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¹ "Table of Contents." Santa Ana City Wide Design Guidelines. http://www.santa-ana.org/pba/planning/documents/Table_of_Contents.pdf (accessed April 30, 2013).
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1. INTRODUCTION

1.1 MUTUAL OBJECTIVES OF THE HISTORIC PRESERVATION COMMISSION AND THE DEVELOPMENT AUTHORITY / MAIN STREET PROGRAM

The mutual objectives of the Tybee Island Historic Preservation Commission (HPC) and Development Authority / Main Street Program are to:

- Strengthen the local economy by maintaining the historic character to ensure a marketable identity.
- Preserve and protect the historic architectural character and quality of life of Tybee Island.

By understanding and preserving the historic identity of the island and by respectfully developing for community needs, the history of Tybee Island can be better appreciated, preserved, and marketed to the benefit of individual property owners and the island community.

1.2 EXISTING STUDIES

To provide a framework for future development, several studies have been conducted with input from community stakeholders. These studies include:

- Tybee Island Master Plan, 2007²
- Quality Growth Report, 2006³
- HDR: South Beach Business District Design Charrette, 2004⁴

²http://www.cityoftybee.org/Assets/Files/MasterPlan/TybeeIsland_MasterPlanAgenda_021208-FINAL.pdf

³http://www.dca.state.ga.us/development/planningqualitygrowth/programs/downloads/resourceteams/tybeeisland/tybee_report.pdf

The recommendations of these studies consistently encourage the preservation and appreciation of Tybee's historic structures through the enactment of design ordinances and guidelines. Below are some of the recommended actions for Tybee Island.

From the (2007) Master Plan:

- Identify the defining and desirable character of the unique areas/neighborhoods
- Develop recommended development strategies for each Character Area (Appendix 7.2)
- Character Areas will influence future Land Use and Zoning decisions within the City
- "Historic structures in this area should be restored and/or preserved whenever possible." is noted multiple times throughout the report

From the (2006) Quality Growth Report:

- Establish an ordinance that would regulate infill and redevelopment
- Create distinctive areas of development to encourage destination travel and year-round commerce.
- Create a zoning overlay that will establish limited design guidelines for this area that are not covered by the local historic district designation

⁴<http://www.cityoftybee.org/Assets/Files/EconomicDevelopment/SouthEndDevelopmentProposal.pdf>

According to a report completed in 2004 by HDR Inc., an architectural firm, participating community stakeholders identified these goals for the South Beach Strand area:

- Emphasis on maintaining and strengthening the Commercial Core of the district.
- Celebration and utilization of historic structures, such as the Carbo House*

Noted within the report is the following recommendation for Tybrisa Street:

“In the design vision, Tybrisa Street remains the traditional main street of the district. Emphasis is placed on maintaining the existing building setback line, gaining sidewalk area by eliminating parallel parking on one side of the street, maintaining angled parking on one side of the street, and maintaining one-way vehicular traffic flow from Butler Avenue toward the ocean . . .”

1.3 BENEFITS OF DESIGN GUIDELINES

- Promote community awareness and appreciation of the physical environment
- Protect and retain the historic, commercial district and neighborhood architectural character, fabric and atmosphere
- Enrich economic investment for business and property owners
- Improve the quality of physical alterations to residential and commercial historic structures

* While not mentioned in the HDR report, the Tybee Island Raised Cottages and the historic drug pharmacy on Tybrisa Street bear witness to Tybee’s heritage and both the buildings and that heritage should be cherished, celebrated, and utilized.

- Enhance the quality of the pedestrian experience along a commercial corridor by providing an enjoyable shopping and dining experience for business consumers
- Foster flexible and individual creativity rather than anonymous uniformity

1.4 HOW IT WORKS

- The previous sections have provided an understanding of the history, purpose, and objectives for this document.
- The design guidelines are general guidelines. Specific guidelines for Historic Districts and sub-districts are provided in Section 5. The Design Guidelines are applicable only in designated local districts. Each designated district has a specific set of guidelines. Although information for certain projects may be found within more than one section, specific guidelines should be followed. For example, if a project is located in the Fort Screven Historic District, continue to the Fort Screven Design Guidelines. Consult with the HPC to ensure that all applicable guidelines are reviewed. Based on the guidelines, define the scope of work and submit the Certificate of Appropriateness application along with the necessary support materials to the Planning and Zoning Department.

2. CERTIFICATE OF APPROPRIATENESS AND DESIGN REVIEW PROCESS

2.1 INTRODUCTION⁵

The Certificate of Appropriateness (COA) and Design Review Process are useful to ensure the protection of the historic architectural identity of our community. They are meant to create and enforce a minimum standard of quality workmanship and design for projects undertaken on structures within the historic districts. These guidelines cover the maintenance, preservation, and rehabilitation of the historic buildings, and the construction of new buildings in Tybee Island's historic districts; thereby preventing further loss to the island's historic integrity and fabric and enabling owners to take advantage of tax incentives. As it relates to new construction, the HPC is only concerned with height, mass and scale being compatible within the local historic districts.

2.2 APPLICATION REVIEW PROCESS

The Certificate of Appropriateness, hereafter referred to as COA, within a historic district is required by the HPC as follows:

- prior to the alteration, addition, rehabilitation, and/ or demolition of any historic structure
- new construction, as it pertains to height, mass, and scale

If such work is begun without approval from the HPC, the City may issue a cease and desist work order and the property owner may face fines. Work pertaining to the alteration, relocation, or demolition of any exterior feature of a historic structure, or existing building within a historic district, must also be first approved by the HPC.

⁵ "Georgetown Historic Buildings District Design Guidelines." Georgetown, South Carolina.

[http://www.egovlink.com/public_documents300/georgetown/published_documents/Departments/Building and Planning/ARB/Georgetown- Design Guidelines 2012.pdf](http://www.egovlink.com/public_documents300/georgetown/published_documents/Departments/Building%20and%20Planning/ARB/Georgetown-Design%20Guidelines%202012.pdf) (accessed April 30, 2013).

Any project proposed involving the alteration to the exterior of a historic building within a historic district requires that a COA application be submitted to the Planning and Zoning Department prior to commencement. Once the application is reviewed, by the Planning and Zoning Department to assure zoning compliance, the application is presented to the HPC for review at one of the regularly schedule meetings. Projects that meet specific maintenance standards as noted in Section 6 can be reviewed and approved by the Planning and Zoning Department, while projects that are not eligible for administrative approval will be placed on the agenda for the next HPC meeting.

The application for COA will be reviewed at a regularly scheduled HPC public hearing. A signed COA will be issued if the project plans meet the HPC's approval, per the Tybee Island Design Guidelines. Once the COA and all required building permits are issued for the project, the work may proceed on the structure. If changes are made to the project during construction that differs from the originally proposed and approved project, a new COA application must be submitted and all work shall cease.

A COA is *not* required for the following work:

- X Interior changes
- X Paint colors
- X Minor / Emergency maintenance with the same materials (examples are as such: replacing wood clapboard, trim, or roof shingles, window panes)
- X Maintenance of driveways, walkways and parking areas
- X Solar panels

A COA *is* required for and not limited to the following work:

- ✓ Alterations or additions to exterior of the building

- ✓ Exterior siding repair / replacement
- ✓ Exterior wood repair/ replacement of historic architectural decorative features
- ✓ Foundation repair / replacement
- ✓ Porch repair, replacement or redesign
- ✓ Roof redesign
- ✓ Window and door repair, replacement or redesign

2.3 CERTIFICATE OF APPROPRIATENESS REQUIRED SUPPORTING MATERIALS

In order for an application to be placed on the HPC’s agenda, the nomination must be accompanied by supporting documents and an application fee. The necessary supporting documents vary with the COA requests. These COA requests and supporting documents are outlined as follows:

New Construction

- Drawings to scale with dimensions of all affected exterior elevations;
- Site plans to scale showing: location with dimensions, required setbacks, landscaping and other site features;
- Description of all materials proposed for use on the exterior. Provide samples if possible;
- Photographs of existing buildings or surroundings of proposed new buildings

Existing Historic Building Addition, Rehabilitation, Renovation, and/ or Repair

- Condition report of the building or structure;
- Photographs of the existing building or structure;
- Documentation of economic factors (necessary only if economic hardship is applicable)

- Drawings to scale with dimensions of all affected exterior elevations;
- Site plans to scale showing: location with dimensions, required setbacks, landscaping and other site features;
- Drawings or photographs of architectural details such as columns, railings, balustrades, roofs, doors, windows, porches, etc.;
- Description of all materials proposed for use on the exterior. Provide samples if possible;
- Photographs of existing buildings or surroundings of proposed new buildings;
- Available historic documentation (necessary only for a proposed restoration to an earlier appearance)

Historic Building Relocation

- Site plan (necessary for proposed relocation within historic district)
- Plans for relocation of a building providing how the building is to be located, how the issue of overhead electrical wires, trees or other objects which might come in contact with the building during the relocation, will be mitigated.

2.4 PROCEDURES FOR ISSUANCE OF A CERTIFICATE OF APPROPRIATENESS

1. Planning and Zoning Department reviews application for zoning compliance.
2. Application and support materials are presented to HPC for review prior to HPC meeting.
3. Planning and Zoning Department staff and HPC members may visit application site to photograph the site and make a visual inspection.

4. A representative for all COA applications should be present at the required HPC meeting. The applicant and/ or the representative may present any relevant evidence in order to provide additional support to the application. Any affected property owner will have an opportunity to address the HPC at a scheduled meeting.
5. If the application is approved or approved with modifications, a COA is issued directly to the applicant and a copy of the COA is forwarded to the Planning and Zoning Office to ensure compliance of the proposed project with the Tybee Island Code. Applicant must obtain all building permits before work commences.
6. The HPC reserves the right to deny or continue an application. The HPC may not consider a denied application for six months unless the applicant can demonstrate that the cause for the denial has been addressed or new information can be presented to support the proposed project.
7. An applicant may appeal City Council within thirty days of the HPC's decision.
8. The issuance of a COA shall not relieve an applicant of 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, relocation, or demolition.

3. HISTORY OF TYBEE ISLAND

HISTORY OF TYBEE ISLAND'S HISTORIC DISTRICTS

Despite having an area of only 2.7 square miles, Tybee Island has the distinct history and significance to host three, and now possibly four, historic districts (Appendix 7.1).⁶ These districts include the Back River Historic District, located along Chatham Avenue from Tybee River to Venetian Drive; Fort Screven Historic District, bounded by Titlon, Butler, Van Horne, Railroad Avenue, Alger Avenue, and Pulaski Road; South End Historic District and the Strand Cottages Historic District, along Butler Avenue between 12th Street and 14th Street.

Fort Screven has born witness to much of the early activity on Tybee Island. This district holds the first modern construction on the island; the Tybee Lighthouse is recognized for marking the initial development on the island in 1736.⁷ During the Revolutionary War, Fort Screven and other outposts were the staging ground of the 1779 "Siege of Savannah." Over thirty years later, the lighthouse was used to alert Savannah of a possible, although never attempted British attack during the War of 1812. In 1885, Tybee Island began to upgrade its defense system. According to the Tybee Island website, "From 1897 to 1947, Fort Screven would be an integral part of America's Coastal Defense system."⁸ This time period saw the training and active duty of many American soldiers during the Spanish American War of 1898, and both the World Wars.⁹

⁶ "Size of Tybee," <http://www.google.com>, (Accessed March 29, 2013).

⁷ "Tybee History." Tybee Island Online. <http://tybeeisland.com/tybee-information/tybee-history/> (accessed March 31, 2013).

⁸ Ibid.

⁹ Ibid.

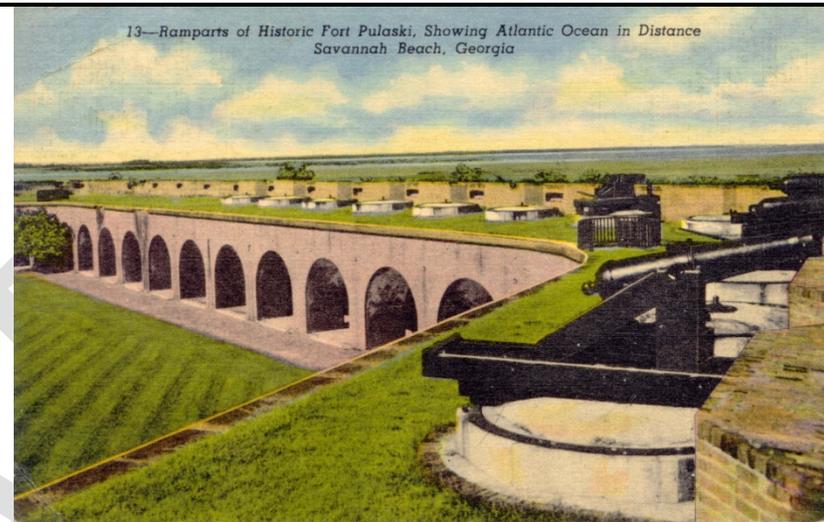


Figure 1: This post card depicts the cannons atop Fort Pulaski's walls. Image courtesy of the Tybee Island Historical Society.

During the Civil War, Tybee Island was the setting for the fall of Fort Pulaski in April of 1862 (figure 1). The Confederate army first occupied the island, but retreated to Fort Pulaski in November of 1861. While the island itself was secure, General Robert E. Lee realized that it was too exposed to Hilton Head and its blockading ships to risk defending; therefore, he retreated up the Savannah River to Fort Pulaski. Shortly thereafter, the Union Army occupied the island and by February of 1862, eleven earthen batteries had been constructed from Lazaretto Creek to the lighthouse. On April 10, 1862, the Union Army fired upon Fort Pulaski from its batteries and Fort Screven. The Union batteries, 2,550 yards in length, were armed with columbiads (large cannons), mortars (an indirect-fire artillery weapon), Parrotts (a muzzle loading rifle), and James rifles (an artillery cannon), although only the James rifles were truly useful

in the fall of the fort. Fort Pulaski surrendered to the Union Army at approximately 2:00 p.m. on April 11, 1862.

After the War Between the States had ended, Savannahians resumed their travel to Tybee Island by steamers. With the continued interest of the Savannah population in sea bathing, the years from 1874 - 1925 were a significant development in Tybee's history.¹⁰ A group of local Tybee businessmen recognized and understood Tybee's unique opportunity to become a destination location, and therefore, formed the Tybee Improvement Co. in the early 1870s.¹¹ Through their time, effort, and promotion, Tybee Island became "a seaside resort, complete with boarding houses and dancing pavilions" in the following decade.¹² Eventually the Central of Georgia Railway established a rail line to the island in 1895, and five years later, constructed an "enormous dancing and entertainment pavilion, the Tybrisa . . ."¹³ The combination of the rail line, pavilions and a growing multitude of bath houses allowed Tybee to thrive as the perfect location for the seasonal day-tripper or extended- stay guest (figure 2).

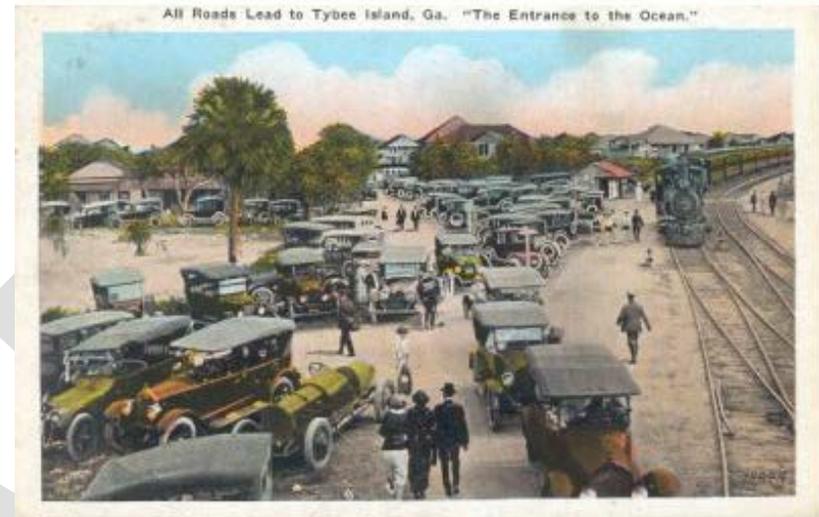


Figure 2: The train transported passengers from Savannah to Tybee Island, as seen in this postcard. Image courtesy of the Tybee Island Historical Society.

With the completion of the Tybee Road in 1923, the island saw a shift from a seasonal to a more year-round way of life. The easy commute allowed Savannah-based businessmen to drive from Tybee to Savannah in the morning, while allowing his wife and kids to sea bathe and escape the summer's heat. He would then return in the evening. This change is what prompted the development of the cottages (these businessmen's second homes) in the Strand Cottage District. These Strand Cottages are Tybee's link and physical evidence to the coastal resort movement along the Atlantic Ocean.

¹⁰"Georgia- Chatham County." National Register of Historic Places. <http://www.nationalregisterofhistoricplaces.com/ga/Chatham/state2.html> (accessed March 31, 2013).

¹¹ Brian LaPeter, "History by the Sea." SavannahNow.com. <http://savannahnow.com/stories/102499/LOctybeehistory.shtml> (accessed March 31, 2013).

¹² Ibid.

¹³ Ibid.

The Strand Cottage District and the Back River District together “hold the largest collection of coastal resort cottages in Georgia.”¹⁴ These two-story cottages with wrap around porches on both levels exemplify the residential stage of Tybee Island and help to maintain Tybee’s identity of a historic, coastal destination (figure 3).¹⁵



Figure 3: Raised cottages along the back river. Image courtesy of the Tybee Island Historical Society.

In the 1920’s, an advertisement boasted that the Tybee Road allowed the island to serve as a destination resort to the 8,000,000 people of the Southeast. The proliferation of hotels, hostels, and pavilions attracted not only bathing patrons, but also Big Band celebrities like Cab Calloway, Bob Sheppard’s Moonlight Serenaders, Al Cutter, Raymond Snyper, and John Phillips.

¹⁴ Ibid.

¹⁵ Ciucevich, Robert. *Tybee Island The Long Branch of the South*. Arcadia Publishing, 2005. (accessed March 31, 2013).

Being that the Tybee was part of the touring circuit from New York City to Miami, musicians such as Bob Crosby and the Bobcats, Guy Lombardo and the Royal Canadians, the Benny Goodman Orchestra, the Ted Weems Orchestra, Louis Prima, Louis Armstrong, Glenn Miller, and Tommy and Jimmy Dorsey played at the Tybrisa Pavilion (figure 4).

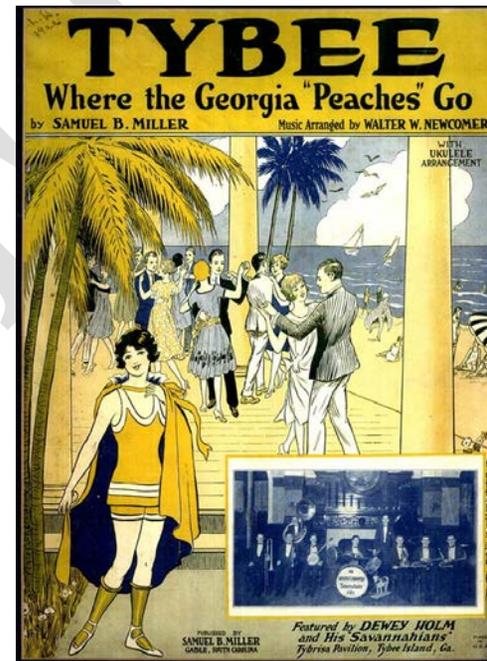


Figure 4: Dewey Holm was a popular big band leader that played Tybrisa Pier in the 1920’s & 30’s. Image courtesy of the Tybee Island Historical Society.

4. DESIGN GUIDELINES – GENERAL

4.1 INTRODUCTION¹⁶

While many architectural styles exist on Tybee Island, they are all composed of three major elements: height, scale and mass. For example, building height is an architectural design element; however the building height of a ranch home is different than the building height of Queen Anne home. This chapter explains architectural elements and describes how best to design and/ or preserve a building so that it is sympathetic to its neighbors. For district specific guidelines, refer to Section 5.

4.2 HEIGHT, MASS, SCALE

- **BUILDING HEIGHT:** Building height is one of the most important contributing factors in Tybee Island Historic Districts. New construction that is a good representation of current architecture style is valued. However, new construction in a historic district should not exceed the height of historic buildings in the district.

New Construction: New construction in a historic district should complement and be sensitive to surrounding heights of historic buildings in the district. These guidelines are intended to protect the investments of property owners on the island.

¹⁶ Cullen Chambers. *Tybee Island Draft Architectural Design Guidelines*. Tybee Island: Historic Preservation Commission, 1999.

Restoration and Rehabilitation: In restoration and rehabilitation, a historic building should not be raised or lowered from its current height. Persons choosing to do such alterations should be aware that it can jeopardize the historic designation for the district and property investments. Additions to a historic home should be no higher than the roof of the original structure (figure 5).

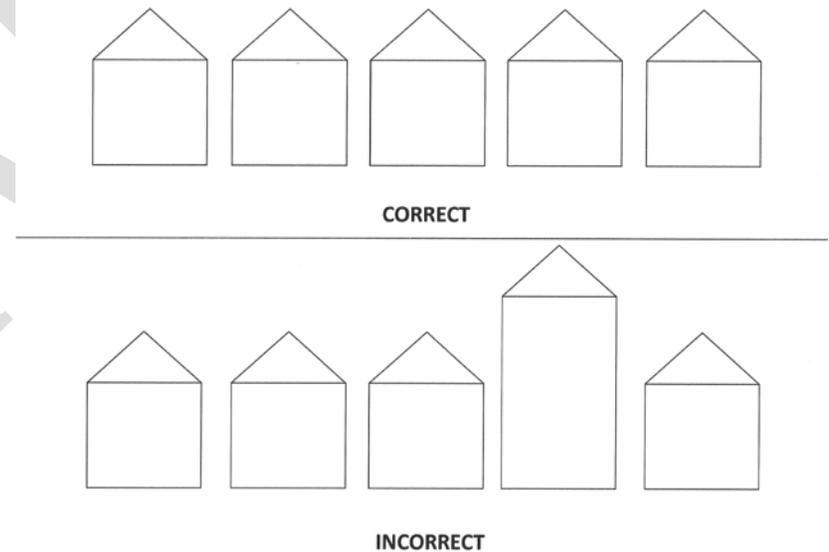


Figure 5: The above figure shows an example of correct vs. incorrect building height

- **HEIGHT TO WIDTH RATIO:** The part of the building facing the public right of way is divided into approximate, equal vertical and horizontal units. The height to width ratio is expressed as the vertical units to horizontal units. For instance, a low flat building that is four times as wide as it is tall would be expressed as 1:4. The relationship between the height and the width is an important and common characteristic in an identifiable historic district (figure 6).

New Construction: Any new construction should follow the height to width ratio historically established in the district.

Restoration and Rehabilitation: The existing height-width ratio of a building should not be altered.

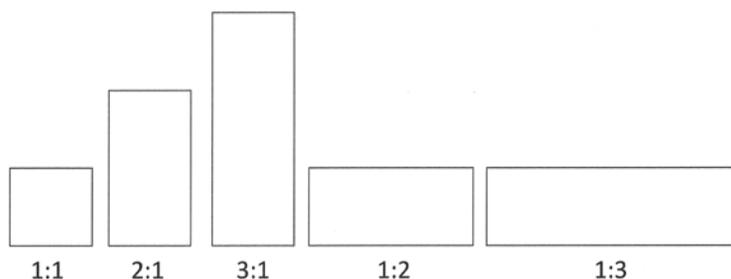


Figure 6: The above figure shows an example of how the ratio is expressed

- **MASS (BUILDING FOOTPRINT):** A building's plan is its shape as seen from directly above (figure 7).

New Construction: A new building should follow the plans of existing historic buildings in the historic district

Restoration and Rehabilitation: Any new additions should be within the same character of the historic building, and should not out scale it. An addition should not be visible from the public right of way.

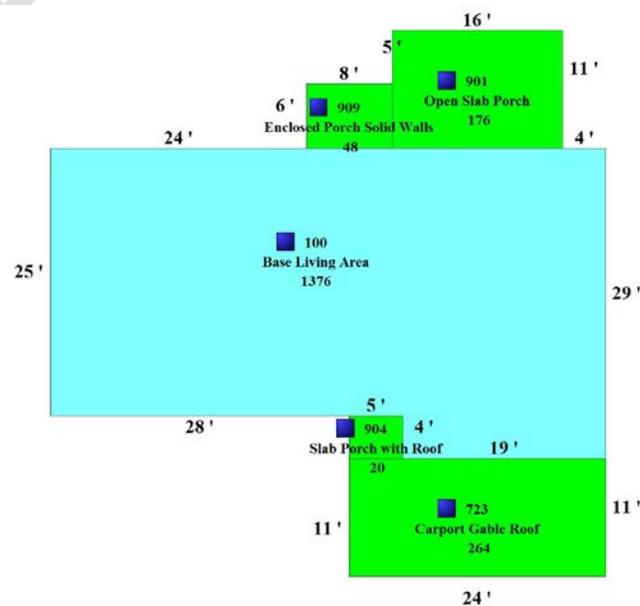


Figure 7: The above figure shows an example of a building footprint

- **BUILDING SCALE:** The scale of a building describes how large a building is in comparison to a human figure. A building's height, plan and height to width ratio are to be considered when determining scale (figure 8).

New Construction: A new building should not overwhelm historic buildings in the neighborhood. New construction should be of the same size and scale of the historic buildings in the neighborhood.

Restoration and Rehabilitation: An addition to a historic building should not alter the historic scale of a structure.

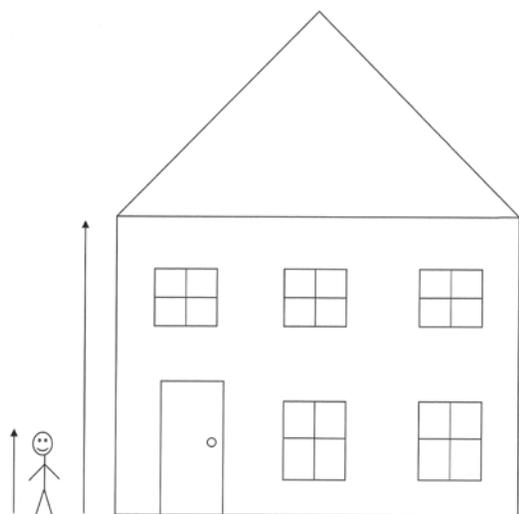


Figure 8: The above figure shows an example of the scale of a building compared to a human figure

4.3 COMPONENTS OF DESIGN

Other than height, mass and scale, statements within this section which reference new construction are suggestions to be taken into consideration during the planning phase.

- **BUILDING ORIENTATION:** Building orientation is the direction a building is facing (figure 9).

New construction: Any new construction should follow the orientation of surrounding historic structures.

Restoration and Rehabilitation: The main entrance of a building should not be altered from its existing configuration.

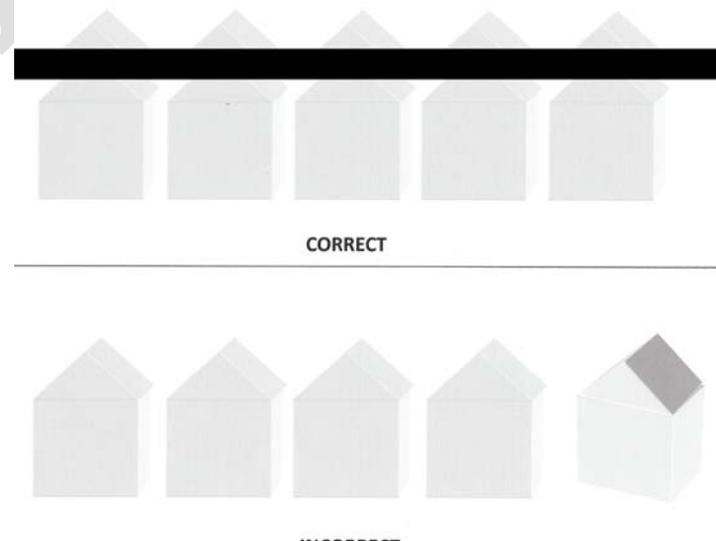


Figure 9: The above figure shows an example of a building that is set at a different orientation than the others

- **SPACING:** Spacing refers to the amount of space in between buildings. Building spacing establishes patterns down streets and contributes to the character of a historic district (figure 10).

New construction: New construction should not break the existing spacing patterns established on its block.

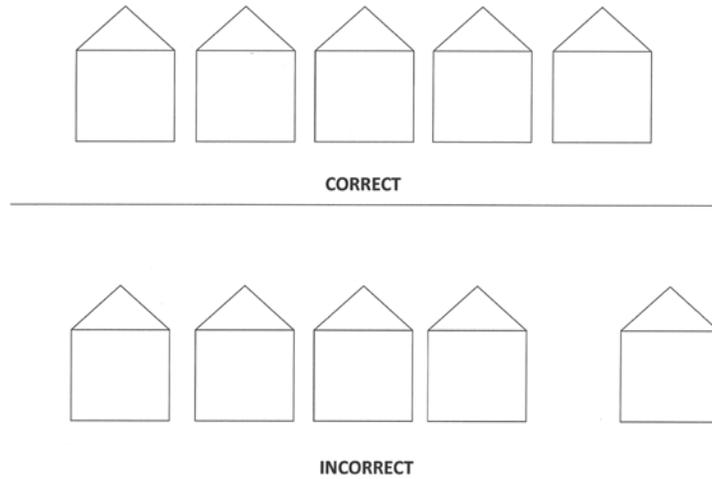


Figure 10: The above figure shows an example of correct vs. incorrect spacing between buildings

- **FACADE RHYTHM:** Facade rhythm refers to the space pattern created by the windows, doors, and porches on the facades of buildings (figure 11).

New construction: New construction should conform to the facade rhythm established by historic buildings in the district.

Restoration and Rehabilitation: Restoration and rehabilitation of a historic building should not alter its existing facade rhythm.

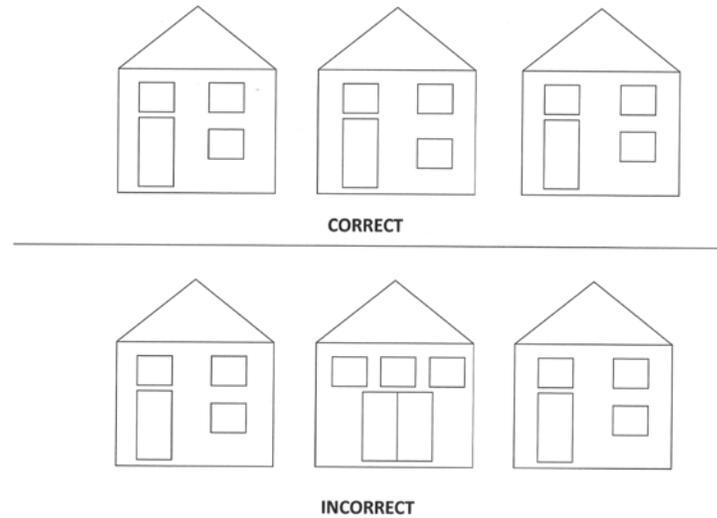


Figure 11: The above figure shows an example of correct vs. incorrect facade rhythm

- **EXTERIOR MATERIALS:** Existing materials, if used on historic buildings, vary depending upon which historic district the building contributes. Please refer to the historic district guidelines for the district in which the submitted project is located.

New Construction: New construction should reflect the existing materials of the other historic buildings in the historic district in which the new building is located.

Restoration and Rehabilitation: If a historic building is restored or rehabilitated, the original exterior material should not be replaced. The only exception to the preservation of the existing material is too far deteriorated, in which case replacement material should be identical to the historic materials in form, shape, and appearance, as applicable. If artificial siding has deteriorated and needs to be replaced, it should be done with material that was historically on the house.

- **ROOFS:** Roof styles used on historic buildings vary depending upon which historic district the building contributes. Please refer to the historic district guidelines for the district in which the submitted project is located (figure 12).

New Construction: Roof designs should reflect the existing designs of the other historic buildings in the historic district in which the new building is located.

Restoration and Rehabilitation: The roof shape of a historic building should not be modified. If an addition to a historic building is constructed, the roof of the addition should echo the pitch and form of the original roof. Dormers should not be added to roofs that did not have them.

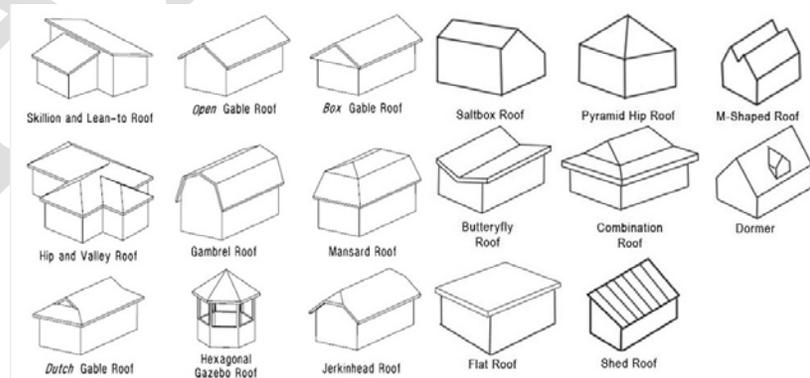


Figure 12: The above figure shows different roof types

- **WINDOWS:** Window styles used on historic buildings vary depending upon which historic district to which the building contributes. Please refer to the historic district guidelines for the district in which the submitted project is located (figure 13)

New Construction: Window designs should reflect the existing designs of the other historic buildings in the historic district in which the new building is located.

Restoration and Rehabilitation: The installation of new windows is not recommended for historic homes. With a little work, historic windows can be almost as efficient as new ones. The replacement should be identical to the originals. Cutting out new windows is discouraged (figure 6).

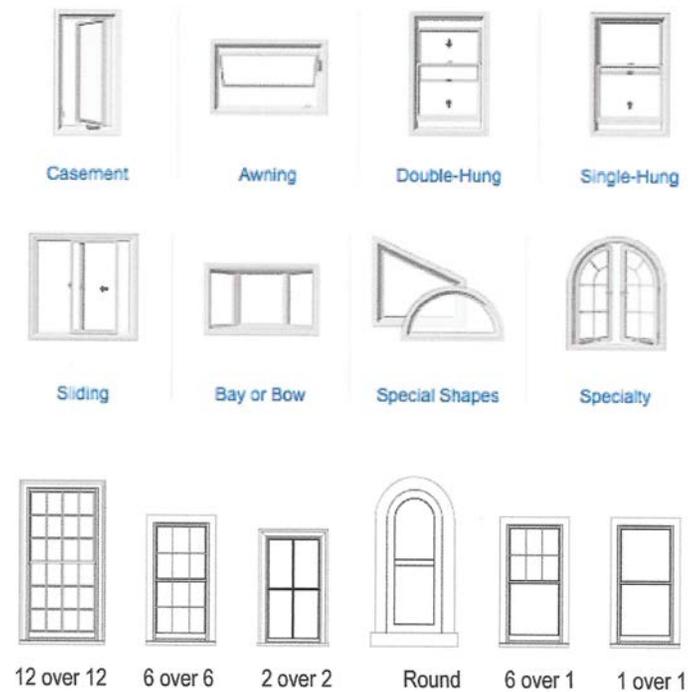


Figure 13: The above figure shows different window types

- **AWNINGS/SHUTTERS:** Awnings/Shutters are used on historic buildings depending upon which historic district the building contributes. Please refer to the historic district guidelines for the district in which the submitted project is located.

- **DOORS:** Doors styles used on historic buildings vary depending upon which historic district the building contributes. Please refer to the historic district guidelines for the district in which the submitted project is located (figure 14).

New Construction: Door designs should reflect the existing designs of the other historic buildings in the historic district in which the new building is located.

Restoration and Rehabilitation: It should be replaced with a similar door in design and material (figure 7).

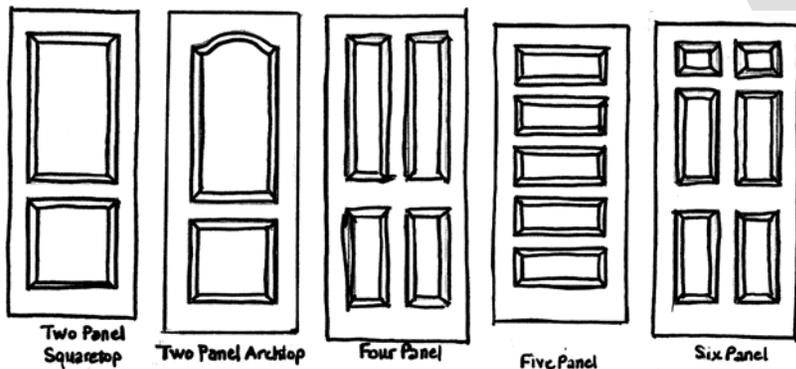


Figure 14: The above figure shows different door types

- **HVAC:** HVAC should meet the Code of Tybee Island requirements. It is also recommended that the system not be placed on the primary façade or in a location easily viewed from the street.
- **CHIMNEYS:** Existing chimneys should not be altered.

- **COMMUNICATION EQUIPMENT:** Telecommunication towers and antennas should meet the Code of Tybee Island requirements. It is also recommended that the mechanisms not be placed on the primary façade or in a location easily viewed from the street.
- **PORCHES AND RAILINGS:** Porch and Railing styles used on historic buildings vary depending upon which historic district the building contributes. Please refer to the historic district guidelines for the district in which the submitted project is located.

New Construction: Porch and Railing designs should reflect the existing designs of the other historic buildings in the historic district in which the new building is located.

Restoration and Rehabilitation: Porches add greatly to the character and nature of the historic house, and it is not recommended that the porch be altered (figure 15).



Figure 15: This historic home exhibits porch railings that are squared-off and square porch supports with no ornamentation.

- **DETAILS AND ORNAMENT:** Details and Ornament styles used on historic buildings vary depending upon which historic district the building contributes (figure 9). Please refer to the historic district guidelines for the district in which the submitted project is located.

New Construction: Details and Ornament designs should reflect the existing designs of the historic buildings in the historic district in which the new building is located.

Restoration and Rehabilitation: The details and ornamentation of a historic building should not be obscured or destroyed by alteration or addition.

DRAFT

5. DESIGN GUIDELINES: SPECIFIC HISTORIC DISTRICTS / ARCHITECTURAL STYLES

5.1 THE FORT SCREVEN HISTORIC DISTRICT (REF. MAP IN APPENDIX 8.4)



This section will break architectural elements down into definitive examples of what styles are used within the Fort Screven District. Hopefully this will make it easier for changes, additions, and designs to be created that are in keeping with what already exists within the district.

Many of the buildings in this district were originally designed not as private residences but as support buildings for the Fort Screven Military installation. These buildings were later converted into homes but still retain their original historical façades.

The fact that these buildings were built for different utilitarian purposes including, but not limited to, latrines, mess halls, barracks, warehouses and stables, creates a wide variety of buildings and design elements throughout the district.

(Provided in section four of this document are the definitions of the different elements that make up the design guidelines, for example the; height, mass, roof, and windows of a building.)

If a historic building in this district is being restored, rehabbed or is undergoing maintenance there should be limited changes made to the exterior of the building.

Over the course of the life of the building elements that were historic may have been removed or covered up with additions or non-historical elements. If this is the case these elements should be, if possible, returned to their original and historic state.

Any new additions to a building should take the existing historical elements, of not only the existing structure but those around it, into account.

If the building is new construction then any historical elements that are apparent within the district can be used. To help narrow the wide variety of design elements that exist within this district the best method to take is to focus on the patterns that fall within a one to two block radius of the planned new construction.

The use of historic elements and designs are recommended and newer materials that give the same appearance of historic materials may be used on new construction.

If a historic building is being restored or repaired then it is advisable that any building materials used in the repair should be the same as, or comparable to, the original historic fabric, especially if the building is eligible for tax credits.

It is never advisable to raise, lower or move a historical structure. Doing so affects the historical status of the building and can put the whole district at jeopardy.

Please note, only the first seven design elements listed below will need to be referred to if either an addition or a new build is being designed. Other than height, mass and scale, statements within this section which reference new construction are suggestions to be taken into consideration during the planning phase.

1. **Building Height:** The height of a building in the Fort Screven district should be compatible to neighboring structures. Please refer to the ‘one to two block radius’ method when gauging the height for a new structure. (Note: The total height of the building cannot exceed 35’ / city ordinance. It is also understood that all new buildings will have to comply with FEMA regulations.)
2. **Building Height to Width Ratio:** The height to width ratio in the Fort Screven district varies widely, from 1:1, 1:2, 1:4, 1:5, 2:1 to 3:1. All are included within this district and can be incorporated in a new build but please refer to the ‘one to two block radius’ method when gauging the height to width ratio for a new structure. Any new additions to an existing building should be in keeping with the height and width of the building being added on to.
3. **Mass (Building Footprint):** The footprint of the majority of the historic buildings in the Fort Screven district are long and either rectangular or square. There are some exceptions of irregular shaped buildings and buildings that form a ‘T’ shape. Please refer to the ‘one to two block radius’ method when gauging the mass for a new structure.
4. **Building Scale:** The scale of the historic buildings in the Fort Screven district vary from small latrines to large barrack buildings. The average scale of the buildings is moderate.

Please refer to the ‘one to two block radius’ method when gauging the mass for a new structure.

5. **Building Orientation:** The orientation of the historic buildings in the Fort Screven district is irregular. Many of the buildings face the street but some, having been adapted from utility buildings to homes, have an irregular orientation. Please refer to the ‘one to two block radius’ method when gauging the orientation for a new structure.
6. **Building Spacing:** The historic buildings in Fort Screven are, for the most part, spaced at irregular intervals. It is recognized by HPC that the spacing of a building could possibly be determined by city ordinances but please refer to the ‘one to two block radius’ method when gauging the spacing for a new structure.
7. **Building Façade Rhythm:** The façade rhythm of the historic buildings in the Fort Screven district is dependent on the former use of the building. They are for the most part irregular. Please refer to the ‘one to two block radius’ method when gauging the building façade rhythm for a new structure.
8. **Building Exterior Materials:** The majority of historic buildings in the Fort Screven district use wooden clapboard siding, drop siding, brick, cinder block or poured concrete as their exterior building materials. The foundations are, brick, concrete piers, or a concrete pad. Please refer to the ‘one to two block radius’ method when gauging the exterior materials for a structure.

9. **Roofs:** The roofs on the historic buildings in this district are primarily covered in asphalt shingles or standing seam metal and there is evidence of slate shingles in this district as well. Their designs include, front gabled, cross gabled, side gabled, and hip. There is evidence of dormers but this is unusual and not a regular design feature. Please refer to the 'one to two block radius' method when gauging the roof for a structure.
10. **Windows:** The windows on historic buildings in the Fort Screven district are primarily; double hung sash six over six windows, and triple hung sash windows are also common. In limited areas there are Palladian windows and vertical or horizontal casement windows. Please refer to the 'one to two block radius' method when gauging the windows for a structure.
11. **Awnings and Shutters:** Shutters are used sparingly on historic buildings in the Fort Screven district and there are no awnings. Please refer to the 'one to two block radius' method when gauging the shutters for a structure.
12. **Doors:** The historic buildings in the Fort Screven district are primarily; Colonial Revival, Victorian and Craftsman paneled doors. Transoms are also prevalent. Please refer to the 'one to two block radius' method when gauging the doors for a structure.

13. **Porches and Railings:** The historic building's porches in this district are varied. They range from full to partial wrap around, full to partial front, and two story porches. Many of the front porches have gabled roofs. There is also evidence of metal hand railings on some of the buildings. Please refer to the 'one to two block radius' method when gauging the porches and railings for a structure.
14. **Ornament and Details:** The common details on historic buildings in the Fort Screven district are rafter tails, neoclassical designed porches with pediments, and Palladian windows. Please refer to the 'one to two block radius' method when gauging the ornament and details for a structure.

It is important to remember that there are exceptions to all of these designs within the Fort Screven District and the HPC will be as accommodating as possible with all of the design elements. If there is a precedent for a certain design element on a historic building within a one to two block radius of your project, it will be taken into account prior to a final decision being made.

5.2 THE RESORT DISTRICT (REF. MAP IN APPENDIX 8.4)

This section will break architectural elements down into definitive examples of what styles are used within sub-districts of the Resort district. Hopefully this will make it easier for changes, additions, and designs to be created that are in keeping with what already exists within the sub-districts.

Many of the buildings in this district were originally designed as private residences but there are limited areas where commercial structures were constructed.

Even though these buildings were built as residences there is a wide variety of building styles and design elements throughout the district. (Provided in section four of this document are the definitions of the different elements that make up the design guidelines, for example the; height, mass, roof, and windows of a building.)

This variety is defined and separated into sub-districts, including the Strand district, the Back River district and the Downtown district. If a historic building in the Resort district is being restored, rehabbed or is undergoing maintenance there should be limited changes made to the exterior of the building.

Over the course of the life of the building elements that were historic may have been removed or covered up with additions or non-historical elements. If this is the case these elements should be, if possible, returned to their original and historic state.

Any new additions to a building should take the existing historical elements, of not only the existing structure but those around it, into account.

If the building is new construction then any historical elements that are apparent within the sub-district can be used. To help narrow the wide variety of design elements that exist within the sub-districts the best method to take is to focus on the patterns that fall within a one to two block radius of the planned new construction.

The use of historic elements and designs are recommended and newer materials that give the same appearance of historic materials may be used on new construction.

If a historic building is being restored or repaired then it is advisable that any building materials used in the repair should be the same as, or comparable to, the original historic fabric, especially if the building is eligible for tax credits.

It is never advisable to raise, lower or move a historical structure. Doing so affects the historical status of the building and can put the whole district at jeopardy.

Please note, only the first seven design elements listed in each of the three sub-districts below will need to be referred to if either an addition or a new build is being designed. Other than height, mass and scale, statements within each sub-district section which reference new construction are suggestions to be taken into consideration during the planning phase.

THE STRAND SUB-DISTRICT (REF. MAP IN APPENDIX 8.4):



1. **Building Height:** The height of a building in the Strand sub-district should be compatible to neighboring structures. Please refer to the ‘one to two block radius’ method when gauging the height for a new structure.
(Note: The total height of the building cannot exceed 35’ / city ordinance. It is also understood that all new buildings will have to comply with FEMA regulations.)
2. **Building Height to Width Ratio:** The height to width ratio in the Strand sub-district is typically a 1:1 to 1:2 height ratio. Please refer to the ‘one to two block radius’ method when gauging the height to width ratio for a new structure. Any new additions to an existing building should be in keeping with the height and width of the building being added on to.
3. **Mass (Building Footprint):** The footprint of the majority of the historic buildings in the Strand sub-district is either rectangular or square. Some have small projections, either original to the buildings or later additions, but these do not detract from square or rectangular footprint. Please refer to the ‘one to two block radius’ method when gauging the mass for a new structure.
4. **Building Scale:** The scale of the historic buildings in the Strand sub-district is fairly consistent and should be maintained. The average scale of the buildings is moderate. Please refer to the ‘one to two block radius’ method when gauging the mass for a new structure.
5. **Building Orientation:** The orientation of the historic buildings in the Strand sub-district is not definitive. Many of the buildings face towards the ocean but some face towards the street. Outside stairways on the house usually hug the sides of the building and rarely project outwards from the

building. Please refer to the ‘one to two block radius’ method when gauging the orientation for a new structure.

6. **Building Spacing:** The historic buildings in the Strand sub-district are fairly uniform with the buildings being centered on their lot. It is recognized by HPC that the spacing of a building could possibly be determined by city ordinances but please refer to the ‘one to two block radius’ method when gauging the spacing for a new structure.
7. **Building Façade Rhythm:** The façade rhythm of the historic buildings in the Strand sub-district is fairly uniform since these structures were built to catch the cool breezes off the ocean. Windows and doors are evenly spaced and directly across from each other. Please refer to the ‘one to two block radius’ method when gauging the building façade rhythm for a new structure.
8. **Building Exterior Materials:** The majority of historic buildings in the Strand sub-district used wooden clapboard siding. The foundations are either brick or concrete piers with wooden lattice between the piers. Please refer to the ‘one to two block radius’ method when gauging the exterior materials for a structure.
9. **Roofs:** The roofs on the historic buildings in this sub-district are primarily covered in asphalt shingles or standing seam metal. Their designs include hipped roofs, cross-gabled roofs and pyramidal cross-hipped roofs. There is evidence of dormers but this is unusual and not a regular design feature. Please refer to the ‘one to two block radius’ method when gauging the roof for a structure.

10. **Windows:** The windows on historic buildings in the Strand sub-district are primarily; double hung sash multi-pane windows. In limited areas there are casement windows. Please refer to the ‘one to two block radius’ method when gauging the windows for a structure.
11. **Awnings and Shutters:** Functioning shutters are used on the historic buildings in the Strand sub-district and there are cloth awnings as well. Please refer to the ‘one to two block radius’ method when gauging the shutters for a structure.
12. **Doors:** The historic buildings in the Strand sub-district are primarily; Victorian, French and Craftsman style doors. Transoms are also prevalent as are sidelights, although these occur more often on the second story doors. Doors that open on to the street often have a craftsman style stoop. Please refer to the ‘one to two block radius’ method when gauging the doors for a structure.
13. **Porches and Railings:** The historic building’s porches in this sub-district are inset into the house on the second floor and wrap around two to three sides. Other porch designs include partial width front porches and two story wrap around and full width porches. The porch railings are simple with a squared off design with plain porch supports. Please refer to the ‘one to two block radius’ method when gauging the porches and railings for a structure.
14. **Ornament and Details:** The common details on historic buildings in the Strand sub-district are rafter tails, and half-moon, circular or rectangular vents on the few gabled roofs. Please refer to the ‘one to two block radius’ method when gauging the ornament and details for a structure.

It is important to remember that there are exceptions to all of these designs within the Strand sub-district and the HPC will be as accommodating as possible with all of the design elements. If there is a precedent for a certain design element on a historic building within a one to two block radius of your project, it will be taken into account prior to a final decision being made.

**THE BACK RIVER SUB-DISTRICT
(REF. MAP IN APPENDIX 8.4):**



1. **Building Height:** The height of a building in the Back River sub-district should be compatible to neighboring structures. Please refer to the ‘one to two block radius’ method when gauging the height for a new structure. (Note: The total height of the building cannot exceed 35’ / city ordinance. It is also understood that all new buildings will have to comply with FEMA regulations.)
2. **Building Height to Width Ratio:** The height to width ratio in the Back River sub-district is typically a 1:1 to 1:4 height ratio. Please refer to the ‘one to two block radius’ method

when gauging the height to width ratio for a new structure. Any new additions to an existing building should be in keeping with the height and width of the building being added on to.

3. **Mass (Building Footprint):** The footprint of the majority of the historic buildings in the Back River sub-district is primarily rectangular in shape. Some have small rectangular projections, either original or additions. Please refer to the 'one to two block radius' method when gauging the mass for a new structure.
4. **Building Scale:** The scale of the historic buildings in the Strand sub-district is fairly consistent and should be maintained. The average scale of the buildings is moderate. Please refer to the 'one to two block radius' method when gauging the mass for a new structure.
5. **Building Orientation:** The orientation of the historic buildings in the Back River sub-district face the street but those directly on the water face the river or marsh. Please refer to the 'one to two block radius' method when gauging the orientation for a new structure.
6. **Building Spacing:** The historic buildings in the Back River sub-district are fairly uniform with the buildings being centered on their lot. However those that are water front have a wider spacing between them. It is recognized by HPC that the spacing of a building could possibly be determined by city ordinances but please refer to the 'one to two block radius' method when gauging the spacing for a new structure.

7. **Building Façade Rhythm:** The façade rhythm of the historic buildings in the Back River sub-district is fairly uniform since these structures were built to catch the cool breezes off the water. Windows and doors are evenly spaced and directly across from each other. Please refer to the 'one to two block radius' method when gauging the building façade rhythm for a new structure.
8. **Building Exterior Materials:** The majority of historic buildings in the Strand sub-district used wooden clapboard and drop siding. The foundations are either brick or concrete piers. Please refer to the 'one to two block radius' method when gauging the exterior materials for a structure.
9. **Roofs:** The roofs on the historic buildings in this sub-district are primarily covered in asphalt shingles or standing seam metal. Their designs include hipped roofs, cross-gabled roofs, front-gabled roofs, complex hipped roofs and pyramidal roofs. Please refer to the 'one to two block radius' method when gauging the roof for a structure.
10. **Windows:** The windows on historic buildings in the Strand sub-district are primarily; double hung sash multi-pane windows. There are triple windows and casement windows as well. Please refer to the 'one to two block radius' method when gauging the windows for a structure.
11. **Awnings and Shutters:** Functioning shutters are used on the historic buildings in the Back River sub-district and awnings are rare. Please refer to the 'one to two block radius' method when gauging the shutters for a structure.
12. **Doors:** The historic buildings in the Strand sub-district are primarily; Victorian, French and Craftsman style doors.

Transoms are not prevalent. Please refer to the 'one to two block radius' method when gauging the doors for a structure.

13. **Porches and Railings:** The historic building's porches in this sub-district are inset into the roof although there are a few examples of hipped or shed roofs that project away from the building's main roof. Other porch designs include two story or second story wraparound and partial wraparound porches. Most houses have a second story full wraparound porch. Less common are full width and partial width porches. The porch railings simple with a squared off design with plain porch supports. Two story porches have stairways that run alongside of the house from the second level. Please refer to the 'one to two block radius' method when gauging the porches and railings for a structure.

14. **Ornament and Details:** The common details on historic buildings in the Strand sub-district are rafter tails, and rectangular vents on gabled roofs. Please refer to the 'one to two block radius' method when gauging the ornament and details for a structure.

It is important to remember that there are exceptions to all of these designs within the Back River sub-district and the HPC will be as accommodating as possible with all of the design elements. If there is a precedent for a certain design element on a historic building within a one to two block radius of your project, it will be taken into account prior to a final decision being made.

THE DOWNTOWN SUB-DISTRICT (REF. MAP IN APPENDIX 8.4)



1. **Building Height:** The height of a building in the Downtown sub-district should be compatible to neighboring structures. Please refer to the 'one to two block radius' method when gauging the height for a new structure. (Note: The total height of the building cannot exceed 35' / city ordinance.)
2. **Building Height to Width Ratio:** The height to width ratio in the Downtown sub-district is typically a 2:1 to 4:1 height ratio. Please refer to the 'one to two block radius' method when gauging the height to width ratio for a new structure. Any new additions to an existing building should be in keeping with the height and width of the building being added on to.
3. **Mass (Building Footprint):** The footprint of the majority of the historic buildings in the Downtown sub-district is primarily square or rectangular in shape. Please refer to the 'one to two block radius' method when gauging the mass for a new structure.

4. **Building Scale:** The scale of the historic buildings in the Downtown sub-district is fairly consistent and should be maintained. The average scale of the buildings is moderate. Please refer to the ‘one to two block radius’ method when gauging the mass for a new structure.
5. **Building Orientation:** The orientation of historic buildings in the Downtown sub-district face the street. Please refer to the ‘one to two block radius’ method when gauging the orientation for a new structure.
6. **Building Spacing:** The historic buildings in the Downtown sub-district have no space between them. They are all set back an even distance from the street/sidewalk. It is recognized by HPC that the spacing of a building could possibly be determined by city ordinances but please refer to the ‘one to two block radius’ method when gauging the spacing for a new structure.
7. **Building Façade Rhythm:** The façade rhythm of the historic buildings in the Downtown sub-district varies. Please refer to the ‘one to two block radius’ method when gauging the building façade rhythm for a new structure.
8. **Building Exterior Materials:** The majority of historic buildings in the Downtown sub-district use concrete block, brick, stucco, and weatherboard siding. Please refer to the ‘one to two block radius’ method when gauging the exterior materials for a structure.
9. **Roofs:** The roofs on the historic buildings in this sub-district are flat with hidden gutters. Please refer to the ‘one to two block radius’ method when gauging the roof for a structure.

10. **Windows:** The windows on historic buildings in the Downtown sub-district are primarily single pane windows that are 6 foot or more in height and are two feet above the sidewalk. Please refer to the ‘one to two block radius’ method when gauging the windows for a structure.
11. **Awnings and Shutters:** Awnings are prevalent and are made of cloth. Please refer to the ‘one to two block radius’ method when gauging the awnings for a structure. (Note: Awning design should follow all city ordinances.)
12. **Doors/Entrance:** The entrances are centrally located on the façade of the historic buildings in the Downtown sub-district and are made of quality materials including glass, wood, stainless steel, and aluminum. Please refer to the ‘one to two block radius’ method when gauging the doors for a structure.
13. **Porches and Railings:** Porches are not recommended. Please refer to the ‘one to two block radius’ method when gauging the porches and railings for a structure.
14. **Ornament and Details:** The common details on historic buildings in the Downtown sub-district are Art Deco or Art Moderne. Please refer to the ‘one to two block radius’ method when gauging the ornament and details for a structure.

It is important to remember that there are exceptions to all of these designs within the Commercial sub-district and the HPC will be as accommodating as possible with all of the design elements. If there is a precedent for a certain design element on a historic building within a one to two block radius of your project, it will be taken into account prior to a final decision being made.

5.3 THE MID-ISLAND HISTORIC DISTRICT (REF. MAP IN APPENDIX 8.4)



This section will break architectural elements down into definitive examples of what styles are used within the Mid-Island District. Hopefully this will make it easier for changes, additions, and designs to be created that are in keeping with what already exists within the district.

Most of the buildings in this district were originally designed as private residences but there are limited areas where commercial structures were constructed.

This district unlike some of the others on Tybee Island has a consistent style. (Provided in section four of this document are the definitions of the different elements that make up the design guidelines, for example the; height, mass, roof, and windows of a building.)

If a historic building in this district is being restored, rehabbed or is undergoing maintenance there should be limited changes made to the exterior of the building.

Over the course of the life of the building elements that were historic may have been removed or covered up with additions or non-historical elements. If this is the case these elements should be, if possible, returned to their original and historic state.

Any new additions to a building should take the existing historical elements, of not only the existing structure but those around it, into account.

If the building is new construction then any historical elements that are apparent within the district can be used. To help narrow the wide variety of design elements that exist within this district the best method to take is to focus on the patterns that fall within a one to two block radius of the planned new construction.

The use of historic elements and designs are recommended and newer materials that give the same appearance of historic materials may be used on new construction.

If a historic building is being restored or repaired then it is advisable that any building materials used in the repair should be the same as the original historic fabric, especially if the building is eligible for tax credits.

It is never advisable to raise, lower or move a historical structure. Doing so affects the historical status of the building and can put the whole district at jeopardy.

Only the first seven design elements listed below will need to be referred to if either an addition or a new build is being designed. Other than height, mass and scale, statements within this section which reference new construction are suggestions to be taken into consideration during the planning phase.

1. **Building Height:** The height of a building in the Mid-Island district should be compatible to neighboring structures. Please refer to the 'one to two block radius'

method when gauging the height for a new structure. (Note: The total height of the building cannot exceed 35' / city ordinance. It is also understood that all new buildings will have to comply with FEMA regulations.)

2. **Building Height to Width Ratio:** The height to width ratio on historic buildings in the Mid-Island district does not vary widely most are 1:1 or 1:2. In regards to ne build it is understood that all buildings will need to be raised to meet city ordinances and this will be taken in to account during the review process. Please refer to the 'one to two block radius' method when gauging the height to width ratio for a new structure.
3. **Mass (Building Footprint):** The footprint of the majority of the historic buildings in the Fort Screven district are long and either rectangular or square. There are some exceptions of irregular shaped buildings and buildings that form a 'T' shape. Please refer to the 'one to two block radius' method when gauging the mass for a new structure.
4. **Building Scale:** The scale of the historic buildings in the Mid-Island district does not vary greatly. The average scale of the buildings is moderate. Please refer to the 'one to two block radius' method when gauging the mass for a new structure.
5. **Building Orientation:** The orientation of the historic buildings in the Mid-Island district are regular. The buildings face the street and have a defined setback. Please refer to the 'one to two block radius' method when gauging the orientation for a new structure.

6. **Building Spacing:** The historic buildings in Mid-Island district is, for the most part, spaced at regular intervals. It is recognized by HPC that the spacing of a building could possibly be determined by city ordinances but please refer to the 'one to two block radius' method when gauging the spacing for a new structure.
7. **Building Façade Rhythm:** The façade rhythm of the historic buildings in the Mid-Island district are regular. Please refer to the 'one to two block radius' method when gauging the building façade rhythm for a new structure.
8. **Building Exterior Materials:** The majority of historic buildings in the Mid Island district use cinder block, brick or poured concrete as their exterior building materials. The foundations are concrete piers, or a concrete pad. Please refer to the 'one to two block radius' method when gauging the exterior materials for a structure.
9. **Roofs:** The roofs on the historic buildings in this district are primarily covered in asphalt shingles or standing seam metal. Their designs include primarily side gabled or hip. Please refer to the 'one to two block radius' method when gauging the roof for a structure.
10. **Windows:** The windows on historic buildings in the Mid-Island district are primarily one over one single sash; here are rare examples of six over six single sash. In limited areas there are Palladian windows and vertical or horizontal casement windows. Please refer to the 'one to two block radius' method when gauging the windows for a structure.

11. **Awnings and Shutters:** Shutters are used sparingly on historic buildings in the Mid-Island district and there are limited awnings. Please refer to the 'one to two block radius' method when gauging the shutters or awnings for a structure.
12. **Doors:** The historic buildings in the Mid-Island district vary greatly. Most are four or six paneled doors. Please refer to the 'one to two block radius' method when gauging the doors for a structure.
13. **Porches and Railings:** The historic building's porches in this district partial front porches or they have no process at all. Many of the front porches have gabled roofs but some are flat or have a slight angle of a shed roof to them. There are limited porch railings. Please refer to the 'one to two block radius' method when gauging the porches and railings for a structure.
14. **Ornament and Details:** The historic buildings in the Mid-Island district have very limited ornament or detailing to them. Please refer to the 'one to two block radius' method when gauging the ornament and details for a structure.

It is important to remember that there are exceptions to all of these designs within the Mid-Island district and the HPC will be as accommodating as possible with all of the design elements. If there is a precedent for a certain design element on a historic building within a one to two block radius of your project, it will be taken into account prior to a final decision being made.

6. MAINTENANCE

INTRODUCTION TO MAINTENANCE¹⁷

Buildings, regardless of their age, deteriorate little by little each day. Routine maintenance not only stewards the building's integrity and character, but also serves to mitigate costly repairs and retain the building's market value. The City can fine for demolition without a permit. In some cases, failure to provide proper, routine maintenance results in the increased deterioration of a building and can equate to demolition by neglect.

MAINTENANCE AND INSPECTION CHECKLIST

For the purposes of this document, routine maintenance applies to the components of the building that affects its structural integrity and historic character. Such components include:

- Foundation
- Exterior walls and/ or other vertical support members
- Exterior wall materials
- Windows and doors
- Architectural ornamentation
- Roof and/ or other horizontal support members
- Waterproofing

Please refer to Appendix 8.8 for a checklist to better facilitate a maintenance routine.

CITY ACTION TO PREVENT DETERIORATION AND/ OR DEMOLITION BY NEGLECT

Whenever the Code Enforcement staff determines that there has been a violation of any provisions of the City regulations including the Design Guidelines, the following measures will be followed:

1. The occupant of the property will be provided with a notice, delivered in person, advising of future course of action pursued by the City if no attempt to correct the violation is made within 10 days. A copy of the warning will also be mailed to the property owner.
2. If, after the 10 days noted above, there has been no attempt to correct the violation, Code Enforcement staff will also provide written notice of violation to the person(s) responsible for the correction. Such notice will include a schedule for completion of the required improvements necessary to bring the building into compliance with the Code. The time given will not exceed 45 days for both major and minor violations.
3. Any violation not corrected in the time and manner specified in the notice may be referred to the City Marshal, pursuant to the City Code.

¹⁷ Ibid. "Georgetown Historic Buildings District Design Guidelines."

7. DEMOLITION, RELOCATION, AND MOTHBALLING

DEMOLITION INTRODUCTION¹⁸

Historic buildings ground our heritage and celebrate our culture. The demolition of buildings that contribute to our island's identity begins the surest path to generic, nonspecific architecture. For this very reason, Tybee should rally behind saving our physical history and resort to demolition only if all other options fail.

REVIEW CRITERIA FOR DEMOLITION

The HPC's decision of whether or not to recommend demolition, in whole or in part, is determined by considering all of the following factors:

- The historic, architectural, or cultural significance of the specific building or property, including, but not limited to:
 - Whether or not the property is 50 years or older;
 - Whether, and to what extent, the building or structure is associated with a historic person, architect, master craftsman, or with a historic event;
 - Whether the building or structure is of such old or distinctive design, texture, or material that it could not be reproduced, or could be reproduced but with great difficulty; and
 - The degree to which distinguishing characteristics, qualities, features, and/ or materials remain.
- Whether, and to what extent, an existing building is linked historically, and/ or aesthetically to other buildings or structures within the existing historic district, or is one of a group of properties within such a district whose concentration or continuity possesses greater significance than many of its component buildings.

- The overall condition and structural integrity of the building, as determined by a qualified engineer or architect.
- The loss of the building will not adversely affect or impact the historic district or the public interest by virtue of its uniqueness or its significance.
- Whether or not a relocation of the building would be a practical and preferable alternative to demolition.
- Whether or not the proposed demolition would affect adversely or positively other historic buildings or the character of the historic district.
- The reason for demolishing the building and whether or not an alternative exists.
- Whether or not, there has been a professional economic and structural feasibility study for rehabilitation or reusing the building and whether or not the finding supports the proposed demolition.

GUIDELINES FOR DEMOLITION

- Demolish a historic building only after all preferable alternatives have been exhausted.
- Document the building thoroughly through photographs and measured drawings. This information shall be retained by the HPC.
- If the site is to remain vacant for any length of time, maintain the empty lot in a manner consistent with other open space in the district.
- Salvage significant features of a historic building slated for demolition when efforts to relocate fail, and provide means, methods, and/ or plans for the salvaging of these historic features to the HPC as part of the support materials. Important items to salvage may include:

¹⁸ Ibid., "Georgetown Historic Buildings District Design Guidelines."

- Windows, doors, and trim,
- Mantels and stairways,
- Columns, and cornices,
Paneling and decorative wall or ceiling features,
- Decorative interior and exterior wood and metal work, such as metal ceilings,
- Flooring,
- Hardware and light fixtures,
- Heavy timbers, and
- Bricks, stone, and other masonry units
- Use salvaged elements for repair maintenance, and rehabilitation projects involving similar buildings within the historic district whenever possible.

GUIDELINES FOR APPROVAL OF DEMOLITION

Demolition may be approved only if one or more of the following condition(s) is met:

- Public safety and welfare requires the removal of a building or structure.
- The structural instability or deterioration of a property is demonstrated through reports by a structural engineer that clearly details the property's physical conditions, reasons why rehabilitation is not feasible, and cost estimates for rehabilitation versus demolition. In addition to this report, there should be a proposal that details future action on the property lot, such as, if a new building will be constructed and the proposed time frames, or if the property lot will remain vacant.
- Buildings have lost their original architectural integrity and no longer contribute to the overall character of the district.

RELOCATION OF AN EXISTING BUILDING INTRODUCTION

The physical property on which a historic building sits served as the location for the building to participate in history. Therefore, the relocation of a historic building within a historic district is considered only when alternatives, such as rehabilitation in the original location, are not feasible. When relocation is unavoidable, the building as well as any, possible adjacent buildings must be stabilized to protect architectural and structural elements.

REVIEW CRITERIA FOR RELOCATION

- Whether or not the proposed relocation is the only practical means of saving the building from demolition.
- Whether or not the proposed relocation would have a detrimental effect on the structural soundness of the building, and whether the proposed location is appropriate setting for the building.
- Whether or not the building will be relocated to another site within the historic district.
- Whether or not the proposed relocation would have a negative or positive effect on other sites or buildings within the historic district.
- Whether or not the proposed relocation would provide new surroundings that would be compatible with the architectural aspects of the building.
- The cost effectiveness of the proposed move.

GUIDELINES FOR RELOCATION

- Move buildings only after all alternatives to retention have been examined.
- Seek assistance in documenting the building on its original site before undertaking the move. Submit all documentation to the Planning and Zoning Department and Tybee Island Historical Society.

- Thoroughly assess the building’s structural condition in order to minimize any damage that might occur during the move.
- Hire a licensed professional building-moving contractor experienced in moving historic buildings to undertake the relocation of a historic building.
- Secure the structure from vandalism and potential weather damage before and after it is moved.
- When possible, select a setting for a relocated building that is compatible with its character, even if the new site is not included in the historic district.
- Plan the relocation route carefully to:
 - Avoid narrow, winding roads,
 - Comply with height, weight or size limitations
 - Identify overhead utilities that might pose clearance problems
- Move buildings intact whenever possible. If the structural condition of the building or conditions of the relocation route preclude moving a building as a single unit then partial disassembly into the largest workable components is preferable to total disassembly.
- Protect buildings or building elements from damage during the actual move. This may involve, for example, the boarding up of doors and windows, or the provision of additional bracing to prevent racking (a sideways shifting of structural members, causing structural damage).
- If the site that the relocated building occupies is to remain vacant for any length of time, maintain the empty lot in a manner consistent with other open spaces in the district.
- Once a building has been relocated, make every effort to reestablish its historic orientation.

MOTHBALLING OR STABILIZATION INTRODUCTION

If any building within a historic district becomes vacant or is abandoned, it shall be secured in order to prevent “demolition by neglect.”

GUIDELINES FOR MOTHBALLING

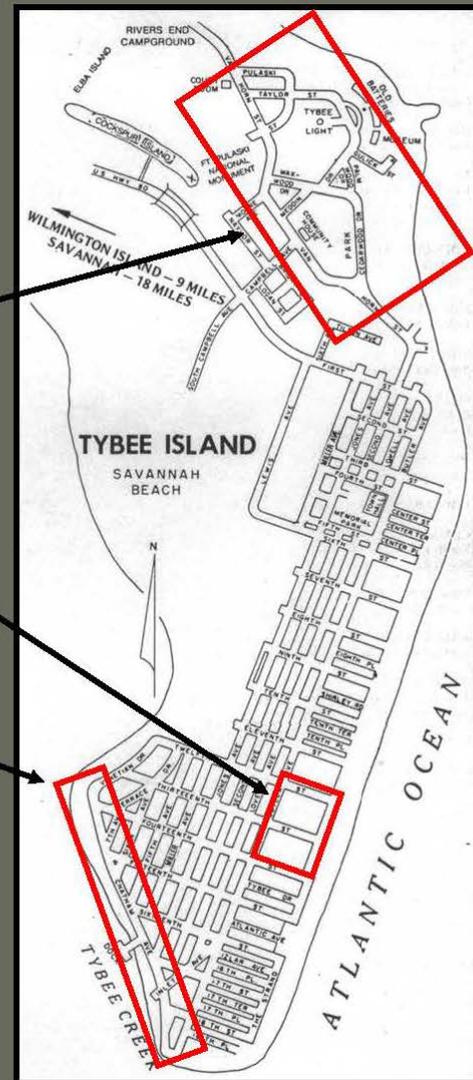
1. **Security:** Secure the building against vandalism, break-ins, and natural disasters. Apply temporary covers to windows, and door openings in such a manner as to not damage historic features or materials.
2. **Stabilization:** Structurally stabilize the building as needed and provide and maintain a weather-tight roof. Temporary roofing may be installed if needed. Discontinue all utilities and remove all flammable materials and debris from the building. Brace exterior walls into structure if needed.
3. **Ventilation:** Provide adequate ventilation to the interior of the building through the use of vents in the window and door coverings. An effective and inexpensive method is to install air duct covers set over pre-cut holes in the plywood.
4. **Pest Control:** The building should be treated to prevent termite infestation and any foundation or eave damage covered with wire screen.
5. **Monitoring:** Periodically monitor the building to insure the effectiveness of the mothballing program.
6. **Vegetation:** Cut back landscaping or remove any bushes, small trees, and vines that will grow into the foundation and damage structural materials or overtake the building. Doing so will also help to discourage trespassing.

8. APPENDIX

8.1 NATIONAL HISTORIC DISTRICT MAPS

Existing National Register Historic Districts

- Fort Screven – 1982
- Strand Cottages – 1999
- Back River – 1999
- Raised Tybee Cottage
Multiple Property
Nomination – 2005



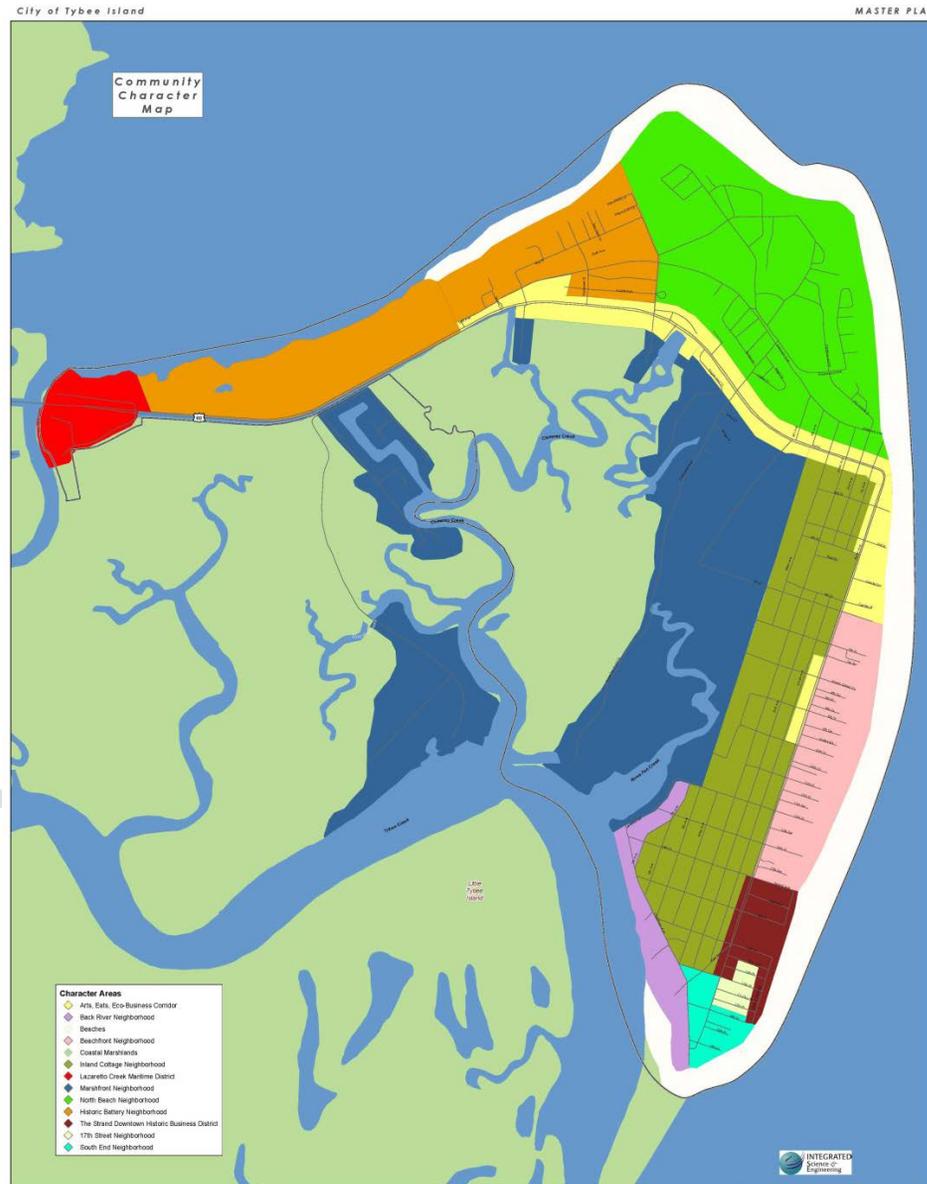
South End Historic District

- “Main Street USA”
- Boarding House District
- Venetian Terrace

PENDING



8.2 CHARACTER AREA MAP



General Disclaimer: All Tybee Island Codes and Federal Regulations supersede guidelines as required to the extent of the law.

8.3 SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.¹⁹

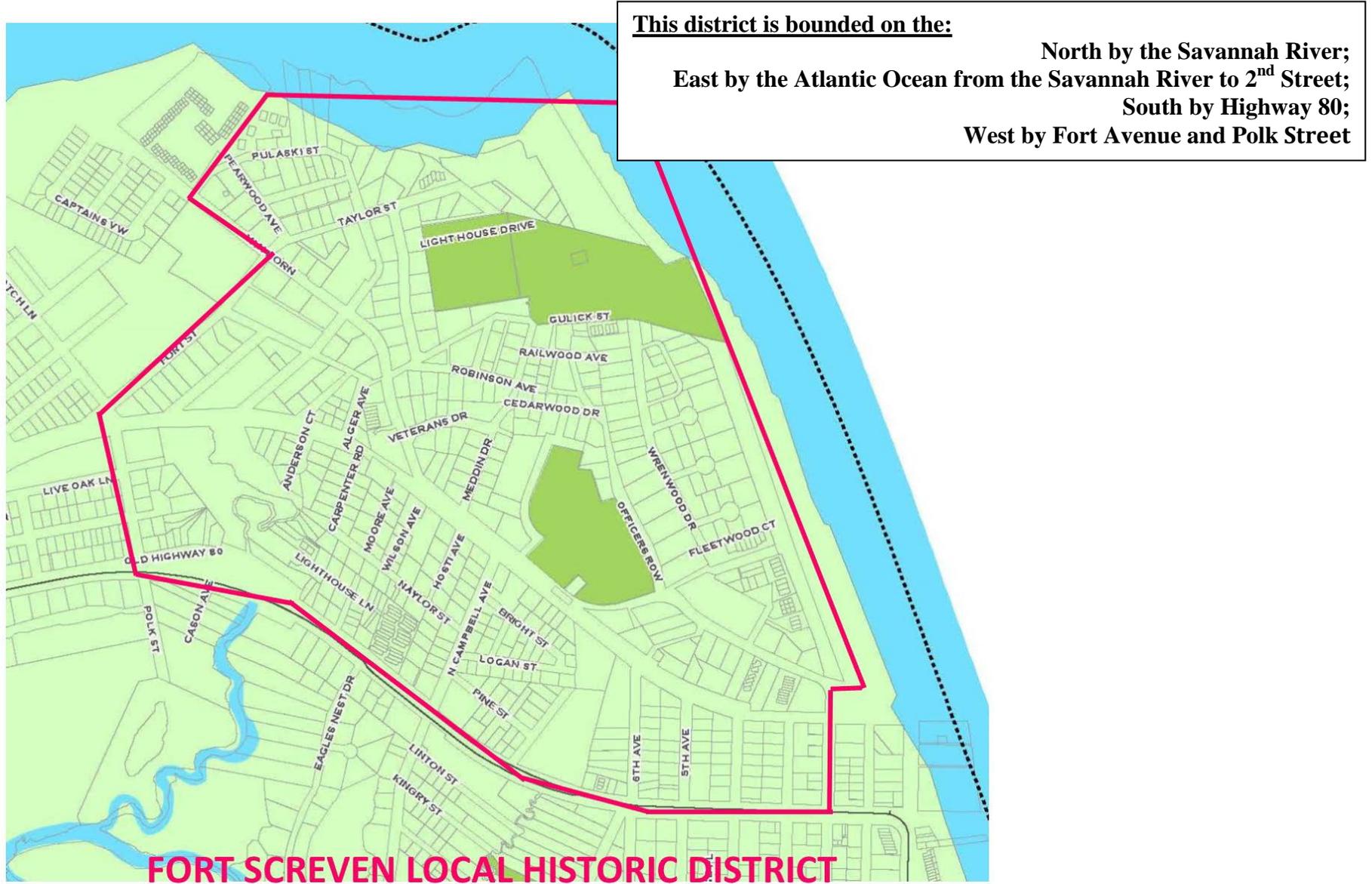
1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration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

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

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

¹⁹ "The Secretary of the Interior's Standards for Rehabilitation." Technical Preservation Services.
<http://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm> (accessed May 23, 2013).

8.4 LOCAL HISTORIC DISTRICT MAPS

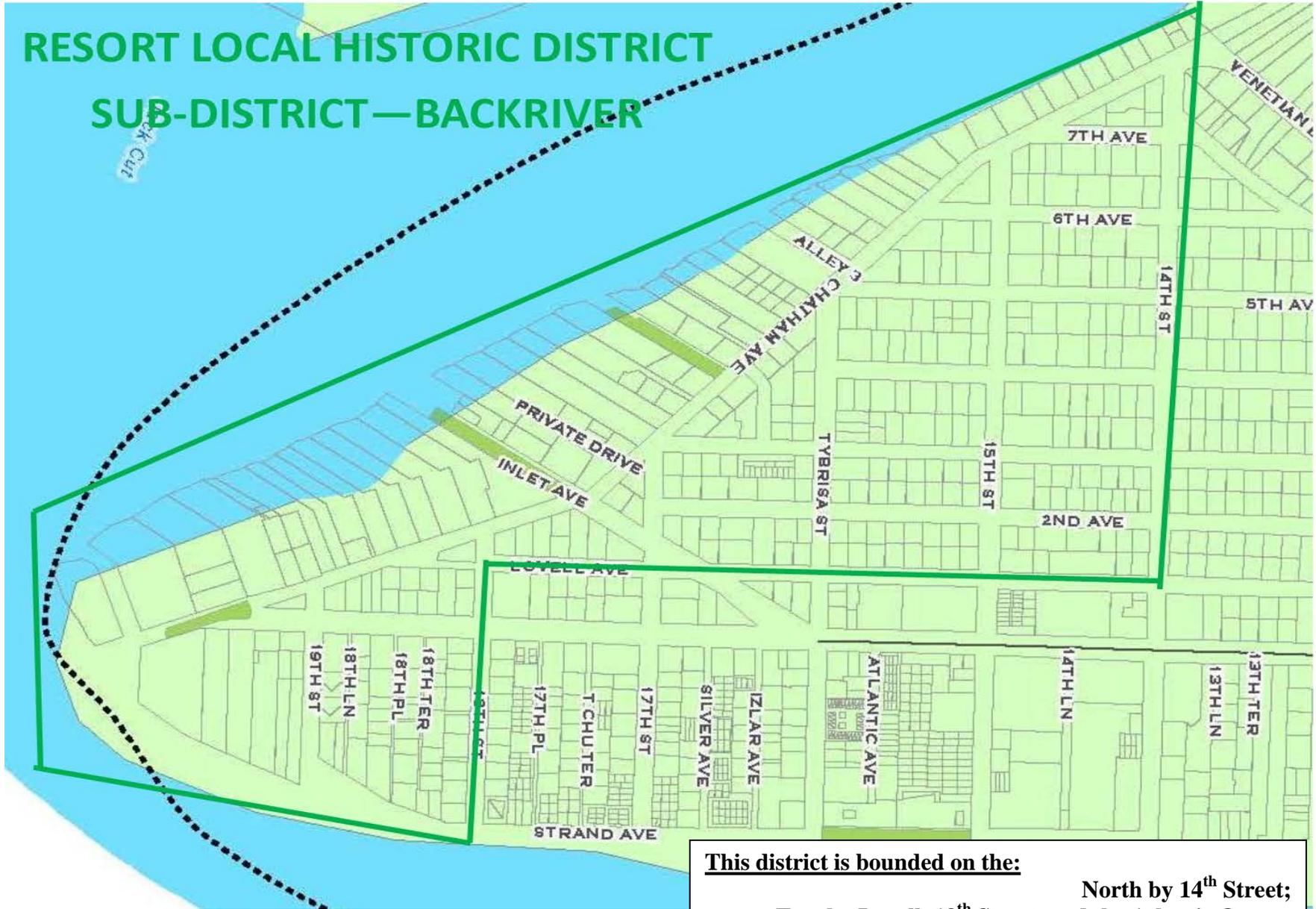




This district is bounded on the:
 North by 8th Street;
 East by the Atlantic Ocean;
 South by 14th Street;
 West by Butler Avenue

**RESORT LOCAL HISTORIC DISTRICT
 SUB-DISTRICT—STRAND**

RESORT LOCAL HISTORIC DISTRICT SUB-DISTRICT—BACKRIVER

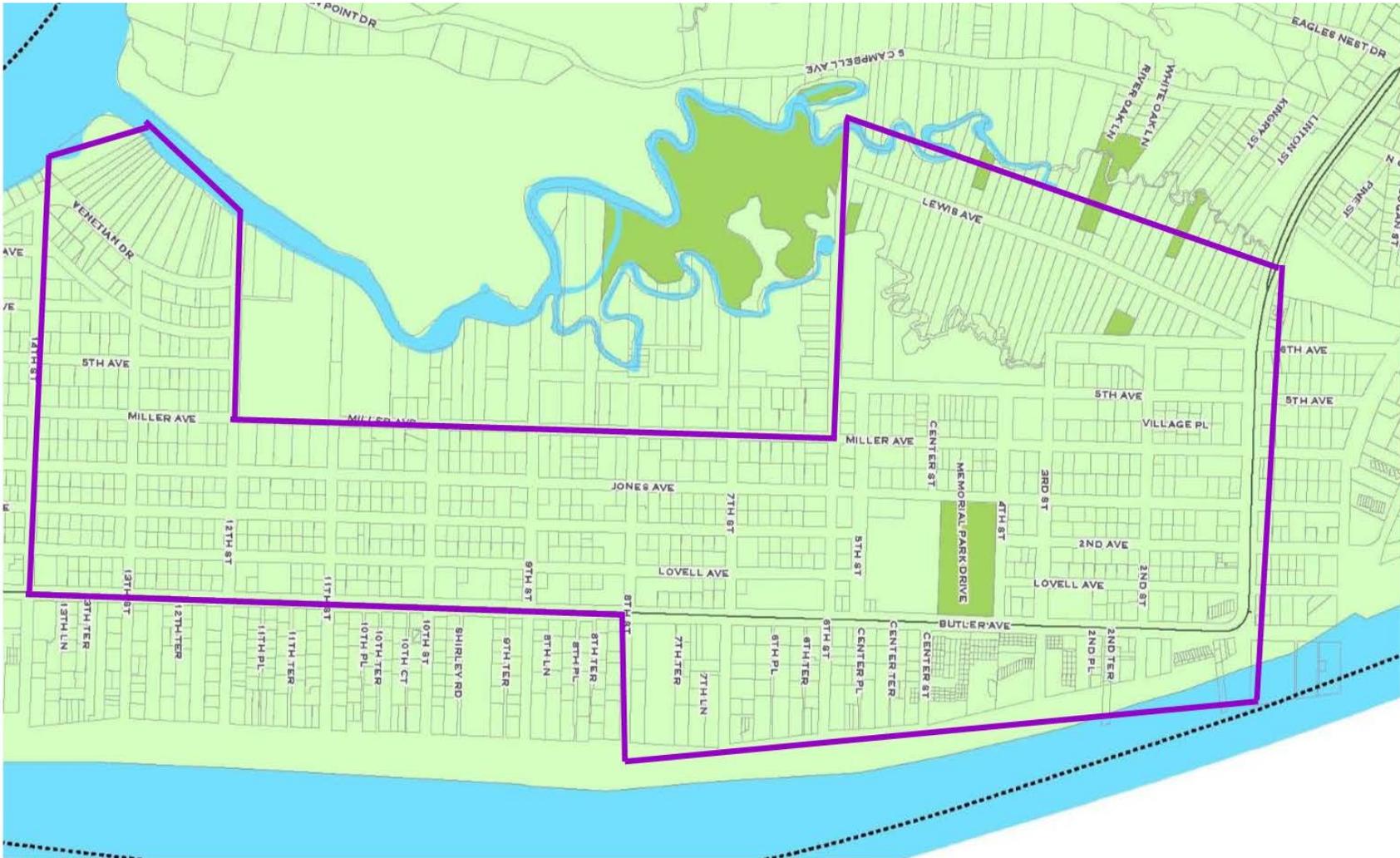


This district is bounded on the:
North by 14th Street;
East by Lovell, 18th Street, and the Atlantic Ocean;
South by the Back River;
West by the Back River



RESORT LOCAL HISTORIC DISTRICT SUB-DISTRICT—DOWNTOWN

This district is bounded on the:
North by 14th Street;
East by Strand Avenue;
South by 18th Street;
West by Lovell Avenue



MID-ISLAND LOCAL HISTORIC DISTRICT

This district is bounded on the:

North by Hwy 80;
East by the Atlantic Ocean from Highway 80 to 8th Street and Butler Avenue from 8th to 14th Streets;
South by 14th Street;
West by Venetian Drive, 12th Street, Miller, 6th Street, to the west side of Lewis Avenue

8.5 FEDERAL AND STATE TAX INCENTIVES

FEDERAL TAX INCENTIVES

20% Tax Credit²⁰

A 20% income tax credit is available for the rehabilitation of historic, income-producing buildings that are determined by the Secretary of the Interior, through the National Park Service, to be “certified historic structures.” The State Historic Preservation Offices and the National Park Service review the rehabilitation work to ensure that it complies with the Secretary’s Standards for Rehabilitation. The Internal Revenue Service defines qualified rehabilitation expenses on which the credit may be taken. Owner-occupied residential properties do not qualify for the federal rehabilitation tax credit. Learn more about this credit before you apply.

Each year, Technical Preservation Services approves approximately 1000 projects, leveraging nearly \$4 billion annually in private investment in the rehabilitation of historic buildings across the country. Learn more about this credit in Historic Preservation Tax Incentives.

10% Tax Credit

The 10% tax credit is available for the rehabilitation of non-historic buildings placed in service before 1936. The building must be rehabilitated for non-residential use. In order to qualify for the tax credit, the rehabilitation must meet three criteria: at least 50% of the existing external walls must remain in place as external walls, at least 75% of the existing external walls must remain in place as either external or internal walls, and at least 75% of the internal structural framework must remain in place. There is no formal

²⁰ "Tax Incentives for Preserving Historic Properties." Technical Preservation Services. <http://www.nps.gov/tps/tax-incentives.htm> (accessed April 30, 2013).

review process for rehabilitations of non-historic buildings. Learn more about this credit in Historic Preservation Tax Incentives.

STATE TAX INCENTIVES²¹

1. Federal Rehabilitation Investment Tax Credit (RITC) – A federal income tax credit equal to 20% of rehabilitation expenses. Available **ONLY** for income-producing properties. The application is first reviewed by the Historic Preservation Division (HPD), and then forwarded to the National Park Service for final decision. Program is available nationwide.
2. State Preferential Property Tax Assessment for Rehabilitated Historic Property – Freezes the county property tax assessment for over 8 years. Available for personal residences as well as income-producing properties. Owner must increase the fair market value of the building by 50 – 100%, depending on its new use.
3. State Income Tax Credit for Rehabilitated Historic Property – A state income tax credit of 25% of rehabilitation expenses. The credit is capped at \$100,000 for personal residences and \$300,000 for income-producing properties. This program’s percentages and caps are effective for projects completed after January 1, 2009.

The National Trust Community Investment Corporation, a subsidiary of the non-profit National Trust for Historic Preservation, has information on various project financing options. There are also many for-profit limited liability companies (LLCs) that provide consulting services for developers, allowing them to monetize federal and state tax credits, thus creating project equity.

²¹ "Tax Incentives." Georgia Department of Natural Resources: Historic Preservation Division. <http://georgiashpo.org/incentives/tax> (accessed May 23, 2013).

Important Facts:

- The applications are a two or three part process, describing before and after rehabilitation. Ideally, project work should be submitted before work begins and be completed within two years.

- Applications for all three programs are sent to this office, and must be reviewed and approved by HPD, then afterward by the NPS for the RITC.
- There are substantial cost tests that must be met to qualify for each program.
See individual fact sheets (linked above) for details for the federal or state tax incentives.

DRAFT

8.6 FEMA'S RECOMMENDED MATERIALS FOR COASTAL ARCHITECTURE

Location of Material Use	Name of Material
Piles and posts	Round, tapered wood piles preservative-treated for ground contact, at a minimum; square-section piles or wood posts preservative-treated for marine use
Piers	Reinforced concrete or concrete masonry units (CMU) (see "Flood-Resistant Materials" above and Fact Sheet No. 14)
Foundation walls	Reinforced concrete or CMU, or wood that is preservative-treated for foundation or marine use (see Fact Sheet No. 15)
Beams	Solid sawn timbers and glue-laminated products, either naturally decay-resistant or preservative-treated for aboveground exposure; built-up members preservative-treated for ground contact
Decking	Preservative-treated or naturally decay-resistant wood, or composite wood members (e.g., manufactured of recycled sawdust and plastic)
Framing	Sawn wood or manufactured lumber (preservative-treated or naturally resistant to decay if in close proximity to the ground)
Exterior sheathing	High-capacity shearwall sheathing rated "Exterior"
Subflooring	Plywood or oriented strand board (OSB) rated "Exposure 1," or rated "Exterior" if left permanently exposed (e.g., exposed underside of elevated house on open foundation)
Siding	Vinyl or naturally decay-resistant wood (see Fact Sheet No. 25)
Flooring	Latex or bituminous cement formed-in-place, clay, concrete tile, pre-cast concrete, epoxy formed-in-place, mastic flooring, polyurethane formed-in-place, rubber sheets, rubber tiles with chemical-set adhesives, silicone floor formed-in-place, terrazzo, vinyl sheet-goods, vinyl tile with chemical-set adhesives, pressure-treated lumber or naturally decay-resistant lumber
Walls and ceilings	Cement board, brick, metal, cast stone in waterproof mortar, slate, porcelain, glass, glass block, clay tile, concrete, CMU, pressure-treated wood, naturally decay-resistant wood, marine grade plywood or pressure-treated plywood
Doors	Hollow metal
Insulation	Foam or closed-cell
Trim	Natural or artificial stone, steel, or rubber

FS No. 8 - Coastal Building Materials Home Builder's Guide to Coastal Construction 08/05 page 2 of 8

Figure 13: A table from FEMA's Coastal Building Materials Guide recommending flood resistant materials.

The Federal Emergency Management Agency (FEMA) published the Home Builders Guide to Coastal Construction in November 2005 as

Technical Fact Sheet number eight. These images were copied from the fact sheet as examples of the information available to property owners near the coast.

As owners of buildings and structures on Tybee Island, choosing building materials should be determined by two factors: the material's weathering properties (that is, the material's ability to survive the coastal environment) and the material's compatibility that material's ability to create a façade or appearance that is sympathetic to the surrounding, historic structures. As such emphasis is placed on the historic integrity and appearance of Tybee's architecture, the HPC affirms that not only should all rehabilitation and preservation efforts conform to the FEMA's recommended guidelines, but that the recommend materials can be used in such a way as to create a façade that is visually similar to its historic neighbors.

Wind-Resistant Materials

Homes in many coastal areas are often exposed to winds in excess of 90 mph (3-second peak gust). Choose building materials (e.g., roof shingles, siding, windows, doors, fasteners, and framing members) that are designed for use in high-wind areas.

Examples:

- shingles rated for high winds (see Fact Sheet No. 20)
- double-hemmed vinyl siding (see Fact Sheet No. 25)
- deformed-shank nails for sheathing attachments (see Fact Sheet No. 18)
- wind-resistant glazing (see Fact Sheet No. 22)
- reinforced garage doors
- tie-down connectors used throughout structure (from roof framing to foundation — see Fact Sheet Nos. 10 and 17)
- wider framing members (2x6 instead of 2x4)

Figure 14: Wind-resistant materials recommended by FEMA for Coastal Architecture.

8.7 TYBEE ISLAND'S MUNICIPAL CODE, ARTICLE 14

Sec. 14-010. Purpose.

In support and furtherance of its findings and determination that the historical and cultural heritage of Tybee Island is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity, education, understanding and appreciation of historic properties, as well as the general welfare of the people;

In order to stimulate revitalization of the business districts and historic neighborhoods and to protect and enhance local historical attractions to tourists and thereby promote and stimulate business through a democratic process;

In order to enhance the opportunities for federal and state tax benefits under relevant provisions of federal and state law; and
In order to provide for the designation, protection, preservation and rehabilitation of historic properties and historic districts and to participate in federal and state programs to do the same;

The purpose and intent of this article to establish a uniform procedure for use in providing for the protection, enhancement, perpetuation and use of places, districts, sites, buildings, structures, objects and landscape features having special historical, cultural interest or value, in accordance with the provisions of this article. (Ord. No. 1999-13, 5-27-1999; Ord. No. 1999-13, add 6-4-1999; Ord. No. 1999-13, add 6-4-1999)

Sec. 14-020. Definitions.

A. "Certificate of appropriateness" (hereinafter "certificate") means a document evidencing approval by the historic preservation commission of an application to make a material change in the appearance of a designated historic property or of a property located within a designated historic district.

B. "Exterior architectural features" means the architectural style, general design and general arrangement of the exterior of a building or other structure, including but not limited to the kind of texture of the building material and the type and style of all windows, doors, signs and other appurtenant architectural fixtures, features, details or elements relative to the foregoing.

C. "Exterior environmental features" means all those aspects of the landscape or the development of a site, which affects the historical character of the property.

D. "Historic district" means a geographically definable area designated by city council as a historic district pursuant to the criteria established in section 14-040B.

E. "Historic property" means an individual building, structure, site and object including the lot on which it sits necessary for the proper appreciation thereof designated by city council as a historic property pursuant to the criteria established in section 14-040C.

F. "Material change in appearance" means a change that will affect either the exterior architectural or environmental features of a historic property or any building, structure, site, object, landscape feature within a historic district, such as:

1. A reconstruction or alteration of the size, shape or facade of a historic property, including relocation of any doors or windows or removal or alteration of any architectural features, details or elements;
2. Demolition or relocation of a historical structure;
3. Commencement of excavation for construction purposes;
4. A change in the location of advertising visible from the public right-of-way; or,
5. The erection, alteration, restoration or removal of any building; or other structure; and/or significant landscape features within a historic property or district.

(Ord. No. 1999-13, 5-27-1999; Ord. No. 1999-13, add 6-4-1999; Ord. No. 1999-13, add 6-4-1999)

Sec. 14-030. Creation of a historic preservation commission.

A. *Creation of the commission.* There is created a commission whose title shall be the "Tybee Island Historic Preservation Commission" (hereinafter "commission").

B. *Commission position within the city.* The commission shall be part of the planning functions of the city.

C. *Commission members: number, appointment, terms and compensation.* The commission shall consist of five members appointed by the mayor and ratified by the city council. All members shall be residents of Tybee Island and shall be persons who have demonstrated special interest, experience or education in history, architecture or the preservation of historic resources. To the extent available on Tybee Island, at least three members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archeology, or related disciplines. Members shall serve three-year terms. Members may not serve more than two consecutive terms. In order to achieve staggered terms, initial appointments shall be: one member for one year; two members for two years; and two members for three years. Members shall not receive a salary, although they may be reimbursed for expenses.

D. *Powers.* The commission shall be authorized to:

1. Prepare and maintain an inventory of all property within the jurisdiction of the city having the potential for designation as historic property;
2. Recommend to the city council specific places, districts, sites, buildings, structures or objects to be designated by this article as historic properties or historic districts;
3. Develop and recommend to city council historic guidelines;
4. Review applications for certificate(s) and grant or deny same in accordance with the provisions of this article;

5. Recommend to the city council that the designation of any place, district, site, building, structure, or object as a historic property or as a historic district be revoked or removed;

6. Conduct educational programs on historic properties located on Tybee Island and on general historic preservation activities;

7. Make such investigations and studies of matters relating to historic preservation including consultation with historic preservation experts, as the city council or the commission itself, from time to time, may deem it necessary or appropriate for the purpose of preserving historic resources; however, the commission shall not expend city funds without prior city approval;

8. Seek out local, state, federal and private funds for historic preservation and make recommendations to the city council concerning the most appropriate uses of funds acquired;

9. Submit to the historic preservation division of the department of natural resources a list of historic properties or historic districts designated;

10. Initiate a historic marker program;

11. Review and make comments to the historic preservation division of the department of natural resources concerning the nomination of properties within its jurisdiction to the National Register of Historic Places; and

12. Participate in private, state and federal historic preservation programs, and with the consent of city council, enter into agreements to do the same.

13. To employ persons, if necessary, to carry out the responsibilities of the commission, but only after first receiving approval by the city council.

E. *Commission's power to adopt rules and standards.* The commission shall adopt rules and standards for the transaction of its business for the consideration of applications for designations and certificates, such as by-laws, removal of membership provisions, and design guidelines and criteria. The commission shall have the flexibility to adopt rules and standards without amendment to this

article. The commission shall provide for the time and place of regular meetings and a method for the calling of special meetings. The commission shall select such officers, as it deems appropriate from among its members. A quorum shall consist of a majority of the members.

F. *Conflict of interest.* At any time the commission reviews a project in which a member of the commission has ownership, economic or other vested interest, that member will be forbidden from presenting, voting or discussing the project, other than answering a direct question.

G. *Records of commission meetings.* A public record shall be kept of the commission's resolutions, proceedings and actions. (Ord. No. 1999-13, 5-27-1999; Ord. No. 1999-13, add 6-4-1999; Ord. No. 1999-13, add 6-4-1999; Ord. No. 06-2014, § 1, 3-27-2014)

Sec. 14-040. Recommendation and designation of historic districts and properties.

A. *Preliminary research by commission.*

1. *Commission's mandate to conduct a survey of local historical resources.* The commission shall compile and collect information and conduct surveys of historic resources on Tybee Island.
2. *Commission's power to recommend districts and buildings to city council for designation.* The commission shall present to the city council recommendations for historic districts and properties.
3. *Commission's documentation of proposed designation.* Prior to the commission's recommendation of a historic district or historic property to the city council for designation, the commission shall prepare a report consisting of:
 - a. A physical description;
 - b. A statement of the historical, cultural, architectural and/or significance;
 - c. A map showing district boundaries and classifications, (i.e., historic, non-historic, intrusive) of individual properties therein, or showing boundaries of individual historic properties;

d. A statement justifying district or individual property boundaries; and

e. Representative photographs.

B. *Designation of a historic district.*

1. *Criteria for selection of historic districts.* A historic district is a geographically or multiple property listing definable area which contains buildings, structures, sites, objects, landscape features or a combination thereof, which:

- a. Cause such area to constitute a visibly perceptible section of the municipality or county. These districts shall;
- b. Have special character or special historical value or interest; or
- c. Represent one or more periods, styles or types of architecture typical of one or more eras in the history of Tybee Island, Chatham County, State of Georgia, region, or nation.

2. *Boundaries of a historic district.* Boundaries of a historic district shall be included in the separate ordinances designating such districts and shall be shown on the official zoning map, or in the absence of such a map, on an official map designated as a public record.

3. *Evaluation of properties within historic districts.* Individual properties within historic districts shall be classified as:

- a. Historic/contributing (contributes to the district);
- b. Historic/nonconforming;
- c. Noncontributing (does not contribute but does not detract from the district, as provided for in [subsection] B.1.);
- d. Intrusive (detracts from the district as provided for in [subsection] B.1.).

C. *Designation of historic property.*

1. *Criteria for selection of historic properties.* A historic property is a property that contains a building, structure, site or object, deemed worthy of preservation by reason of value to Tybee Island, Chatham County, State of Georgia, region, or nation, for one of the following reasons:

- a. It is an example of a structure/site representation of its era;

- b. It is one of the few remaining examples of past architectural style, or building type;
- c. It is a place or structure associated with an event or persons of historic or cultural significance to Tybee Island, Chatham County, State of Georgia, region, or nation; or
- d. It is a site of natural interest that is continuing to contribute to the cultural or historical development and heritage of the Tybee Island, Chatham County, State of Georgia, region, or nation.

2. *Boundary description.* Boundaries shall be included in the separate ordinances designating such properties and shall be shown on the official zoning map, or other designated map in the absence of such a map, or an official map designated as a public record.

D. *Requirements for adopting an ordinance for the designation of historic districts and historic properties.*

1. *Application for designation of historic districts or property.*

Designations may be submitted by the city council, the commission, or:

- a. *For historic districts.* A historical society, neighborhood association or group of property owners may apply to the commission for designation;
- b. *For historic properties.* A historical society, neighborhood association or property owner may apply to the commission for designation.

2. *Required components of a designation ordinance.* Any ordinance designating any property or district as historic shall:

- a. List each property in a proposed historic district or describe the proposed individual historic property, or historic properties;
- b. Set forth the name(s) of the owner(s) of the designated property or properties;
- c. Require that a certificate be obtained from the commission prior to any material change in appearance of the designated property; and

d. Require that the property or district be shown on the official zoning map, in the absence of such a map, an official map designated as a public record.

3. *Required public hearings.* The commission and the city shall hold a public hearing on any proposed ordinance for the designation of any historic district or property. Notice of the hearing shall be published in at least three consecutive issues of the principal newspaper of local circulation, and the commission shall mail written notice of the hearing to all owners and occupants of such properties to the extent practical. All such notices shall be published or mailed not less than ten nor more than 20 days prior to the date set for the public hearing. A notice sent via the United States mail to the last known owner of the property shown on the city's tax roll shall constitute legal notification to the owner. Because of the absence of street delivery to certain areas of the city, reasonable efforts of the commission to notify occupants by and through the owners of the properties and by publication shall suffice for notification hereunder.

4. *Recommendations on proposed designations.* A recommendation to affirm, modify or withdraw the proposed ordinance for designation shall be made by the commission within 15 days following the public hearing and shall be in the form of a resolution to the city council.

5. *City council action on commission recommendation(s).* Following receipt of the commission's recommendations, the city council may adopt the ordinance as proposed; or send back to the commission with recommendations for revision; or, reject the ordinance.

6. *Notification of historic preservation division.* No less than 30 days prior to making a recommendation on any ordinance designating a property or district as historic, the commission must submit the report, required in subsection A.3. of this section, to the historic preservation section of the department of natural resources.

7. *Notification of adoption of ordinance for designation.* Within 30 days following the adoption of the ordinance for designation by the city council, the owners and occupants of each designated historic property, and the owners and occupants of each structure or site located within a designated historic district, shall be given written notification of such designation by the city council which notice shall apprise said owners and occupants of the necessity of obtaining a certificate prior to undertaking any material change to appearance of the historic property designated or within the historic district designated. Because of the absence of street delivery service to certain areas of the city, reasonable efforts of the city council to notify occupants by and through the owners of the properties and by publication shall suffice for notification hereunder.

8. *Notification of other agencies regarding designation.* The commission shall notify all necessary agencies within the city of the ordinance for designation, including the local historical organization.

9. *Moratorium on application(s) for alteration or demolition while application for historic designation is pending.* If an application for alterations or demolition is being processed by the city no action shall be taken on the application until a decision on the historic designation is made upon by city council.

(Ord. No. 2001-01, 1-11-2001; Ord. No. 1999-13, add 6-4-1999; Ord. No. 2001-01 Historic Preservation, amended 4-19-2001; Ord. No. 1999-13, add 6-4-1999)

Sec. 14-050. Application to preservation commission for certificate of appropriateness.

A. *Approval of alterations to the exterior architectural features of existing buildings in historic districts or historic properties.* After the designation by ordinance of a historic district or historic property, no material change in the exterior architectural appearance of any existing building within these areas shall be permitted to be made by the owner thereof unless or until applications for a certificate has been submitted to and approved by the commission. The certificate

will certify that the change in exterior architectural appearance is compatible with the historical features of the building and the adjoining properties.

B. *Approval of new construction within historic districts or historic properties.* After the designation by ordinance of a historic district or historic property, no new building or structure shall be constructed until the owner thereof has submitted an application for a certificate to the commission, and the commission has approved it. These structures or developments shall conform in design, scale, building materials, setbacks and other exterior architectural features to the character of the designated district and site as specified in the commission's design guidelines.

C. *Guidelines and criteria for certificate of appropriateness.* When considering applications for certificate(s) of existing buildings, the secretary of the interior's "Standards for Historic Preservation Projects" including the secretary's "Standards for Rehabilitation" shall be used as a guideline along with any other criteria adopted by the commission.

D. *Submission of plans to commission.* In order for an application for a certificate to be reviewed, it must be submitted at least 15 days prior to a scheduled meeting of the commission. An application for a certificate shall be accompanied by such drawings, photographs, or plans as may be required by the commission. The application for certificate will be logged in by the city building official on the day it was received and copies of all applications for certificates shall be given to the chair of commission no later than 14 days before the scheduled meeting of the commission.

E. *Acceptable commission reaction to application for certificate of appropriateness.*

1. The commission shall approve the application and issue a certificate if it finds that the proposed material change(s) in the appearance would not have a substantial adverse effect on the historic or architectural significance and value of the historic property or the historic district. In making this determination, the

commission shall consider, in addition to any other pertinent factors, the historical and architectural value and significance, architectural style, general design arrangement, texture and material of the architectural features involved, and the relationship thereof to the exterior architectural style, and historic features of the other structures in the immediate neighborhood.

2. The commission shall deny a certificate if it finds that the proposed material change(s) in appearance would have substantial adverse effects on the historic or architectural significance and value of the historic property or the historic district.

3. The commission may make approval of a certificate conditional upon complying to certain situations, which may be listed in the certificate. Such stipulations are to be used only to diminish the adverse impact of the changes in material appearances proposed in the application for a certificate.

F. *Public hearing on applications for certificates of appropriateness, notices and right to be heard.* At least seven days prior to review of a certificate, the commission shall take such action as may reasonably be required to inform the owners of any property likely to be affected by reason of the application, and shall give applicant and such owners an opportunity to be heard. In cases where the commission deems it necessary, it may hold a public hearing concerning the applications. All meetings of the commission at which applications for certificate(s) are being discussed shall be open to the public.

G. *Interior alterations.* In its review of applications for certificate(s), the commission shall not consider interior arrangements or use having no effect on exterior architectural features.

H. *Technical advice.* The commission shall have the power to seek technical advice from outside its members on any applications for certificate(s).

I. *Deadline for approval or rejection of application of certificates of appropriateness.*

1. The commission shall approve or reject an application for certificate(s) within 45 days after the filing by the owner of a historic property, or of a structure, site or object located within a historic district. Evidence of approval shall be by a certificate being issued by the commission. Notice of the issuance or denial of a certificate(s) shall be sent via United States mail to the applicant and all other persons who have requested such notice in writing filed by the commission.

2. Failure of the commission to act within said 45 days shall constitute approval, and no other evidence of approval shall be needed.

J. *Necessary actions to be taken by commission upon rejection of application for certificate of appropriateness.*

1. In the event the commission rejects an application, it shall state its reasons for doing so, and shall transmit a record of such actions and reasons, in writing, to the applicant. The commission may suggest an alternative course of action it thinks proper if it disapproves of the application submitted. The applicant, if they so desire, may make modifications to the plans and may resubmit the application at any time after doing so.

2. In cases where the application covers a material change in the appearance of a structure which would require the issuance of a building permit, the rejection of the application for a certificate shall be binding upon the building inspector or other administrative officer charged with issuing building permits and, in such cases, no building permit shall be issued.

K. *Undue hardship.* Where, by reason of unusual circumstances, the strict application of this section would result in exceptional practical difficulty; undue economic hardship upon any owner of a specific property, the commission, in passing upon applications, shall have the power to vary or modify strict adherence to said provisions, or to interpret the meaning of said provisions so as to relieve such difficulty or hardship; provided such variances, modifications or interpretations shall remain in harmony with the general purpose and

intent of said provisions so that the architectural or historical integrity, or character of the property, shall be conserved and substantial justice done. In granting variances, the commission may impose such reasonable and additional stipulations and conditions as will, in its judgment, best fulfill the purpose of this article. An undue hardship shall not be a situation of the person's own making or as result of any failure to maintain the property in good repair.

L. Requirement of conformance with certificate of appropriateness.

1. All work performed pursuant to an issued certificate shall conform to the requirements of such certificate. In the event work is performed not in accordance with such certificate, the city code inspections officer shall issue a cease and desist order and all work shall cease.

2. The city council shall be authorized to institute any appropriate action or proceeding in a court of competent jurisdiction to prevent any material change in appearance of a designated historic property or historic district, except those changes made in compliance with the provision of this article or to prevent any illegal act or conduct with respect to such historic property or historic district.

M. Certificate of appropriateness void if construction not commenced. A certificate shall become void unless construction is commenced within six months of date of issuance. Certificates shall be issued for a period of 18 months and are not renewable.

N. Recording of applications for certificate of appropriateness. The commission shall keep a public record of all applications for certificates and of all the commission's proceedings in connection with said application.

O. Appeals. Any person adversely affected by any determination made by the commission relative to the issuance of denial or approval of a certificate may appeal such determination to the city council. Any such appeal must be filed with the city council within 15 days after the issuance of the determination pursuant to this subsection or, in the case of a failure of the commission to act, within 15 days of the expiration of the 45-day period allowed for

commission action, as provided in this subsection, the city council may approve, modify or reject the determination made by the commission if the governing body finds that the commission abused its discretion in reaching its decision. Appeals from decision of the city council may be taken to the Superior Court of Chatham County in the manner provided by law for appeal from conviction for ordinance violations.

P. Acquisition of property. The commission may, where such action is authorized by the city council and is reasonably necessary or appropriate for the preservation of a unique historic property, enter into negotiations with the owner for the acquisition by gift, purchase, exchange, or otherwise, to the property or any interest therein. (Ord. No. 1999-13, 5-27-1999; Ord. No. 1999-13, add 6-4-1999; Ord. No. 1999-13, add 6-4-1999; Ord. No. 06-2014, § 1, 3-27-2014)

Sec. 14-060. - Historic preservation.

A. The planning and zoning department shall notify in writing the historic preservation commission of each application for a demolition or relocation permit.

B. The historic preservation commission shall have the authority to review each application for a demolition or relocation permit and make recommendations to the designated city official.

C. The historic preservation commission shall use the criteria described in section 14-050 to determine whether the request is in accordance with the intent of this article and issue a written report of its findings to the designated city official. The commission shall have 45 calendar days from the date of notification of the permit application to submit its report. No demolition or relocation permit shall be issued until the report has been submitted or the required 45 calendar days have expired.

D. The historic preservation commission may contact the owner of a structure which has been approved for demolition to request permission to remove historic fabric from the structure prior to the demolition. Where such permission has been granted by the owner,

the historic preservation commission shall obtain the required permit for the activity from the planning and zoning department.

E. When a permit application is submitted for any building aged 50 years or greater, the designated city official shall notify the Tybee Island Historic Preservation Commission (HPC) chairperson and/or HPC advisor. Prior to the permit being issued, the HPC representative shall advise the property owner if the property is deemed historically significant and what steps must be taken to ensure they do not lose specific tax incentives, tax freezes and/or FEMA historic preservation exemptions.

At any time should the scope of work change and require further permitting, all work on the site shall cease. The owner or his/her representative is required to immediately notify the designated city official who will then notify the HPC chairperson and/or HPC advisor. Work shall not resume until the HPC representative has reviewed the changes and the permit has been updated to include the changes from the original scope of work.

At no time will this permit process take more than 14 business days from submission of the permit request.

(Ord. No. 1999-13, 5-27-1999; Ord. No. 1999-13, add 6-4-1999;

Ord. No. 1999-13, add 6-4-1999; Ord. No. 06-2013, 1-10-2013; Ord.

No. 16-2013-D, § 1, 6-13-2013)

Editor's note— Ord. No. 16-2013-D, § 1, adopted June 13, 2013, amended App. A, § 14-060 to read as set out herein. Former App. A, § 14-060 pertained to demolition or relocation permit application.

Sec. 14-070. Maintenance of historic properties and building zoning code provisions.

A. *Ordinary maintenance or repair.* Ordinary maintenance or repair of any exterior architectural or environmental feature in or on a historic property to correct deterioration, decay or damage, or to sustain the existing form, and that does not involve a material change in design, material or outer appearance thereof, does not require a certificate. Prior to the issuance of a building permit the chair of the

commission shall review and determine whether a certificate is required and indicate in writing the commission's determination.

B. *Failure to provide ordinary maintenance or repair.* Property owners of historic properties or properties within historic districts shall not allow their buildings to deteriorate by failing to provide ordinary maintenance or repair. The commission shall be charged with the following responsibilities regarding deterioration by neglect:

1. The commission shall monitor the condition of historic properties and existing buildings in historic districts to determine if they are being allowed to deteriorate by neglect. Such conditions as broken windows, doors and openings that allow the elements and vermin to enter, the deterioration of a building's exterior architectural features, or the deterioration of a building's structural system shall constitute failure to provide ordinary maintenance or repair.

2. In the event the commission determines a failure to provide ordinary maintenance or repair, the commission will notify the owner of the property and set forth the steps, which need to be taken to remedy the situation. The owner of such property will have 60 days in which to do this.

C. *Affirmation of existing building and zoning codes.* Nothing in this article shall be construed as to exempt property owners from complying with existing city or county building and zoning codes, nor to prevent any property owner from making any use of his property not prohibited by other statutes, ordinances or regulations.

(Ord. No. 1999-13, 5-27-1999; Ord. No. 1999-13, add 6-4-1999;

Ord. No. 1999-13, add 6-4-1999)

Sec. 14-080. Penalty provision.

Violations of any provisions of this article shall be punished in the same manner as provided for punishment of violations of other validly-enacted ordinances of the City of Tybee Island in section 1-8 of the Code of Ordinances.

(Ord. No. 1999-13, 5-27-1999; Ord. No. 1999-13, add 6-4-1999)

8.8 MAINTENANCE CHECKLIST

ROOF²²

FLAT ROOF: A flat roof is commonly covered in tar and gravel or asphalt roll roofing, but can also be covered with an EPDM membrane. EPDM is a rubber roof coating commonly seen on commercial buildings; EPDM is significantly more expensive than tar and gravel.

- Are there bubbles, blisters, or cracks in the membrane? The roofing should be tight to the deck and not move or feel soft under foot. Particular attention should be paid to areas around roof penetrations (vents, skylights, pipes, etc.), ponding areas, and cracks in the parapet wall(s)?
- Is the connection between the roof and parapet walls sound?
- Is the coping, metal flashing covering the parapet, in good condition?
- Are the roof drains and scuppers, drain holes in the parapet wall, clear of debris?

GUTTERS: Gutters help protect a building's walls from moisture damage.

- Are there loose, rotted or missing gutters or downspouts?
- Do the gutters slope uniformly, without low areas, to the downspouts?
- Are the gutters clean and free flowing?

CORNICE (eaves):

- Is paint peeling or blistering, especially on the underside of the cornice?
- Is there evidence of deterioration and water damage among the soffits or eaves?

GENERAL

- Does the roof have too many layers of shingles? More than two shingle layers can create problems.
- Is there water staining on the walls? Water stains are an indicator of water penetration.

METAL FLASHING:

- Is there loose, missing, or rusted sheet metal flashing at chimneys, valleys, ridges, parapet walls, roof penetrations or other roof terminations?

STRUCTURE:

- Does the ridge of a pitched roof or any portion of flat roof sag? Some permanent deflection is normal, but excessive deflection should be checked by a contractor or structural engineer.
- Are bricks, stone or mortar cracked or missing at chimneys or parapets?

EXTERIOR WALLS

GENERAL: Below is a list of general questions intended for all walls, including clapboard, shingle, and masonry.

- Is the paint peeling, blistering or cracking (alligatoring)?
- Is the wall out of plumb, unlevelled or are there bulges?
- Is wood trim sound, firmly attached and painted?
- Are there open joints around door and window frames or woodwork?
- Are the walls water stained?
- Is there any mold or mildew on the wall surface?

²² "Inspection Checklist for Historic Properties." Vermont Division for Historic Preservation. <http://vermont.gov/portal/> (accessed April 30, 2013).

MASONRY WALLS:

- Are there any major cracks in the masonry? Hairline and horizontal cracks usually do not represent a problem. Vertical cracks through masonry units and mortar joints or diagonal cracks signal problems and should be checked by a mason or a structural engineer.
- Are any masonry units missing, loose or deteriorating?
- Is the mortar soft and crumbling?
- Are any bricks spalling or crumbling?

FOUNDATIONS:

- Is there vertical or diagonal cracking in the concrete or masonry?
- Is the concrete or masonry spalling, crumbling or deteriorating?
- Is the mortar in the masonry loose or crumbling?
- Is there any wood, especially structural member, within 6" of the ground?

WINDOWS:

- Are all wood window components, exterior and interior, sound and painted?
- Is any wood at the exterior sill, frames or sash decaying?
- Is there evidence of excessive moisture penetration around the sash or at the sills on the interior?
- Is the putty around the panes of glass firm and painted?
- Do the sashes operate smoothly?
- Are sash loose in their frames?
- Are sash cords broken or missing?
- Does condensation build on interior or exterior storm sash during the winter months?

DECKS, PORCHES, AND BALCONIES

Decks, porches, and balconies are exposed to the elements to a greater extent than other parts of a building and are, therefore, more susceptible to deterioration.

- Are there loose or deteriorated structural or decorative components?
- Are masonry or concrete piers plumb and sound? Make sure that structural connections to the building are secure and protected against corrosion or decay.
- Are the exterior stairs and railings in good condition? Check wooden steps and railings for proper support and strength and for rot. Inspect steel stairs and railings for rust, strength, and attachment. Deteriorated stairs or railings should be repaired or replaced.
- Are there signs of excessive deflection and deterioration on the porch floor?
- Is there a positive pitch of the porch floor or deck away from the exterior wall?

WATER FLOW

Downspouts and drains play a vital role in directing water away from a building. The continued flow of water on or near building structures begins to compromise their structural integrity; the water may begin to wash away soil, thereby negatively impacting the foundation or water may permeate masonry walls and allow for fungal growth.

- Do all downspouts have splash blocks to divert rainwater away from the base of the building?
- Is there any vegetation contacting the walls or the foundation of the building?
- Does the grade around the building divert water away from the foundation? The grade should be reversed so the water flows away from the foundation.
- Are all drains working properly?

8.9 RESOURCES

TYBEE ISLAND RESOURCE²³

Planning and Zoning Department

<http://www.cityoftybee.org/buildingandzoning.aspx>

Historic Preservation Commission

<http://www.cityoftybee.org/HistoricPreservationCommission.aspx>

Tybee Island Main Street Program

<http://www.cityoftybee.org/betterhometownprogram.aspx>

STATE AND REGIONAL RESOURCES

Historic Savannah Foundation

<http://www.myhsf.org/>

Chatham County Metropolitan Planning Commission

<http://www.thempc.org/>

Georgia Department of Natural Resources, Historic Preservation Department

<http://georgiashpo.org/>

Georgia Economic Development – this website presents two reports on the economic benefit of historic preservation to the property owner, business, community, and state

<http://georgiashpo.org/incentives/development>

GOVERNMENT LINK AND HISTORIC PRESERVATION INCENTIVE INFORMATION

Secretary of the Interiors Standards – an overview of all four treatment approaches

<http://www.nps.gov/tps/standards/four-treatments.htm>

Federal Historic Preservation Tax Credits – information on tax credit eligibility and applications

<http://www.nps.gov/tps/tax-incentives.htm>

PRACTICAL INFORMATION AND INSTRUCTIONAL GUIDES

Illustrate Guide for Rehabilitating Historic Buildings – an illustrate guideline in implementing the Secretary of the Interior’s Standards for rehabilitation

<http://www.nps.gov/tps/standards/rehabilitation/rehabilitation-guidelines.pdf>

Preservation Briefs 1-47 – guidance on specific technical and structural topics related to the preservation of historic buildings

<http://www.nps.gov/tps/how-to-preserve/briefs.htm>

- 01: Assessing, Cleaning, and Water-Repellent Treatments for Historic Masonry Buildings
- 02: Repointing Mortar joints in Historic Masonry Buildings
- 03: Conserving Energy in Historic Buildings
- 04: Roofing for Historic Buildings
- 05: The Preservation of Adobe Buildings
- 06: Dangers of Abrasive Cleaning to Historic Buildings
- 07: The Preservation of Historic Glazed Architectural Terra-Cotta

23 "Appendix G - Resources Historic Preservation." Santa Ana City Wide Design Guidelines. http://www.ci.santa-ana.ca.us/pba/planning/documents/Appendix_G_-_Resources_for_Historic_Preservation.pdf (accessed April 30, 2013).

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| <p>08: Aluminum and Vinyl Siding on Historic Buildings:
The Appropriateness of Substitute Materials for
Resurfacing Historic Wood Frame Buildings</p> <p>09: The Repair of Historic Wooded Windows</p> <p>10: Exterior Paint Problems on Historic Woodwork</p> <p>11: Rehabilitating Historic Storefronts</p> <p>12: Preservation of Historic Pigmented Structure Glass
(Vitrolite and Carrara Glass)</p> <p>13: The Repair, and Thermal Upgrading of Historic
Woodwork</p> <p>14: New Exterior Additions to Historic Buildings:
Preservation Concerns</p> <p>15: Preservation of Historic Concrete: Problems and
General Approaches</p> <p>16: The Use of Substitute Materials on Historic
Buildings and Exteriors</p> <p>17: Architectural Character - Identifying Visual Aspects
of Historic Buildings as an Aid to Preserving their
Character</p> <p>18: Rehabilitating Interiors in Historic Buildings –
Identifying Character-Defining Elements</p> <p>19: The Repair and Replacement of Historic Wooden
Shingles</p> <p>20: The Preservation of Barns</p> <p>21: Repairing Historic Flat Plaster – Walls and Ceilings</p> <p>22: The Preservation and Repair of Historic Stucco</p> <p>23: Preserving Historic Ornamental Plaster</p> <p>24: Heating, Ventilating, and Cooling Historic
Buildings: Problems and Recommended Approaches</p> <p>25: The Preservation of Historic Signs</p> <p>26: The Preservation and Repair of Historic Log
Buildings</p> <p>27: The Maintenance and Repair of Architectural Cast
Iron</p> | <p>28: Painting Historic Interiors</p> <p>29: The Repair, Replacement, and Maintenance of
Historic Slate Roofs</p> <p>30: The Preservation and Repair of Historic Clay Tile
Roofs</p> <p>31: Mothballing Historic Buildings</p> <p>32: Making Historic Properties Accessible</p> <p>33: The Preservation and Repair of Historic Stained and
Leaded Glass</p> <p>34: Applied Decoration for Historic Interiors: Preserving
Historic Composition Ornament</p> <p>35: Understanding Old Buildings: The Process of
Architectural Investigation</p> <p>36: Protecting Cultural Landscapes: Planning,
Treatment, and Management of Historic Landscapes</p> <p>37: Appropriate Methods of Reducing Lead-Paint
Hazards in Historic Housing</p> <p>38: Removing Graffiti from Historic Masonry</p> <p>39: Holding the Line: Controlling Unwanted Moisture in
Historic Buildings</p> <p>40: Preserving Historic Ceramic Tile Floors</p> <p>41: The Seismic Retrofit of Historic Buildings: Keeping
Preservation in the Forefront</p> <p>42: The Maintenance, Repair, and Replacement of
Historic Cast Stone</p> <p>43: The Preparation and Use of Historic Structure
Reports</p> <p>44: The Use of Awnings on Historic Buildings: Repair,
Replacement, and New Design</p> <p>45: Preserving Historic Wooden Porches</p> <p>46: The Preservation and Reuse of Historic Gas Stations</p> <p>47: Maintaining the exterior of Small and Medium Size
Historic Buildings</p> |
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8.11 GLOSSARY

A²⁴

Adaptive Re-Use: Recycling an old building for a use other than that for which it was originally intended when constructed. Adaptive re-use may involve entail a sympathetic rehabilitation that retains much of a building's original fabric or character, or it can involve a more extensive remodeling.

Addition: New construction added to an existing building or structure such as an ell, wing or porch.

Alignment: Alignment is the linear relationship of structures creating a visual line and a sense of continuity along a streetscape.

Alteration: Any act or process that impacts any exterior architectural feature including construction, reconstruction, or removal of any building, or building element.

Aluminum Siding: Sheet of exterior wall covering fabricated from aluminum to resemble wood siding.

Appropriate. Suitable for, or compatible with, a property, based on accepted standards and techniques for historic preservation.

Arch. A curved structural member used to span an opening; sometimes an arch can be a pointed structural member.

Architectural Conservation: The method of maintaining and/or repairing the materials of a building or structure to lessen or reverse the physical deterioration such as, cleaning, repointing of masonry joints and reattaching any loose elements.

Architectural Review Board: An appointed local body that reviews alterations to existing buildings, and structures or new construction in a historic district for conformance to established design guidelines.

Architectural Style: The total appearance of the architecture of a building comprised its construction, form, and ornamentation; which may be part of wide-ranging cultural pattern or a unique individual representation.

Architrave: The lowest of the three main sections of a classical entablature, resting directly on the capital of a column.

Asbestos Shingle: Shingles composed of cement reinforced with asbestos fibers, manufactured in various sizes and shapes.

Asbestos Slate: An artificial roofing slate manufactured with asbestos-reinforced cement.

Ashlar: Finished stonework or quarried block often used in the foundation. Ashlar has a smooth or tooled finish and is shaped to have even faces and squared edges.

Asphalt Shingle. Shingles manufactured from saturated roofing felt that is coated with asphalt, with mineral granules on the side that is exposed to weather.

Asymmetrical: Not symmetrical, with the parts not arranged correspondingly identical on both sides of a central axis.

Awning: A roof-like cover of canvas or other lightweight material that extends over a doorway, or window to provide protection from the sun or rain.

²⁴ "Georgetown Historic Buildings District Design Guidelines." Georgetown, South Carolina.

http://www.egovlink.com/public_documents300/georgetown/published_documents/Departments/Building and Planning/ARB/Georgetown- Design Guidelines 2012.pdf (accessed April 30, 2013).

B

Ballast stones. Stones carried by oceangoing vessels for weight. Ships would unload the ballast stones in port in exchange for heavy cargoes. Ballast stones were often used locally in port towns to build walls and foundations.

Bargeboard (also verge board): An ornately trim board used on the edge of gables where the roof extends over the wall; it either conceals the end of rafters or occupies the place of a rafter. Typically found as architectural elements of the Gothic Revival or Queen Anne styles.

Bay: 1) An opening or division along a face of a building, such as a wall with a centered door flanked by two windows is three bays wide. 2) A part of a building defined by vertical divisions such as adjacent columns or piers.

Bay Window: A window projecting from the body of a building.

Belt Course: A continuous horizontal band on an exterior wall, typically of projecting masonry. Also referred to as a “string course” and in some instances marks the water table where the top edge of the basement level of a masonry building is identified.

Bond: The pattern in which masonry, predominantly brickwork, is laid to tie together the thickness of the wall.

Brackett: A decorative support feature located under eaves or overhangs.

C

Capital: The topmost member, or head, of a column or pilaster. Each classical order (Doric, Ionic, and Corinthian) has its characteristic capital.

Casement: A window in one or two vertical sections that is mounted on hinges and swings open.

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

Caulking: A soft material compound used to seal joints, cracks, prevent leakage, provide waterproofing, or provide a seal at expansion joints.

Certificate of Appropriateness: An authorization from a local architectural review board or preservation commission to alter or demolish a historic property, or property within a designated historic district, or to construct a new building, in a historic district; required by most local historic preservation ordinances; typically part of a defined application and public hearing process, often in conjunction with criteria for determining whether the proposed action is appropriately consistent with the character of the historic district or site.

Chamfer: The groove surface made when an edge or corner is beveled or cut away, usually at a 45-degree angle.

Cladding: Any exterior wall covering, including masonry.

Clapboard: One of a series of horizontal boards used for siding with a tapered edged, overlapping to cover the exterior walls of framed structures; also called beveled siding and weatherboard.

Column: A vertical structural member or shaft supporting a load, and has both a base and a capital, usually designed to support an entablature of a balcony.

Complex Roof: A roof that is a combination of gable and hipped forms and may be comprised of turrets or towers. Most commonly found in Queen Anne style houses.

Coping: The capping member of a wall or parapet.

Corbelling: Masonry courses that project out farther from the one below in a series of steps from a wall or chimney.

Corner Board: A corner board is a narrow vertical board placed on corners of buildings to terminate the wooden clapboards.

Cornice: The uppermost section of an entablature or a decorative treatment of the eaves of a roof. Cornices can be crafted of brick, corbelled masonry, tile, terra cotta, metal or similar materials.

Course: A horizontal row of bricks, stones, or other masonry units.

Cross-gable: A gable that is set parallel to the ridge of the roof.

D

Deck: A roofless porch, usually located at the rear of a building.

Demolition by Neglect: A prolonged lack of significant maintenance results in “demolition by neglect.” The preventable demise of a historic building due to deliberate lack of maintenance.

Dentil: A series of closely spaced rectangular blocks resembling teeth, set in a horizontal row, used as an ornamental element forming a molding; mostly commonly found just below the cornice.

Dormer: A structure projecting from a sloping roof, most commonly housing a vertical window with its own roof; may also contain a ventilating louver.

Double- hung window: A window having two sashes; both upper and lower sashes which move up and down in vertical grooves one in front of the other.

Downspout: A vertical pipe that carries water from the roof gutters to the ground.

E

Eaves: The projecting overhang at the lower edge of a roof.

Easement: A deed restriction on a piece of property granting rights to others to use the property; might include restrictions for use or development on the property.

Elevation: Any of the external faces of a building.

Ell: A wing or extension of a building, usually a rear addition.

Entablature: The horizontal substructure composed of an architrave immediately above the columns, central frieze, and upper projecting cornice, consisting of a series of moldings.

F

Façade: The front face or elevation of a building.

Fanlight: A semicircular or fan-shaped window with radiating muntins suggesting a fan; usually found over entrance doors.

Fascia: A projecting flat horizontal member or molding with normal thickness.

Fence: A structural barrier comprised of wood, iron, or other metals used to define, separate or enclose areas such as yards, gardens, fields, and cemeteries.

Fenestration: The arrangement and design of windows and other exterior openings in a building.

Finial: An ornamental element at the top of a spire, pinnacle, gable, turret or other architectural feature.
Fish scale: An overlapping semicircular pattern in woodwork that resembles the scales of fish.
Flashing: Thin metal sheets used to make the intersections of roof planes and roof/wall joints waterproof.
Footprint: The outline of a building's ground plan from a top view; a projected area of a building on a horizontal surface.
Foundation: The lowest section of a building that supports the loads from the superstructure above directly to the earth.
Frame construction/building. A building constructed with wood frame rather than masonry.
Frieze: A horizontal band or panel that is usually found below the cornice and often decorate with sculpture in low relief.
Front-gabled: A building that has a gable on its front façade.

G

Gable: The triangular end of a wall, located above the eaves. The top of the gable corresponds to the slope of the roof that it abuts against. The gable can be stepped or curved in a scroll shape design.
Gable roof: A roof having a gable at one or both ends; a pitched roof with one downward slope on either side of a central, horizontal ridge.
Gambrel roof: A roof having two pitches or double slope on each side.
Garage: A building attached or detached where motor vehicles are kept.
Gazebo: A small structure that is usually octagonal in plan with a steeply pitched roof that is topped by a finial. The sides of the structure are usually left open. Usually found in a garden or yard.
Ghost mark: An outline that shows earlier construction that was removed such as, outlines created by missing windows, doors, plaster, pilasters, and patched holes showing the parts of the building that were demolished.
Gingerbread: The highly decorative woodwork applied to a Victorian-era style house, such as a Queen Anne.
Green Space: Space that is planted with grass, plants, shrubs or trees. Sometimes, this land is set aside and cannot be built on.

H

Half-timbering: A framework of heavy timbers in which the interstices are filled in with plaster or brick.
Header: A brick laid with the short side exposed, as opposed to a "stretcher."
Hipped roof: A roof with slopes on all four sides meeting at a ridge or at a single point.
Hood molding: A projecting molding above an arch, doorway, or window.

I

Infill building: New construction where there had been an open lot prior; applies to new construction, such as a new building built in a clock or row of existing buildings.
In-kind: In-kind is a term used to denote replacements which replicate the original element.

Integrity: Authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic period.

K

Keystone: The wedge-shaped stone found at the center of an arch.

L

Light: A section of window; single pane of glass.

Lintel: A horizontal beam over an opening carrying the weight of the wall.

Louver: A small opening, usually with wood slates, used for ventilating attics or other spaces.

M

Masonry: Brick, block or stone that is secured with mortar.

Massing: A term used to define the overall volume of a building.

Materials: The quality of integrity applying to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic property.

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

Mothballing: When all means of finding a productive use for a historic building have been exhausted or when funds are not currently available to put a deteriorating structure into a useable condition, it may be necessary to close up the building temporarily to protect it from the weather as well as to secure it from vandalism.

Mullion: A heavy vertical divider between windows or doors.

Muntin: A secondary, thin framing member to divide and hold the panes of a glass in a window.

N

National Park Service: A bureau of the U.S. Department of the Interior whose purview includes the historic and cultural resources in the National Park system and the National Historic Preservation Programs.

National Register of Historic Places: The official federal list of districts, sites, buildings, structures and objects significant in American history, architecture, archeology, engineering and culture.

O

Ornamentation: Any accessory or detail used to adorn, decorate, or embellish the appearance of an object.

Overhang: The horizontal distance that the upper level/story or roof projects beyond the level immediately below.

P

Palladian window: A door or window opening in three parts with a flat lintel over each side and an arch over the center.

Paired brackets: Two brackets spaced close together to form a pair.

Parapet: A low protective wall or railing along the edge of a raised platform, terrace, bridge, roof, balcony and above cornices.

Patio: An outdoor, area usually paved and shaded, adjoining or enclosed by the walls of a house.

Pattern: The rhythm of architectural elements in a space.

Pediment: A triangular crowning element forming the gable of a roof; also used over doors, windows, and niches.

Pier: A freestanding support for an arch, usually thicker than a column but performing the same function; an upright structure serving as the principle support.

Pilaster: A partial pier or column, often with a base, shaft, and capital, that is embedded in a flat wall, and projects slightly.

Pitch: Angle of a roof, or the proportion between the height and the span of the roof.

Pointing or "Tuck Pointing:" The process of scraping out failing mortar between bricks back to the stable point and inserting and re-troweling new mortar that matches the makeup, color, and mixture of the original mortar.

Porch: A roofed entrance.

Porte-Cochere: A large covered entrance porch through which vehicles can drive through or park. An exterior shelter usually used to shelter a driveway area in front or on the side of a building.

Portico: An entrance porch, often large, usually supported by columns and sometimes topped by a pedimented roof; can be open or partially enclosed.

Portland cement: Strong, inflexible hydraulic cement used to bind mortar.

Preservation: The sustaining of the existing form, integrity, and material of a building or structure and the existing form and vegetation of site.

Proportion: The relationship between buildings or elements in a building. For example, the combination of elements in one building is said to be proportionate if they are of like size or dimension to those of an adjacent or neighboring structure.

Q

Quoins: Large stones, or rectangular pieces of wood or brick, used to decorate, accentuate and reinforce the corners of a building.

R

Recess: Receding part or space, such as a cavity in a wall for a door, an alcove, or niche.

Rehabilitation: To repair an existing building to good condition with minimal changes to the building fabric; may include adaptive reuse or restoration; also known as rehab.

Relocation: The process of moving a building or structure to a new location.

Remodel. To alter a building in a way that may or may not be sensitive to the preservation of its significant architectural forms and features.

Renovation: The process of repairing and changing an existing building for modern use to make it functionally equivalent to a new building.

Restoration: The process of returning an existing site, building, structure, or object to its condition at a particular time in its history, using the same construction materials and methods as the original; may include removing later additions and replacing missing period components.

Retaining wall: A brace or freestanding wall that bears against an earthen backing.

Retrofit: The process of installing new mechanical, fire protection, and electrical systems or equipment in an existing building.

Return: The continuation of a molding from one surface onto an adjacent surface.

Ridge: The horizontal lines at the junction of the upper edges of two sloping roof structures.

Risk assessment: An environmental survey of an existing building to determine the extent of hazardous materials that may be present, such as lead paint, or asbestos.

Rustication: Rough-surfaced stonework.

S

Sandblasting: An abrasive way of cleaning brick, masonry or wood by directing high powered jets of sand against the surface.

Sash: Any framework of a window.

Setback: A term used to define the distance a building is located from a street or sidewalk; the distance between a building and the property line.

Scale: A term used to define the proportions of a building in relation to its surroundings.

Sense of Place: The general feelings of locality.

Shutter: One of a pair of movable panels used at window openings to provide privacy and protection when closed; also used as a decorated element.

Sidelight: A framed area of fixed glass, set vertically on each side of a door.

Sill: The horizontal exterior member at the bottom of a window or door opening which is usually sloped away from the bottom of the window for drainage of water and overhanging the wall below.

Soffit: The exposed underside surface of entablatures, archways, balconies, beams, lintels or columns.

Spalling: A condition in which pieces of masonry split off from the surface, usually caused by weather.

Stabilization: The process of temporarily protecting a historic building until restoration, rehabilitation, renovation can begin; typically includes making the building structurally sound, weather tight, and secure against intrusion.

Street furniture: Street furniture includes all benches, trash receptacles, fountains, bicycle racks, fire hydrants and street lighting found in public spaces.

Streetscape: The combination of building facades, sidewalks, street furniture, lighting, etc. that define the street.

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

Stringcourse: A projecting band of masonry running horizontally around the exterior of a building, also known as a "belt course."

Stucco: An exterior fine plaster finish consisting of a mixture of Portland cement, sand, lime and water; usually textured.

Style: A given type of architecture made of specific character defining elements.

Surround: An encircling border or decorative frame around a door, window or other opening.

Symmetry: The exact correspondence of forms of similar size and arrangement of parts, intermediate or opposite sides of a dividing line or plane.

T

Transom: A small operable or fixed window located above a window or door.

Turret: A small tower, usually corbelled, at the corner of a building and extending above it

V

Vernacular: Architecture that makes use of common regional forms and materials at a particular place and time. Vernacular architecture is typically modest and unpretentious, and a mixture of traditional and more modern styles, of a hybrid of several styles.

W

Water table: A plain or molded ledge or projection, usually located at the first level that protects the foundation from rain running down the wall of a building.

Weatherboard: Wood siding, usually overlapped, placed horizontally on wood-frame buildings.

Weather-strip: A piece of wood, metal, or other material installed around door or window openings to prevent air infiltration and moisture penetration.

Wrought Iron: Decorated iron that is hammered or forged into shape by hand, as opposed to cast iron that is formed in a mold.

Z

Zoning: Areas divided into geographic zones with different mixtures of allowable use, size, siting, and form of real property. Zoning is typically in conjunction with a zoning code or review of permit applications for developments and variances.