

DESIGN REVIEW GUIDELINES:
SOUTH CARROLLTON HISTORIC DISTRICT

Prepared for:

THE CITY OF CARROLLTON

and

THE CARROLLTON HISTORIC PRESERVATION COMMISSION

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HISTORIC PRESERVATION CONSULTING

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INTRODUCTION



downtown carrollton c.1950

Carrollton is facing a dilemma: how to allow for growth yet maintain its character and sense of place. With growth comes change. Change is part of the life of a community or neighborhood, and it cannot and should not be stopped. However, the rapid pace of change is altering the character of Carrollton. Change is seen in the increasing traffic, road widening, and parking lots, and sometimes in the loss of familiar historic Buildings and community symbols.

All too often, preservation has been confused with the prevention of change. But in 1987 the City of Carrollton recognized the importance of historic preservation as a growth management tool. To protect and care for the city's historic character in a comprehensive manner, the Carrollton Historic Preservation Commission was created. The City adopted an ordinance as outlined in the Georgia Historic Preservation Act of 1980. Instead of being cast in the role of reacting to a crisis, preservation is now part of the planning process in Carrollton.

Design Review, as a prescribed function of the Preservation Commission, is a tool for preserving the visual character of a historic district. Design Guidelines guide change within designated districts. The Carrollton



tanner st. looking south

Historic Preservation Commission is responsible for monitoring or reviewing changes to existing buildings and landscape, as well as reviewing new construction and demolition within designated historic districts. Carrollton's first National Register district, South Carrollton Historic District, also known as "Intown South", was the first locally designated historic district.



120 east center street

This handbook has been designed as an educational tool for property owners and developers. It has also been designed to help the Preservation Commission achieve its goal of recognizing and protecting the visual elements that combine to recall community history and give the South Carrollton Historic District its sense of place. Funded by a matching grant to the City of Carrollton through the Historic Preservation Section of the Georgia Department of Natural Resources, this is one part of a three-part comprehensive preservation planning project. A historic site survey, which has documented over 500 individual buildings and 400 additional typologies within the city, and the creation of an educational video on historic preservation combine to create a solid foundation for future preservation planning.

These Design Guidelines have been created to help preserve the historic character and identity of the South Carrollton Historic District. Simply stated, these Design Guidelines encourage compatible change and discourage inappropriate development within the Historic District. They help maintain the overall character of the District while allowing for contemporary design. They protect essential visual characteristics but do not restrict creativity.

A key factor in preservation of the District is its mixed use. Much of the District is zoned for professional offices, yet many of the buildings are residential. A preservation goal is to allow for adaptive re-use of historic buildings while maintaining the look and feel of a neighborhood. While the District displays many good examples of adaptive re-use, several properties have lost important historic features in the change of use. Parking and signage are two key aspects of change of use which are addressed in the Design Guidelines.

Demolition and relocation are also important preservation issues within the District and are addressed in the Design Guidelines. Five historic buildings have been demolished since the District was listed on the National Register of Historic Places in 1984. And one building has been moved from its original site in the District to a nearby site outside of the District.

At the southern edge of the District a new street, "History Drive", represents an opportunity to create new buildings which are compatible to the historic district which has been created. Elsewhere there are few opportunities for new construction in the already densely developed District.

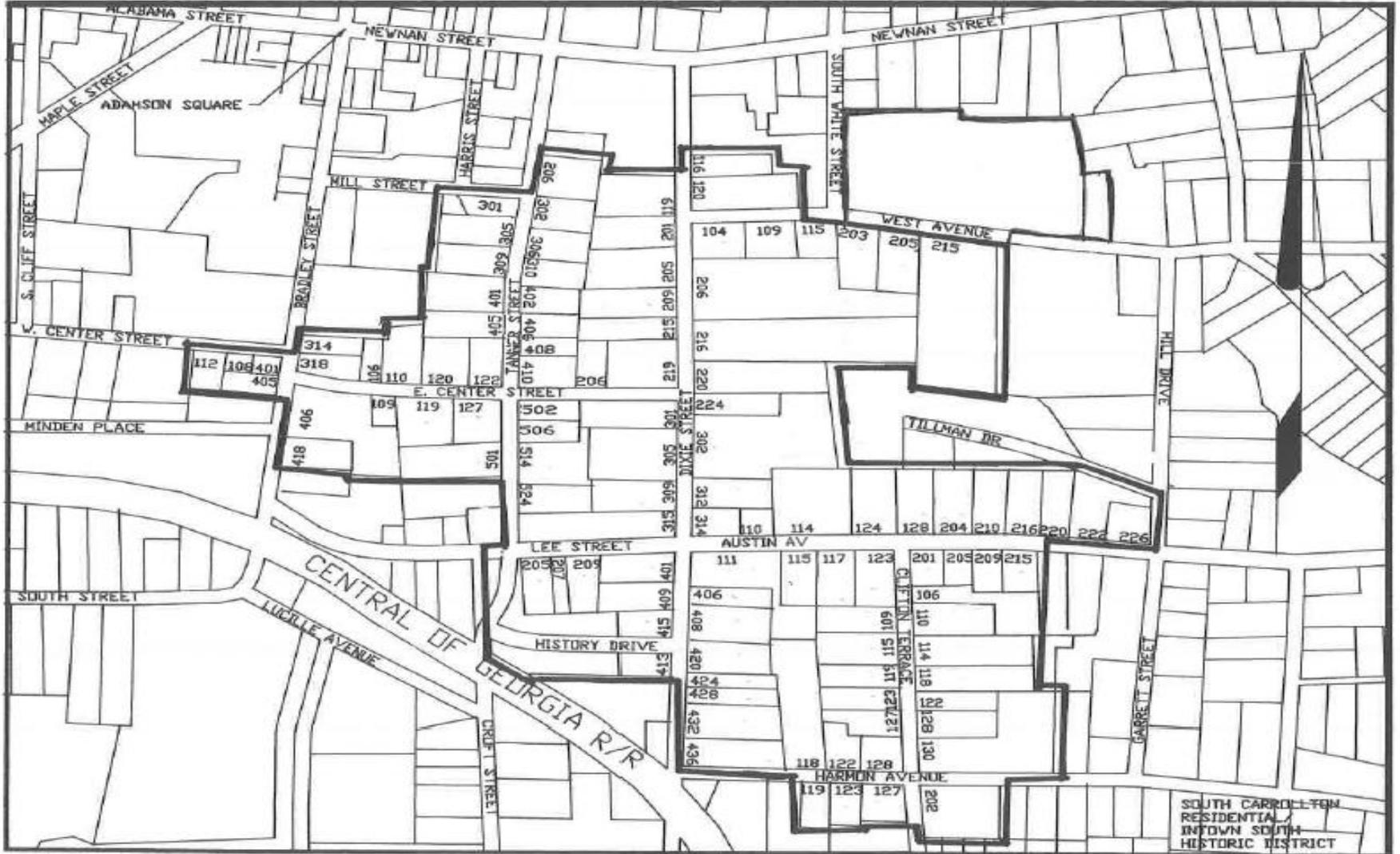


dixie street looking north

SOUTH CARROLLTON HISTORIC DISTRICT



dixie street looking south, c. 1900



The South Carrollton District is a historic in-town residential neighborhood with buildings dating from the late nineteenth and early twentieth centuries. The District consists of approximately 55 acres located on gently hilly terrain to the southeast of the downtown commercial area. It is laid out in an irregular gridiron plan. House lots are typically long and narrow. Most houses within the District were constructed as single family residences, the more notable exception being the Craftsman style apartment at 405 Bradley Street near the Depot.

Houses are situated relatively close together near the fronts of the street. They date from the 1870s to the 1930s. Dwellings are one to two and one half stories high and range in size from modest cottages to large homes owned by Carrollton's prominent families. In general, the largest houses are located along Dixie and Bradley Streets; more modest housing is concentrated along Austin Avenue and Lee Street.



dixie street looking north

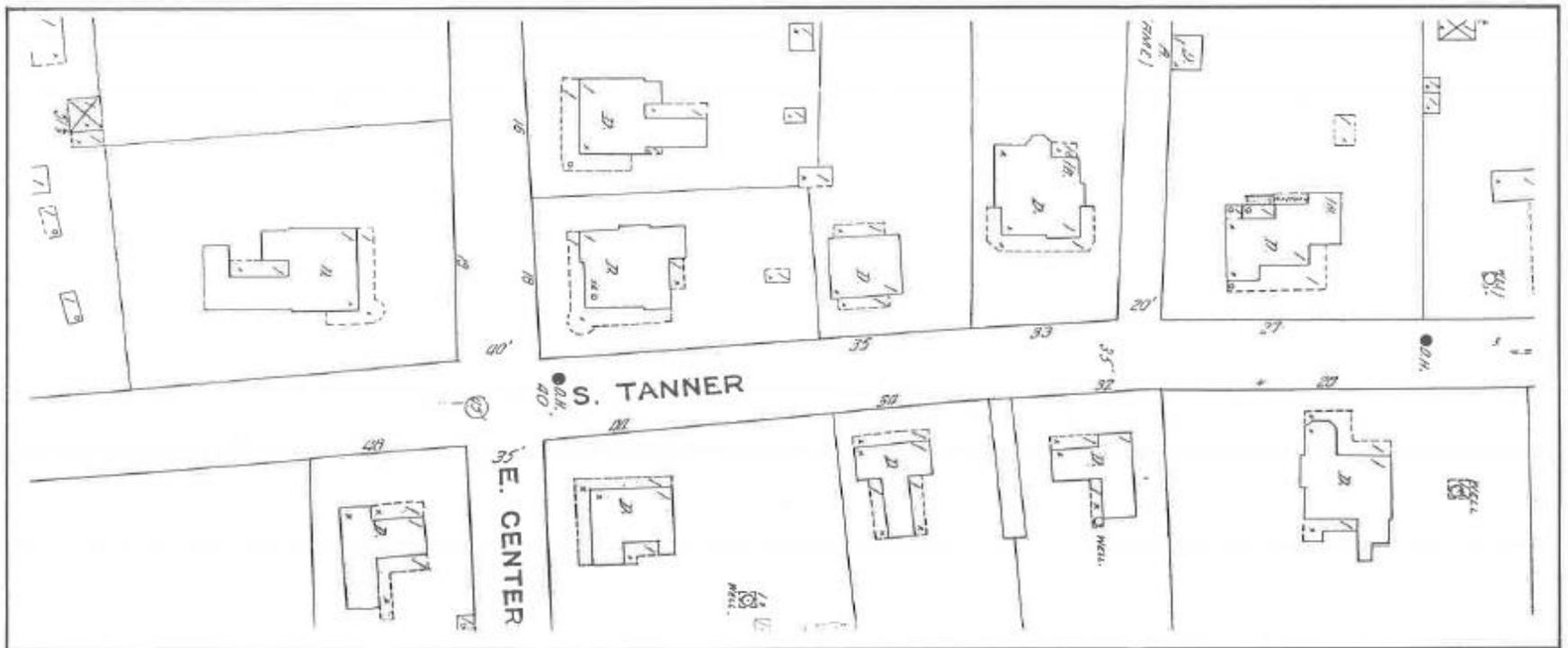
The District is landscaped with sidewalks and mature trees. Front yards are planted with grass, trees, and shrubbery. A recent apartment complex and a few ranch style houses are the only intrusions.



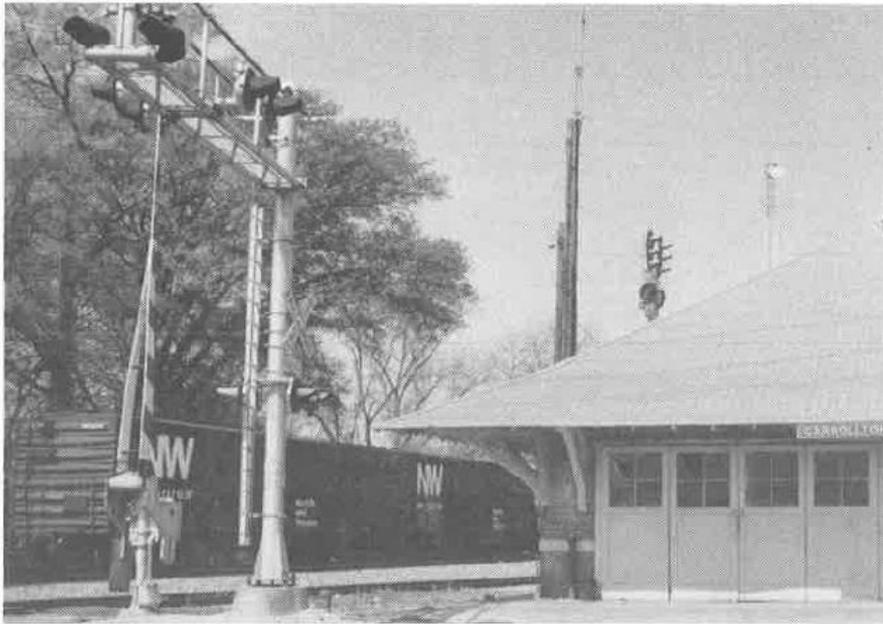
406 bradley street

Wood is the principal housing material in the District. The majority of houses are wood frame with weather board siding; a few of the 1920s and 1930s houses are veneered with brick. One and two-story porches with a variety of decorative trims are common. Architectural styles represented in the District include Victorian Gothic, Queen Anne, Steamboat Gothic, Neo-Classical, Craftsman Bungalow, Georgian Revival, Dutch Colonial, and English Cottage. Features such as decorative sawn work and turned porch and gable trim, bay windows and steep gable roofs are typical of Victorian Era buildings. Balustrades, massive porticos, and classical details characterize the Neo-Classical style. Low-pitched hipped and gable roofs, pier columns, and grouped windows are among the features found on the Craftsman/Bungalow houses.

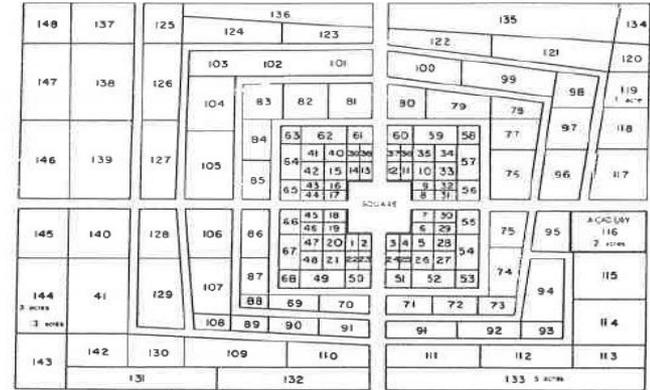
The South Carrollton District is one of several historic neighborhoods in Carrollton resulting from a period of dramatic growth and development in the late-nineteenth and early-twentieth centuries. It is characteristic of residential areas in small towns all across Georgia. It is historically significant in the area of community development as a good example of an incrementally planned and developed neighborhood. In terms of residential architecture, it is significant for its wide range of late-nineteenth and early-twentieth century structures. In terms of landscape architecture, the District documents the informal style of landscape practices typical of turn-of-the-century neighborhoods. In terms of local history, the District is significant for its associations with a wide variety of Carrollton's citizens.



The City of Carrollton was laid out in 1829 as the county seat of newly created Carroll County. Present-day Dixie Street and Lee Street in the District formed the eastern and southern edges of the city limits. Settlement was very slow, and by 1872, the population was only 500. At this time, the city limits were expanded, and new streets and lots were laid out corresponding to the basic gridiron of the original own plan. The entire District is situated within these 1872 city limits.



depot on bradley street



The Original Plan of Carrollton
The central portion has remained largely unchanged

Development in Carrollton quickened after the cotton economy of the surrounding area improved with the 1871 introduction of guano as a fertilizer, and to 1874 arrival of the railroad. The earliest extant buildings in the District date from 1870, reflecting this first period of growth. Development was incremental, corresponding to various later fluctuations in the economy and growth of the town. Many of the smaller homes in the District were built in the 1920s and 1930s to house employees of several mills that were established in the community. Original large lots were gradually subdivided until, by the 1930s, the streets of the District were lined with houses of a variety of dates and styles. This type of incremental development was typical of in-town residential neighborhoods in many small towns and cities, and contrasts sharply with more deliberately planned and developed areas.

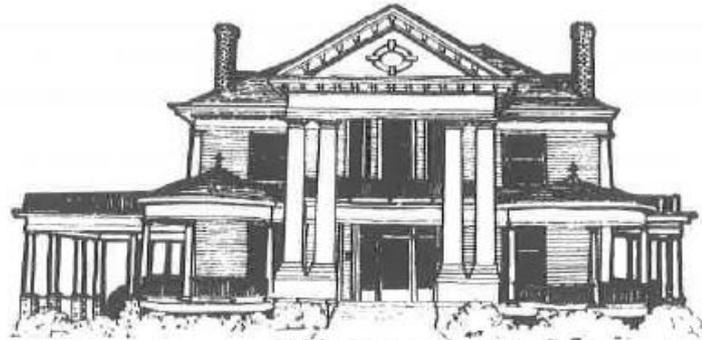
The South Carrollton Residential District contains a wide range of late nineteenth and early twentieth century residential architecture. The houses document styles, as well as building materials and technology, typically used in Georgia. They also illustrate how national styles were locally interpreted by Carrollton's builders. The District provides good examples of Victorian Gothic, Neo-Classical, Craftsman Bungalow, Historic Revival, and vernacular cottages.



205 dixie street



209 dixie street



305 dixie street



dixie street looking south

The District provides an excellent example of the type of informal, naturalistic landscaping typical of landscaping practices nationwide during the late nineteenth and early twentieth centuries. The trees lining the streets and informally landscaped yards merge to create a park-like environment for the neighborhood. The canopy of trees creates an urban forest. Many of the sidewalks were introduced into the District in the 1920s, following the passage of a 1921 local civic improvement bond, which among other projects authorized city sewage and water works and street and sidewalk development.

Historically, the families of many of Carrollton's most prominent leaders and middle-class citizens lived in the South Carrollton District, as well as a number of the city's working class. This wide cross section of people included merchants and businessmen, industrialist, professionals, politicians, managers and clerks and laborers. Among the most prominent residents was W. C. Adamson, a judge who was elected to Congress in 1894. He served his district for twenty-five years as a powerful member and, finally, chairman of the Committee on Labor.



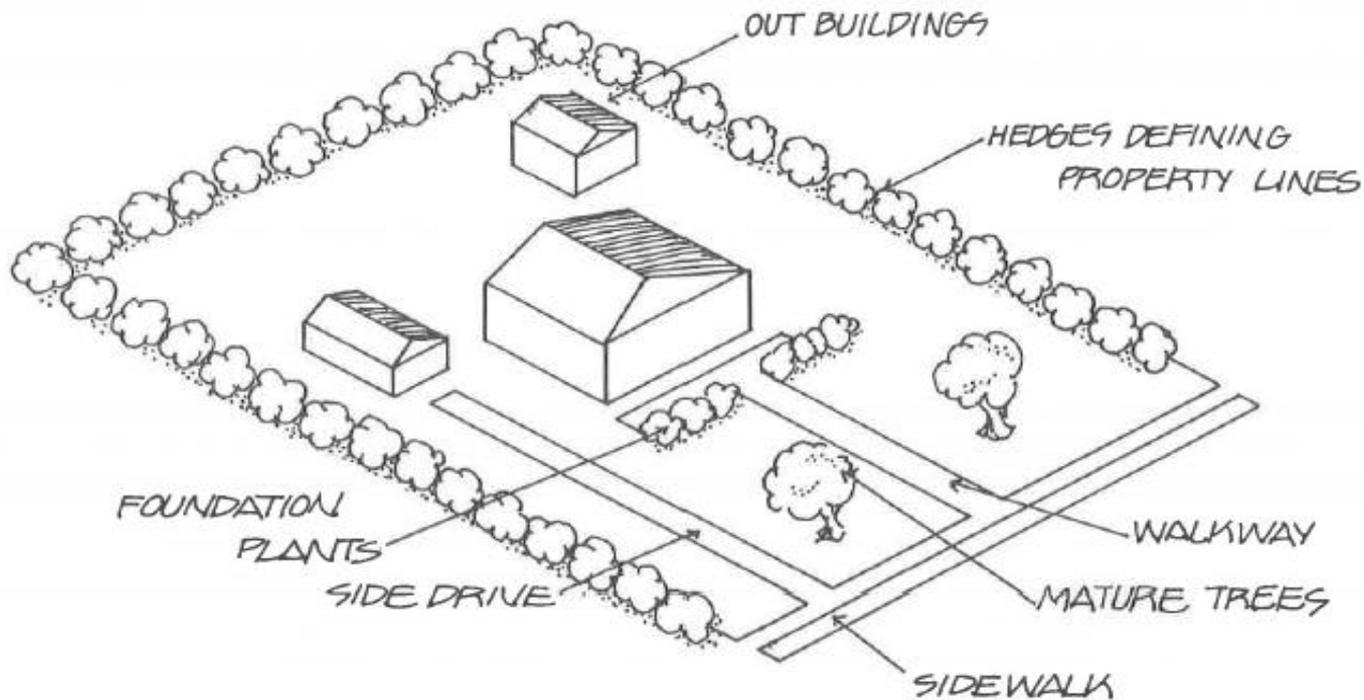
members of a carroll county family pose for photograph in parlor c. 1890

ELEMENTS OF DESIGN



corner of west avenue and dixie street, winter of 1904

The objective of this section is to observe and identify design features worthy of being preserved. On the following pages you will find a pictorial glossary of design features found within the South Carrollton Historic District. Use the "Elements of Style" form to identify the design features of a particular property simply by marking corresponding elements such as: landscape, form, roof, windows, entrance, doors, porch, structure, and details. These design features combine to create recognizable architectural styles and building types. The ten most common architectural styles and building types found within the district are also illustrated.



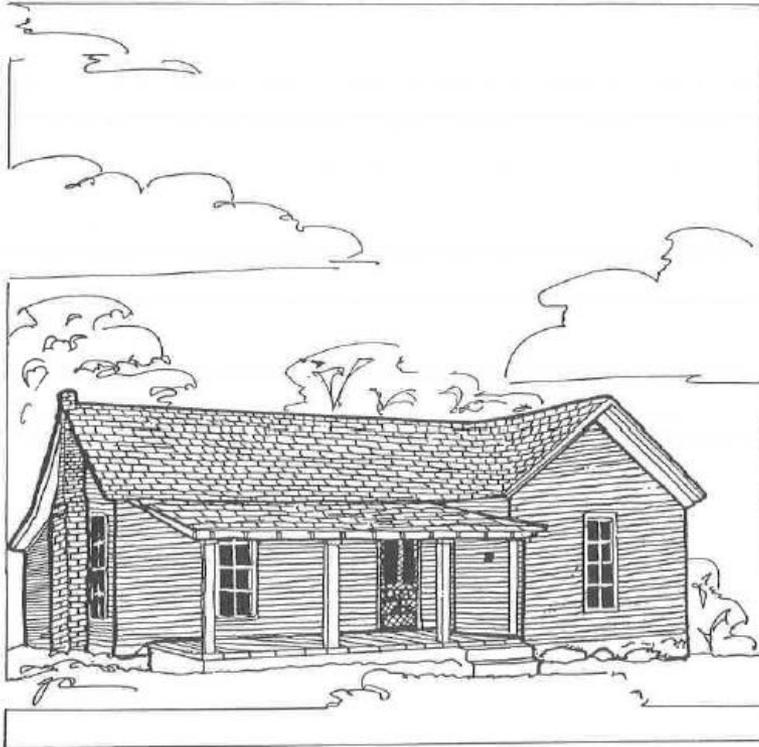
LANDSCAPE											
	PLAN				HEIGHT				WIDTH		
FORM											
	SHAPES									MATERIALS	
ROOF											shingles <input type="checkbox"/> metal <input type="checkbox"/> slate <input type="checkbox"/> tile <input type="checkbox"/>
	EAVES				DETAILS				DORMERS		
ROOF											
WINDOWS	ORIENTATION				DOORS						
ENTRANCE											

PORCH	<p>1-story shed central semi-circular pedimented portico wrap-around 2-story, 2-tiered 2-story monumental porte cochere gazebo side porch</p>									
	COLUMNS							BRACKETS		
PORCH	<p>square with band fluted on piers Doric Ionic Corinthian brick pier turned gingerbread paired clustered</p>							<p>sawtooth</p>		
	MATERIALS							FOUNDATION		
STRUCTURE	<p>Brick:</p> <p>common bond: 1 row headers, 5-7 rows stretchers all stretchers Flemish bond: header-stretcher</p>							<p>Brick color:</p> <p>red <input type="checkbox"/> yellow <input type="checkbox"/> buff <input type="checkbox"/></p> <p>lattice</p>		
	<p>clapboard stretcher header</p>							<p>pier brick</p>		
CHIMNEY	<p>exterior end interior front recessed panel corbeled cap</p>									
DETAILS	<p>cartouche with swags balustrade on roof</p>			<p>pilasters (flat against wall)</p>						
	NOTES:									



SHAPE	rectangular or irregular, one room deep
ROOF	gable roof with one central gable or three front gables
CHIMNEY	exterior end
PORCH	one story shed front porch
MATERIALS	clapboard
WINDOWS	4/4
DETAILS	bargeboard in the gable gingerbread

(c.1860s-1890s) This house at 205 Dixie is an excellent example of the Victorian Gothic style, fashionable after the Civil War. It was popularized by A.J. Downing's publications, such as "The Architecture of Country Houses", which illustrated houses with one or more gables and decorative woodwork. This house was built by J. K. Redwine, a bookkeeper of Mandeville Mills. The house at East Center Street has a central gable and bargeboard. The house at 216 Austin has three front gables two of which may be later additions.



SHAPE	L-shape with front gable
ROOF	simple cross roof
CHIMNEY	exterior end
PORCH	front with shed roof
MATERIALS	clapboard
WINDOWS	2/2, 4/4
DETAILS	most L-shape houses are plain

(c. 1890-1910) L-shape Victorian houses, such as this one at 220 Austin Avenue, were common around the turn-of-the century (c. 1890-1910). Many of these simple L-shape houses were constructed within the district around 1910. Some examples are: 220 and 222 Austin Avenue, 206 East Center Street, 118 Clifton Terrace, 436 Dixie Street, and 402 Tanner Street.



SHAPE	irregular
ROOF	many gables and irregular massing
CHIMNEY	interior has corbeled cap, exterior often has recessed panels and decorative brick work
PORCH	very decorative, usually wrap around
MATERIALS	clapboard, fishscale shingles, decorative gingerbread
WINDOWS	various shapes and sizes, stained glass, often 1/1
DETAILS	bargeboards and or fishscale shingles decorative gingerbread columns

(c.1880s-1900s) The Queen Anne style was a highly decorative Victorian fashion which reached its height of popularity in the 1890s. Advances in technology made it possible to create large one-over-one windows. Balloon frame construction made it possible to create bay projections, towers, and irregular-shaped rooms. This Queen Anne cottage is located at 410 Tanner Street. Some other examples of the Queen Anne style are: 310 Tanner Street; 123 Austin Avenue; 409, 401, and 315 Dixie street; and 215 West Avenue.



SHAPE	rectangular or irregular
ROOF	hip with gables
CHIMNEY	interior or exterior with decorative caps
PORCH	front porch has decorative railing at the top and bottom
MATERIALS	clapboard
WINDOWS	1/1 or 2/2
DETAILS	bargeboard often looks like a captain's wheel

(c.1880s-1900s) Popular books such as Mark Twain's stories of life on the Mississippi River captured the imagination of Victorians. One popular Victorian style in the South, the Steamboat Gothic style, used decorative woodwork to create houses which looked like riverboats. Technological advances in the form of steam-powered woodworking machinery made it possible for Victorian builders to create decorative woodwork in four hours which would have taken 110 hours to make by hand. The main feature of this style, as seen here at 401 Bradley Street, is the porch railing and the captain's wheel bargeboard in the gable.

p.20 HIPPED COTTAGE WITH GABLES (c.1880s-1910s)



SHAPE	irregular or rectangular
ROOF	roof comes in three forms: hip with two front gables, hip with two side gables, hip with one or two side gables
CHIMNEY	brick interior
PORCH	front shed
MATERIALS	clapboard
WINDOWS	1/1 or 4/4
DETAILS	porch often has square columns with simple band at top

(c.1889s-1910s) Houses with hipped roof and gable wings, such as this one at 114 Clifton Terrace, were a common housing form found throughout the city and county c.1890-1910. Some examples of hip roofs with two front gables are: 410 Dixie Street; 110 East Center Street; 128 and 204 Austin Avenue. Some examples of hip rooms with one front and one side gable are: 109, 110, 115, 123, and 130 Clifton Street; 201 and 210 Austin Avenue. Some examples of hip roofs with one or two side gables are: 215, 415 Dixie Street (has gingerbread woodwork on the front porch); and 226 Austin Avenue (a rare early brick building).



SHAPE	rectangular or irregular
ROOF	hipped, often with a central dormer
CHIMNEY	interior or exterior
PORCH	front portico with classical columns, side porches and porte cocheres
MATERIALS	clapboard or brick
WINDOWS	1/1
DETAILS	classical details, palladian windows, dentil motif, paired columns

(c. 1890s-1930s) Around the turn-of-the-century, architectural fashion turned its back on the highly ornamental designs of the Victorian Era. Historical Revival style homes, which copied antique homes of by-gone times, became popular. The Neo-Classical style used ancient Greek and Roman designs to create a house which looked like an antebellum southern mansion. Neo-Classical houses, such as this one at 305 Dixie Street, featured white classical columned porticos. Two other examples of this style are: 120 Dixie Street and Street. Both illustrate the changing fashion from the Victorian love of to the use of classical columns and symmetry.



SHAPE	rectangular, side porches
ROOF	hip
CHIMNEY	brick exterior and interior
PORCH	classical details around door often no front porch
MATERIALS	red brick
WINDOWS	usually 6/6, often have shutters
DETAILS	simple classical details usually around door

(c. 1920s-1940s) Many Historical Revival style homes, such as this one at 219 Dixie Street, were designed to look like homes dating from the time when the British King George ruled the American colonies. This Georgian Revival Style (sometimes referred to as Williamsburg style) began to be popular around 1920 and is still fashionable today. Carrollton High School on South White Street, built in 1921 by renowned Georgia Architect Neel Reid, and the house at 224 Dixie Street, are two other examples. The Dutch Colonial house at 318 Bradley Street with its gambrel roof is yet another historic revival type popular from the 1920s-1940s.



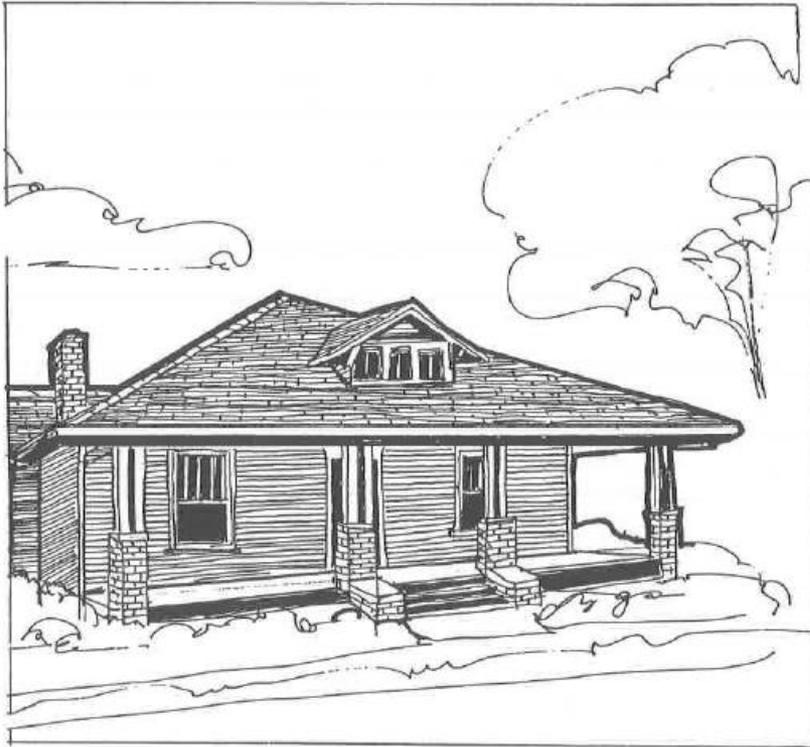
SHAPE	irregular one or one and a half story
ROOF	several gables
CHIMNEY	often on the front of the house
PORCH	no front porch
MATERIALS	combination of brick, stone and wood
WINDOWS	often paired 6/6 sometimes casement
DETAILS	arched openings

(c.1920s-1940s) The English Cottage Style, as seen here at 209 Dixie Street, was another popular historic revival style. These houses were designed to look like quaint cottages found in the English countryside. Other examples of the style are: 514 Tanner Street, 119 East Center Street, and 205 Lee Street.



SHAPE	rectangular
ROOF	low gable facing the road, or low hip
CHIMNEY	interior and exterior often made of granite
PORCH	front porch has simple square columns which often sit on brick or stone piers, sometimes columns are paired
MATERIALS	clapboard; yellow, buff or red brick
WINDOWS	often grouped together, double hung sash with single pane of glass in the bottom sash and several panes of glass in the upper sash
DETAILS	overhanging roof with structural details exposed, knee braces and rafters

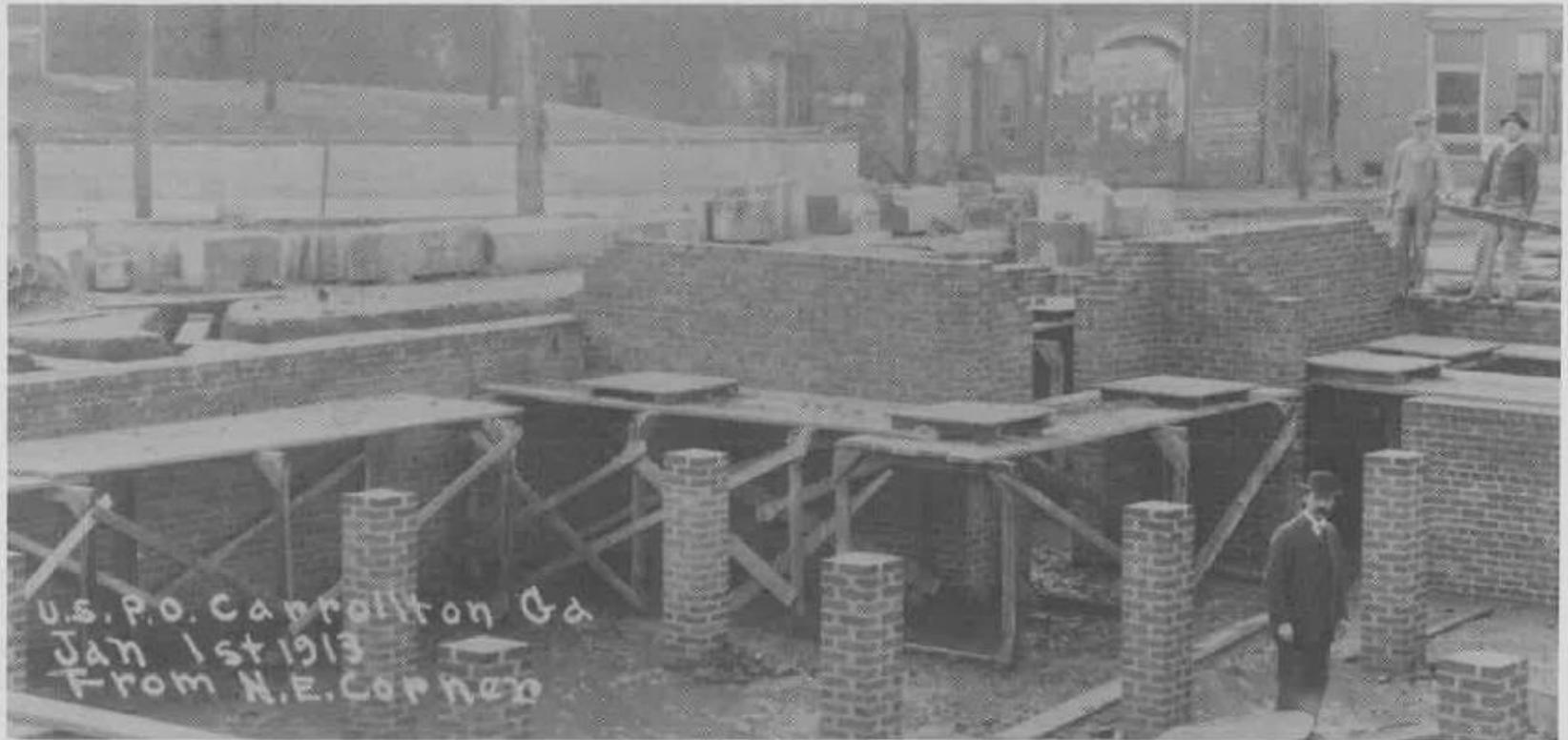
(c.1910s-1940s) The Arts & Crafts movement in America, like the historic revival styles, evolved as a reaction against the excessive machine-made ornamentation of the Victorian Era. The Craftsman style wanted a return to simpler times, when craftsmen worked with their hands. Craftsman style houses featured structural details such as exposed roof supports and massive pier supports for columns. This building at 405 Bradley is a notable example of the Japanese influence (a similar building exists on College Street). The district has several good examples of the Craftsman Style: 119, 201, and 301 Dixie Street; 418 and 314 Bradley Street.



SHAPE	square or rectangular
ROOF	hipped or pyramidal roof with central dormer window
CHIMNEY	interior or central
PORCH	porch under roof, also shed porch
MATERIALS	clapboard
WINDOWS	4/4, and Craftsman windows (divided above and blank below)
DETAILS	simple square columns, Craftsman details, overhanging roof supported by brackets

(c.1910-1930s) Hipped cottages such as this one at 301 Tanner Street were a common building type throughout the South from c.1910-1930s. The high hipped or pyramidal roof would allow hot air to rise, leaving the rooms below cooler. Some examples of this type within the district are: 405, 408, 410, 502 Tanner Street; 115, 119, 209 Austin Avenue; 119 and 128 Harmon; 128 Clifton Terrace; and 205 East Center Street. A unique brick Craftsman hipped cottage without a central dormer is located at 306 Tanner Street.

DESIGN GUIDELINES



U.S. P.O. Carrollton Ga
Jan 1st 1913
From N.E. Corner

construction of post office on newnan street, c. 1913

What Guidelines Can Do:

1. Help maintain the character of the District.
2. Improve the quality of growth and development.
3. Protect a property owner's investment by avoiding undesirable intrusions.
4. Preserve the integrity (authenticity) of existing buildings.
5. Provide an objective basis for design review.
6. Serve as an educational tool for property owners, contractors, and designers.

What Design Guidelines Can Not Do:

1. Limit change or growth (they can only address the visual aspect of growth).
2. Control how space is used within a building (only the publicly visible portion of a building or site is governed by guidelines).
3. They can only guide, not restrict.
4. Review ordinary maintenance or color selection.

Factors to consider when applying the Design Guidelines

Integrity and condition of original design / reversibility / public view / economic hardship / reasonable use / impact on surroundings.

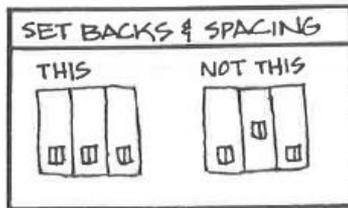
The Secretary of the Interior's Standards for Rehabilitation have served for many years as the "10 commandments" for historic preservation projects. These standards are used to certify historic rehabilitations for a 20% investment tax credit and are also used for grant-funded projects. The basic standards, listed below, are incorporated into the South Carrollton Design Guidelines.

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.

5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be treated with sensitivity.
6. Deteriorated architectural features shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
8. Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to any project.
9. Contemporary design for alterations and additions and additions to existing properties shall not be discouraged when such alteration and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.
10. Wherever possible, new additions or alterations to structures shall be done in such a manner that if additions or alteration were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

The landscaped lawns, canopy of trees, and the sidewalks are all features which give the South Carrollton Historic District its special character. Environmental features are visual characteristics which should be preserved. This setting places the manmade buildings in natural context.

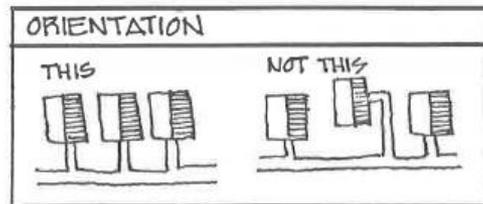
SETBACK AND SPACING BETWEEN BUILDINGS:



1. Maintain pattern of spacing between buildings and setback from the street.

Large lots may have space to subdivide, but this should not be encouraged if it creates a greater density of buildings than found elsewhere in the district. Side additions to existing buildings should not alter the general pattern of spacing between surrounding buildings. Buildings should not sit closer or further away from the street than surrounding buildings.

ORIENTATION:



2. Maintain the orientation of buildings to the road.

The main entrance of the buildings should face the road, not the side or rear of the lot. Corner lots may have an entrance facing the corner.

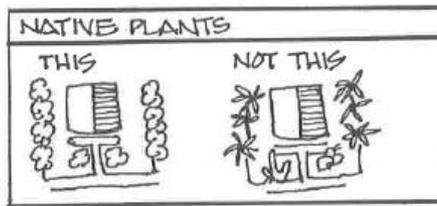
TREES:

3. Maintain mature trees.

Mature trees should not be removed unless the tree is dying, dead, diseased or poses a safety hazard to the public. For new construction or site improvement, every effort should be made to preserve existing mature trees. If a tree is removed, the tree stump should be removed to ground level. At least one replacement tree (not less than 5 feet tall) of a similar kind should be planted if a tree is removed.

LANDSCAPE FEATURES:

4. Native plants, screens and buffers, and historic landscape patterns should be maintained or enhanced.



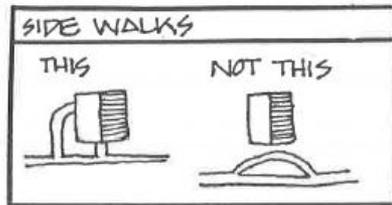
Hedges are used to define side and rear property lines. The planting of shrubs such as boxwoods and azaleas at the foundation of a building is encouraged. Borders of monkey grass and planting beds of annuals and perennials are encouraged. Exotic plants, like bamboos or cacti, or large ornamental rocks, are not appropriate. Avoid garden ornaments and sculpture which is not compatible with the style, scale, and materials of the buildings.

OUT BUILDINGS:

5. Maintain existing historic outbuildings.

SIDEWALKS, WALKWAYS & DRIVEWAYS:

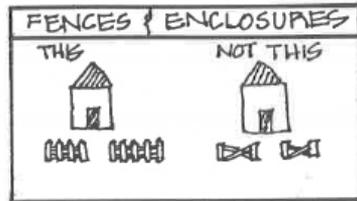
6. Maintain pattern of front walkway, sidewalk, and side driveway.



On a busy road such as Dixie Street, a circular driveway may be acceptable for safety reasons but is discouraged as an appropriate treatment in a historic district. Octagonal pavers or light colored concrete are recommended paving materials. Avoid use of marble chips.

FENCES AND ENCLOSURES:

7. Maintain existing retaining walls and stairs leading to sidewalk or walkway.



Railroad ties are not appropriate retaining walls or borders. Front fences should be picket and around three feet tall. Rusting split rail fences are not appropriate in an in town neighborhood. Solid concrete, wooden or stucco walls and chain link fences are not appropriate for front yards.

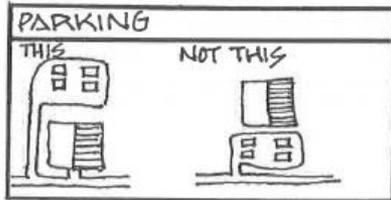
RECREATIONAL FACILITIES:



8. Modern recreational facilities should not be visible from the street.

Swimming pools, tennis courts, antennae, and satellite dishes should be sited to minimize their visual impact and should be screened or concealed from view.

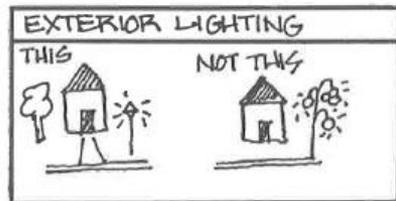
PARKING:



9. Parking should not be visible from the street.

Off street parking shall be placed to the rear of buildings where possible, and fenced or screened with appropriate plantings. Parking to the side of a building is acceptable if it is screened from view. Parking in the front of a building is not appropriate. Multi-story parking decks are not appropriate. Break large paved areas into clusters of parking with landscaped islands.

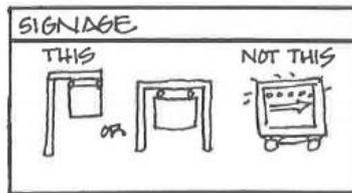
EXTERIOR LIGHTING:



10. Street light should harmonize with the surroundings.

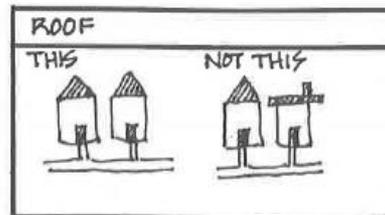
Traditional street lights with black cast iron poles or steel poles are appropriate. Daylight color-corrected mercury vapor lamps are recommended. Colonial carriage lamps seek to create an earlier appearance and are not recommended.

Character is identified by a number of design elements such as the roof, windows, porch, doors, and construction materials. When a change is proposed, the significant existing materials and elements of style should be maintained wherever possible. These features enable us to read a building's history. It is best to minimize the introduction of new design elements. Any new design elements shall respect the character and history of the building and not seek to create an earlier appearance.

SIGNS:

11. Signs should be subtle and compatible to the building.

All signs must comply with the City of Carrollton's sign ordinance. (For a copy of the ordinance contact the City Planner). Signs should be mounted on one or two poles. Signs should be made of wood and designed to complement the site and the building.

ROOF:

12. Maintain features which give a roof historic character.

Roof pitch and shape should be preserved. Historic roofing materials should be maintained or replaced with a similar material. Details such as bargeboards, fishscale shingles, projecting eaves, dentil motif, and brackets should be maintained. Cupola or weather vanes or other decorative details that cannot be documented as having existed on the building should not be added. Changes to the roof which are not visible from the road or ground may be permitted.

WINDOWS :

13. Maintain existing windows.

Repair rather than replace historic windows if possible. If not, replace with a similar shape, size and configuration (6/6, 4/4, etc.) and molding profile. If aluminum frame storm windows are applied, aluminum elements should be painted to match the window trim. The dividers of the aluminum window should match the existing window. Consider installing a storm window on the interior. Avoid covering the window so that it can not be seen. Do not add fake shutters.

DOORS :

14. Existing historical doors and surrounds should be maintained.

Original doors should be retained and repaired whenever possible. Where doorways must be altered, entranceways should respect the historic character of the building. Storm doors and screen doors should be plain. The application of exterior metal security doors is discouraged. Historic hardware should be maintained.

PORCHES:

15. Maintain historic porches and detailing.

Within the district, 86% of buildings have front porches. Most are one story. Maintain existing location, shape, details, and columns of porch. Do not remove a simple column and add a fancy one. Missing or deteriorated decorative elements should be replaced with new wood milled to match existing elements. Existing features should be repaired rather than replaced. Decorative elements should only be added when they can be documented as having existed previously. The addition of ornate decoration is discouraged. It is recommended that front porches be open and airy. When a side porch is enclosed or screened it should be done with a clear transparent material such as clear glass, not tinted glass or wire screen. This material should be placed behind porch columns.

MECHANICAL EQUIPMENT:

16. Modern equipment should not be seen from the road.

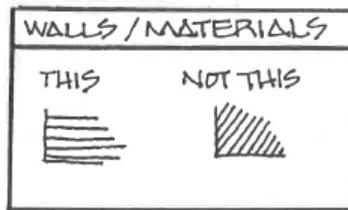
Solar panels, fans, and ducts should be installed in locations which create the least disturbance to the historical appearance of the building and involve minimum alteration to the structure.

WALLS:

17. Maintain existing wall materials and textures.

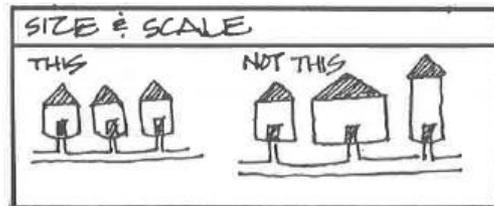
Within the district, 85% of the buildings have horizontal clapboard walls. Exterior wood walls should be painted, not stained. Remember not to put latex over oil paint as this will lead to peeling of the paint surface. Synthetic siding (aluminum or vinyl) is not recommended because this traps moisture and can accelerate decay. Also, the application of siding can cover up historic details. Do not paint unpainted brick walls. Do not clean brick walls by sandblasting. Do not repoint the mortar between brick with portland cement. Instead use a mixture of lime and sand with only a small amount of cement as a binder. The combination will allow for expansion and contraction.

New construction and additions to existing buildings should be of contemporary design and should be subordinate to existing buildings and streetscape. New buildings should generally utilize contemporary design ideas but should respect and reflect the traditional scale, proportion, and rhythm of historic structures. Buildings elements characteristic of the district, such as porches and pitch roofs, should be incorporated into contemporary design.

MATERIALS:

18. New buildings should utilize exterior materials common to the exterior of the buildings in the district.

Use horizontal clapboard, not diagonal siding. Synthetic siding may be used on new buildings. Red or yellow brick with light colored mortar is acceptable. Stucco, concrete and metal are not appropriate exterior materials.

SIZE & SCALE:

19. New buildings should be similar in height and width to nearby buildings.

Generally buildings within the district should not be over 2 ½ stories tall or five bays wide and should not be less than three bays wide and one story tall.

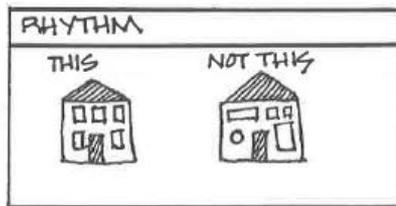
SHAPES:

20. New construction should not introduce new roof pitches or building shapes not found in the district.

Flat roofs would not be appropriate. Different roof shapes, materials and details not visible from the street may be acceptable. Circular or octagonal shaped domed structures would be inappropriate.

RHYTHM:

21. New construction should respect the pattern of windows and doors of buildings in the vicinity.



A historic building is an irreplaceable document of the past. Once it is gone, it is lost forever. Since the South Carrollton District was listed on the National Register of Historic Places in 1984, six historic buildings have been demolished, and two have been relocated. Moving a historic building from its original location and setting will very likely result in its removal from the National Register of Historic Places.

MAINTENANCE:

22. Property owners should not allow their buildings to deteriorate by failing to provide ordinary maintenance.

Ordinary maintenance such as painting or repairing a gutter is not reviewed by the Commission.

RELOCATION:

23. Buildings shall be retained on their present sites whenever possible.

Relocation shall be considered only as an alternative to demolition. For buildings which are moved into the district, refer to the design guidelines which address new construction.

DEMOLITION:

24. Historic buildings should not be demolished.

a.) A prerequisite for any demolition of a historic building shall be the documentation of economic hardship, which shall contain a financial report detailing the costs of rehabilitation and evidencing that the existing building is incapable of producing a reasonable economic return on the investment.

b.) If a request for demolition is based on structural instability or deterioration, a technical report prepared by an architect or professional engineer shall be submitted, detailing the nature and extent of the specific problems and providing accurate cost estimates for their correction.

c.) An application for demolition shall be accompanied by a complete plan for new development proposed on the site, together with a timetable and a budget for both the demolition and new construction, along with satisfactory evidence that adequate financing is available.

d.) A condition for approval of demolition shall be documentation of the building's elevation and architectural features, through measured drawings and photographs.

e.) Where public safety needs require the removal of part of a part of a building or complex, the Commission may allow limited removal of structurally-sound construction.

f.) Demolition may be allowed when a building has lost its integrity of design and its removal would result in a more positive effect on the district. In such cases, new construction should relate better to the historic district than the existing building and the requirements listed above (a-e) should be satisfied if applicable.

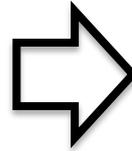
DESIGN REVIEW



group of confederate veterans gathered in carrollton for a reunion, c. 1900

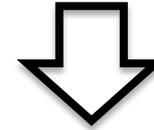
APPLICANT

Uses the Design Review Guidelines Handbook as reference when completing the Certificate of Appropriateness Application Form. Submits completed form to City Planner at least 10 days prior to next scheduled Commission meeting.



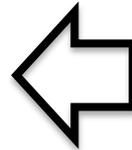
CITY PLANNER

Notifies adjacent property owners of the application. Transmits the application to the Historic Preservation Commission.



BUILDING PERMIT

Once the applicant receives a Certificate of Appropriateness from the Commission, the project is subject to existing zoning and building regulatory process.



CARROLLTON HISTORIC PRESERVATION COMMISSION

Uses the design guidelines as an objective basis for reviewing the application. The Commission may approve, deny, or approve the application on certain conditions.

What changes require approval?

Any change that requires a building permit requires approval from the Historic Preservation Commission. Within the Historic District, a building permit may be issued only after the proposed project has been approved by the Preservation Commission.

While ordinary maintenance does not require approval, you will need to seek approval for any changes to the exterior of the building. Seemingly unimportant changes, like adding a chain link fence or enclosing a porch, can have a dramatic effect on the visual character of the District. The following is a list of changes that should be brought before the Commission:

- building a deck
- building a fence
- building a garage
- enclosing a porch
- applying siding to a house
- adding a dormer or bay window
- erecting a sign
- installing storm window
- creating parking
- removing a living tree
- creating a new driveway
- adding a satellite

Before going ahead with a project it is always best to check with the commission to see if approval is necessary. This can be done by contacting the City Planner.

How do I apply for approval?

-Complete the "Application for Certificate of Appropriateness" application form- a copy of this form is provided in this section. You can also obtain a copy of the application form from the City Planner.

-For minor changes you need only provide a written description of the proposed changes.

-For major changes and new construction, drawings, plans, and/or photographs may also be required in order to give the Commission a clear idea of your proposed change.

-Submit the completed form to the City Planner (phone: 832-2443)

When are applications due?

An application may be submitted at any time, but for it to be considered at the next regular meeting of the preservation commission it should be in the hands of the City Planner ten working days prior to the next scheduled meeting. This will provide enough time for the notification process. Meetings are held monthly at City Hall. Contact the City Planner for the schedule. Occasionally, the Commission calls a special meeting.

Will the commission take into account cost and affordability?

In specific Cases where affordability becomes an important issue to the application, the Commission will seek alternatives that should be satisfactory to all.

How does the review process work?

At least seven days prior to review of the application, the Commission will inform the owners of any property likely to be affected and will give the applicant and such owners an opportunity to be heard. When necessary, the Commission may hold a public hearing. The Commission evaluates the proposed change using the Design Guidelines as objective criteria for their decision. The Commission must approve or reject the application within 45 days after the application is filed. Failure of the Commission to act within 45 days will constitute approval. If the application is denied, the Commission will state reason for denial and may give alternative suggestions. Upon denial, the applicant may make modifications to the plans and resubmit the application at any time.

Are there any changes that the Commission with automatically reject?

Each application will be considered on its own merits and within the context of the property involved and its surroundings. However, it is safe to say that the commission is likely to look unfavorably on:

- demolition (purposefully or through neglect)
- relocating a historic building
- removing original features (doors and windows)
- installing aluminum or vinyl siding
- installing plastic illuminated signs
- constructing visible swimming pools
- installing a satellite (TV) dish or tall antenna in a visible location

What happens if I make a change without applying to the Commission?

Community cooperation and knowledge are important if the Commission is to accomplish its purpose. If the project is still in-progress a stop work order may be issued. If the Commission becomes aware of a change within the District which was made without approval, it will, as a matter of policy, notify the owner and request an explanation. Depending on the specifics of the project, the Commission may take remedial action. This could take the form of a fine or could result in an order to restore the original condition of the building.

Is Design Review constitutional?

The courts have recognized the importance of preserving the character of a community. In 1978, the U.S. Supreme Court ruled in favor of the legality of preservation as a planning tool. It stated, "The objective of preserving areas with specific historic or cultural significance is an entirely permissible government goal. States and towns may enact land use restrictions or controls to enhance the quality of life by preserving the character and desirable aesthetic features of a town."



CITY OF CARROLLTON
CERTIFICATE OF APPROPRIATENESS
APPLICATION

Application for a Certificate of Appropriateness

Property Owner: _____

Phone Number(s): _____

Applicant: _____

Applicant's Address: _____

Project Address / Location: _____

Description of proposed change(s): *(Attach additional information if necessary)*

Name and address of adjacent property owners:

Applicant's Signature

Date

Staff Use Only:				
Date Received:	HP Meeting Date:	Action Taken:	COA #	COA Expiration Date:

The following is a list of question which can serve as a checklist for evaluating an application against the design guidelines. A yes answer means proceed.

Procedure

- | | | |
|-----|----|--|
| YES | NO | 1. Was the application received at least ten days prior to the scheduled meeting (Commission now meets at City Hall the second Friday of every month at 1:30)? |
| YES | NO | 2. Do the application form and additional materials (photos, plans) provide enough information to make a decision? |
| YES | NO | 3. Have nearby property owners been notified of the application? |
| YES | NO | 4. Has the applicant and affected property owners been given the opportunity to be heard at the meeting? |
| YES | NO | 5. Have members of the Commission made a site visit? |

Landscape and Setting

- | | | |
|-----|----|--|
| YES | NO | 6. Does it conform to the setback of nearby buildings? |
| YES | NO | 7. Does it maintain the existing relationship between buildings and open spaces? |
| YES | NO | 8. Will cars be screened so that they are not visible from the road? |
| YES | NO | 9. Is the sign compatible and complimentary to the nearby buildings? |
| YES | NO | 10. Does it maintain the existing pattern of landscape features? |
| YES | NO | 11. Is fencing or screening compatible to the district? |
| YES | NO | 12. Is the entrance oriented in the same direction and nearby buildings? |

Changes to Existing Buildings

- YES NO 13. Does it retain original features? Refer to the South Carrollton Elements of Style Form to identify features.
- YES NO 14. Does it NOT seek to create an earlier appearance by adding false historic features?
- YES NO 15. Will additions or changes which are over 50 years old be retained?
- YES NO 16. Will examples of historic craftsmanship be preserved?
- YES NO 17. Will historic features be repaired rather than replaced whenever possible?
- YES NO 18. Will harsh methods of cleaning such as sandblasting be avoided?
- YES NO 19. Is the proposed change likely to help the long term physical condition of the building, trees or landscape, or other buildings?

Landscape and Setting

- YES NO 20. Does it conform to the height and width of nearby buildings?
- YES NO 21. Is the proportion and size of features compatible to existing buildings?
- YES NO 22. Is the pattern of window and door openings similar to nearby buildings?

Additions and New Construction

- YES NO 23. Is the proposed material common the the district?
- YES NO 24. Does it use any of the typical features of the district? (See Elements of Style Form)
- YES NO 25. Is the style complementary to the other buildings within the district?
- YES NO 26. Does it contribute to the overall existing character of the district?

Demolition and Relocation, Maintenance

- YES NO 27. Is demolition the absolute last resort?
- YES NO 28. Is relocation of the building the only alternative to demolition?
- YES NO 29. Is this application covering more than ordinary maintenance?

General

- YES NO 30. Does the application meet the design guidelines?

APPENDIX



carroll county mail carrier, c. 1900

Historic Preservation Planner
Chatt-Flint R.D.C.
Route 1, Hwy 34 East
P.O. Box 110
Franklin, GA 30217
404-675-6721

Carroll County Historical Society
P.O. Box 160
Carrollton, GA 30117

City Planner
City of Carrollton
P.O. Box 1246
Carrollton, GA 30117
404-832-2443

Historic Preservation Section
Department of Natural Resources
205 Butler St., suite 1462
Atlanta, GA 30334
404-656-2840

Georgia Trust for Historic Preservation
1516 Peachtree St., N.W.
Atlanta, GA 30309
404-881-9980

Georgia Alliance of Preservation
Commissions School of Environmental
Design
Caldwell Hall
University of Georgia
Athens, GA 30602
404-542-4731

Technical Preservation Services
Preservation Assistance Division
National Park Service
U.S. Department of Interior
P.O. Box 27127
Washington, D.C. 20013-7217

National Trust for Historic Preservation
456 King Street
Charleston, S.C. 29403
803-722-8552

HISTORIC PRESERVATION ORDINANCE

AN ORDINANCE TO ESTABLISH AN HISTORIC PRESERVATION COMMISSION IN THE CITY OF CARROLLTON TO PROVIDE FOR DESIGNATION OF HISTORIC PROPERTIES OR HISTORIC DISTRICTS; TO PROVIDE FOR ISSUANCE OF CERTIFICATES OF APPROPRIATENESS; TO PROVIDE FOR AN APPEALS PROCEDURE; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CARROLLTON:

Section I
Purpose

In support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of the City of Carrollton is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity, and general welfare of the people.

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

In order to enhance the opportunities for federal or state tax benefits under relevant provisions of federal or 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 or state programs to do the same;

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

Section II
Definitions

- A. "City" or "City Council" shall mean the MAYOR AND CITY COUNCIL OF CARROLLTON.
B. "Certificate of Appropriateness" - 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.

- C. "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 windows, doors, signs, and other appurtenant architectural fixtures, features, details, or elements relative to the foregoing.
D. "Exterior Environmental Features" - Means all those aspects of the landscape or the development of a site which affect the historical character of the property.
E. "Historic District" - Means a geographically definable area designated by the Mayor and City Council as a historic district pursuant to the criteria established in Section IV A of this Ordinance.
F. "Historic Property" - Means an individual building, structure, site, object, or work of art including any adjacent area necessary for the proper appreciation thereof designated by City Council as a historic property pursuant to the criteria established in Section IV B of this Ordinance.
G. "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, or work of art within a historic district, such as:
1. A reconstruction or alteration of the size, shape, or façade 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 historic structure;
3. Commencement of excavation for construction purposes;
4. A change or location within a designated "Historic District" of advertising visible from the the public right-of-way; or
5. The erection, alteration, restoration, or removal of any building or other structure within a historic property or district, including walls, fences, steps and pavements, or other appurtenant features.

Section III

Creation of a Historic Preservation Commission

A. Creation of the Commission -

There is hereby created a commission whose title shall be "The City of Carrollton Historic Preservation Commission" (hereinafter "Commission").

B. Commission Position within the Jurisdiction -

The Commission shall be part of the planning functions of the City of Carrollton.

C. Commission Members: Number, Appointment, Terms, and Compensation -

The Commission shall consist of five (5) members appointed by the Mayor and City Council. All members shall be residents of Carroll County, Georgia, and shall be persons who have demonstrated special interest, experience or education in history, architecture or the preservation of historic resources. (One member may be appointed from the membership of Carroll County Historical Society who shall submit a list of three nominees from which such membership shall be selected by the Mayor and Council.)

Members shall serve three-year terms. Members may not serve more than two (2) consecutive terms. In order to achieve staggered terms, initial appointments shall be one (1) member for one (1) year; two (2) members for two (2) years; and two (2) members for three (3) years. Members shall not receive compensation other than reimbursement for actual expenses.

D. Statement of the Commission's Powers -

The Commission shall be authorized to:

1. Prepare and maintain an inventory of all property within the City of Carrollton having the potential for designation as historic property;
2. Recommend to the City Council specific places, districts, sites, buildings structures, objects, or works of art to be designated by ordinance as historic properties or historic districts;
3. Review applications for Certificates of Appropriateness and grant or deny same in accordance with the provisions of this Ordinance;
4. Coordinate the acquisition by the City of Carrollton of façade easements and conservation easements in accordance with the provisions of the "Façade and Conservation Easements Act of 1976" (OCGA 4410 1 through 5);
5. Conduct educational programs on historic properties located within the City of Carrollton and on general historic

preservation activities:

6. Make such studies of matters relating to historic preservation including consultation with historic preservation experts, the City Council or the Commission itself may, from time to time, deem necessary or appropriate for the purposes of preserving historic resources;
 7. Seek out local, state, federal and private funds for historic preservation, and make recommendations to the City Council concerning the most appropriate uses of any funds acquired;
 8. Submit to the Historic Preservation Section of the Department of Natural Resources a list of historic properties or historic districts designated,
 9. Upon the request of the Mayor and City Council it shall perform historic preservation activities as the official agency of the City of Carrollton Historic Preservation Program;
 10. Receive donations, grants, funds or gifts of historic property as authorized by the Mayor and City Council. The Commission may not obligate the City of Carrollton.
 11. Review and make comments to the Historic Preservation Section 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 general historic preservation programs with the consent of the City.
 13. Recommend to the Mayor and City Council that the prior designation of any "Historic District(s)" or "Historic Property(s)" may be revoked or removed.
- E. Commission's Power to Adopt Rules and Standards -
The Commission shall adopt rules and standards for the transaction of its business and for consideration of applications for designations and Certificates of Appropriateness, such as By-Laws, and design guidelines and criteria, including the establishment of reasonable fees, to be paid to the City prior to consideration by the Commission of any application for designation or Certificate of Appropriateness. The Commission shall have the flexibility to adopt rules and standards not inconsistent with this ordinance. 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. "Roberts Rule of Order" shall control the conduct of all official meetings of the Commission.

F. Conflict of Interest

At any time the Commission reviews a project in which a member of the Commission has ownership 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.

Section IV

Recommendation and Designation of Historic Districts and Properties

A. Designation of a Historic District

1. Criteria for selection of historic districts: A historic district is a geographically definable area, which contains buildings, structures, sites, objects, landscape features and works of art or a combination thereof, which conforms to the "Criteria for Evaluation" of the National Register of Historic Places as follows:

"The quality of significance in American history, architecture, archaeology, engineering and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

A. That are associated with events that have made a significant contribution to the broad patterns of our history; or

B. That are associated with the lives of persons significant in our past; or

C. That embody the distinctive characteristics of a type, period, or method of construction or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or

D. That have yielded, or may be likely to yield, information important in prehistory or history.

Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

A. A religious property deriving primary significance from architectural or artistic distinction or historical importance; or

B. A building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or

C. A birthplace or grave of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with his productive life; or

D. A cemetery which derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or

E. A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or

F. A property primarily commemorate in intent if design, age, tradition, or symbolic value has invested it with its own historical significance; or

G. A property achieving significance within the past 50 years if it is of exceptional importance; or

2. Boundaries of a Historic District: Boundaries of a Historic District shall be shown on the Official Zoning Map of the City.

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

a. Historic (contributes to the district);

b. non-historic (does not contribute but does not detract from the district).

c. intrusive (detracts from the district).

B. Designation of a Historic Property:

1. Criteria for selection of Historic Properties; A historic property is a building, structure, site, object, work of art; including the adjacent area necessary for the proper appreciation or use thereof, deemed worthy of preservation and conforms to the "Criteria for Evaluation" of the National Register of Historic Places as set forth in Section IV A-1 here of.

2. Location Record: The site of such Historic Project shall be shown on the Official Zoning Map of the City.

C. Form of Submission of Historic Districts or Properties:

1. Any submission to the Commission for recommendation to the City for designation of a historic district or property shall be in such form and documented to the extent as now or hereafter required for submission of such district or property to the Georgia State Historic Preservation Office for consideration and recommendation for the same to be placed on the National Registry of Historic Places.

D. Public Information Hearing:

1. As a part of the review process the Commission shall hold a public information hearing which shall be advertised in the Legal Organ of Carroll County, Georgia, at least two (2) weeks prior to the hearing and a conspicuous notice shall be placed on or about the property or district under consideration, notifying the public of the request and the time and place of the hearing.

SECTION V

Action by the Mayor and City Council of Carrollton

A. Public Hearing:

1. Prior to any recommended historic district or property being subjected to the terms and conditions of this Ordinance the Mayor and City Council of Carrollton shall hold a public hearing on the recommendation of the

Commission which public hearing shall be held after notice of the same appears in the Legal Organ of Carroll County, Georgia, once a week for at least two weeks prior to the date of such hearing and after there having been posted on the property or district a notice designating the time and place of such public hearing. Said notice shall be erected at least fourteen days prior to such public hearing.

2. If after considering the recommendation of the Commission, and all interested parties and taking into consideration the criteria for designation as outlines in this Ordinance the Mayor and City Council of Carrollton may, by Ordinance, subject the district or properties to the terms and conditions of this Ordinance.

3. The Mayor and City Council may either reject or adopt the recommendations of the Commission without amendment or alteration, provided however that the Mayor and Council may, at their pleasure, return the recommendation to the Commission for further consideration. A request for further consideration shall not subject the recommendation to the twelve-month re-submission limitation of Section V-A-4.

4. Any recommendation rejected by the Mayor and City Council may not be re-submitted for consideration until the passage of twelve (12) months.

Section VI

Application to Preservation Commission

For Certificate of Appropriateness

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

After the designation of an historic property or of a historic district as authorized herein, no material change, including the partial or total demolition or grading, in the appearance of such historic property, or of a structure, site, object or work of art within such historic district, shall be made or be permitted to be made by the owner or occupant thereof, unless or until the application for a Certificate of Appropriateness has been submitted to and approved by the Commission.

to new structures constructed within designated historic districts, if these structures conform in design, scale, building materials, setback and landscaping to the character of the district specified in the design criteria developed by the Commission.

- C. Guidelines and Criteria for Certificates of Appropriateness
When considering applications for Certificates of Appropriateness to existing buildings, the Secretary of the Interior's "Standards for Historic Preservation Projects", including the Secretary's "Standards for Rehabilitation" may be used as a guideline along with any other criteria herein detailed.
- D. Submission of Plans to Commission
An application for a Certificate of Appropriateness shall be accompanied by such drawings, photographs, plans, or other documentation as may be required by the Commission. Applications involving demolition or relocation shall be accompanied by post-demolition or relocation plans for the site.
- E. Acceptable Commission Reaction to Applications for Certificate of Appropriateness
1. The Commission shall approve the application and issue a Certificate of Appropriateness if it finds that the proposed material change(s) in the appearance would not have a substantial adverse effect on the aesthetic, 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 pertinent features of the other structures in the immediate neighborhood.
2. The Commission shall deny a Certificate of Appropriateness if it finds that the proposed material change(s) in appearance would have substantial adverse effects on the aesthetic, historic or architectural significance and value of the historic property or the historic district.
- F. Public Hearings on Applications for Certificates of Appropriateness, Notices, and Right to be Heard

At least seven (7) days prior to review of a Certificate of Appropriateness, the Commission shall take such action as may reasonable be required to inform the owners of any property likely to be affected by reason of the application, and shall give applicant and such owners an opportunity to be heard. In cases where the Commission deems it necessary it may hold a public hearing concerning the application.

- G. Interior Alterations
In its review of applications for Certificates of Appropriateness, the Commission shall not consider interior arrangement 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 application.
- I. Deadline for Approval or Rejection of Application for Certificate of Appropriateness
1. The Commission shall approve or reject an application for a Certificate of Appropriateness within forty five (45) days after the filing thereof by the owner or occupant of an historic property, or of a structure, site, object, or work of art located within a historic district. Evidence of approval shall be by a Certificate of Appropriateness issued by the Commission. Notice of the issuance or denial of a Certificate of Appropriateness shall be sent by United Stated Mall to the applicant and all other persons who have requested such notice in writing filed with the Commission.
2. Failure of the Commission to act within said forty-five (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 alternative courses of action it thinks proper if it disapproves of

the application submitted. The applicant, if he or she so desires, may make modification 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 of Appropriateness by the Commission shall be binding upon the building inspector or other administrative officer charged with issuing building permits and, in such a case, no building permit shall be issued.

K. Undue Hardship

Where, by reason of unusual circumstances, the strict application of any provision of this Ordinance would result in the exceptional practical difficulty or undue hardship upon any owner of a specific property, the Commission, in passing upon applications, shall have the power to vary or modify strict adherence to said 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 and additional stipulations and conditions as will, in its judgment, best fulfill the purpose of this Ordinance. An undue hardship shall not be a situation of the person's own making.

L. Pending the formal designation and after the required public information hearing, the Commission may issue a freeze or moratorium on the demolition or alteration of any District or Property being considered and may subject such District or Property to the provisions of Section VI hereof, however limited to a period of six months, which may be extended by affirmative action of the Commission for a one time extension of six months.

M. The Commission shall not grant Certificates of Appropriateness for demolition or relocation without reviewing at the same time the post-demolition or post-relocation plans for the site. Upon receipt of an application for a Certificate of Appropriateness for demolition or relocation, the Commission shall use the criteria described in Section V E of this ordinance to determine whether to deny the application or issue a Certificate of Appropriateness for demolition or relocation.

N. Appeals

Any aggrieved party may appeal any adverse decision of the Commission to the Superior Court of Carroll County, Georgia, without exercising any further administrative remedies.

Section VII

Maintenance of Historic Properties and Building and 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 of Appropriateness.

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 deterioration of 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 thirty (30) days in which to do this.
3. In the event that the condition is not remedied in thirty (30) days, the owner shall be punished as provided in Section VII of this Ordinance and, at the direction of the City Council, the Commission may perform such maintenance or repair as is necessary to prevent deterioration by neglect. The owner of the property shall be liable for the cost of such maintenance and repair performed by the Commission.

C. Affirmation of Existing Building and Zoning Codes

Nothing in this Ordinance 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.

Section VIII
Penalty Provisions

Violations of any provisions of this Ordinance shall be punished in the same manner as provided for punishment of violations of other validly-enacted Ordinances of the City of Carrollton.

Section IX
Severability

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

Section X
Repealer

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

Section XI
Effective Date

This Ordinance shall become effective on _____, _____, THEREFORE BE IT RESOLVED, that the Mayor and City Council does hereby ordain, resolve, and enact the foregoing Historic Preservation Commission Ordinance for the City of Carrollton.

Adopted the 16th day of February, 1987.
Date of Implementation: 16th day of February, 1987

ATTEST:

CLERK

APPROVED:

MAYOR

RESOLUTION AMENDING THE HISTORIC PRESERVATION ORDINANCE OF
THE CITY OF CARROLLTON

BE IT RESOLVED by the mayor of City Council of Carrollton that the Historic Preservation Ordinance adopted on February 16, 1987, and specifically sections III., C.; IV., B.-C.1.; V., A.1.; V., A.2.; and the addition of section V., B., are hereby amended. Said sections as amended shall read as follows:

Section III., C.

"The Commission shall consist of five (5) members appointed by the Mayor and City Council. All members shall be residents of the City of Carrollton, Georgia, and shall be persons who have demonstrated special interest, experience or education in History, Architecture or the Preservation of Historical Resources. (One member may be appointed from the membership of the Carroll County Historical Society who shall submit a list of three nominees from which such membership shall be selected by the Mayor and Council.)

Members shall serve three-year terms. Members may not serve more than two (2) consecutive terms. In order to achieve staggered terms, initial appointments shall be one (1) member for one (1) year; two (2) members for two (2) years; and two (2) members for three (3) years. Members shall not receive compensation other than reimbursement for actual expenses."

Section IV., B.-C.1.

"Any submission for recommendation to the City for designation of a historic district or property shall be in such form and documented to the extent as now or hereafter required for submission of such district or property to the Georgia State Historic Preservation Office for consideration and recommendation for the same to be placed on the National Registry of Historic Places.

This report must be submitted to the Historic Preservations section of the Georgia Department of Natural Resources, 30 days prior to the public hearing on the designation, for their comments."

