction.

9. Mail boxes should continue to be located on the front elevations of dwellings. Adding free-standing mail boxes at the sidewalk would not be appropriate for the district. If free-standing mailboxes are added or replaced at the sidewalk they should be mounted on simple wood or metal posts.



Preserve and maintain original concrete steps (701 N.



This random pattern stone walkway pattern should be preserved and maintained (710 N. Ingleside Avenue).

IV. Residential New Construction

Decks

Policy

Decks are modern features that belong on the rear elevation of the dwelling. Install a new deck of simple design so that it causes no damage to the historic dwelling and may be removed in the future. Landscaping to screen the deck is encouraged.

Decks may be approved if located, designed, and constructed in a manner sensitive to the building. The deck should be unobtrusive and visually screened, should not damage or obscure significant features or materials, and be structurally self-supporting and removable without harming the building. The deck should be compatible in size, materials, and scale.

In most cases the AHPC will normally require the following:

1. Add decks that do not compromise the overall character of the historic building or site, or conceal its features and details.
2. Select inconspicuous locations for decks, usually on the rear or least visible elevation of the historic building. Screen decks from public view.
3. Construct decks so that they may be removed in the future with no damage to the historic building.
4. Design decks and their rails and steps in harmony with the material, color, proportion, and scale of the historic building. Design shall be simple and not attempt to mimic historic detailing.



This deck is appropriately located at the rear of the dwelling.



Rear decks should be built of materials to complement the historic dwelling without removal of original details (9 Walcon Lane).

Additions to Historic Dwellings

Policy

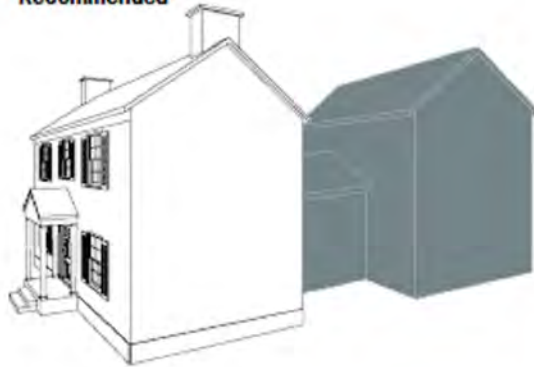
An addition should not conceal or compromise the original form of a building. The addition should not imitate historic features, but instead be clearly differentiated from the original building. Contemporary designs achieve compatibility through massing, scale, footprint, and roof form in relation to the historic design.

Additions may be part of a dwelling's evolution process as families expand or desire more space. A successful addition must not visually overpower the original structure, detract from the building's historic integrity, or destroy significant elements, including materials, historic plantings, and site features.

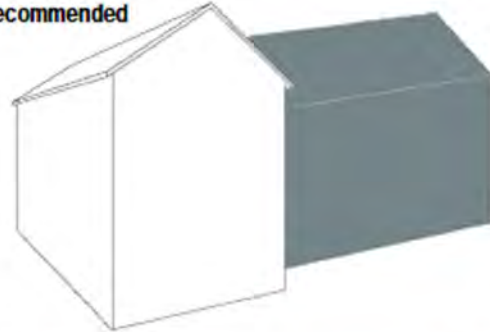
In most cases the AHPC will normally require the following:

1. Design additions to not compromise the overall character of the historic building and its site. It is not appropriate to introduce an addition if it will require the removal of a significant site feature, or building element such as an original porch or a mature tree. Also, a historic addition, such as a rear wing, should not be removed to accommodate a new addition.
2. Select inconspicuous locations for additions, usually on the rear or least visible elevation of the historic building.
3. Limit the scale and size of an addition as not to overpower or diminish the historic building or its site.

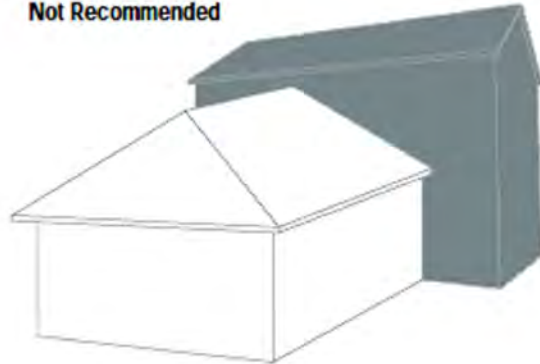
Recommended



Recommended



Not Recommended



Additions (shaded grey in these examples) should be sited at rear elevations and be subordinate to the main dwelling.

4. Design additions so that the historic fabric of the building and its significant features and details are not concealed, damaged, or destroyed.

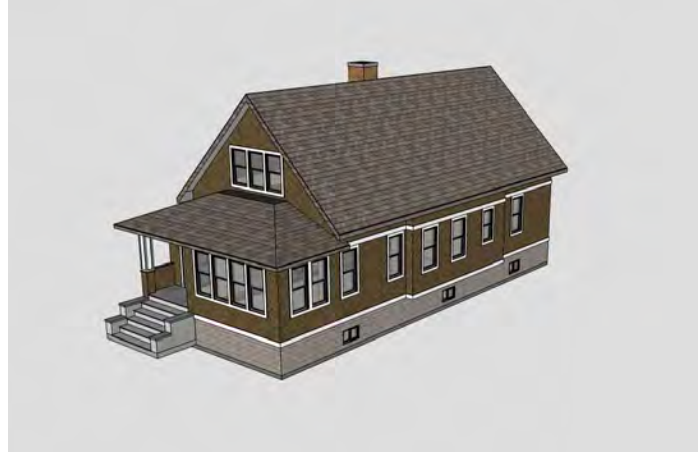
5. Design additions to be compatible with the historic building in mass, roof form, materials, color, and relationship of solid wall surfaces to exterior windows and doors. The addition should be distinguishable from the historic building rather than duplicate the original building in form, style, or details.

6. Select a dominant exterior material for the addition that is compatible with that of the historic building. Contemporary materials in place of traditional exterior materials may be appropriate on the addition.

7. Align the foundation height with that of the historic building. Eave lines of additions shall be at or below the historic eave line, demonstrating subordination to the historic building. Similarly, additions shall be inset from the corners of the historic building. It is not appropriate for an addition to exceed the height of the historic building.

8. Construct additions so that if removed in the future, the form, integrity, and materials of the historic building are not damaged.

9. Protect archaeological resources and significant site features during and after construction by limiting site disturbances and changes in grade.



NO—Additions to historic dwellings should not result in the removal of a half-story (above) for a two-story roof-line addition (below).



YES—Additions should be at the rear and may be connected by a hyphen or hallway to minimize removal of original dwelling features.

New Residential Dwellings

Policy

The general approach to new construction calls for compatibility with adjacent dwellings, reinforcing typical along the streetscape. New construction of primary dwellings should follow existing patterns of setback, distance between homes, scale, materials, window size and placement, and colors.

The introduction of new dwellings in the Athens Historic District has the potential to contribute to its character as well as eliminate vacant lots. New buildings should not mimic historic ones, but should adhere to established design guidelines to ensure compatibility. The compatibility is considered by the AHPC in terms of both the building and the building site.

Proposed buildings should be consistent with the setback, spacing, orientation, and lot coverage of the district. The main façade is consistently oriented parallel to the street. The topography and landscaping also contribute to compatibility and should be considered as well.

Compatibility of a proposed design is reviewed in terms of scale, height, massing, proportion, and roof form. To determine the appropriate application of these criteria, the buildings surrounding the proposed site should be analyzed. If two-story houses are common along the block, the vertical proportion represented should be reiterated. Bungalows with wide roofs and porches provide a more horizontal example to follow.

Proposed new construction should be evaluated for building features, openings, details, materials, and texture characteristics of the historic district. The spacing, scale,



This appropriate new construction follows traditional setback, massing, scale, height, materials, and design.



This new construction reflects traditional historic building forms in their gable and hipped roofs, window design and porches.

placement, proportion, and size of openings and window and door designs that fill them should be particularly considered. New construction may also utilize exterior trim and details to complement already existing features in the historic district.

In most cases the AHPC will normally require the following:

1. Site new construction to be compatible with nearby historic buildings that contribute to the overall character of the district in terms of setback, spacing between buildings, orientation to the street, and lot coverage.
2. Design the new construction so that the overall visual and physical character of the building site, including its topography, mature plantings, and historic site features, is retained.
3. Design new construction to be compatible with nearby historic buildings that contribute to the overall character of the district in terms of building scale, height, massing, proportion, and roof form.
4. Design new construction to be compatible with nearby historic buildings that contribute to the overall character of the district in terms of building features, openings, details, materials, and textures.
5. Design the spacing, scale, placement, proportion, and size of window and door openings in proposed new construction to be compatible with nearby historic buildings that contribute to the overall district character.
6. Select windows and doors for proposed new construction to be compatible in design, materials, subdivision, proportion, and detail with windows and doors of nearby historic buildings that contribute to the overall character of the district.



One approach to infill residential construction in historic districts is to design dwellings which reflect certain historical styles such as Bungalows (above) Bungalow dwelling above or a Folk Victorian design (below).



7. Select materials and their textures and finishes for proposed new construction to be compatible with the materials, textures, and finishes of nearby historic buildings that contribute to the overall character of the district. It may be appropriate to use contemporary substitute materials such as cementitious siding in place of traditional exterior materials.

8. Design new construction to be compatible with but discernible from historic buildings in the district. It is not appropriate to design new construction that attempts to duplicate historic buildings too closely in an effort to create a false historic appearance.

9. Parking for new construction shall be located on side or rear elevations and not in the front yards.

10. Protect archaeological resources and significant site features during and after construction.



Appropriate new construction may include replicas of historic dwellings such as the Craftsman design above or a more contemporary design as shown below.



New Garages, Carports & Outbuildings

Policy

The general approach to new construction of garages and outbuildings includes secondary in size and scale to the primary dwelling. Of compatible and traditional designs, and sited at the rear of the dwelling or recessed in side yards.

In most cases the AHPC will normally require the following:

1. Introduce new garages and accessory structures in locations that are compatible in orientation and placement with the historical relationship of garages and accessory structures to the main building and the site in the historic district.
2. It is not appropriate to introduce a new garage or accessory structure if it will detract from the overall historic character of the main building or the site.
3. New garages or carports shall be sited where they are not readily visible from the street or public right-of-ways.
4. Introduce a prefabricated accessory building only if it is compatible in form, roofline, materials, size, scale, and finish with the main building or other traditional accessory buildings in the historic district. It is not appropriate to introduce metal accessory structures in the historic district unless they are sited at locations not readily visible.



This carport is appropriately designed at the rear elevation of the dwelling and it is not readily visible from the street (419 N. Madison Avenue).



This new garage is of appropriate size, design, and placement at the rear alley (615 N. Ingleside Avenue).

V. Guidelines for Commercial Buildings

Currently, the City of Athens has only one locally designated historic district, which is strictly residential in character and zoning. The historic commercial area of downtown Athens does not have a historic zoning overlay. Therefore, the business district surrounding the public courthouse is not presently subject to design review.

This manual provides recommendations for owners of commercial properties, and the AHPC highly encourages property owners to follow the principles and practices that are suggested. Each building in the historic commercial district has a place in the town's history. When a historic building is lost or extensively altered, the affect impacts an entire block or streetscape.

The following guidelines are written as recommendations to preserve the historic and architectural character of downtown Athens. By following the guidelines property owners are reinforcing one of the basic principles of downtown revitalization - preserving the uniqueness and marketing of the city's historic resources.



Streetscape on S. Jackson Street in downtown Athens.



Streetscape on N. White Street.

Commercial Building Types:

One-Part Commercial Block

One-part commercial block buildings have a single story, a storefront with the same functions as a lower story of the two-part commercial block. Above the storefront's transom there may be a narrow upper façade, without windows. Decorative features such as rectangular inset or decorative cornice at the roofline are present. The business sign was traditionally found below the roofline.



One-Part commercial block building at 117 N. Jackson Street.

Two-Part Commercial Block

Athens contains a number of "Two-Part" commercial blocks. These buildings are characterized by two parts - their storefronts and upper facades. Original storefronts are historically transparent to display goods and include bulkheads, transoms, and glass and wood door entrances. The upper facades are characterized by one or more floors of windows and typically feature detailing such as brick corbelling, terra cotta panels, or cornices at the rooflines.



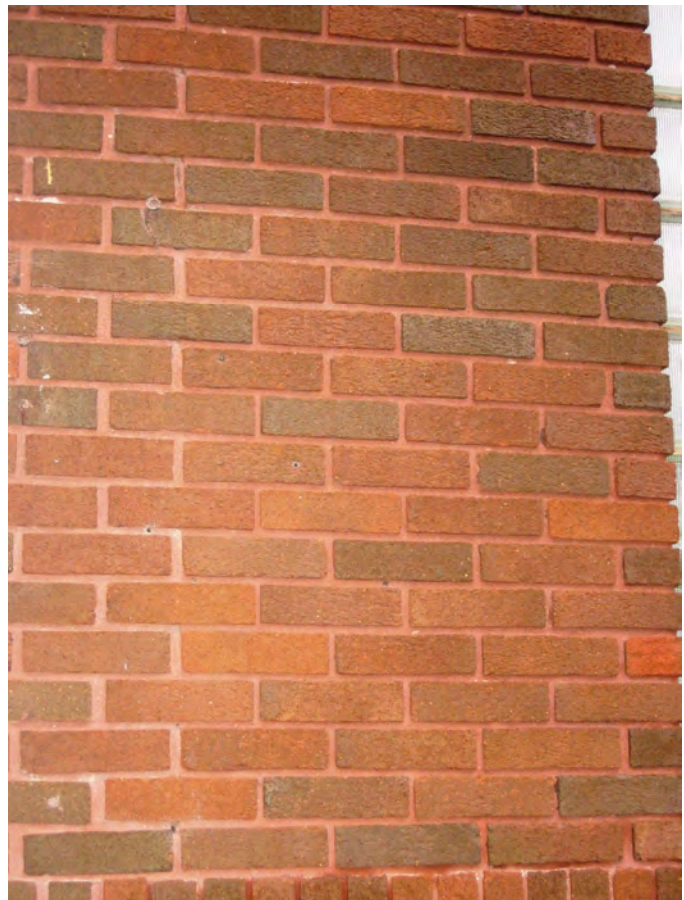
Two-Part commercial block building at 11 N. Jackson Street.

Commercial Buildings - Masonry

Downtown historic districts typically feature brick, stone, terra-cotta, concrete, stucco, and mortar. These materials, as well as scale, texture, color, bonding pattern, joints, and details combine to create the overall character of a building. Buildings may be further distinguished by arches, lintels, and cornices.

Masonry surfaces enjoy a long life with minimal maintenance. Cleaning is only necessary in the event of deterioration by moisture accumulating on the masonry surface from dirt or organic matter. Moisture is the most common cause of deterioration and can cause damage by entering walls, roof foundations, chimneys, or loose masonry joints or cracks. If cleaning is necessary, it is important that it is done through the gentlest means possible. Sandblasting, waterblasting, or other high-pressure cleaning methods may permanently damage the masonry's surface and are therefore not appropriate.

Periodic repointing - replacing weakened mortar joints with new mortar - is the most common type of maintenance for masonry surfaces. It is important that new mortar matches the original in strength, texture, color, width, and tooling profile. Mortar should be carefully repointed and not smeared on the masonry surface. As water penetration to the interior of masonry buildings is typically caused by defective gutters and downspouts, deteriorated mortar, capillary moisture from the ground or condensation, correcting these issues is recommended rather than applying parging or water-repellent coatings or sealings to the masonry. In fact, coatings or sealings may cause more harm by trapping moisture inside the walls of the property. Coatings also have the risk of altering the color and reflective property of the masonry. It is crucial that property owners carefully evaluate any water penetration problems before using above-grade water repellents.



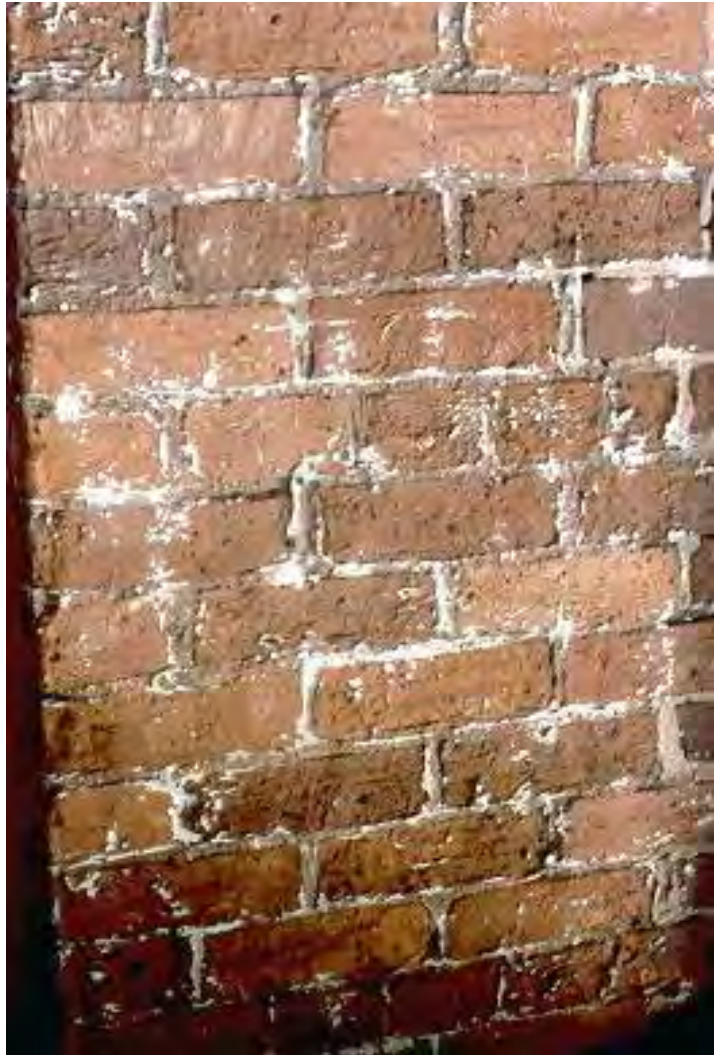
Brick masonry surface at 2 N. White Street.

For masonry, the AHPC recommends the following:

1. Retain and preserve historic masonry materials and features, including their color, texture, pattern, and detail, that contribute to the overall historic character of a building, site, or district, including chimneys, foundations, walls, steps, retaining walls, walkways, and terraces.

2. Maintain and protect historic masonry materials, features and details through appropriate maintenance, cleaning and repair methods as needed.

- If gentle cleaning methods such as low-pressure washing are unsuccessful, chemical cleaners may be appropriate provided that the most gentle are used first. Test chemical cleaning or paint-stripping techniques on an area hidden from view before applying the product generally. The use of destructive cleaning techniques such as power washing, sandblasting, or high-pressure waterblasting on historic masonry is not advised.
- Applying paint to historic masonry surfaces not previously painted is discouraged. Though, repainting previously painted masonry surfaces in colors that are appropriate to the building or site feature is appropriate.



Abrasive cleaning removes the exterior patina or “crust” of the brick allowing the soft brick interior to peel away. No abrasive cleaning is recommended for Athens’s downtown buildings.

3. Repair historic masonry mortar joints by repointing them if the mortar is deteriorated or missing, or if there is evidence of moisture penetration. Carefully remove loose and deteriorated mortar, using hand tools, prior to repointing. Ideally, repoint mortar joints with new mortar that matches the original in color, composition, strength, tooling profile, and texture, duplicating the appearance of the original mortar joint. Power tools can be used if workers are properly trained. Consider

masonry coatings and water repellents only if traditional repointing and repair techniques are not successful.

4. Replace deteriorated or damaged historic masonry materials and features, if they are damaged beyond repair. Match as closely as possible the original in material, design, dimension, and detail. Where possible, limit replacement to the deteriorated section only, rather than the entire feature. Consider compatible substitute materials if it is not technically feasible to replace in kind.

5. Replace a missing masonry feature with a new feature based upon accurate documentation of the original feature. A new design that is compatible in material, design, color, size and scale with the historic building or site may alternatively be appropriate. Installing new masonry features in an attempt to create a false historic appearance is highly discouraged.



The building at 13 N. Jackson Street has a wide entrance with a distinctive masonry surround.



Historic masonry surfaces include materials from the 1950s and 1960s such as the “Roman Brick” at 16 N. White Street.

Commercial Buildings - Wood

Historic commercial buildings traditionally feature wood elements in window sashes, doors, bulkheads below display windows, and cornices. These elements are functional and decorative. Use caulking to seal vertical and exposed wood joints, and regularly and gently clean painted wood surfaces. Prevent water from accumulating on flat surfaces. Regularly inspect wooden features for moisture damage, mildew, and insect infestation. Repair decaying wooden elements through splicing or piecing, or replace a deteriorated wood feature with one matching in design and dimensions.

For wood elements, the AHPC recommends the following:

1. Retain and preserve historic wood features, including storefronts, doors, and windows, that contribute to the overall character of a commercial building
2. Maintain and protect historic wood surfaces, materials, and details through appropriate cleaning methods.
3. Repair historic wood features and materials using traditional preservation techniques, including patching, splicing, reinforcing, and consolidating.
4. Replace historic damaged wood features if deteriorated beyond repair, ideally matching the original in material, design, dimension, and detail. Where possible, limit replacement to the deteriorated section only rather than the entire feature.
5. Replace a missing wood feature with a new one based on accurate documentation of the original feature or a new design compatible in material, design, color, size, and scale with the historic building or site.



The building at 114 E. Washington Avenue has an original single-light glass and wood door.

Commercial Buildings - Metals

Many historic buildings commonly feature architectural metals, including cast iron, wrought iron, pressed tin, copper, brass, bronze, and aluminum. These elements and their distinctive shapes, textures, and details are all significant to the character of historic buildings. Deterioration due to corrosion, fatigue, or water damage can be avoided by regular attention to the physical condition of metal surfaces. Metal roofs and gutters are protected by regular cleaning of debris and leaves.

Corrosion and rust can be avoided with a protective paint film for ferrous metals. If the film deteriorates and corrosion sets in, loose rust should be removed and further avoided with a zinc-based primer or other rust-inhibiting primers. Copper, brass, bronze, and other non-ferrous metals do not require paint as their inherent patinas are distinctive features to be preserved.

When determining the proper cleaning method or substance, consider the softness of the metal. Soft metals such as copper, tin, brass, aluminum, and lead can be cleaned with chemical products. Hard metals such as cast or wrought iron or steel can withstand the abrasion of wirebrushing or hand scraping, provided it is done carefully. Harsher techniques may be used if gentler techniques are unsuccessful but are not appropriate for other historic metals. More abrasive techniques include low-pressure grit blasting or glass bead blasting.

If possible, repair damaged metal instead of replacing it. If replacement is necessary, attempt to match the replacement in-kind to the original. If this is not possible, an appropriate substitution is in order.



This original sheet metal cornice at 5 W. Washington Avenue is well maintained and is a major feature of this commercial building.



The metal canopy over the entrance at 3 N. Jackson Street is a significant façade feature that should be preserved.

For architectural metals, the AHPC recommends the following:

1. Retain and preserve historic architectural metal elements, such as columns, cornices, gutters, downspouts, and hardware.

2. Maintain and protect historic architectural metal surfaces, features, materials, and details through appropriate maintenance, cleaning, and repair methods.

- q Inspect architectural metal surfaces for evidence of moisture damage, corrosion, fatigue or structural failure and paint film deterioration.
- q Provide adequate drainage of metal surfaces to avoid the collection of waste on horizontal surfaces and decorative elements. Clean metal roofs and gutter of debris and leaves.
- q Maintain a protective, sound paint film or lacquer on ferrous metal surfaces. Repaint previously painted metal surfaces when needed. Clean and prepare metal surfaces for repainting with the gentlest methods appropriate for the specific metal. Do not use abrasive techniques on historic metal features.

3. Replace deteriorated or damaged historic architectural metal features and materials, if they are deteriorated beyond repair. Limit replacement to the deteriorated section only rather than the entire feature. Use compatible, substitute materials if it is not technically feasible to replace in kind.

4. Replace a missing architectural metal feature with a new one based on accurate documentation of the original feature or a new design compatible in material, design, color, size and scale with the historic building or site. It is not appropriate to introduce a metal feature or detail to create a false historic appearance.



Cast iron was a popular feature on commercial buildings of the late 19th century, as seen at 122 N. Jackson Street.

Commercial Buildings - Storefronts

Downtown Athens has several late-19th- and early-20th-century storefronts. The storefront is the first floor of the historic commercial building and is the most distinguishing characteristic of the historic commercial facades within Athens downtown. Consisting of large display windows, main entrance, and other decorative features, the storefront sets the character of a streetscape by their similar setbacks and components. Between the individual storefronts are elements such as bulkheads, doors, transoms, pilasters, awnings, entablatures, and signs which distinguish one storefront from the next.

Large display windows were the most visible features of turn-of-the-century storefronts as the wide plate glass allowed passers-by to view new merchandise easily from the sidewalk. Recessed entrances allowed for larger window displays and extended sidewalk space. The bulkheads which display windows rest on may be of wood, brick, tile, marble, Cararra glass, marble, or metal. As 20th-century styles transitioned, building owners sometimes altered the storefronts to appear more modern. These alterations may become part of the building's historic fabric and are appropriate to preserve. When alterations obscure original features, their removal and the restoration of the original storefront are recommended.

Regular care and maintenance for storefronts is important to the general appearance of the business and to the preservation of the building. Repair and replacement of damaged parts requires attention in matching the original in material, dimension, detail and color. Maintain wood components with caulking and paint to ensure a proper seal that prevents moisture from penetrating and causing deterioration. Masonry components of storefronts, such as brick and tile, may require re-pointing, as discussed under the guidelines



This original storefront at 110 E. Washington Avenue retains its recessed entrance and display windows and single-light door.



Do not conceal or cover original storefront features like this multi-light glass transom at 11 N. Jackson Street.

for masonry. The loss of distinctive storefront features can detract from the historic character of the entire building. Likewise, the introduction of incongruous contemporary materials, such as vinyl or aluminum, for the traditional wood or tile diminishes the storefront's contribution to the character of the specific building and the surrounding area.

For storefronts, the AHPC recommends the following:

1. Retain and preserve historic storefronts, including their design, dimension, pattern, color, texture, and detail that contribute to the overall character of a building, including their distinctive materials and features such as display windows, transoms, recessed entries, signs, and bulkhead panels.

2. Maintain and protect historic storefront surfaces, materials, features and details through appropriate maintenance and repair methods for each material and finish as needed.

3. Repair historic storefront features, materials, and surfaces using traditional preservation techniques, including patching splicing and reinforcing.

4. Replace deteriorated or damaged historic storefront materials and features, if deteriorated beyond repair, ideally matching the original in material, design, dimension, color, and detail. Where possible, limit replacement to the deteriorated section only rather than the entire feature. Consider compatible substitute materials if it is not technically feasible to replace in-kind. It is not advised to replace or cover wooden storefront features with contemporary substitute materials such as vinyl, aluminum, or masonite.



The marble paneled storefront at 2 E. Washington Avenue (above) and the Carrara glass accent courses below a pressed metal ceiling at 4 E. Washington Avenue (below) are examples of storefront surfaces that should be preserved.



5. Replace a missing historic storefront feature or entire storefront with a new feature or storefront based upon accurate documentation of the original or a new design compatible in material, design, color, size, and scale with the historic building. Introducing a storefront feature or detail in an attempt to create a false historic appearance is highly discouraged.

6. Install fabric awnings over storefronts, if desired and where historically appropriate, so that historic features are not damaged or obscured.

7. Storefront windows should be as transparent as possible. Tinting is discouraged, but is desired, ideally will not exceed 20% of visibility. If privacy is needed, the use of curtains or blinds on the inside of the window is recommended.



The frame bulkhead at 118 N. Jackson Street (above) and the glazed-tile bulkhead at 2 N. White Street (below) are examples of storefront surfaces that contribute to a varied texture in the commercial streetscape.



Commercial Buildings - Windows

Windows are a significant part of a commercial building's façade. While allowing for natural light and ventilation, windows are indicative of the architectural style periods. Their aesthetics contribute to the building's historic character and should be preserved to maintain such character.

Replicating the stylistic identity of historic windows is challenging, and replacing is more costly than preserving original wood windows. To maintain the aesthetic, original windows, maintain and repair them as necessary. It is rare for an entire window to need replacement. Rather, a sash may need repair or replacement. Air leaks can be remedied with weatherstripping, reglazing, and caulking. Wood consolidant can preserve rotten or damaged wood. Like other historic wood features, wood sash windows can be maintained and repaired with epoxy paint to seal and prevent deterioration from moisture.

If replacement of any window component is necessary, matching the replacement to the original feature in design, materials, and dimensions is encouraged. Adding new or altering existing window openings is highly discouraged in Athens' historic commercial buildings.

Shutters, traditionally used for ventilation and protection from the weather, should be maintained and preserved. Replacement is appropriate if original shutters are beyond repair. It is not recommended to introduce shutters where they were not historically found or documented by photograph or other historic record. Retractable canvas awnings are appropriate for upper floor windows as they are historically precedented and provide relief in more extreme temperatures.



Retain original windows such as this arched, one-over-one, wood-sash example at 10 N. White Street.

For windows on commercial buildings, the AHPC recommends the following:

1. Retain and preserve historic windows, including their dimensions, configuration, color, texture, and detail that contribute to the overall character of a building, including their functional and decorative features, such as sash, frames, surrounds, sills, shutters, and hardware.
2. Maintain and protect the historic materials, surfaces, features, finishes, and details of windows by appropriate maintenance and repair methods as needed. Repaint, as necessary, previously painted surfaces in colors that are appropriate to the building.
3. Repair deteriorated or damaged historic materials and features through traditional methods. Repairing a distinctive feature is recommended over its removal.
4. Replace deteriorated or damaged historic window features if deteriorated beyond repair, ideally matching the original in material, design, dimension, and detail. Where possible, limit replacement to the deteriorated section only rather than the entire feature. Consider compatible substitute materials if it is not technically feasible to replace in-kind.
5. Replace a missing window with a new window based upon accurate documentation if possible of the original or a new design compatible in material, design, dimension, color, size, scale, texture, profile, and detail with the historic building. Introducing a new window opening on the façade of the building is highly discouraged.



Several buildings in the downtown area retain original steel windows which are an important part of their original design. (116 N. White Street).

6. New windows made of aluminum-clad wood with enameled finish may be appropriate as replacements for wood window. Thermal pane (also known as insulated glazing) replacement windows are acceptable if the historic windows in a building are missing. When used, thermal pane windows will ideally have true divided lites. Insulated glass units have a finite life, requiring repeated replacement. A more sustainable option is single-glazed sash windows with storm windows.

7. Vinyl is not an environmentally sustainable material and is not compatible with historic buildings. The installation of vinyl or vinyl-clad wood windows is strongly discouraged in the historic district.

8. Install fabric awnings over windows, if desired and where historically appropriate, so that historic features are not damaged or obscured.

9. Replace missing or deteriorated wooden shutters with new shutters that are sized to fit the window opening and mounted to the window casing so they appear operable.

Note: For storm windows and doors see the Utilities & Energy Retrofit section.



Vinyl-clad windows (above) and vinyl windows (below) are incompatible with the appearance of historic buildings and are not recommended in the downtown district.



Commercial Buildings - Entrances & Doors

Entrances and doors provide individuality and character to historic commercial buildings. The main entrance is the most eye-catching component of a storefront and is a key architectural feature.

Preserving the building's original door is crucial to preserving the storefront's integrity. If possible, the original entrance should be preserved, as it is more aesthetically pleasing and cost-effective than replacement. The wood can be cleaned, repaired, and weatherstripped to maintain the integrity and efficiency. If necessary, the bottom rail of a wood door may be replaced rather than the entire door. The original wood door can be maintained and repaired with wood epoxy. Original hardware such as hinges and handles should be retained if possible, but if not, replacements ideally will match originals. If a door must be replaced, it must matching the original in design, materials, and dimensions is recommended.

For commercial entrances and doors, the AHPC recommends the following:

1. Retain and preserve historic doors that contribute to the overall character of a building.
2. Maintain and protect the historic materials, surfaces, features, finishes, and details of doors by appropriate maintenance and repair methods as needed. Repaint, as necessary, previously painted surfaces in colors that are appropriate to the building.
3. Repair deteriorated or damaged historic materials and features through traditional methods. Repairing, rather than removing, a distinctive entrance feature or detail is recommended.



An original single-light and paneled door at 110 N. White Street.

4. Replace deteriorated or damaged historic door features, if deteriorated beyond repair, ideally matching the original in material, design, dimension, and detail. Replace only deteriorated sections rather than the entire feature. Consider compatible substitute materials if it is not technically feasible to replace in kind.

5. Replace a missing door feature with a new feature based upon accurate documentation of the original feature or a new design compatible in material, design, dimension, color, size, scale, texture, and detail with the historic building. It is not appropriate to introduce a new feature or detail that creates a false historic appearance.

6. If an entire door is missing, replace it with a design based either on accurate documentation of the original or on a new design compatible in material, dimension, color, size, and scale with the historic building and district. For commercial buildings, single-light glass and wood doors with panels are most appropriate.

7. Install fabric awnings over door openings, if desired and where historically appropriate, so that historic features are not damaged or obscured.

8. Rear doors typically do not include glass panes, serving a solely utilitarian function. Since they are out of public view, replacement rear doors may be simple in design and fit the existing, unaltered opening.



Preserve and maintain original entrance features including recessed original doors (11 N. Jackson Street).

Commercial Buildings - Roofs

Commercial buildings typically have flat or shed roofs. Gable and hipped forms are uncommon. Roof aspects include pitch, materials, size, and orientation. A commercial roof may include parapets, cornices, and decorative finials and cresting. Repetition of shape and design contributes to the rhythm, scale, and cohesiveness of a streetscape.

For commercial building roofs, the AHPC recommends the following:

1. Retain and preserve historic roof in its original size, shape, and pitch and original features, such as cresting, finials, parapets, cornices, and chimney flues.
2. Maintain and protect historic materials, surfaces, features, finishes and details of roofs by appropriate maintenance and repair methods.
3. The prevention of moisture penetration is critical to roof maintenance. Retain existing boxed gutters and keep them in good working order. Repair deteriorated gutters. Install and maintain gutters, downspouts, and splash blocks away from architectural features and on the least public elevation of the building.
4. Repair deteriorated historic materials and features through traditional methods.
5. Replace roof features deteriorated beyond repair, ideally matching the original in material, design, dimension, and detail. Replace only the deteriorated section rather than the entire feature. Install skylights, solar panels, decks, balconies, and satellite dishes behind a roofline parapet or to the rear of the roof.



The majority of the roofs in the downtown area are flat or slightly sloped and this type of roof form should be maintained. This view is in the 100 block of N. Jackson Street.

Commercial Buildings - Signs

A historic downtown commercial setting includes a large variety of sign designs and locations. Commercial buildings historically incorporated their name into the façade either in the cornice or frieze just above the main entrance. Other traditional sign locations are the transom over the main entrance, on glass display windows, and on fabric awnings, which can provide space for a sign or street numbers. Select sign locations that do not interfere with historic features or details. Examples of inappropriate contemporary signs include billboards, portable signs, internally illuminated signs, and flashing signs.



The upper façade of the storefront was one of several traditional locations for signs on commercial buildings (115 N. Jackson Street).

Original historic signs should ideally be maintained and preserved. If preservation is not possible, new signage is recommended to follow traditional placement and the city sign ordinance regarding dimensions, materials, graphics, color, and supports to ensure compatibility within the district. Graphics should be legible and visible. Smooth-surface wooden signs are more compatible in the historic district than contemporary, rough-textured, or plastic signs.

Historically, signs were oriented for pedestrians on the sidewalk rather than street traffic, and continuation of this tradition is recommended. Sign placement should not interfere with historic features or details. If placement of signage in the façade cornice, mid-cornice, or frieze is not appropriate, signs may be placed within the transom, display windows, or fabric awnings if appropriate.

For residences now used for commercial or office space, use low-based ground signs adjacent to the front walk, near the public sidewalk. Plantings used to screen the bases of such signs can enhance them. Lighting may be accomplished with ground-level spotlights hidden from view. Historic markers and plaques can be mounted near the entrance on



Portable sandwich boards such as this example are also appropriate for the downtown area.

the exterior wall where no architectural detail is interfered with.

Compliance with the Athens' sign ordinance is required and for commercial signs, the AHPC recommends the following:

1. Retain and preserve historic or "legacy" signs and their design, color, and materials that contribute to the overall character of a building, site or district.

2. Maintain historic signs and materials using the appropriate methods for their materials (i.e., wood, metal).

3. Repair historic signs and materials using the appropriate methods for their materials (i.e., wood, metal).

4. Replace deteriorated historic sign materials in kind when they are beyond repair.

5. Replace missing signs using appropriate materials, dimensions, and locations.

6. Window signs are recommended not exceed 20% of the total square footage of glass space and be proportional to the size of the glass.

7. First floor wall signs ideally should not exceed 20% of the total square footage of wall space with a maximum of 12 square feet.

8. Wall signs above the first floor ideally should not exceed nine (9) square feet and should be proportionate to the building façade and other signage.

9. Projecting or blade signs are recommended not to exceed four-and-a-half square feet and be located a eight feet above the sidewalk.

10. Sign materials should be consistent with the traditional character of the district. Appropriate materials are: Metal (steel, brass, copper, aluminum and other natural



The business at 116 E. Washington Street has a restored vintage neon sign which should be preserved and maintained.



Painted letters on windows like this example at 113-115 E. Madison Avenue are traditional locations for signs on commercial buildings.

finishes); Painted metal, including enameled metals; Wood (painted or natural, including carved or sand-blasted lettering); Glass; Fiberglass and composite materials such as recycled plastic/aluminum.

11. PVC plastic, plywood or unfinished wood are not appropriate materials for sign construction.

12. Place new signs for historic commercial buildings in locations originally intended for signage, such as just below a projecting mid-cornice of a storefront.

13. Introduce new signs in locations that maintain the overall historic character of the building, site, or district. In considering a proposed location, review the height, shape, scale, and orientation of the proposed signage.

14. For signs mounted directly on a historic building, locate the sign so that it does not damage, conceal, or obscure significant features or details of the building.

15. Illuminate new signage, as needed, in a manner consistent with the overall historic character of the building, site, or district. Concealed up-lit lighting or extended-arm fixtures are appropriate for the downtown area.

16. The installation of flashing or LED signs is not appropriate for the district and is discouraged.

17. Downtown Athens has a number of faded “ghost” signs which reflect the commercial district’s heritage and these signs should be preserved or restored. Property owners are encouraged to restore these and incorporate them into walking tours and attractions of downtown.



Example of an appropriate hanging sign at 10 N. White Street.



Example of an appropriate projecting or “blade” sign at 122 N. Jackson Street.



An appropriate fixture for illuminating commercial buildings and signs (6 E. Washington Avenue).



These "gooseneck" light fixtures are appropriate designs for the building at 10 S. White Street.



Faded painted wall signs are referred to as “ghost” signs and are part of the downtown’s history. This example is of the Athens Department Store at 120-122 N. Jackson Street.



This wall at 110 N. White Street has the name of a historic business as well as a faded vintage Coca-Cola sign.



Historic commercial buildings had many locations on the front for signs.

Commercial Buildings - Public Art

Public art such as wayside exhibits, interpretive signage and wall murals can enhance the character of downtown Athens. Public art is appropriate for the commercial district if it does not present a safety issue or obstruct pedestrian traffic. Murals should not be applied to cover “ghost” signs or other historic features.

For public art the AHPC recommends the following:

1. Public art is appropriate along sidewalks and in landscaped spaces provided the art does not impede pedestrian or vehicular traffic, endanger passers-by, or obstruct the view of historic buildings.
2. Murals must not detract from or overwhelm the historic architectural features of a building.
3. Mural signs shall be located only on planar or flat surfaces of buildings and shall not overlap architectural features such as cornices, columns, trim, windows, doors, vents, control joints in plaster, etc.
4. Mural signs shall reinforce the size, shape, and proportions of building features such as column bays, window proportions and placement, planar wall proportions, etc.
5. Mural signs shall be laid out or composed within the building’s architectural framework to reinforce a sense of balance of the overall architectural composition.
6. Mural signs shall not be located on the primary street façade of buildings.
7. For buildings located on corners, murals shall not be located on the primary street façade but may be located on the secondary street façade provided the murals conform with the other requirements of these guidelines.



Public art can include wayside exhibits such as this historical marker for the Tennessee Overhill Experience on the downtown square.

8. Prior to beginning a mural project, applicants shall demonstrate that preparation, priming and finish painting materials shall not damage the surface of the building and that the finished application shall not lead to the surface deteriorating in an accelerated fashion over time.

9. New mural signs shall not be painted over “Historic” murals or “ghost signs.”

10. New murals shall have simple, rectangular fields, which contain all lettering, trademarks, and imagery. Borders or implied borders are suggested to reinforce the containment of images within the mural and minimize the impact on the architectural character of the building.



Murals should not be painted over historic “ghost” signs such as this hardware store sign on S. Jackson Street.

Commercial Buildings - Utilities & Energy Retrofit

Property owners should ensure that utility and other mechanical services do not interfere with or damage the character of downtown's historic buildings. Mechanical and communication systems such as heating and air conditioning units, solar collectors, fuel tanks, gas meters, television antennas, or satellite dishes should be located and installed as not to damage or detract from the historic character of the building, site, adjacent properties, or the district as a whole.

Window air-conditioning units and solar panels are acceptable, but should be located as unobtrusively as possible. Conformance with local building codes and utility company standards is required. New systems often require the installation of additional utility lines and poles. Avoid overpowering the streetscape with unsightly lines and poles. Investigate the use of underground cable to reduce visual detractions.

For utilities and energy retrofit, the AHPC recommends the following:

1. Retain or restore the historic energy-conserving features and materials that contribute to the overall character of a building or site, including canvas storefront and window awnings, window shutters, operable windows, and transoms.
2. Protect and maintain historic energy-conserving features and materials using methods and treatments according to appropriate guidelines (i.e., wood, metal, etc.)
3. Repair historic energy-conserving features and materials using methods and treatments according to appropriate guidelines (i.e., wood, metal, etc.)



Storefront awnings assist in energy conservation and also protect pedestrians from the elements (112 E. Washington Avenue).



The installation of solar panels on roofs of commercial buildings is appropriate and encouraged. These panels are sited below a building's parapet wall and are not visible from the street.

4. Increase the thermal efficiency of historic buildings through appropriate, traditional practices, including the installation of weatherstripping and caulking, storm windows and doors, insulation in attics, floors, and walls, and, if appropriate, awnings and operable shutters.

5. Install new mechanical systems, if needed, in areas and spaces that will require the least amount of alteration to the building exterior, historic building fabric and site features. On alley and rear elevations, screen them from view through fencing or lattice panels.

6. Install solar panels where they are not readily visible from the street.

7. Consider the use of reflective roofing surfaces to increase energy efficiency in warmer months. Most commercial buildings have flat roofs, and this retrofit would not be visible.

8. Locate new utilities and mechanical equipment, such as meters, exposed pipes, wires, and heating and air-conditioning units, along the rear or side elevation not visible from the street. Screen them from view.

9. Mail boxes should be located adjacent to entrances if using door mail slots is not an option.

10. Locate communication or mechanical items including satellite dishes, large antennas, roof ventilators, solar collectors, and mechanical equipment so as not to damage or diminish character-defining roofs, on roof slopes that are not visible from the street or behind parapet walls.



Heating and cooling units shall be sited at rooftops where they are not visible from the street (above) or are screened through landscaping or fencing (below).



Commercial Buildings - Accessibility

Historic commercial buildings must comply with life safety and accessibility standards. Building owners should refer to the federal guidelines for the Americans with Disabilities Act (ADA) of 1990 for direction with how to meet compliance. Owners are encouraged to contact AHPC staff early in the planning stages to ensure safety code requirements are satisfied.

For accessibility and life-safety features, the AHPC recommends the following:

1. When considering a new use or change to a historic building, review all life safety code and accessibility requirements in deciding if the proposed change can be made without compromising the overall historic character of the historic building and its setting.
2. Accommodate life safety and accessibility requirements in ways that maintain and preserve the historic character of the building and its setting.
3. Introduce new or additional means of access, if needed, that are reversible and do not diminish the original design of a character-defining entrance or features such as porches. Consider secondary entrances for access.
4. Locate exterior fire stairs, fire doors, or elevator additions on rear or inconspicuous side elevations. To diminish their impact, design these elements to be compatible with the architectural character, proportion, scale, materials, and finish of the historic building.
5. Relocate incompatible existing fire stairs, when possible, to secondary locations such as rear elevations.



Locate fire escapes and staircases on side or rear elevations (113-115 E. Madison Avenue).



The city has undertaken a number of ADA-compliant efforts such as the sidewalk curbing at White and Hornsby Streets

VI. Commercial Site and Setting

The buildings of downtown Athens are interconnected by the street grid, sidewalks, public furniture, parking lots, streetlights, and traffic signs collectively composing city blocks and streetscapes. The public-right-of-way has evolved over time, as horses and horse-drawn vehicles were replaced with automobiles and trucks. Yet urban landscapes remain pedestrian-oriented. Sidewalks, public signage, and streetlamps are designed and sited for human scale and these features enhance the streetscape visually. The effects of future changes should be considered in this context. Beyond routine maintenance and repair, changes to the public right-of-way – including new plantings, utility equipment, signage, benches and sidewalks – should be compatible in terms of location, materials, design, color and scale. Parking lots should be landscaped and screened.

For downtown’s site and setting, the AHPC recommends the following:

1. Retain and preserve the components of city streetscapes that contribute to the historic character of the district, including patterns, materials, topography, and configuration of streets, sidewalks, trees, and plantings in the public right-of-way.
2. Protect and maintain historic streetscape materials and features, such as curbing and street plantings, when construction work or street repairs are necessary.
3. Repair historic streetscape materials and features, including sidewalks, curbs and paving, as necessary, matching the designs, color, pattern, and texture.
4. Replace historic streetscape materials and features in kind only when existing features are beyond repair.



This added light fixture on E. Washington Avenue is compatible with the historic downtown character.

5. Keep trees in the public right-of-way trimmed and pruned for traffic visibility while preserving the existing tree canopy. Tree topping, which can permanently ruin the aesthetics of a streetscape, is not allowed.

6. Keep existing planting strips along the public right-of-way trimmed, replacing plant stock damaged by weather . It is not appropriate to pave over planting strips.

7. Introduce new and replacement street trees to retain the spacing and pattern of the tree canopy in the historic district.

8. Introduction of new plant materials may be appropriate, especially if compatible in species, habit, and scale to existing plantings on the site or in the district.

9. New site features and landscape designs should be consistent with the late 19th and early 20th-century character of the district. Do not substitute gravel for ground cover plantings or use landscape timbers or railroad ties to construct retaining walls or raised planting beds in locations visible from the street.

10. Protect mature trees and their root systems from damage during construction. The protection zone around each tree equals the radius of its drip line. No activity including grading, piling of soil, or parking of vehicles shall occur in the protection zone.

11. Do not use heavy construction equipment or machinery on site where they significant archaeological resources may present.

12. In the commercial historic district, parking lots should be located behind historic buildings and out of pedestrian view. Creating parking areas in front of commercial buildings by removing sections of sidewalk is inappropriate.



Appropriate street furniture on E. Washington Avenue.



Downtown Athens has several streets with added planters, landscaping and trees such as along N. Jackson Street.

13. Ideally, a parking lot will be shared by businesses or institutions with different peak use times. Side parking lots between businesses should be screened with landscaping.

14. Clearly distinguish parking and pedestrian areas through landscaping such as fencing and plantings as well as striping.

15. Enhance and highlight the existing commercial parking lots with a unifying design and consistent landscaping.

16. The City of Athens and property owners are encouraged to consider the installation of permeable paving surfaces in future parking lot additions or improvements. This would assist in storm water drainage.

17. The installation of freestanding mail boxes on sidewalks in the commercial district is incompatible with downtown’s historic character and will not be approved. Mailboxes may be located on the main façade wall adjacent to the entrance if necessary. Such mailboxes should be as small and unobtrusive as possible. The use of existing mail slots in front doors or the retrofitting of existing doors with mail slots is encouraged.



Landscaping helps soften the hard surfaces of downtown and serves as a dividing line between the parking area and sidewalk as on S. Jackson Street.



The City of Athens should consider the use of permeable paving surfaces for public parking lots to allow for absorption of water and less run-off into storm sewers.

VII. Commercial Buildings - New Construction

New buildings should remain consistent within the streetscape in terms of setback, spacing, orientation, and lot coverage. Proposed landscaping, lighting, paving, signage, and accessory buildings should be compatible with others in the district.

If designed appropriately, new buildings are assets to a streetscape, infilling vacant lots and maintaining a visually rhythm along the block. The texture and appearance of modern materials do not replicate historic ones, and therefore, new building design should not attempt to mimic historic building designs. New buildings should, however, adhere to traditional commercial design principles. Contemporary designs should be simple and blend into the historic district, not stand out.

Any proposed new building should be consistent with the setback, spacing between buildings, orientation to the street and lot coverage characteristic of the historic district. For a streetscape, a consistent setback – the distance from the front wall of the building to the street – maintains a rhythm of order and coherence. Similarly, a regular pattern of spacing between buildings contributes to the flow of a streetscape.

Building features, openings, details, materials and textures characteristic of the downtown area provide additional criteria for evaluating the compatibility of proposed new construction. New commercial buildings should follow traditional pedestrian orientation of the district and have storefronts or other compatible openings on the street level.



New construction of one-story buildings in the downtown area should be compatible through the design of storefronts and upper façade detailing.

The new building shown above is contemporary in design but compatible with this historic downtown. The new building below has a recessed entrance and cornice line similar to traditional commercial designs.



For new commercial buildings the AHPC recommends the following:

1. The siting of new construction should be compatible with nearby historic buildings, following the unifying aspects of the streetscape such as setback, spacing, orientation to the street, and lot coverage.
2. Design the new construction so that the overall visual and physical character of the building site, including its topography and significant site features, is retained.
3. New construction should be compatible with nearby historic buildings in scale, height, massing, proportion and roof form.
4. Match height-to-width ratios of new buildings' windows and doors to that of historic buildings that contribute to the district character.
5. Follow solid-to-void rhythms and open-to-solid proportions of historic buildings that contribute to the overall district character.
6. Follow traditional use of materials and textures for new buildings. Brick is the most appropriate material for new construction. Metal buildings may be constructed as long as they have a compatible brick façade on exposed elevations. The use of cementitious siding may be appropriate for rear elevations. Exterior insulation finishing system (EIFS) materials are not appropriate for the downtown area.
7. Select colors for a new building that complement existing use of color in the surrounding area.
8. New architectural details and articulation should be compatible with the district.



New two-story commercial buildings may be traditional in design as shown above or more contemporary in design as shown below.



9. Windows shall be designed with divided lights and not have snap-in or flush muntin bars.

10. Windows should be designed with divided lights and not have snap-in or flush muntin bars.

11. Construct new additions that are compatible with the original building in scale, proportion, rhythm, and materials. Ensure the overall design of the addition is in keeping with the character of the historic building. Elements such as roof pitch, materials, window design, window placement and rhythm, ratio of solids to voids, and general form of the addition should be compatible with those of the original building.

12. Rear additions should be smaller and simpler in design than the historic building. Construct the addition to be subordinate in size to the overall building. The addition should be visually compatible but also distinguishable from the historic building.

13. The construction of an addition should not obscure or damage significant architectural features. Additions should result in minimal damage to the historic building and not cause extensive removal of original walls. Use existing openings to connect the building and the addition.

14. If rooftop additions are desired, they should be recessed and not readily visible from the street. Preserve the mass and scale of the original façade.

15. Rooftop decks or dining areas may be appropriate if they are recessed back from the main façade and screened by parapet walls.



This rooftop addition is appropriate since it is recessed from the main façade, of limited height and not readily visible from the street.

VIII. Relocation and Demolition

Relocation

Relocation of a historic building is a last-resort alternative to demolition or a means of placing the building in a more compatible environment as the result of a revitalization plan. These proposals should be considered carefully as relocation negates the integrity of the setting and context of the relocated building. Relocation is time-consuming, expensive, and difficult to accomplish. If relocation is approved, every effort should be made to move the building as a single, intact unit.

For relocation the AHPC will normally require the following:

1. Relocate a building within the historic district only if the building is determined to be architecturally compatible with adjacent buildings based on design guidelines for new construction and if the relocation will not diminish the overall character of the historic district.
2. A proposed site plan for the new site must be submitted to the AHPC showing all site changes, including landscaping, driveways, parking areas and site lighting.
3. Prior to the relocation, document the historic structure on its original site through photographs and site plan drawings.
4. Prior to the relocation, work with contractors experienced in successfully moving historic structures to determine the structural stability of the building and to minimize any damage to the building before, during, and after the move.



Relocation of historic buildings should only be undertaken as an alternative to demolition or if moving the building is part of a broader revitalization plan. This dwelling was moved to make way for new development (above) and relocated to an appropriate historic district (below).



Demolition

As historic assets can never be replaced when destroyed, demolition is strongly discouraged. When reviewing requests for demolition, the AHPC will consider the proposed demolition's effect on adjacent historic properties and the overall character of the district. The AHPC will also consider: the building's contribution to the historic character of the district, whether the property could be adapted to meet the owner's needs; whether the property could be sold to someone whose needs it would meet; whether the building could be relocated; and what use is being proposed for the site that will compensate for the loss of the structure. The property owner must submit a proposed site plan at the same time the request for a Certificate of Appropriateness is requested.

In most cases the AHPC will allow demolition only under the following circumstances:

1. If a building has lost its architectural and historical integrity and its removal will not adversely affect the district's historic character.
2. If the denial of the demolition will result in an unreasonable economic hardship on the applicant as determined by the AHPC.
3. If the public safety and welfare requires the removal of a structure or building.
4. If the structural stability or deterioration of a property is demonstrated through a report by a structural engineer or architect. Such a report must clearly detail the property's physical condition, reasons why rehabilitation is not feasible, and cost estimates for future rehabilitation versus demolition. In addition to this report there will be a separate report which details future action on the site.



Demolition shall always be the last option considered for historic buildings.

6. Property owners are encouraged to work with the AHPC and other interested parties to salvage usable architectural features and materials.

7. In the residential district during the demolition, protect any large trees and other important landscape features from damage.

8. After demolition in the residential district, development of the property with a compatible new building or structure is recommended. If the site is to remain vacant for more than sixty days, clear the site of debris, re-seed it and maintain it in a manner consistent with other properties in the historic district.

Demolition by Neglect

Demolition by neglect is the act of intentionally allowing a historic property to deteriorate beyond the point of repair. Neglect may include roof deterioration, broken or unsecured doors and windows, and water infiltration. Demolition by neglect is discouraged in Athens' historic districts and the AHPC may take proactive steps to work with the owner to prevent deterioration and stabilize the property.

Appendices

APPENDIX A - CERTIFICATE OF APPROPRIATENESS



APPLICATION

CERTIFICATE OF APPROPRIATENESS ATHENS HISTORIC PRESERVATION COMMISSION

I/We the undersigned do hereby respectfully make application of Certificate of Appropriateness (COA) for the following plans and proposals to be undertaken within the boundaries of a Historic Overlay District, Conservation Overlay District, or a Local Landmark. I have read and understand the applicable Design Guidelines for my proposed project. I will not begin work until the COA has been approved.

1. Name of Applicant _____

Address _____ Email _____

City _____ Zip _____ Phone _____

2. Relationship to Owner: Self Lessee Contractor Architect Other
(If not self, please explain) _____

3. Name of Owner _____

Address _____ Email _____

City _____ Zip _____ Phone _____

4. Location of Property (Address and Tax Map-Group- Parcel No.): _____

5. Type of Work to be Performed Exterior Alteration or repairs
- New Construction: __ Primary Structure; __ Garage; __ New Addition; __ Other
- Demolition: __ Whole Structure; __ Part of Structure
- Relocation of Structure

Signature of Applicant: _____ Date: _____

*NOTE: The application, including all additional information, must be filed no later than 4:30 PM on the 15th of each month. The Commission meets on the first Thursday of each month at 3:30 PM in the Conference Room of the City of Athens Municipal Building. The Applicant is strongly advised to be present during the meeting.

v. 3.23.2018

DESCRIPTION OF WORK
INFORMATION TO BE SUBMITTED WITH YOUR APPLICATION

Attach a complete description of the following information for each category of work proposed. All information which is submitted with an application must be retained by the Athens Historic Preservation Commission at the City of Athens' Community Development Department.

1. Exterior Alteration or Repair and Guideline Demand (check items for which approval is requested)
 - Architectural feature Parking lot Satellite dish Security grilles
 - Awning or Canopy Porch Curb Cut Shutters
 - Deck Sidewalks Door Material changes
 - Siding Fence Signs Guttering
 - Mechanical system unit Light Fixture Solar collectors Roof
 - Retaining Wall Storm windows Windows
 - Masonry (cleaning, tuckpointing, or painting) Other (explain per Section 2 below)
2. On an additional sheet, list and describe in detail all work to be done for each item checked. Include the following materials when appropriate:
 - a. Sketches, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. Detailed drawings are required for major changes in architectural features.
 - b. If application is for a fence, include site plan in addition to the information in Item 1.
 - c. If material changes are proposed, please provide a description of them. The architect's specifications or brochures should suffice; however, the Commission may request samples of new materials.
3. New Construction – Describe the nature of the proposed project, include the following materials when appropriate:
 - a. Site plan with measured distances.
 - b. Elevation drawings of each façade and specifications which clearly show the exterior appearance of the project.
 - c. Samples or other description of materials to be used.
 - d. Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.
4. Demolition of Structure
 - a. Describe the structure's condition and reason for demolition.
 - b. Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.
5. Relocation of Structure
 - a. Explain what will be moved.
 - b. If a building will be moved into a district from outside, include photographs.
 - c. Include a site plan of the proposed location in the district and describe any site features which will be altered or may be disturbed, including foundations, walls, vegetation, etc.

FOR OFFICE USE ONLY:			
Date Received _____	Date Acted On _____		
Approved _____	Disapproved _____	Approved as Modified _____	

Appendix B—Normal Maintenance and Minor Work

A Certificate of Appropriateness is not required for normal maintenance items which make no irreversible or significant change to the building or site. Normal maintenance includes the following:

- Maintaining the public-right-of-way through repairing sidewalks; marking pavement; resurfacing streets; maintaining utility poles, wires, traffic signals and street lights; repairing under-ground utilities; and maintaining the landscaping.
- Minor landscaping, including vegetable and flower gardens, shrubbery and rear yard trees. Pruning (not topping) trees and shrubbery; removal of trees less than four inches in diameter at two feet above the ground.
- Repairs to walks, patios, fences and driveways when replacement materials match the original or existing materials in detail, dimension and color.
- Removal of cinder block walks or steps; removal of railroad ties or landscape timbers around planting beds.
- Repair or removal of signs. Erection of temporary signs (real estate, political).
- Installation of house numbers, mailboxes and flag brackets.
- Removal of aluminum awnings; aluminum storm windows and doors; metal storage buildings; satellite dishes; underground oil tanks.
- Replacement of small amounts of missing or deteriorated siding, trim, roof shingles or porch flooring when the replacement materials match the original or existing in material, color and detail. (For siding, roofing and porch flooring, approximately twenty square feet or less will be considered normal maintenance.)
- Repainting siding and trim in the same colors.
- Caulking and weatherstripping; replacing window glass.
- Repairs to exterior lighting fixtures when replacement materials match the original or existing materials in detail.

Minor Work Items

Upon receipt of a completed application, staff may issue a Certificate of Appropriateness (COA) for minor works that are consistent with the Athens Design Review Guidelines, on behalf of the Commission. Where any uncertainty exists as to whether a COA should be issued for minor work, staff shall refer the matter to the Commission. Minor works include the following:

- Removal of asbestos, aluminum, vinyl or other artificial siding not belonging to the original structure.
- Replacement of missing architectural details, provided that at least one of the following conditions are met: (1) at least one example of the detail to be replaced exists on the house, or (2) physical or documentary evidence exists which illustrates or describes the missing detail or details.
- Removal of dead, diseased or dangerous trees.
- Removal of accessory buildings which are not architecturally or historically significant.
- Removal of metal flues, gutters and downspouts.
- Repair or replacement of exposed foundation walls, including installation of vents.

- Repair or replacement of asphalt or fiberglass shingle roofs or other roof coverings where there is no change in material.
- Repair or replacement of flat roofs.
- Reconstruction or repair of fences of wood, stone, brick or cast iron under four feet high.
- Replacement of patios and decks that are not visible from the street.
- Installation or replacement of storm windows and doors, which are finished to match the color of the building's trim.
- Installation of mechanical equipment, such as heating and air conditioning units, not visible from the street.
- Review of material samples and dimensions for projects which have received approval in concept or a COA from the Commission.
- Renewal of expired COAs where no change to approved plans is being proposed and where there is no change in the circumstances under which the COA was granted.

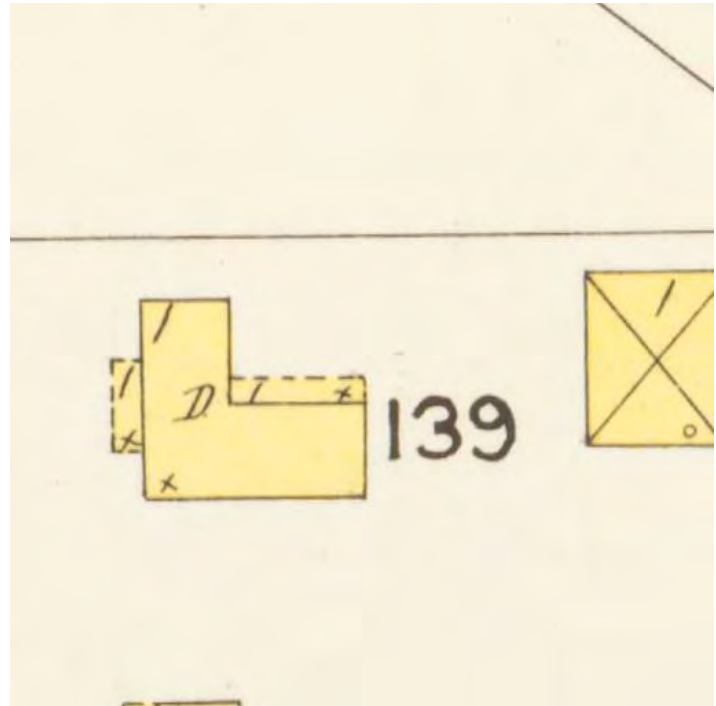
Appendix C - Archaeology

An archaeological resource is any tangible artifact of past human activity found below ground surface, portions of which may be visible above grade. Over time, cultural evidence of human activity becomes layered under ground level, intentionally or inadvertently. Archaeological resources reveal information about how people shaped and used their built environment. Previous building foundations, discarded tools, waste areas, and even soil density can provide clues to understanding the lives, habits, and practices of previous inhabitants of a historic property.

Professional site investigation is highly recommended prior to any earth-moving or construction. The Tennessee State Historic Preservation Office offers assistance with planned site changes to safeguard potential archaeological resources or when such a resource is uncovered. Maintaining such resources *in situ* – in their original place – is the best preservation. Sanborn Insurance maps for Athens illustrate the downtown area from 1930 and 1940. These maps are highly detailed and show the location of buildings in the downtown area.

In most cases the AHPC will normally require the following:

1. Protect, enhance, and perpetuate resources which represent distinctive and significant elements of the City's archaeological identity.
2. Minimize ground disturbances and site changes that affect the site terrain of historic properties and districts to lessen the possibility of destroying significant archaeological resources.
3. Conduct a thorough investigation of the Town's archaeological resources. Document the findings in a cohesive format available for public inspection.



Sanborn Insurance Maps can provide information on the original location and profile of buildings in Athens.

Appendix D - Resources for Technical Assistance

Local Resources

Athens Historic Preservation Commission
140 Main Street
Athens, Tennessee 38372
www.cityofathenstn.com

For information on the Athens Historic Preservation Commission, Certificates of Appropriateness and technical assistance, contact Athens's AHPC at (423) 744-2700.

State Resources

State Historic Preservation Office
Tennessee Historical Commission
2941 Lebanon Road
Nashville, TN 37243
615-770-1087
<http://tn.gov/environment/section/thc-tennessee-historical-commission>

National Resources

National Alliance of Preservation Commissions
208 E. Plume Street
Suite 327
Norfolk, VA
23510
757-802-4141
director@napcommissions.org
<http://napcommissions.org/>

United States Department of the Interior
National Park Service
Post Office Box 37127
Washington, D.C. 20013-7127
www.nps.gov/history/preservation.htm

Office of the Director: (202) 208-6843
Office of Public Affairs: (202) 208-6843
Preservation Assistance Division: (202) 343-9578

See the Secretary of the Interior's Guidelines for rehabilitating Historic Buildings at:
http://www.nps.gov/hps/tps/standguide/rehab/rehab_approach.htm

Appendix E - Glossary of Architectural Terms

Architrave – The molded frame surrounding a door or window.

Arts and Crafts Movement (1900-1930) – A modern movement in domestic architecture which deliberately turned away from historic precedent for decoration and design. Ornamentation was modernized to remove most traces of its historic origins. Low pitched roofs with eave overhangs were favored.

Balustrade – A series of short pillars or turned uprights with a rail.

Bandboard – Any flat horizontal member that projects slightly from the surface of which it is a part; often used to mark a division in a wall.

Bargeboard – A wooden member, usually decorative, suspended from and following the slope of a gable roof.

Bay – (1) An opening or division along a wall of a structure, as a wall with a door and two windows is three bays wide; (2) A projection of a room, usually with windows and angled sides but sometimes rectangular.

Beveled Glass – A type of decorative glass on which the edges of each pane are beveled or cut to an angle of less than ninety degrees.

Board-and-Batten – Vertical exterior siding with the joints between the siding (boards) covered with narrow strips (battens). The battens are used to conceal the gaps between the siding boards.

Bracket – Projecting support member found under eaves or other overhangs; may be plain or decorated.

Brick Header – Bricks laid with their ends towards the face of a wall.

Bungalow (1890-1940) – An architectural style characterized by small size, overall simplicity, broad gables, dormer windows, porches with large square piers and exposed structural members or stickwork.

Casement Window – A window sash that opens on hinges fixed to its vertical edge.

Casing – The finished visible framework around a door or window.

Chimney Pot – A terra cotta, brick or metal pipe that is placed on top of a chimney as a means of increasing the draft; often decoratively treated.

Clapboard – A narrow board, usually thicker at one edge than the other, used for siding.

Colonial Revival (1870-1950) – An architectural style characterized by a balanced façade; use of decorative door crowns and pediments, sidelights, fan lights and porticos to emphasize the front entrance; double-hung windows with multiple panes in one or both sashes; and frequent use of string courses on decorative cornices.

Corbelling – A series of projections, each stepped out further than the one below it; most often found on masonry walls and chimney stacks.

Corner Board – A board that is used as a trim on the exterior corner of a wood frame structure and against which the ends of the siding are fitted.

Cornice – The exterior trim of a structure at the meeting of the roof and wall, usually consisting of bed molding, soffits, fascia and crown molding.

Craftsman Style (1905-1930) – An architectural style featuring low pitched gable roofs with wide, unenclosed eave overhang, roof rafters usually exposed, decorative beams or braces commonly added under the gables, porches with roof supported by tapered square columns and columns frequently extending to the ground level.

Crown Molding – The crowning and finished molding, most often located in the area of transition between wall and ceiling or on the extreme top edge of an exterior wall.

Dentil – A row of small blocks at the base of a classical cornice, resembling a row of evenly spaced teeth.

Dormer – A vertical window projecting from the slope of the roof, usually provided with its own roof.

Double Hung Window – A type window with upper and lower sashes in vertical grooves, one in front of the other, which are moveable by means of sash cords and weights.

Drop Siding – A type of cladding characterized by overlapping boards with either tongue and groove or rabbeted top and bottom edges.

Eave – The part of the sloping roof that projects beyond a wall.

Elevation – The external faces of a building; also a drawing to show any one face of a building.

Embossed – Carved or raised in relief.

Etched Glass – Glass whose surface has been cut away with a strong acid or by abrasive action into a decorative pattern.

Façade – The front face of a building.

Fascia – A flat board used to cover the ends of roof rafters.

Fenestration – The arrangement of windows and other exterior openings on a building.

Flashing – Pieces of non-corrosive metal installed at junctions between roofs and walls, around chimneys and around other protrusions through the roof.

Flush Siding – Wooden siding which lies in a single plane. This was commonly applied in a horizontal direction except when applied vertically to accent an architectural feature.

Foursquare – Two story, box-shaped house style prevalent during the early twentieth century.

Friable – Easily crumbled or pulverized.

Frieze – The middle division of an entablature, between the architecture and cornice; usually decorated but may be plain.

Gable – The triangular end of exterior wall in a building with a ridged roof.

Gable Roof – A sloping (ridged) roof that terminates at one or both ends in a gable.

Gingerbread – Thin, curvilinear ornament produced with machine-powered saws.

Grapevine Joint – An archaic mortar joint similar to a concave joint with a groove scribed into the center of it.

Hardboard – A very dense fiberboard usually having one smooth face.

Hipped Roof – A roof formed by four pitched roof surfaces.

Jalousie – The craft of connecting members together through the use of various types of joints; used extensively in trim work and in cabinet work.

Knee Bracket – A diagonal member for bracing the angle between two joined members, as a stud or column and a joist or rafter, being joined to each partway along its length.

Lintel – A horizontal beam bridging an opening.

Masonry – Work constructed by a mason using stone, brick, concrete blocks, tile or similar materials.

Meeting Rail – (in a double hung window) The rail of each sash that meets a rail of the other sash when the window is closed.

Metal Buildings – Prefabricated structures faced in sheet metal.

Mission Tiles – A red roof material made of fired clay.

Molding – A continuous decorative band; serves as an ornamental device on both the interior and exterior of a building or structure; also often serves the function of obscuring the joint formed when two surfaces meet.

Mullion – A vertical support dividing a window or other opening into two or more parts, or that separates two windows.

Muntin – A thin strip of wood or steel used for holding panes of glass within a window sash.

Neoclassical (1900-1940) – An architectural style characterized by a two-story pedimented portico or porch supported by colossal columns, a centrally located doorway and symmetrically placed windows.

Palladian Window – A window with three openings with a large arched central light flanked by rectangular sidelights.

Parapet - A low wall rising from the roofline of a building façade.

Parging – A technique of applying a cement-type coating to a masonry surface.

Pediment – A triangular section framed by horizontal molding on its base and two sloping moldings on each of its sides; used as a crowning element for doors, windows and niches.

Pendant – A hanging ornament; usually found projecting from the bottom of a construction member such as a newel in a staircase, the bottom of a bargeboard or the underside of a wall overhang.

Pier – Vertical supporting member that is part of the foundation.

Pitch – The degree of slope on a roof.

Portico – A covered walk or porch supported by columns or pillars.

Prairie Style (1900-1920) – An architectural style characterized by its overall horizontal appearance which is accomplished through the use of bands of casement windows, long terraces or balconies, flanking wings, low-pitched roofs with wide overhangs and darkly colored strips or bands on exterior walls.

Quarter Round – A small molding that has the cross section of a quarter circle.

Queen Anne (1800-1910) – An architectural style characterized by irregularity of plan and massing, variety of color and texture, variety of window treatment, multiple steep roofs, porches with decorative gables, frequent use of bay windows, chimneys with corbelling and wall surfaces that vary in texture and material use.

Rabbet – A joint formed by cutting a rectangular groove in one member to receive the end of another member.

Railing – (1) A fence-like barrier composed of one or more horizontal rails supported by widely spaced uprights; balustrade; (2) Bannister; (3) Rails, collectively.

Reconstruction – The act of reproducing by new construction the exact form and detail of a vanished building, structure or object as it appeared at a specific period of time.

Reglaze – To remove and replace deteriorated putty with new putty between the glass and the wood on a window, to create a weather-tight seal.

Rehabilitation – The act or process of returning a property to a state of utility through repair or alteration, which makes possible efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural values.

Renovation – The restoration to a former better state by cleaning, repairing or rebuilding.

Repointing – Removing old mortar and replacing it with new mortar.

Restoration – The act or process of accurately recovering the form and details of a property and its settings as it appeared at a particular period of time, by means of the removal of later work or by the replacement of missing earlier work.

Ridge – The horizontal line formed when two roof surfaces meet.

Riser – Each of the vertical boards closing in the spaces between the treads of stairways.

Sandblast – An abrasive method of cleaning bricks, masonry or wood that involves directing high-powered jets of sand against a surface, causing damage to wood and brick.

Scale – The size of the construction units, architectural elements and details in relation to the size of man.

Setback – The distance from the front wall of the building to the property line or the street.

Shed Dormer – A dormer with a roof consisting of one inclined plane.

Sidelight – A fixed sash located beside a door or window, often found in pairs.

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

Sillplate – The horizontal member that rests on the foundation and forms the lowest part of the frame of a structure.

Solarium – A glass-enclosed porch or room.

Spacing – The distance between adjacent buildings.

Stack – A number of flues embodied in one structure rising above a roof.

Spandrel – The sometimes ornamental space between the right or left exterior curve of an arch and an enclosing right angle.

Stucco – An exterior wall covering consisting of a mixture of Portland cement, sand, lime and water.

Surround – The frame around a door or window, sometimes molded.

Terra Cotta – A fine-grained fired clay product used on the exterior of buildings; may be glazed or unglazed, molded or carved; usually brownish red in color, but may also be found in tints of gray, white and bronze.

Tongue-and-Groove – A joint made by a tongue on one edge of a board fitting into a corresponding groove on the edge of another board.

Topography – The physical and natural characteristics of a site, especially referring to the changing contours of ground level.

Topping – The indiscriminate cutting back of tree branches to stubs or lateral branches that are not large enough to assume the terminal role.

Transom – A small window or series of panes above a door or above a casement or double-hung window.

Triple A Roof – A colloquial term used to describe the false center gable often found on late nineteenth- and twentieth-century domestic roofs. Also used as a name for a vernacular house containing such a roof configuration; term is derived from the three “A” shaped gables: side, front and side.

Tudor (1890-1940) – An architectural style characterized by steeply pitched and gable roofs, gabled entranceway, multi-paned narrow windows, tall chimneys (often with chimney pots), masonry construction and decorative half-timbering in many cases.

Turret – A small and somewhat slender tower; often located at the corner of a building.

Valley Flashing – Copper, galvanized sheet metal or aluminum strips placed along the depressed angle formed at the meeting point of two roof slopes.

Veneer – A decorative layer of brick, wood or other material used to cover inferior structural material, thereby giving an improved appearance at a low cost.

Veranda – A roofed open gallery attached to the exterior of a building.

Vernacular – In architecture, as in a language, the non-academic local expressions of particular region.

Victorian Style – A loose term for various styles of architecture, furniture or clothes popular during the reign of Queen Victoria (1837-1901); architectural styles are primarily characterized by fanciful wooden ornamentation or “gingerbread.”

Weatherboards – Exterior wood siding consisting of overlapping boards usually thicker at one edge than the other.

Wood Shakes – Hand-cut wood shingles. Shakes can be distinguished from shingles in that shakes are not tapered and usually have more irregular surfaces. Their length varies from twelve inches to over three feet.

Appendix F - Suggested Sources

- Bullock, Orin M. *The Restoration Manual: An Illustrated Guide to the Preservation and Restoration of Old Buildings*. New York, Van Nostrand Reinhold, 1983.
- Carley, Rachel. *The Visual Dictionary of American Domestic Architecture*. New York: Henry Holt and Company, LLC, 1994.
- Chambers, J. Hendry. *Cyclical Maintenance for Historic Buildings*. Washington, D.C: Technical preservation Services, U.S. Department of the Interior, Government Printing Office, 1976.
- Evers, Christopher. *The Old-House Doctor*. Woodstock, New York: The Overlook Press, 1986.
- Harris, Cyril M., ed. *Dictionary of Architecture and Construction*. District of Columbia: McGraw Hill, 2000.
- Kangas, Robert. *The Old-House Rescue Book*. Reston, Virginia: Reston Publishing Company, 1982.
- Labine, Clem, ed. *Clem Labine's Traditional Building*. Brooklyn, New York: Historical Trends Corporation.
- Litchfield, Michael W. *Renovation: A Complete Guide*. New York: Wiley, 1982.
- Longstreth, Richard. *The Buildings of Main Street: A Guide to American Commercial Architecture*. Washington, D.C.: The National Trust for Historic Preservation, 1987.
- McAlester, Virginia and Lee. *A Field Guide to American Houses*. New York: Alfred A. Knopf, 1984.
- Morgan, William. *Abrams Guide to American House Styles*. New York: Harry N. Abrams Inc., 2004.
- Morton, W. Brown, III, Gary L. Hume, and Kay D. Weeks. *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*. 1979. Rev. ed. Washington, D.C.: Technical Preservation Services. U.S. Department of the Interior, 1990.
- Moss, Roger. *Century of Color*. Watkins Glen, N.Y.: The American Life Foundation, 1981.
- Nash, George. *Old-houses, A Rebuilder's Manual*. Englewood Cliffs, N.J.: Prentiss-Hall, 1980.
- "Old-House Journal". Monthly. Old-House Journal Corporation, 435 Ninth Street, Brooklyn, New York, 11215.
- Phillips, Steven J. *Old-House Dictionary*. Lakewood, Colorado: American Source Books, 1989.
- Rifkind, Carole. *A Field Guide to American Architecture*. New York: New American Library, 1980.

Rypkema, Donovan D. *The Economics of Historic Preservation*. Washington: The National Trust for Historic Preservation, 1994.

Stephen, George, *New Life for Old Houses*. Washington D.C. : The National Trust for Historic Preservation, 1989.

Technical Preservation Services, National Park Service, U.S. Department of the Interior. *Respectful Rehabilitation*. Washington, D.C.: The Preservation Press, 1982.

Winter, Nore' "Developing Sustainability Guidelines for Historic Districts." Washington, D.C.: National Trust for Historic Preservation, 2011.

Yapp, Bob. *About Your House*. San Francisco: Bay Books, 1997.

Young, Robert A. *Historic Preservation Technology*. Hoboken, New Jersey: John Wiley & Sons, 2008