O'Neal Neighborhood Design Guidelines

Design Guidelines for
The O'Neal Neighborhood
Historic District

prepared for:
City of Cordele
Historic Preservation Commission
Cordele, Georgia

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Preface

Intent and Purpose

This booklet was initiated by the Cordele Historic Preservation Commission and financed in part by the City of Cordele on behalf of its current and future citizens. The purpose of this booklet is to provide information on local preservation measures, the design review process, and the visual character which defines the O'Neal Neighborhood. The remainder of the booklet outlines design guidelines the O'Neal Historic District. The guidelines listed and illustrated herein are designed to assist decision makers --- property owners, developers, contractors, and commissioners --- in developing design solutions which satisfy Cordele's historic preservation ordinances.

Historic Preservation Ordinance

"In support an furtherance of its findings and determination that the historical, cultural, and aesthetic heritage of the City of Cordele is among its most valued assets," the City of Cordele adopted a historic preservation ordinance December 6, 1994. The ordinance is designed to preserve the community's identity and historic character, promote harmonious growth in relationship to historic properties, to strengthen community pride and awareness of historic assets, to stabilize property values and encourage investment in historic areas, to capture the benefits of tourism and economic development, and to maintain and protect historic properties. By preserving its unique historic character, the City ensures that future generations will enjoy the benefits of Cordele's architectural heritage.

Historic Preservation Commission

The Historic Preservation Commission Ordinance establishes the Historic Preservation Commission (HPC), the volunteer board which serves as part of the planning functions of the City of Cordele. The HPC is charged with the responsibility of initiating local designation, the design review process, public education and awareness, securing preservation related grant funding, and preservation planning and research. The Commission consists of seven appointed members, who serve three-year terms without monetary compensation. Because of the work of the HPC, the City of Cordele also qualifies as a Certified Local Government (CLG) community. CLG status enables the municipality to apply for a variety of preservation grant and funding opportunities at the state and federal levels.

Introduction

The District

National Register Historic District

Recognizing the historic significance of the O'Neal neighborhood the Cordele-Crisp Heritage Association hired a historic preservation consultant to conduct research and prepare paperwork for the nomination of the O'Neal School Neighborhood Historic District to the National Register of Historic Places. The proposed O'Neal School Neighborhood Historic District was favorably reviewed by the State of Georgia and the National Park Service resulting in its designation as a National Register District in 2004.

Local Historic District

Listing in the National Register bestows considerable honor but provides little protection for historic properties. The Cordele HPC therefore began the process for local designation of the neighborhood soon after its listing in the National Register. The National Register District boundaries served as a template for the designation of the local district and full protection of this historic neighborhood. The Cordele City Commission designated the O'Neal Neighborhood Historic District in 2004 assuring its continued preservation.

District Map

Introduction

O'Neal Neighborhood Design Guidelines

The District

Historic Context

Similar to many Georgia towns, Cordele's beginnings were connected to the development of the railroad specifically the Savannah, Americus and Montgomery Railway. H.C. Bagley, president of the Americus Investment Company which was developing the railway, was heavily involved in developing town sites along the route. Bagley sold the land now the location of Cordele to the Americus Investment Company for future use.

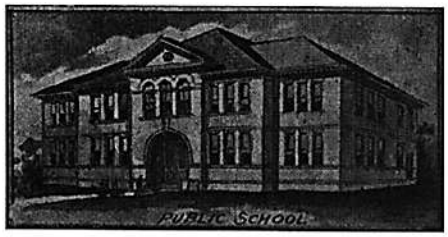
At the same time, Bagely negotiated a deal with the Macon Construction Company which was then building the Georgia Southern and Florida Railway, in which they agreed to intersect their railroad on his land rather than at a planned junction several miles east. In return for this change, the Macon Construction Company received an undivided half interest in 200 acres in the center of this planned settlement. The Americus Investment Company surveyed the land in 1888 and applied to incorporate the planned settlement as the town of Cordele.

Construction of a railroad through this section of the state was sped by the rise of the timber industry in the region. Investors rushed to acquire virgin timber acreage at cheap prices in Georgia's Wiregrass region. Among those investors was B.P. O'Neal who established a turpentine and timber business called O'Neal and Gross. The firm began purchasing land as early as 1889. O'Neal's holdings increased until he held land in at least three districts including parts of Cordele, Penia, and Richwood. O'Neal established sawmills at all of these towns.

Bird's-eye View of Cordele, 1908

The earliest residential development in Cordele was primarily on the western side of town, beyond 8th Street. Houses were built primarily of wood and were heavily influenced by the Queen Anne and Folk Victorian styles. One of the best known residential sections was called Gunboat Hill.

B.P. O'Neal had made nearly $1 million in profits from his sawmills by 1900. As O'Neal and Gross finished cutting all of the timber from their parcels. Land was marketed and sold through the O'Neal Land Development Company, offering tracts varying in size from one town lot to many hundreds of acres. Early on, some of this land was sold for little more than $1 per acre, with individuals purchasing larger tracts and parceling them for resale. As residential development continued to expand along with the city limits, O'Neal saw the value of his holdings and had the property surveyed, streets laid out, and lots delineated.



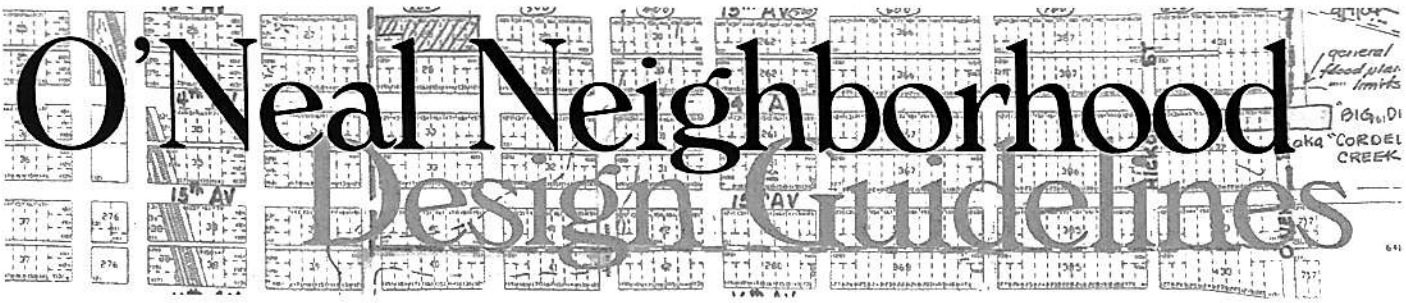
In 1904, O'Neal donated a tract of land to the City of Cordele for use as a school lot. This lot on the corner of 2nd Street and 15th Avenue became the site of two schools, built in succession and named in O'Neal's honor. The original school building was moved across the street in order to construct a large brick structure in the Renaissance Revival style. The former school building became the city's first sanitarium and was later destroyed by fire in 1915. In time, this area came to be known as the O'Neal School neighborhood.

A 1910 map shows the area parceled into lots as far east as Owens Street, the limit of residential development even today. Residents included doctors, lawyers, businessmen, merchants, and civic leaders. Houses were large and set on large, well landscaped lots. Newer houses reflected the Classical Revival, Colonial Revival, Craftsman, Prairie, and English Vernacular Revival styles.

Although development continued in the O'Neal School neighborhood even through the Depression, the area suffered a severe blow by natural disaster on April 2, 1936. Touching down numerous times over a fifty-one block area, a tornado swept through Cordele. O'Neal School Neighborhood was by this time the finest residential section in the city, and most of the homes damaged in this area were replaced with comparable large homes featuring elements of high architectural styles.

After World War II, the O'Neal School neighborhood experienced its last real surge of growth. The smaller bungalows and ranch style houses from this period blend for the most part into the canvas of the neighborhood.

Introduction



CP Process (CP: Certificate of Preservation)

Administration

Property owners in the O'Neal Neighborhood Historic District enjoy the advantages of increased economic value and a built environment protected from unsympathetic changes. The CorHistoric Preservation Commission (CHPC) protects the rights and investments of property owners through the design review process. By preserving and maintaining visual character, the CHPC ensures that citizens and visitors alike will enjoy the benefits of Cordele's historic built environment.

Will the work involve a change to an exterior feature?
- site changes
- rehabilitation
- additions
- new construction
- demolition or relocation

No

Yes

Is the property located within a locally designated historic district?

No

Yes

Apply for a Certificate of Preservation.
- Applications are available at Planning & Development.
- Return application 14 days before the HPC's next monthly meeting (3rd Wednesday each month).

Cordele Historic Preservation Commission Meeting.
- CHPC recommends applicants attend.
- CHPC reviews the application.

Denial

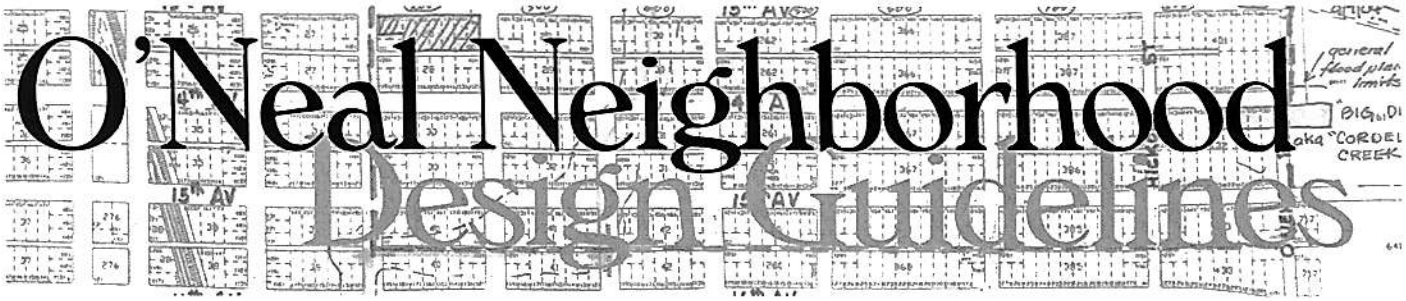
Applicants are encouraged to reapply with applications meeting the design guidelines. However, applicants may appeal to the City Commission within fifteen (15) days of the denial in the manner provided by law.

Approval or Approval w/ Conditions

Apply for a Building Permit. Proposed work must also comply with all applicable zoning, building, sign, and landscape ordinances, etc.

START WORK.

Introduction



CP Process (CP: Certificate of Preservation)

The Common Questions

What is design review?

The Historic Preservation Ordinance provides for a design review. Design review consists of the evaluation of any proposed exterior work upon a property with a designated district. Both minor and extensive projects must be reviewed and approved prior to beginning work. The design review process is often triggered by a building permit application; however, building permits can not be issued until design review is complete. Although some types of work projects, such as installation of a walkway or a fence, may not require a building permit, design review is still required.

Which properties require design review?

All designated properties require design review. Designated properties include all properties within historic districts and any individually designated sites. Please note that design review covers both historic and non-historic properties in a historic district. The city's Official Zoning Map shows all designated districts and properties. A call to the City Hall can confirm whether or not a property is designated.

What type of work requires design review?
All work involving a change to an exterior feature of a designated property requires design review. Projects that physically alter the property include but are not limited to: changes in site or setting; rehabilitation or restoration; repair or rehabilitation; and relocation or demolition.

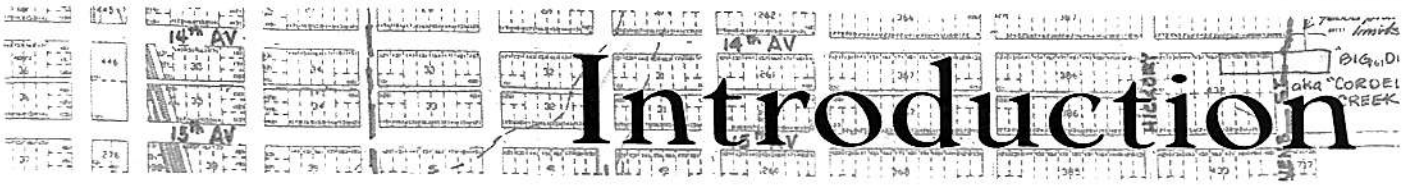
Neither interior alterations nor a change in the use of the property require design review. The Historic Preservation Ordinance applies only to the external aspects of the property and regulates neither zoning nor land use (see p. 14). The HPC does not review planting or **re**painting. Ordinary maintenance does not require design review.

What is a Certificate of Preservation?
When planning a work project, an owner must submit a completed application for a Certificate of Preservation (CP). Applications are available from and should be submitted to City Hall. Please contact City Hall for application deadlines, regular meeting dates and meeting times. Utilizing design guidelines and the general standards for the rehabilitation of historic properties, the CHPC must decide to approve or deny the application. If the application is approved, a Certificate of Preservation is issued and design review is complete.

What should an application include?
In order that the Commission may make an informed decision, completed applications must be accompanied by support materials. Illustrations may include site plans, elevations, and floor plans drawn to a standard architectural scale, e.g. 1/4" = 1'. Photographs of the building, site, and neighboring properties are also helpful. Support materials may differ according to the type and size of the project. The application and support materials must be submitted at the same time.

What could happen if work begins before design review?
If work is initiated prior to approval of a CP application or to obtaining a building permit, a stop work order may be issued. If these requirements are not met, the property owner may face fines or an order to restore the original condition of the property.

Are there any other review procedures?
Review of projects by the CHPC may not be the only review required before work may proceed. Other city departments and commissions may be required to examine a project for compliance with existing zoning regulations, building codes, and sign or landscape ordinances.



Introduction

Using Guidelines

How to use this booklet

Category & Topic

These guidelines are divided into three Categories – Rehabilitation, New Construction, and Site – and further by topics. Each Topic is introduced by a short paragraph highlighting its significance and important elements.

Basics

This section covers the fundamental guidelines related to the Topic. These guidelines are written broadly to cover as many situations as possible.

Specifics

This section gives more detailed interpretations of Basics section. The Basic guideline clarified by a Specific guideline is identified by its corresponding letter. Some of the Specific guidelines are illustrated with graphics. The illustrations also identify their corresponding guidelines by letter and number.

Application Materials

This segment notes the items which should accompany any CP application which includes an item of this Topic. Proper submission materials will insure a smoother design review process.

Roofs - 1.1

Roofs are a major factor in the overall shape of a house. The simplicity or complexity of a roof reflects the construction technology and architectural tastes of the building's historical era. Secondary elements such as dormers and chimneys are also character defining as are roofing materials and decorative details.

Basics

a. Preserve historic primary roof shape and pitch

b. Preserve historic secondary roof elements especially on visible elevations

c. Preserve historic secondary roof features especially on visible elevations

d. Preserve historic significant roof materials when possible

e. Limit the addition of secondary roof elements, of low impact design, to side and rear elevations

f. Use replacement roof materials appropriate to the structure

Application Materials

For change in roofing materials:
Manufacturer's spec sheet; color

For addition of new dormers:
Elevation drawing showing placement, dimensions, and elements - including materials, trim, windows, and vents*

For addition of new chimneys:
Elevation drawing showing placement and dimensions; material sample of brick and mortar or manufacturer's spec sheet

For skylights, attic ventilators, etc.:
Roof plan showing placement*; description; manufacturer's spec sheet (encouraged)

* indicates example in appendix

Specifics

a.1 Roofs should not be raised to gain upstairs space

a.2 Additions should leave the primary roof form preserved

b.1 Historic cross gables, cross hips, dormers, etc. should not be removed or altered

c.1 Primary chimneys should be repaired or rebuilt not removed

c.2 Missing chimneys may be reconstructed

c.3 Small, kitchen, stove pipe chimneys in rear locations may be removed, though their preservation is encouraged

c.4 Decorative roof features should be preserved

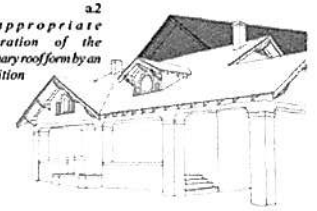
e.1 New dormers of an appropriate scale and form and skylights are allowed on rear (preferable) and side (less preferable) elevations

e.2 Skylights should have a flat profile not a bubble design

e.3 New chimneys should be placed to the rear and use traditional design and materials

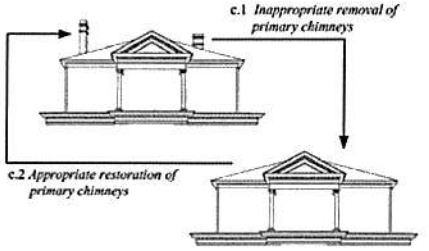
f.1 Modern raised rib metal roofing is not appropriate for many architectural styles (e.g. high style Queen Ann) or house types (e.g. bungalows)

a.2 *Inappropriate alteration of the primary roof form by an addition*

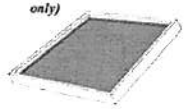


c.1 *Inappropriate removal of primary chimneys*

c.2 *Appropriate restoration of primary chimneys*



c.2 *Appropriate skylight shape (sides and rear only)*



c.2 *Inappropriate skylight shape*

Using Guidelines

Secretary of the Interior's Standards

The Secretary of the Interior's Standards, developed in 1972 and revised in 1983 and 1992, present the general principles of historic preservation in a succinct and clear manner. The guidelines in this booklet relate the intent of the Secretary's Standards for Rehabilitation with respect to specific issues. Should an application for a CP contain proposed changes not specifically covered by the guidelines in the following pages, the commission will draw upon general historic preservation practices including the Secretary's Standards to determine the appropriateness of the proposal.

Secretary of the Interior's Standards for Rehabilitation

1. A shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

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

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

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

8. Significant 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.

Using Guidelines

Preservation Approaches

The intent of Cordele's Historic Preservation Ordinance and this booklet is to protect the overall visual and historic character of the O'Neal Neighborhood Historic District. Proposed projects within the historic districts can range from small site changes to new construction. Outlined below are some common types of projects and the general preservation approach to them.

Preservation

Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. As a general rule, a pure preservation project is limited to repair and would not require review from the CHPC.

Rehabilitation

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. Review of such projects will focus on the how well the proposal achieves this goal.

New Construction

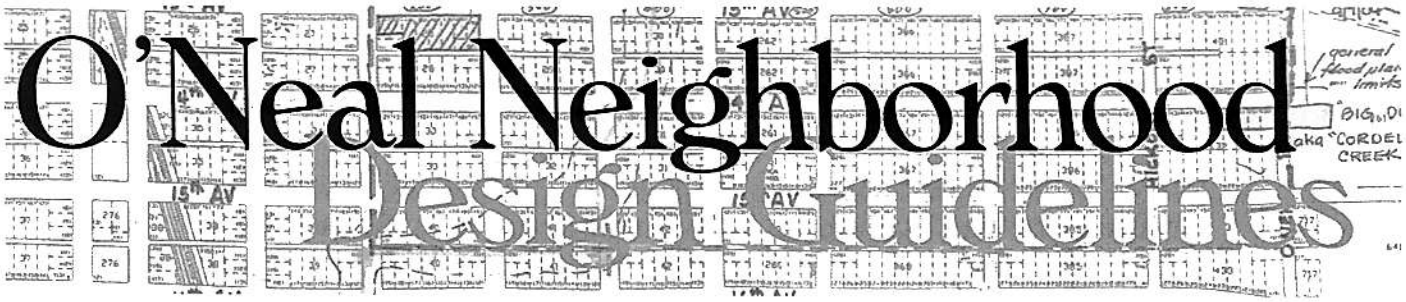
An important goal when building in a historic district or adding to a historic building is to fit the established visual character. However, new construction should not create a false history by merely copying historic precedents. While referencing an area's or building's existing elements, new construction should also be differentiated from historic examples. Historic examples should serve as a point of departure for compatible but creative design.

Use vs. Character

The O'Neal Neighborhood is residential in character. Nearly every historic structure in the historic district was constructed as a house and was originally used for residential purposes. The settings of the buildings are residential as well with front, side and rear yards, entry walks, driveways, rear yard parking and garages, etc. The purpose of the historic district designation and these guidelines is to preserve this *visual* historic character.

Some parts of the district, namely the western and southern edges, are zoned for commercial use. The commission reviews only the visual aspects of a property not its use. The goal is for commercial uses in the district to remain compatible with the historic residential character of the district. When adaptively using a historic house commercial owners should retain the residential qualities of the property such as front yards, entry walks, porches, etc. Likewise, new construction for commercial purposes should use residential forms and siting in order to blend with its historic neighbors.

Introduction



Using Guidelines

Other Issues

Some types of proposed projects may not fit neatly in the three sections of guidelines which follow. Outlined on the facing page are some of these types of projects and the general preservation approach to them.

Existing Non-Historic Buildings

Changes to existing non-historic buildings should, at the very least, not cause the building to become more intrusive and, at best, increase the building's compatibility in the district. Such projects should follow the New Construction Guidelines to the extent possible.

Institutional Properties

Institutional properties, both public and private, are often the exception to the rule. While historic institutional properties, such as churches or government buildings, should follow the same guides for rehabilitation, new institutional buildings may vary from the surrounding district in some respects to distinguish the property's civic importance. For example, a new government building may utilize a deeper setback than surrounding historic buildings while using a similar exterior material.

Demolition

The demolition of historic buildings diminishes the entire district and creates unnecessary waste. Demolition of a historic structure is only approved in very rare, specific, and narrowly defined circumstances, and no demolition occurs without approval of post-demolition plans. Aspects the commission will take into consideration include but are not limited to: age, integrity, significance, condition, alternatives, and overall effect.

Relocation

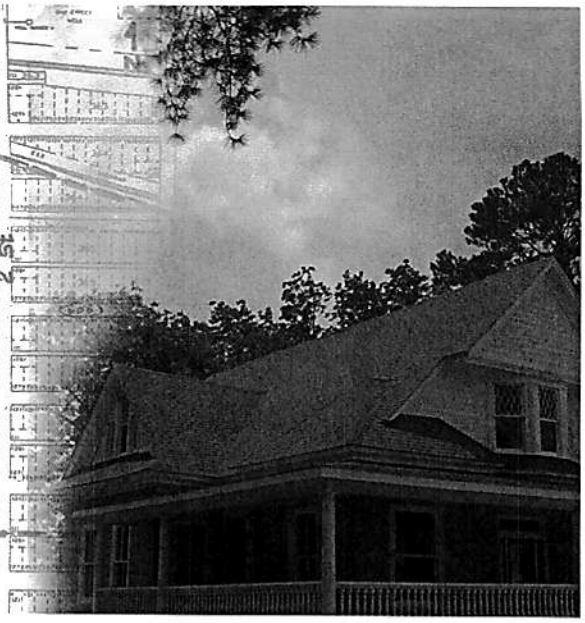
Relocation falls into one of three categories: 1) removing a structure from the historic district, 2) moving a structure into the historic district, or 3) moving a structure to a different location within the historic district. Different criteria are applied to each. Proposed relocation out of the historic district constitutes a loss and therefore, demolition guidelines apply. New construction guidelines apply for proposed relocations into a historic district. For proposed relocations within a historic district, the following considerations apply: age, previous relocation, compatibility of the new site, significance, condition, alternatives, and overall effect.

O'Neal Neighborhood Design Guidelines

Rehabilitation

Roofs - 1.1

Roofs are a major factor in the overall shape of a house. The simplicity or complexity of a roof reflects the construction technology and architectural tastes of the building's historical era. Secondary elements such as dormers and chimneys are also character defining as are roofing materials and decorative details.



Basics

a. Preserve historic primary roof shape and pitch

b. Preserve historic secondary roof elements especially on visible elevations

c. Preserve historic secondary roof features especially on visible elevations

d. Preserve historic significant roof materials when possible

e. Limit the addition of secondary roof elements to side and rear elevations

f. Use replacement roof materials appropriate to the structure

Application Materials

For change in roofing materials:
Manufacturer's spec sheet; color

For addition of new dormers:
Elevation drawing showing placement, dimensions, and elements - including materials, trim, windows, and vents

For addition of new chimneys:
Elevation drawing showing placement and dimensions; material sample of brick and mortar or manufacturer's spec sheet

For skylights, attic ventilators, etc.:
Roof plan or elevation showing placement; description; manufacturer's spec sheet (encouraged)

* see examples in appendix

Specifics

a.1 Roofs should not be raised to gain upstairs space

a.2 Additions should leave the primary roof form preserved

b.1 Historic cross gables, cross hips, dormers, etc. should not be removed or altered

c.1 Primary chimneys should be repaired or rebuilt not removed

c.2 Missing chimneys may be reconstructed

c.3 Small, kitchen, stove pipe chimneys in rear locations may be removed, though their preservation is encouraged

c.4 Decorative roof features should be preserved

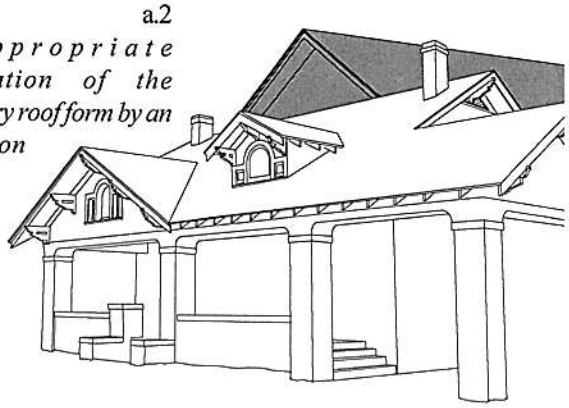
e.1 New dormers of an appropriate scale and form and skylights are allowed on rear (preferable) and side (less preferable) elevations

e.2 Skylights should have a flat profile not a bubble design

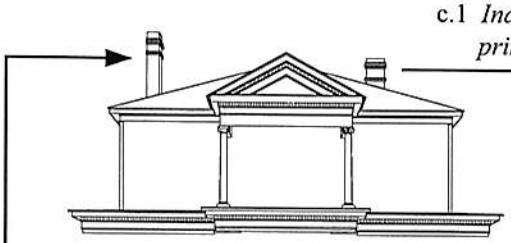
e.3 New chimneys should be placed to the rear and use traditional design and materials

f.1 Modern raised rib metal roofing is not appropriate for many architectural styles (e.g. high style Queen Ann) or house types (e.g. bungalows)

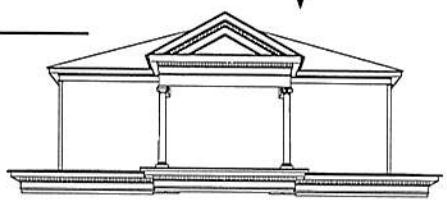
a.2 *Inappropriate alteration of the primary roof form by an addition*



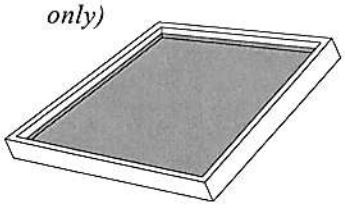
c.1 *Inappropriate removal of primary chimneys*

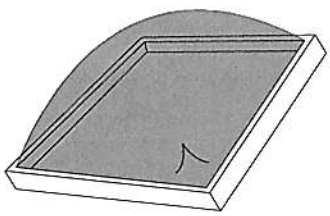


c.2 *Appropriate restoration of primary chimneys*



e.2 *Appropriate skylight shape (sides and rear only)*

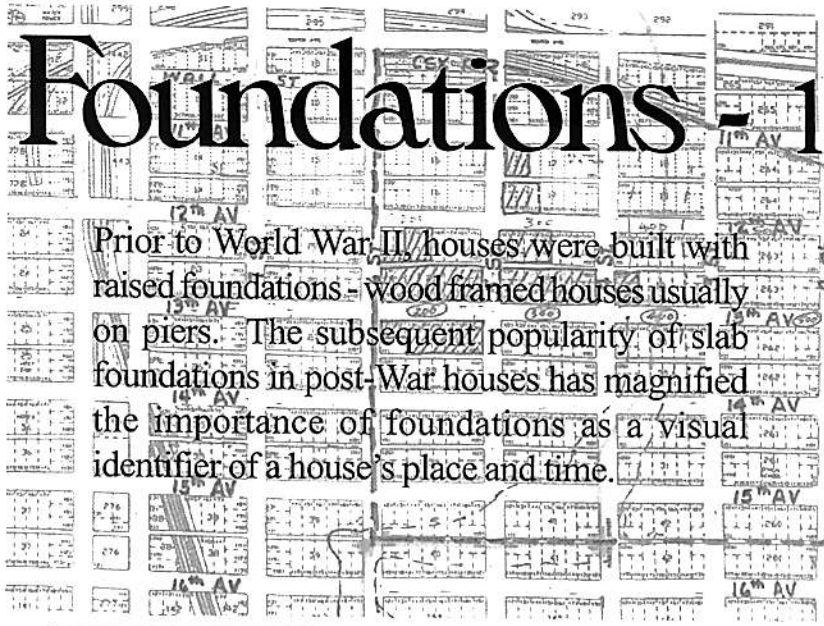


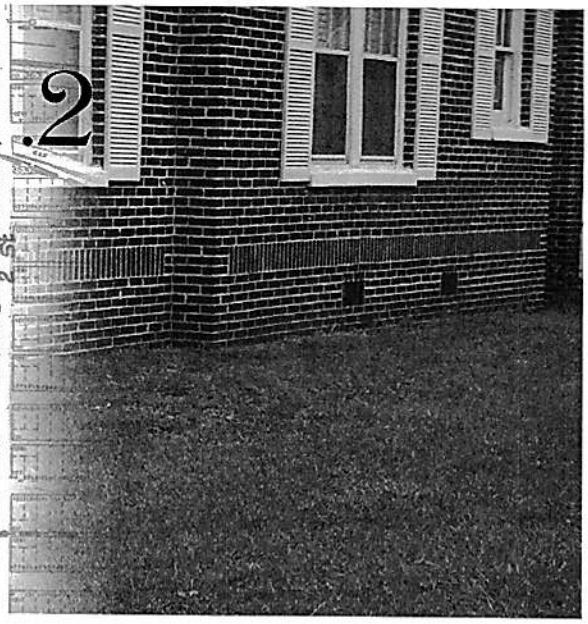


e.2 *Inappropriate skylight shape*

Rehabilitation

Foundations - 1.2





Prior to World War II, houses were built with raised foundations - wood framed houses usually on piers. The subsequent popularity of slab foundations in post-War houses has magnified the importance of foundations as a visual identifier of a house's place and time.

Basics

a. Preserve the design of historic foundations

b. Preserve the materials of historic foundations

Application Materials

For underpinning open pier foundation:

Plan drawing showing placement and dimensions; materials description

* see examples in appendix

Specifics

a.1 Open pier foundations on the main body of the house are best left open (encouraged)

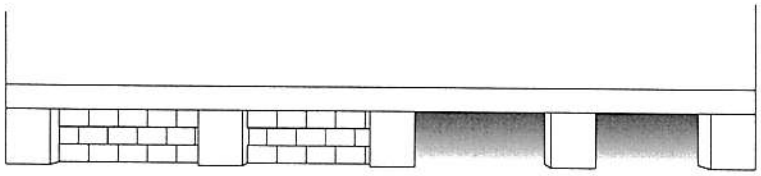
a.2 Open pier foundations on porches should be left open

a.3 Underpinning for pier foundations should be recessed and stuccoed

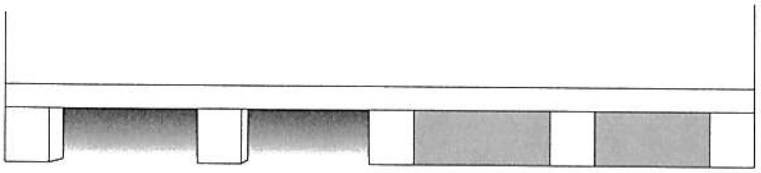
a.4 Wood lattice is appropriate enclosing pier foundations

b.1 Unpainted historic masonry foundations should remain unpainted

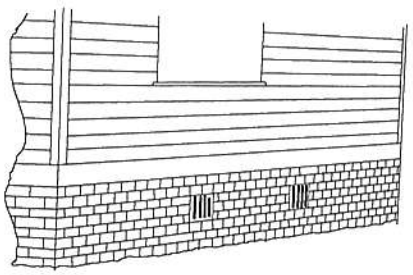
b.2 Historic masonry foundations should not be stuccoed

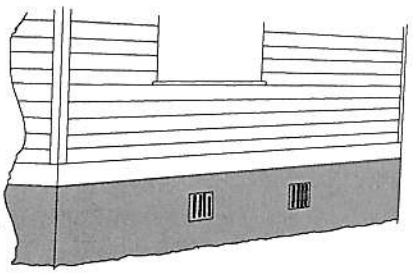


a.3 *Inappropriate underpinning of piers using concrete block with no skim coat*



a.3 *Inappropriate underpinning constructed flush with the piers*



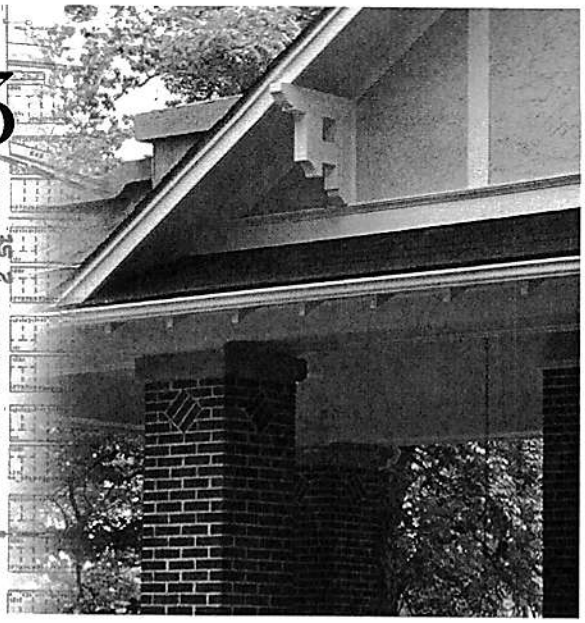


b.2 *Inappropriate addition of stucco over brick*

Rehabilitation

Materials - 13 & Details

Exterior surfaces, whether applied or structural, convey information about a building's history and style. Each type of material creates texture and shadow important to the design. Ill-conceived changes in historic exteriors may result in structural damage beyond the affect on the historic and aesthetic integrity of the district.



Basics

a. Repair damaged historic materials and details in-kind

b. Repair only the area of damage rather than completely replacing historic materials or details in their entirety

c. Use the gentlest means possible to clean exterior historic materials

d. Leave historic materials uncovered

e. Preserve historic details

f. Restore missing materials and details when documentation of those elements is available

Application Materials

For restoring missing elements:

Documentation of the previous existence (photographs, physical evidence etc..); elevation drawing showing placement and dimensions; and material description (for lapboard siding include exposure dimension, for masonry include a brick and mortar sample)

* see examples in appendix

Specifics

a.1 Damaged details should be replaced using the same design and materials not with stock materials from a builders' supply

a.2 Repoint historic masonry with a mortar mix, tooling, and mortar color matching the historic masonry

c.1 Historic materials should not be sandblasted or washed with a pressure greater than 100 psi

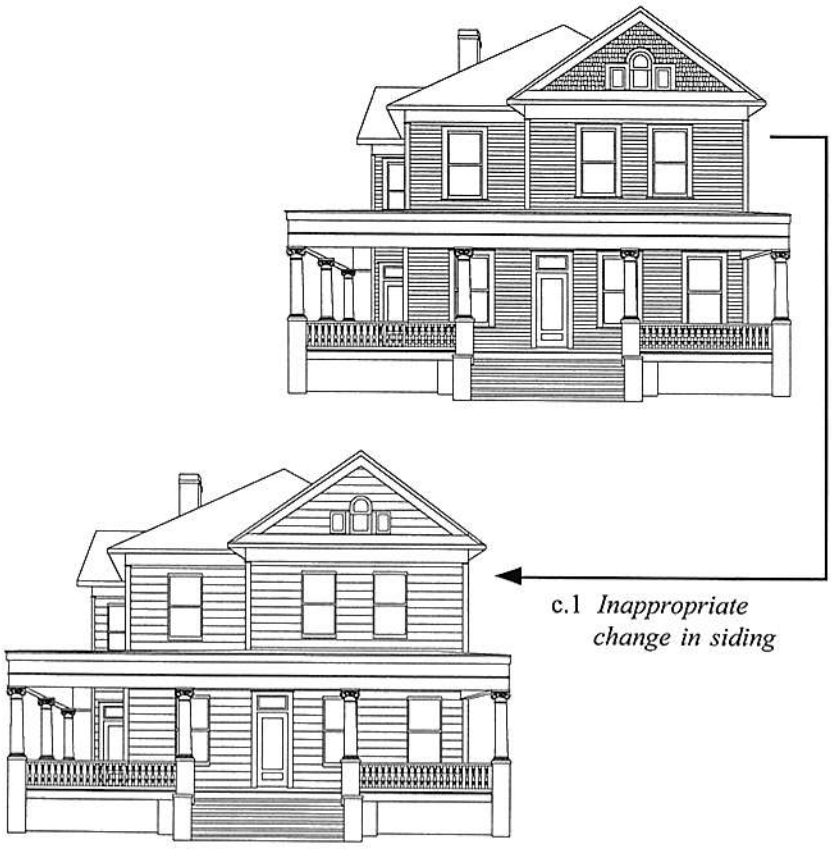
d.1 Historic buildings should not be covered with modern siding materials such as aluminum, vinyl, and synthetic stucco (E.I.F.S.)

d.2 Unpainted historic masonry should remain unpainted and uncoated (no sealants)

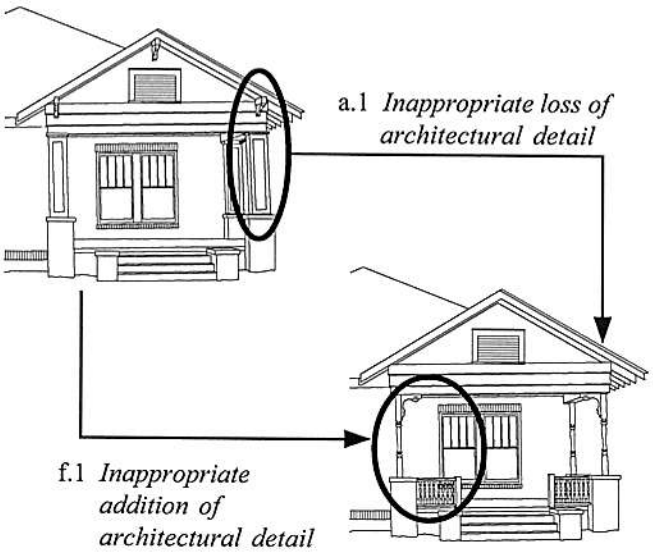
d.3 Historic masonry should not be stuccoed

f.1 Decorative elements which were not known to have existed should not be added

f.2 Structural and code required elements should be appropriate to the style of the house and as simple as possible



c.1 *Inappropriate change in siding*

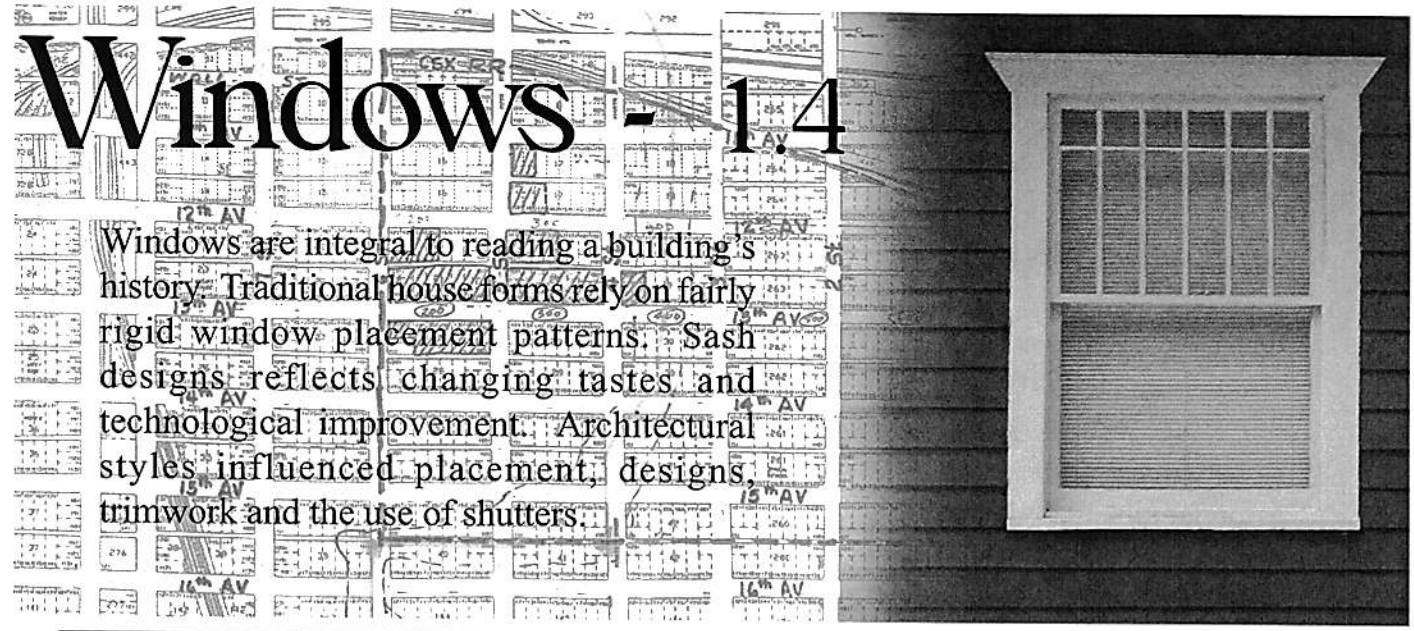


a.1 *Inappropriate loss of architectural detail*

f.1 *Inappropriate addition of architectural detail*

Rehabilitation

Windows - 14



Windows are integral to reading a building's history. Traditional house forms rely on fairly rigid window placement patterns. Sash designs reflects changing tastes and technological improvement. Architectural styles influenced placement, designs, trimwork and the use of shutters.

Basics

a. Repair damaged historic windows and their surrounding elements in-kind

b. Repair only the area of damage rather than completely replacing historic windows in their entirety

c. Maintain historic window opening placement and dimensions on the facade and the front portion of side elevations.

d. New windows and elements should be compatible with the historic windows

Application Materials

For replacement windows:

Dimensions, material info, muntin design, manufacturer's spec sheet (encouraged)

For new window openings:

Elevation drawing showing placement, dimensions - including exterior trim, material info, muntin design, manufacturer's spec sheet (encouraged)

For storm windows:

Dimensions, material info, permanent color info, manufacturer's spec sheet (encouraged)

For shutters:

Dimensions, material info, manufacturer's spec sheet (encouraged)

* see examples in appendix

Specifics

a.1 Historic windows damaged beyond repair should be replaced with windows of matching materials and design

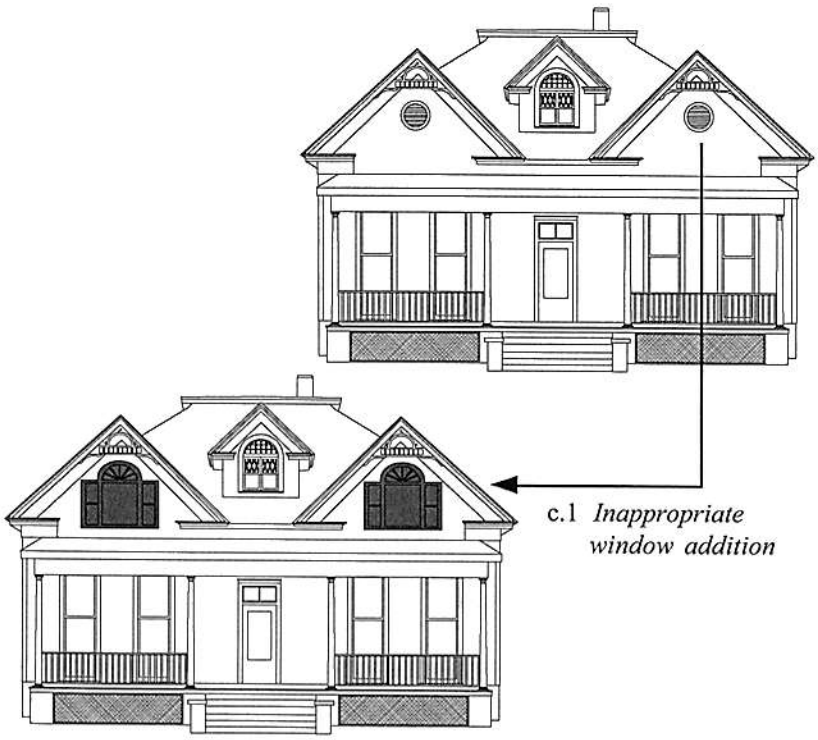
c.1 New window openings should not be added to the facade or the front portion of side elevations

c.2 New window openings for existing structures may be considered on side and rear elevations provided they use traditional placement patterns

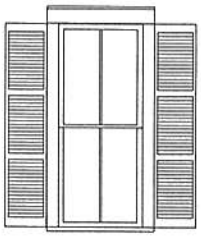
d.1 Windows for new openings or for replacing later, non-historic windows should relate to historic windows in the following ways: a) use matching materials [almost always wood], b) be of matching or similar size, and c) use a matching or simpler design

d.2 Storm windows should match the color of the window frame and obscure the window as little as possible

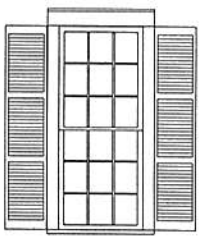
d.3 Shutters should match the era and style of the house and either be operable or appear to be so



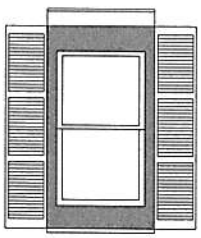
c.1 *Inappropriate window addition*



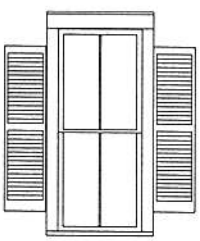
Historic window



a.1 *Inappropriate change in design*



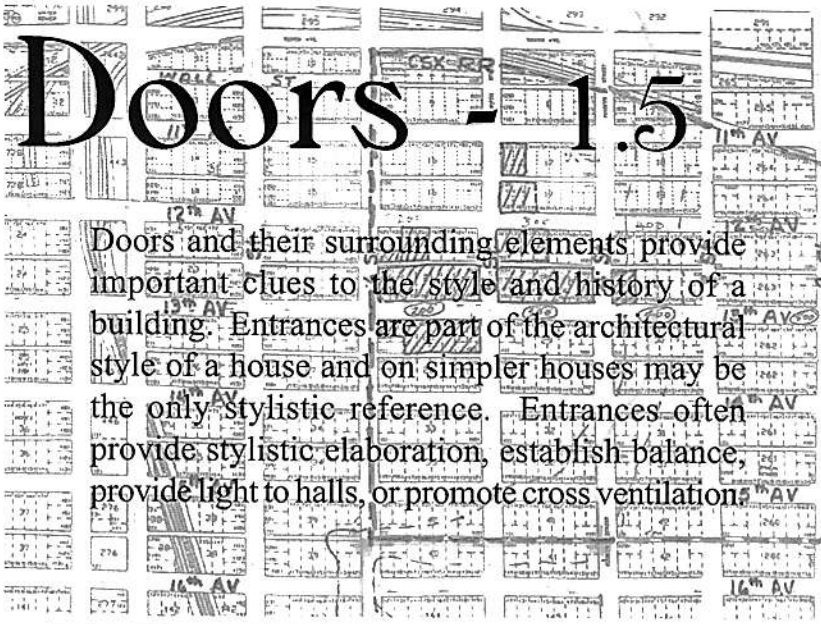
a.1 *Inappropriate change in window size*



d.3 *Inappropriate change in shutter size*

Rehabilitation

Doors - 1.5



Doors and their surrounding elements provide important clues to the style and history of a building. Entrances are part of the architectural style of a house and on simpler houses may be the only stylistic reference. Entrances often provide stylistic elaboration, establish balance, provide light to halls, or promote cross ventilation.

Basics

a. Repair damaged historic doors and their surrounding elements in-kind

b. Repair only the area of damage rather than completely replacing historic doors in their entirety

c. Maintain historic door opening placement and dimensions on the facade.

d. New doors and elements should be compatible with the historic windows

Application Materials

For replacement door:

Dimensions, material info, manufacturer's spec sheet (encouraged)

For new door openings:

Elevation drawing showing placement, dimensions - including exterior trim, material info, manufacturer's spec sheet (encouraged)

For screen doors and storm doors:

Dimensions, material info, permanent color info, manufacturer's spec sheet (encouraged)

* see examples in appendix

Specifics

a.1 Historic doors, screen doors, and surrounding elements damaged beyond repair should be replaced with doors and elements of matching materials and design

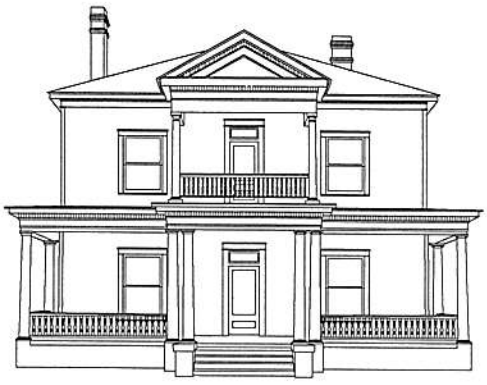
c.1 New door openings should not be added to the facade or the front portion of side elevations

c.2 New door openings may be considered on side (discouraged) and rear (preferred) elevations provided they use traditional placement patterns

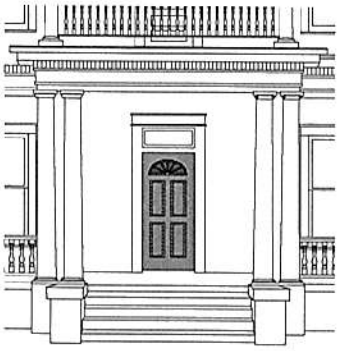
d.1 Doors for replacing later, non-historic doors (when no documentation of the historic door exists) or for new openings should: a) be of wood, b) use a design appropriate to the house, and c) use as simple a design as possible

d.2 Screen doors (when no documentation of the historic door exists) should use as simple a design as possible

d.3 Storm doors should obscure the door as little as possible

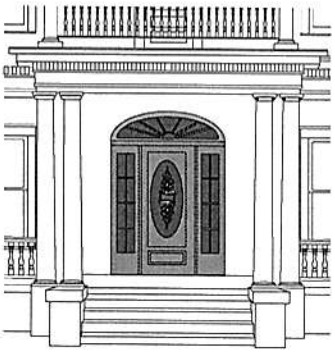


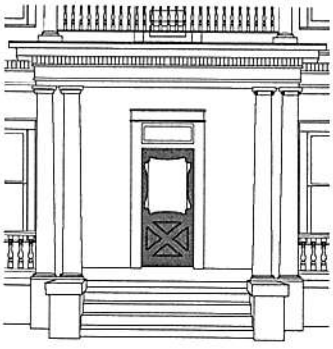
Historic door



a.1 *Inappropriate change in design*

a.1 *Inappropriate change in design*

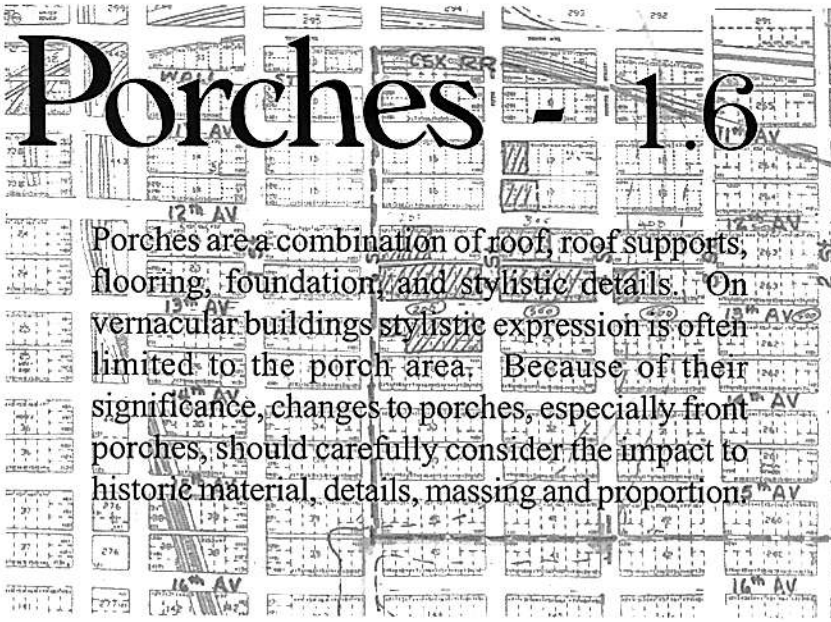




d.3 *Inappropriate storm door*

Rehabilitation

Porches - 1.6



Porches are a combination of roof, roof supports, flooring, foundation, and stylistic details. On vernacular buildings stylistic expression is often limited to the porch area. Because of their significance, changes to porches, especially front porches, should carefully consider the impact to historic material, details, massing and proportion.

Basics

a. Preserve the design of historic porches

b. Replace historic porch features damaged beyond repair with elements that match in material and design

c. Reconstruct missing porches when documentation is available

d. New porches should not impact the form of the house; should be simple; and in keeping with the scale, period, and style of the house

e. See *Roofs*, *Materials & Details*, and *Foundations* for further guidelines

f. See *Modern Features* for guidelines on decks

Application Materials

For screening and glazing of porches:
Description of materials and placement; elevation drawing showing placement, dimensions, and elements encouraged

For solid enclosure of porches:
Elevation drawing showing dimensions, and elements - including doors, windows, and materials

For restoration of missing porches and
For addition of new porches:
Elevation drawings showing placement and dimensions; and material descriptions

* see examples in appendix

Specifics

a.1 Front porches should not be enclosed in any manner

a.2 Rear and side porches (including the side portion of wrapping porches behind the front wall) may be screened or glassed.

a.3 Screening and glass should be installed behind decorative features

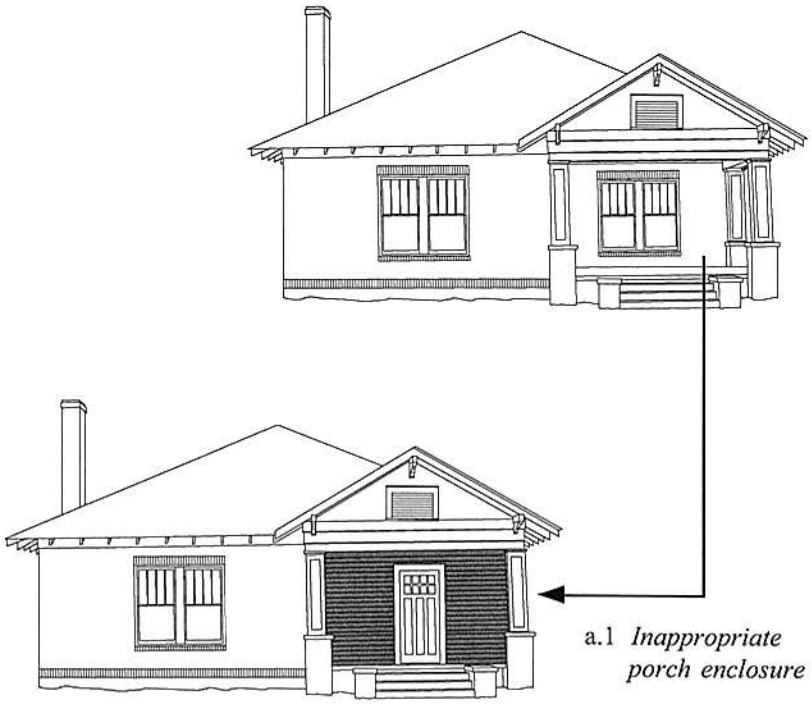
a.4 Rear porches may be enclosed with solid materials (discouraged)

a.5 Removal of rear porches may be considered to achieve the most sensitive option for a proposed new addition depending on the overall significance of the porch

c.1 Removal of porches which have gained historic significance in order to reconstruct an earlier porch should not occur

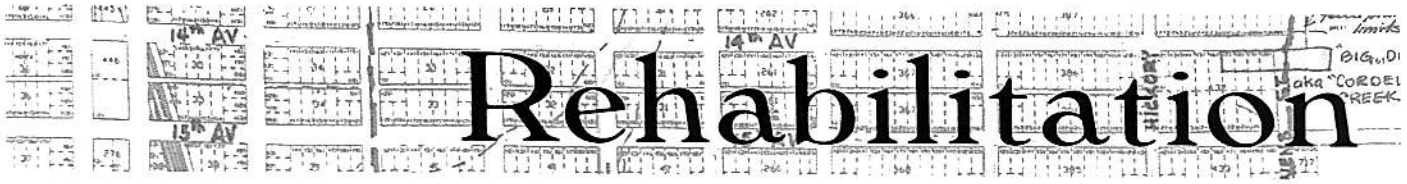
d.1 Place new porches on the rear elevation (preferred) or the rear half of the side elevation (depending on the impact to the house's form)

d.2 Design new porches to be simple and generally in keeping with the scale, period, and style of the house



a.1 *Inappropriate porch enclosure*

c.1 *Some porches, though not original, have become historically significant and should be preserved*



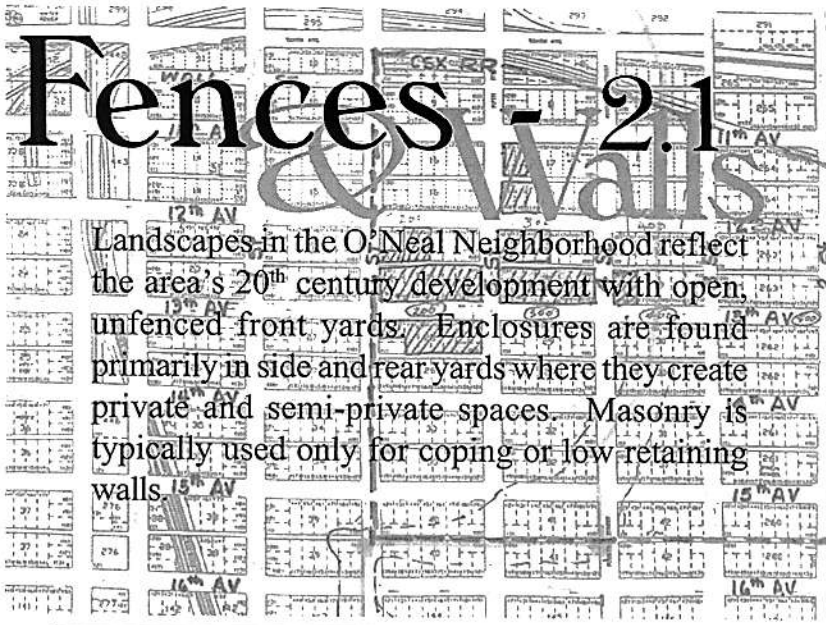
Rehabilitation

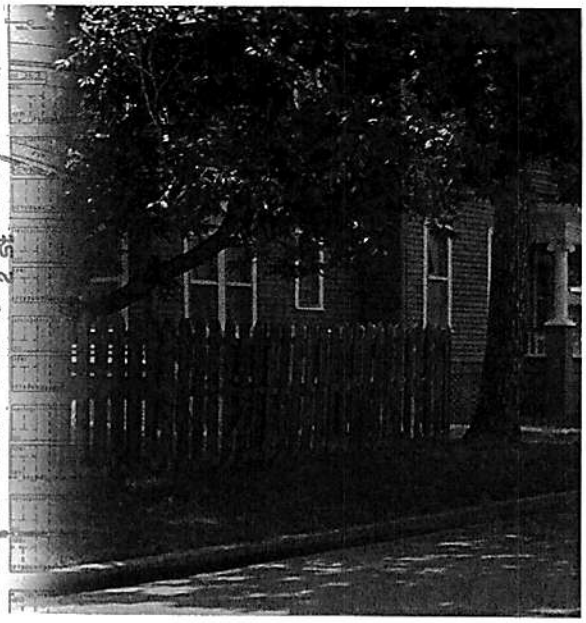
O'Neal Neighborhood Design Guidelines

Site

Fences & Walls - 2.1

Landscapes in the O'Neal Neighborhood reflect the area's 20th century development with open, unfenced front yards. Enclosures are found primarily in side and rear yards where they create private and semi-private spaces. Masonry is typically used only for coping or low retaining walls.





Basics

a. Preserve historic fences and walls

b. Limit fences to side and rear yards

c. Use traditional fence designs

d. Avoid masonry walls

e. Use traditional coping and retaining wall designs and materials

Application Materials

For fences and walls:

Site plan or property plat showing location of the proposed fence or wall including gate locations; description of the proposed fence or wall including height, materials, design (e.g. picket shape), and gate designs.

* see examples in appendix

Specifics

c.1 Picket fences - including wood or vinyl - may be placed in side and rear yards and 3 to 4 feet in height

c.2 Metal fences - including iron, steel, and aluminum - with a height of 3 to 4 feet may be placed in side and those with a height up to 6 feet may be placed in rear yards

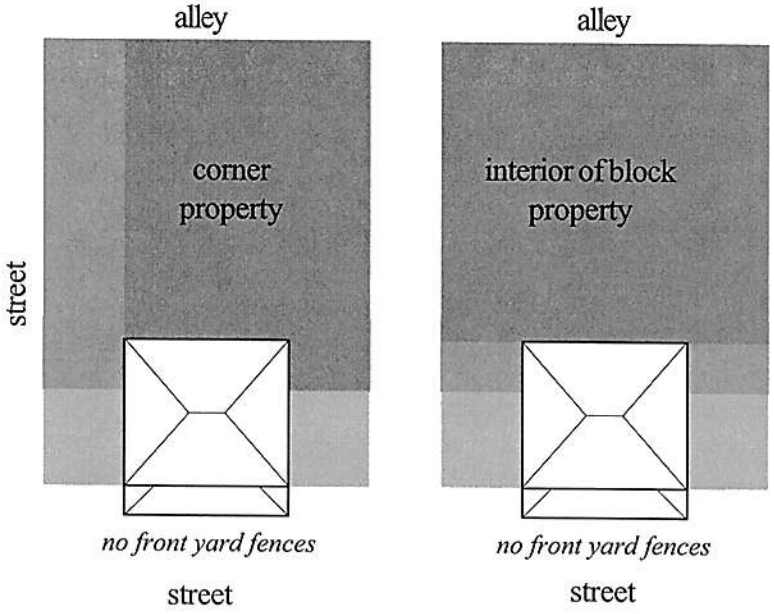
c.3 Dark colored chainlink fences with a height of 3 to 4 feet may be placed in side yards and those with a height up to 6 feet may be placed in rear yards - any portion visible from the street should be screened with evergreen vegetation

c.4 Privacy fences may be placed in rear yards and the rear portion of side yards, should be five to seven feet in height, and on corner properties well recessed from the property line along the secondary street

e.1 Coping walls should border front walks and drives and be of poured concrete (note: an encroachment permit is required)

e.2 Front yard retaining walls should be brick or poured concrete

e. 3 Rear yard retaining walls with little or no visibility from the street may use modern materials and design

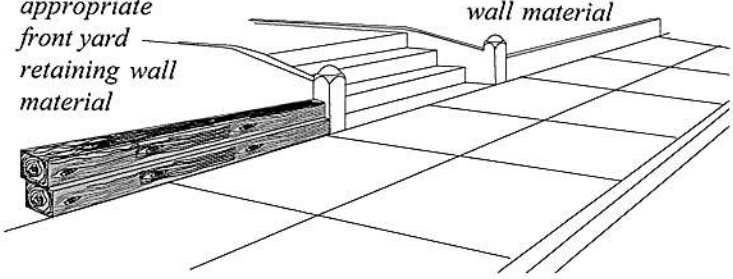


Fence Type	*Area(s) Allowed*
c.1 *Picket (wood & vinyl; 3'- 4')*	
c.2 *Metal (3'- 4')*	
c.2 *Metal (5' - 6')*	
c.3 *Chainlink (3'- 4', dark colored)**	
c.3 *Chainlink (5'- 6', dark colored **	
c.4 *Privacy fences (5'- 7')*	

* *portions visible from the street must be screened with evergreen vegtation*

e.2 *Railroad ties are not an appropriate front yard retaining wall material*

e.2 *Poured concrete is an appropriate front yard retaining wall material*



Pavement - 22

Entry walks connect individual properties to the sidewalk and the rest of the district. Driveways connect properties to the street and often reflect earlier properties' adaptation to the advent of the automobile. Parking areas are another such adaptation that can have a significant negative impact when improperly placed.

Basics

a. Preserve historic sidewalks, walkways, and driveways

b. Use traditional materials for new paving

c. Respect the established precedent within the district for placement of new walks and drives

d. Locate off-street parking in low visibility areas

Application Materials

For new walks and drives:

Site plan showing placement and dimensions; materials description; location and type of screening where required

* see examples in appendix

Specifics

a.1 Parallel track drives should be maintained

b.1 Concrete and gravel are appropriate materials

b.2 Asphalt is not an appropriate material

c.1 Straight front walks are the most appropriate for a majority of the houses in the district

c.2 Curvilinear front walks are appropriate for some early to mid-twentieth century houses in the district

c.3 Front walks should be four to six feet wide or the width of the front steps

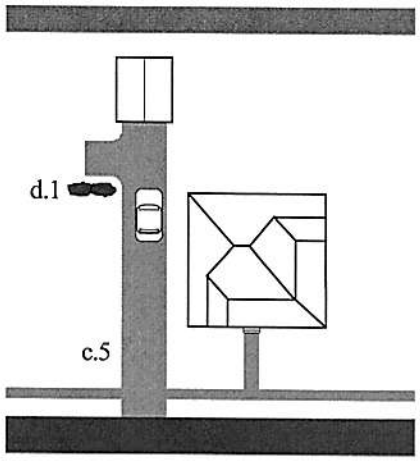
c.4 Other walks may be used in conjunction with a front walk and should be a narrower width

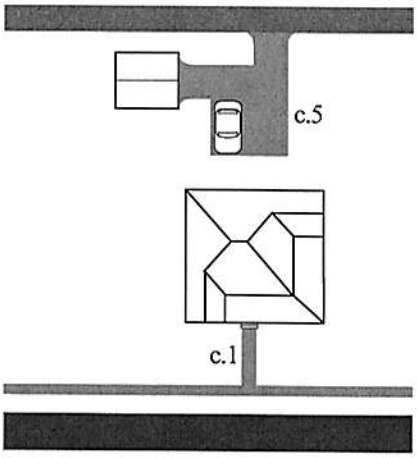
c.5 Drives should be straight along one side of the house or lead from the alley at the rear

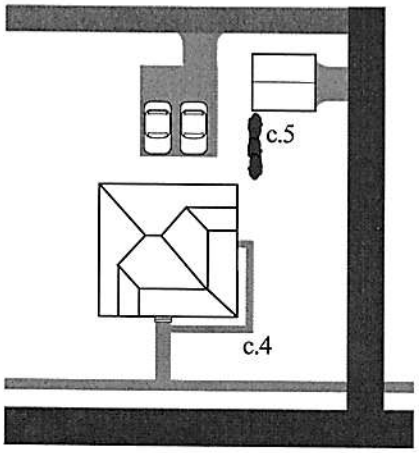
c.6 Drives should be ten to fifteen feet wide

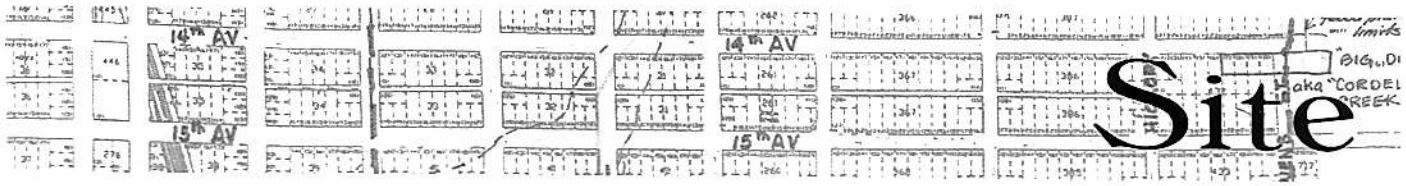
d.1 Parking should be located behind the front wall of the house

d.2 Parking visible from the street should be screened with evergreen vegetation at least four feet in height

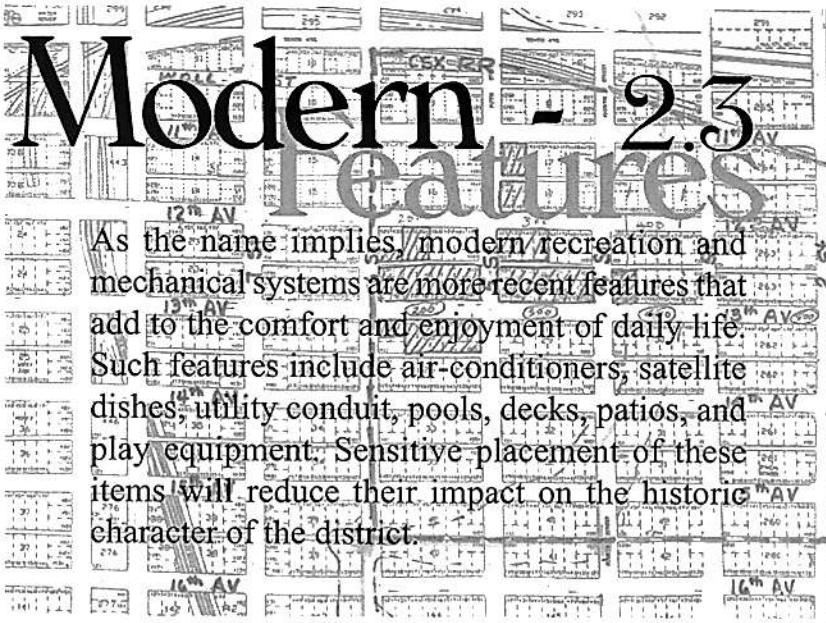


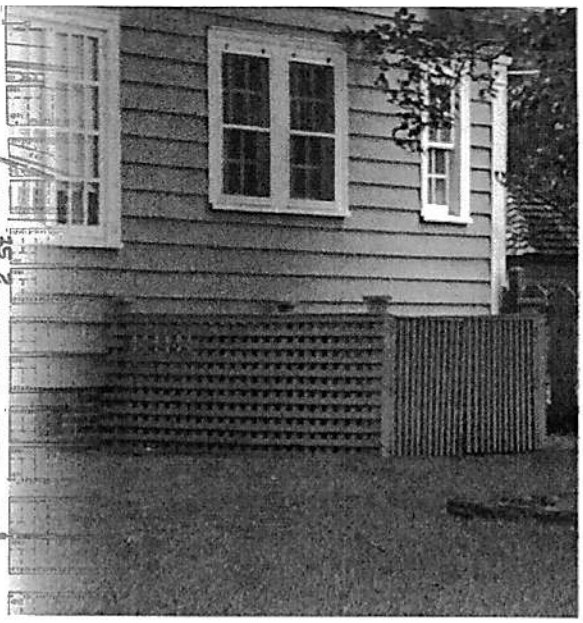






Modern - 2.3 Features





As the name implies, modern recreation and mechanical systems are more recent features that add to the comfort and enjoyment of daily life. Such features include air-conditioners, satellite dishes, utility conduit, pools, decks, patios, and play equipment. Sensitive placement of these items will reduce their impact on the historic character of the district.

Basics

a. Place mechanical systems and recreational structures such as pools or play equipment as unobtrusively as possible

b. Place modern decks at the rear of the house

c. Locate wheelchair ramps to the rear or to the side whenever possible

d. Use traditional lighting or inconspicuously placed modern fixtures for new porch lighting

Application Materials

For decks or mechanical and recreational equipment:
Site plan showing placement and dimensions; materials description; location and type of screening where required

For wheel chair ramps:
Elevation drawing showing placement and dimensions; plan showing placement and dimensions; and materials description

For lighting:
Elevation drawing or photo showing placement; photo of light fixture

* see examples in appendix

Specifics

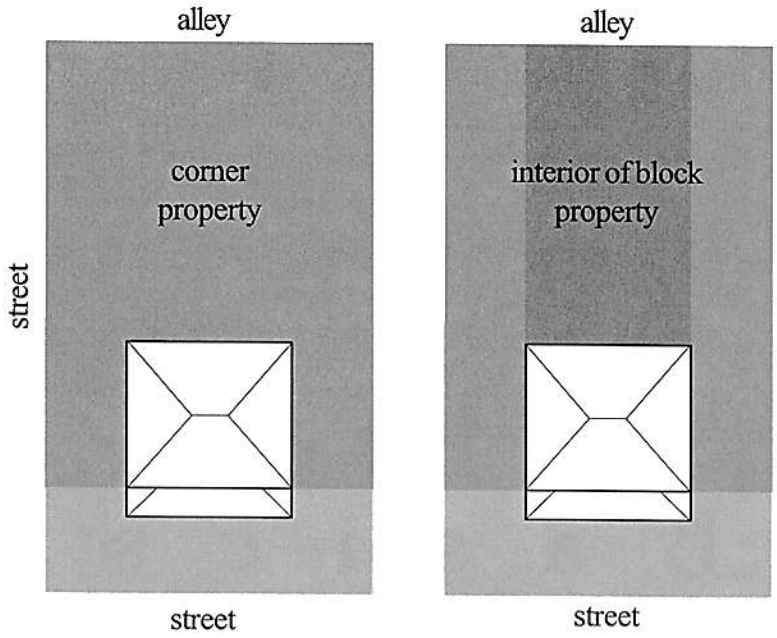
a.1 Place mechanical systems and recreational structures in rear yard (preferred) or side yards not in front yards

a.2 Screen side yard mechanical systems and recreational structures with fencing or vegetation

b.1 Place decks directly behind the house and screen any visible portion

c.1 Lessen the visual impact of ramps tying into the front porch by using a simple design and painting a dark color rather than matching the design and color of the porch features

d.1 Early twentieth century light fixtures are most appropriate to the district



a.1 & a.2

Mechanical Systems and Recreational Stuctures

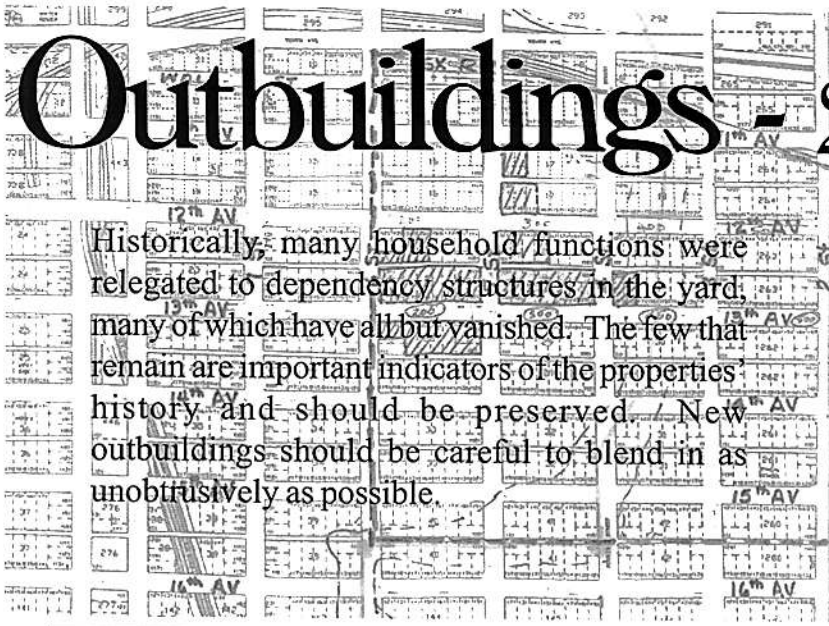
Placement not allowed

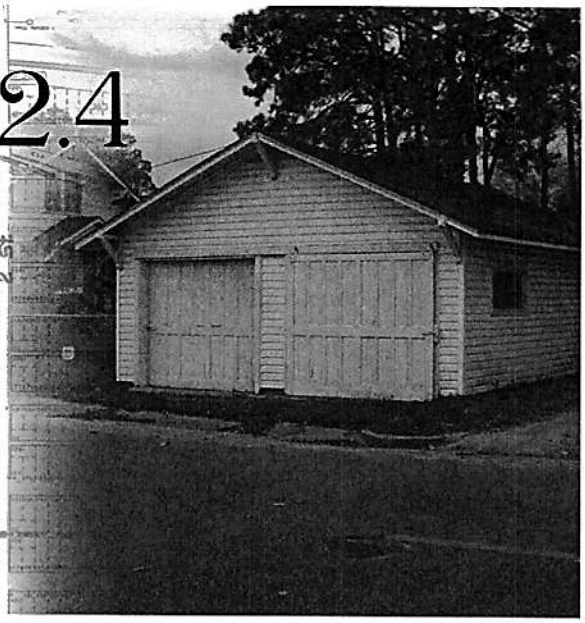
Placement allowed, must be screened

Placement allowed, no screening required

a.2 *Appropriate screening of mechanical systems*

Outbuildings - 2.4





Historically, many household functions were relegated to dependency structures in the yard, many of which have all but vanished. The few that remain are important indicators of the properties' history and should be preserved. New outbuildings should be careful to blend in as unobtrusively as possible.

Basics

a. Preserve historic outbuildings

b. Locate new outbuildings in a manner consistent with the placement of historic structures

c. Respect the traditional scale established by historic outbuildings in the district when constructing new outbuildings

d. Blend new outbuildings with the property and the district

Application Materials

For new outbuildings:

Site plan showing placement and dimensions; elevation drawings of all four sides - including door and window information such as exterior trim, material info, muntin design; materials description including roofing, siding, and foundation; manufacturer's spec sheets (encouraged)

* see examples in appendix

Specifics

a.1 Historic outbuildings will be treated in a manner consistent with the rehabilitation guidelines for primary structures

b.1 New outbuildings should be located to the rear of the main building

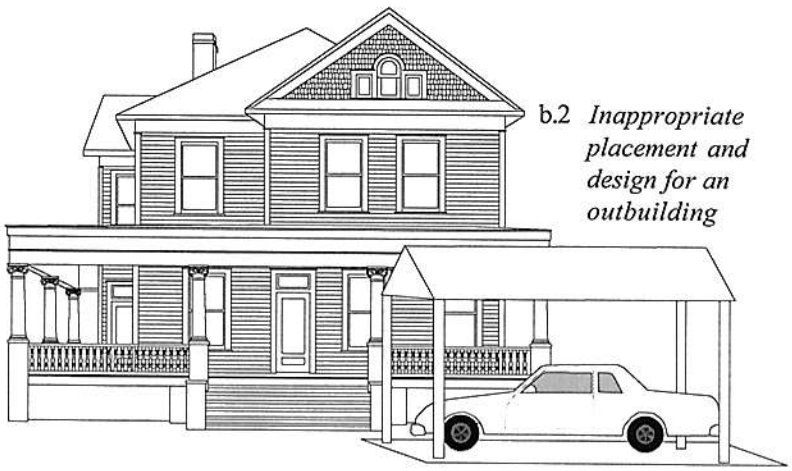
b.2 New outbuildings should not be placed in front of the main house

b.3 New garages for corner properties are best placed facing the side street

b.4 Garages should not be attached to historic houses

c.1 New outbuildings should not overwhelm the main building

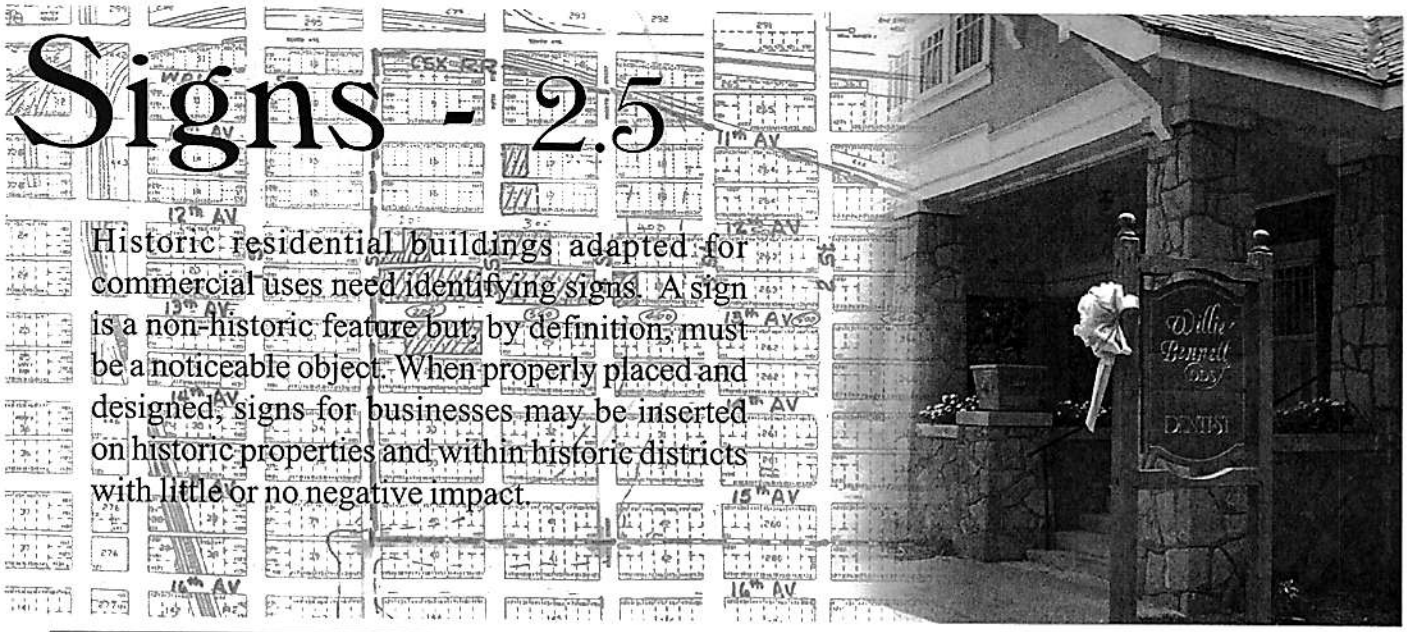
d.1 Garage doors should use the



b.2 *Inappropriate placement and design for an outbuilding*

c.1 *Outbuilding (garage) inappropriately scaled for the house*

Signs - 2.5



Historic residential buildings adapted for commercial uses need identifying signs. A sign is a non-historic feature but, by definition, must be a noticeable object. When properly placed and designed, signs for businesses may be inserted on historic properties and within historic districts with little or no negative impact.

Basics

a. Limit the number of signs

b. Use signs in scale with the property and district

c. Use signs of compatible design and materials

d. Place signs carefully to limit the impact on the property

e. Keep lighting for signs to a minimum

f. Conform to the City of Cordele sign ordinance

Application Materials

For all signs:

Dimensions, material information, drawing of the sign

For free standing signs:

In addition to the above information include a site plan showing the location of the sign

* see examples in appendix

Specifics

b.1 Signs should respect the residential character of the district

c.1 Signs should be of painted wood or metal - or a close facsimile

c.2 Internally lighted box cabinet signs are not appropriate

d.1 Signs should not be attached to roofs

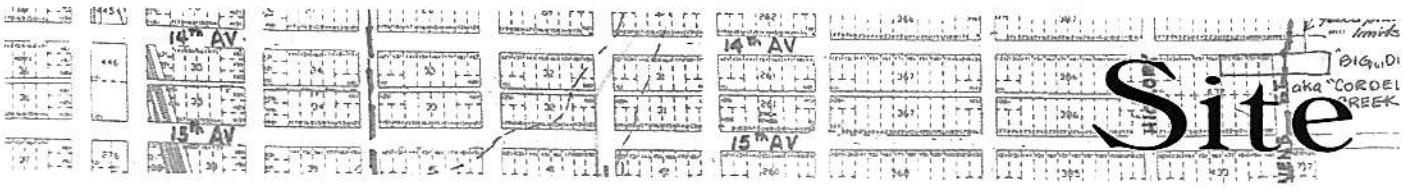
d.2 Signs should not cover architectural features, windows, or doors

e.3 Lighting should be directed spots with a limited light pool

b.1 *Appropriate placement and size*

d.2 *Inappropriate placement and size*

b.1 *Appropriate placement and size*

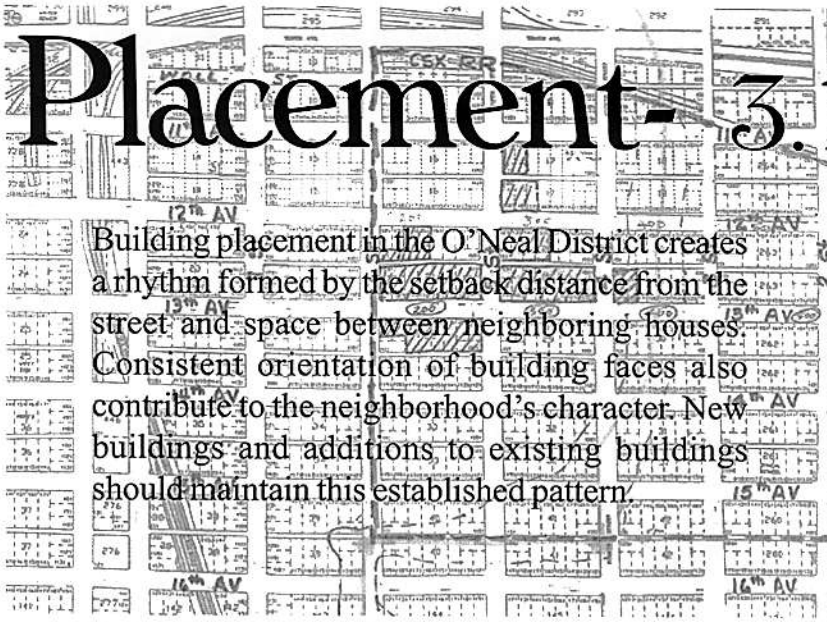


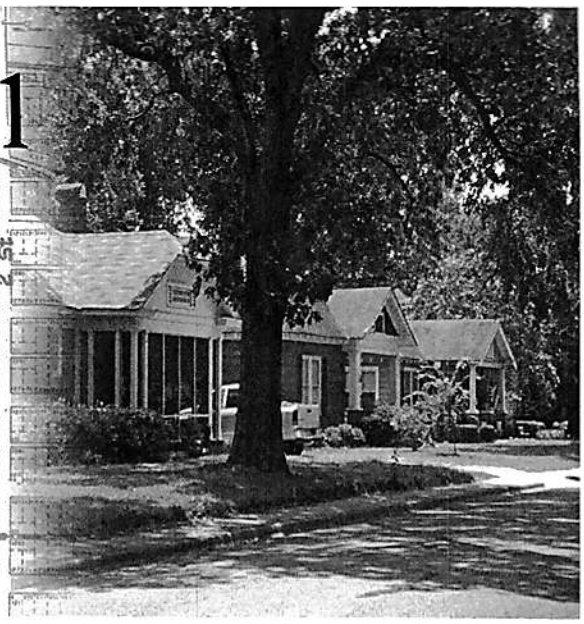
Site

O'Neal Neighborhood Design Guidelines

New Construction

Placement - 3.1





Building placement in the O'Neal District creates a rhythm formed by the setback distance from the street and space between neighboring houses. Consistent orientation of building faces also contribute to the neighborhood's character. New buildings and additions to existing buildings should maintain this established pattern.

Basics

a. Place additions to the rear of the house

b. Off-set additions to create a visible juncture between old and new

c. Place new houses on the lot in a similar manner as nearby historic homes

d. Face new houses the same direction as nearby historic homes

Application Materials

For additions and new primary buildings:

Footprint plan showing the existing structure and proposed addition; a site plan showing the house and the addition

* see examples in appendix

Specifics

a.1 Additions should be constructed behind the rear wall of the house

b.1 Additions located behind the house should be off-set from the side wall.

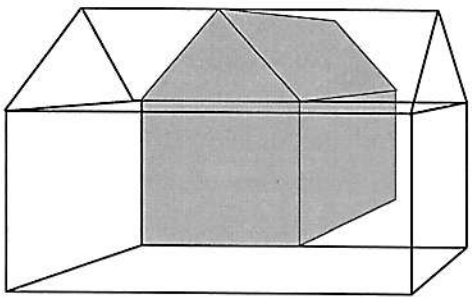
c.1 New houses should be placed at a setback from the street at an equal distance or within 10 feet of line established by nearby historic home

c.2 New houses should replicate side yard spacing similar to nearby historic home

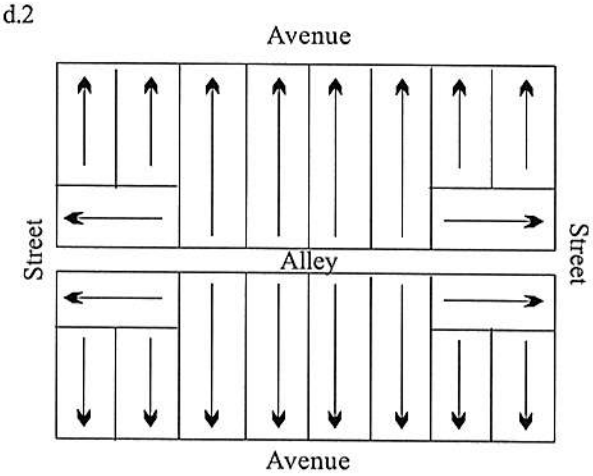
d.1 New houses should orient toward the street

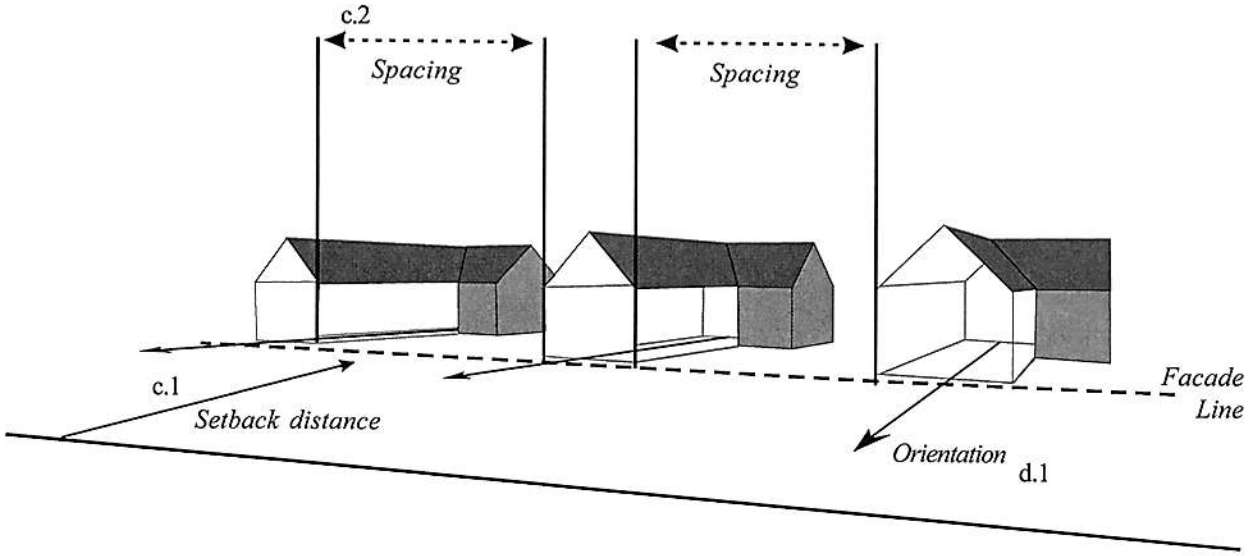
d.2 New houses for corner properties should face toward the "Avenue" (east-west running street) rather than the "Street" (north-south running street)

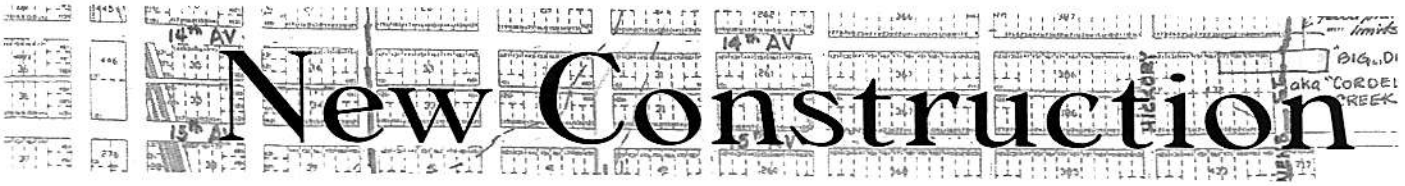
a.1



d.2



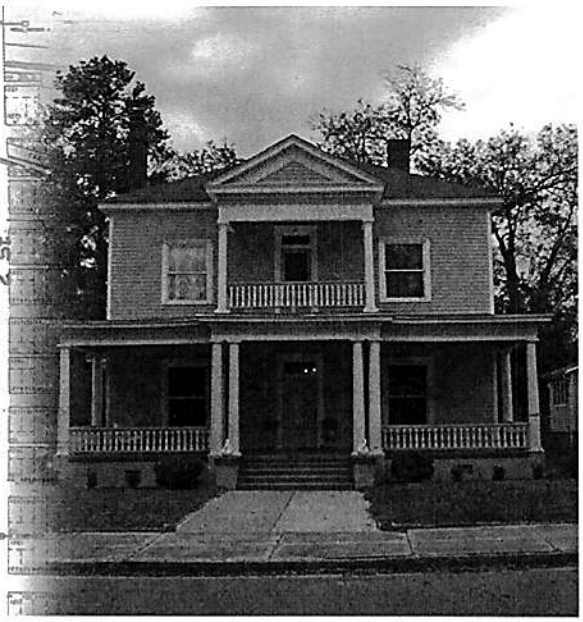




New Construction

Size & Shape - 3.2

Scale - a building's height, width, and depth - is an important component of the feel of the O'Neal District. Equally important is a building's form or overall shape. New buildings should reference historic examples of form and scale. Modern expressions of form should be reserved for the rear of the structure.



Basics

a. Design additions to preserve the original form and scale of the historic building

b. Design new houses which respect the overall scale of adjacent and nearby historic buildings

c. Design new houses which respect the scale of building proportions of adjacent and nearby historic buildings

d. Design new houses which respect the overall form of adjacent and nearby historic buildings

e. Design new houses which respect the form of constituent elements of adjacent and nearby historic buildings

Application Materials

For additions:

Elevations of all sides from which the proposed addition is visible

For new primary buildings:

Elevations all four sides of the proposed building

* see examples in appendix

Specifics

a.1 Additions should not be taller or wider than the existing building

a.2 Additions should have the same foundation and story heights as the original building

a.3 Additions are encouraged to have a setback from the wall plane of the existing building to create a discernible break

b.1 New buildings should be of similar heights to historic buildings on the same block block and the same side of the street

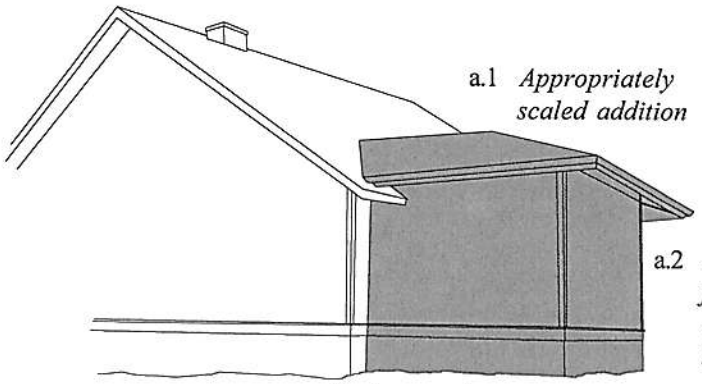
c.1 New buildings should use similar foundation, story, and roof heights to historic buildings in the district

d.1 New buildings should use a roof shape found on historic buildings in the district

d.2 New buildings should use a similar roof pitch as historic buildings in the district

e.1 New buildings should draw upon shape and composition of the primary and secondary bodies of historic buildings in the district

e.2 Attached garages for new buildings should be located at the rear of the structure



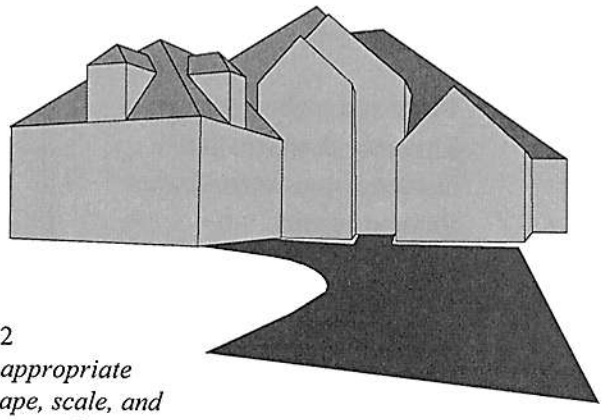
a.1 *Appropriately scaled addition*

a.2 *Appropriate foundation and story heights*

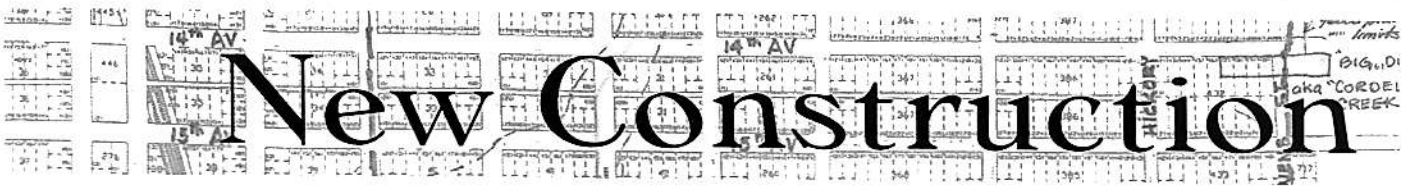
a.3 *Appropriate discernable break*

new construction

historic house



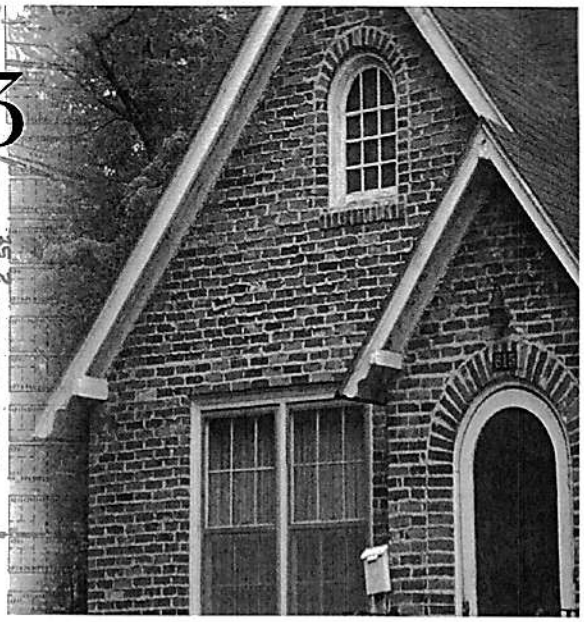
e1 & e.2 *Inappropriate shape, scale, and garage placement*



New Construction

Openings - 3.3

The O'Neal District's character is defined, in part, by the facades or "faces" along its streets. The openings of historic houses such as windows, doors, and porches – essentially open rooms – create a pattern along the block. New houses and additions should take care not to break this pattern.



Basics

a. Use openings of similar size and design on visible portions of additions

b. Use openings of similar size, shape, and configuration as those present on historic buildings in the district for new houses

c. Place and space openings in a manner similar to that of historic homes in the district for new houses

d. Use window and door designs similar to historic examples for new houses and additions

e. Design front porches for new houses similar to those found on historic homes in the district

Application Materials

For additions:

Elevations of all sides from which the proposed addition is visible

For new primary buildings:

Elevations all four sides of the proposed building

* see examples in appendix

Specifics

a.1 Side elevations of additions should use openings of similar size and placement those found on the existing house

a.2 Rear elevations of additions may use openings of a more modern configuration

b.1 New houses should have wall-to-window ratios similar to historic houses especially on front and side elevations

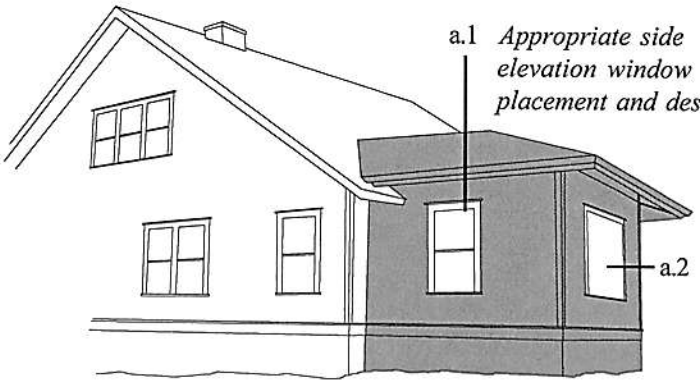
b.2 Front and side elevations should not have large areas of blank walls

b.3 Front facing garage doors are not appropriate

c.1 Window heads should generally align on elevations

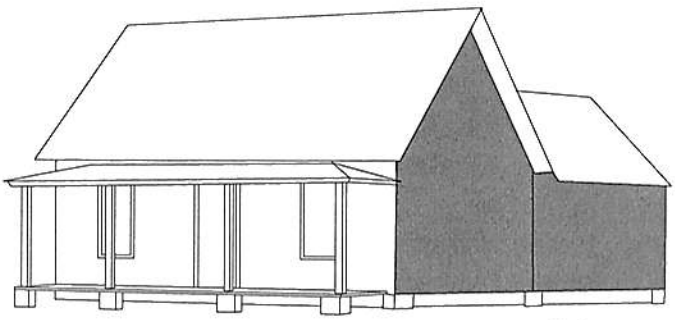
d.1 Multi-pane window sashes should be true divided light or simulated divided light windows not flat or sandwiched grilles

d.2 Vinyl and metal windows are not to be used



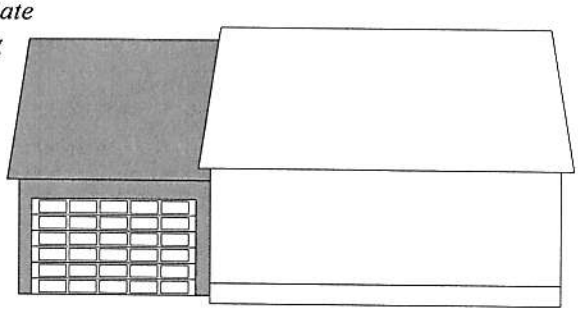
a.1 *Appropriate side elevation window placement and design*

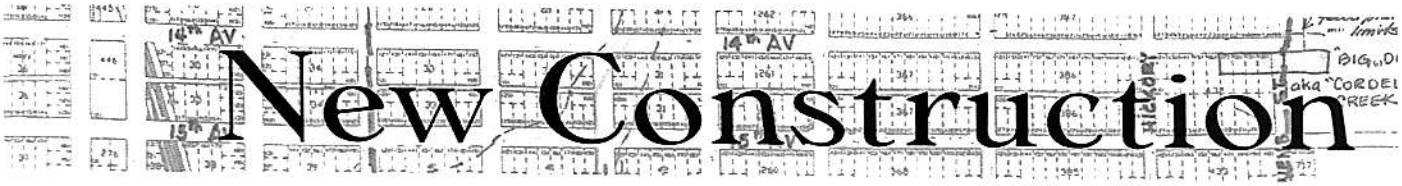
a.2 *Allowable rear window placement and design*



b.2 *Inappropriate blank walls*

b.3 *Inappropriate front facing garage*

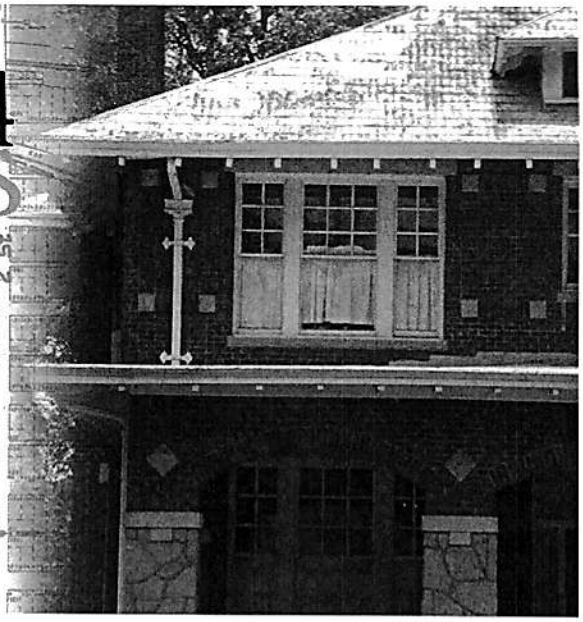




New Construction

Materials & Details - 3.4

Materials and details are an important facet of the design continuity of the O'Neal District. While the use of similar features is important, the exact copying of historic houses diminishes their significance. New house should use the inspiration of the district's historic homes to create their own unique yet compatible characters.



Basics

a. Use materials and details compatible with the existing building for additions

b. Preserve materials which delineate new additions from the existing building

c. Use materials similar to traditional materials found on historic homes in the district for new houses

d. Use an equal or lesser degree of ornamentation as found on historic homes in the district for new houses

e. Respect the architectural history of the district

Application Materials

For additions:

Elevations of all sides from which the proposed addition is visible

For new primary buildings:

Elevations all four sides of the proposed building

* see examples in appendix

Specifics

a.1 Additions should use components compatible with the historic building - similar siding, roofing, and foundations

a.2 Lapboard siding may be considered for additions to brick houses

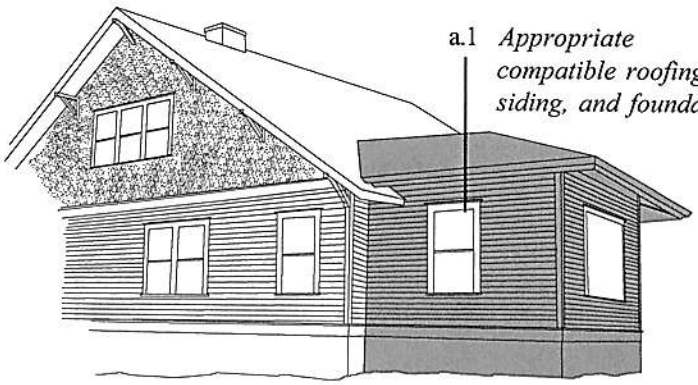
b.1 Corner boards should remain in place at the juncture of an addition and the existing building.

c.1 Smooth fiber-cement lapboard with a 4"-6" exposure may be used for new construction

c.2 Synthetic stucco, aluminum siding, and vinyl siding are not appropriate materials

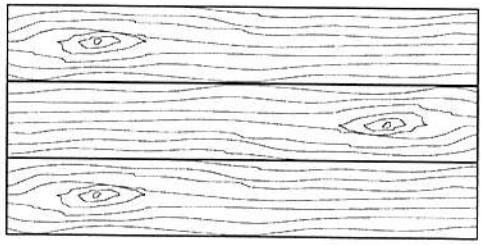
c.3 Use brick on chimneys and foundations

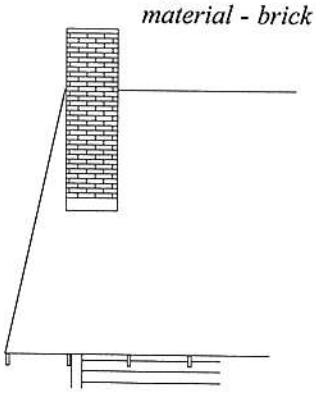
e.1 Architectural styles not found in the district should be avoided



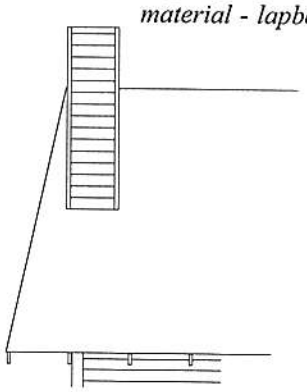
a.1 *Appropriate compatible roofing, siding, and foundation*

c.1 *Inppropriate faux wood grain on fiber-cement board should not be used*

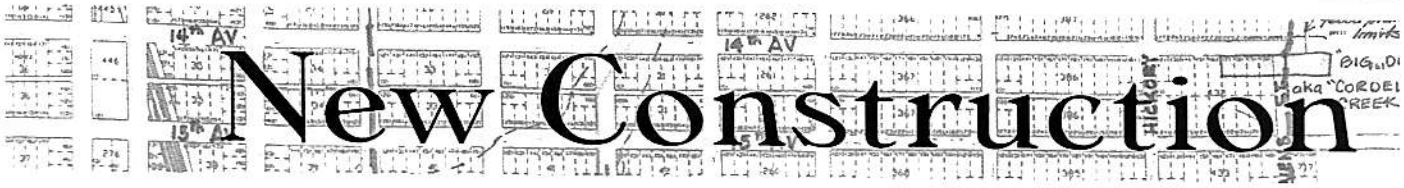




c.3 *Appropriate chimney material - brick*



c.3 *Inppropriate chimney material - lapboard*



New Construction

O'Neal Neighborhood Design Guidelines

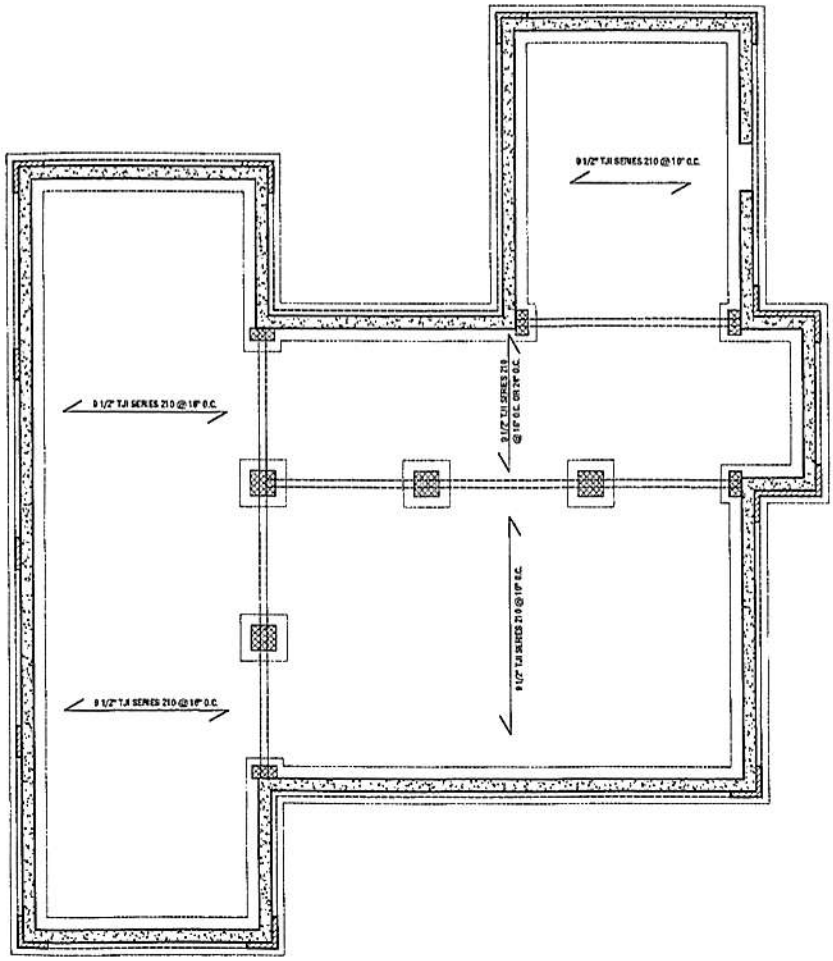
Appendix

Examples (CP Application Materials)

Plan

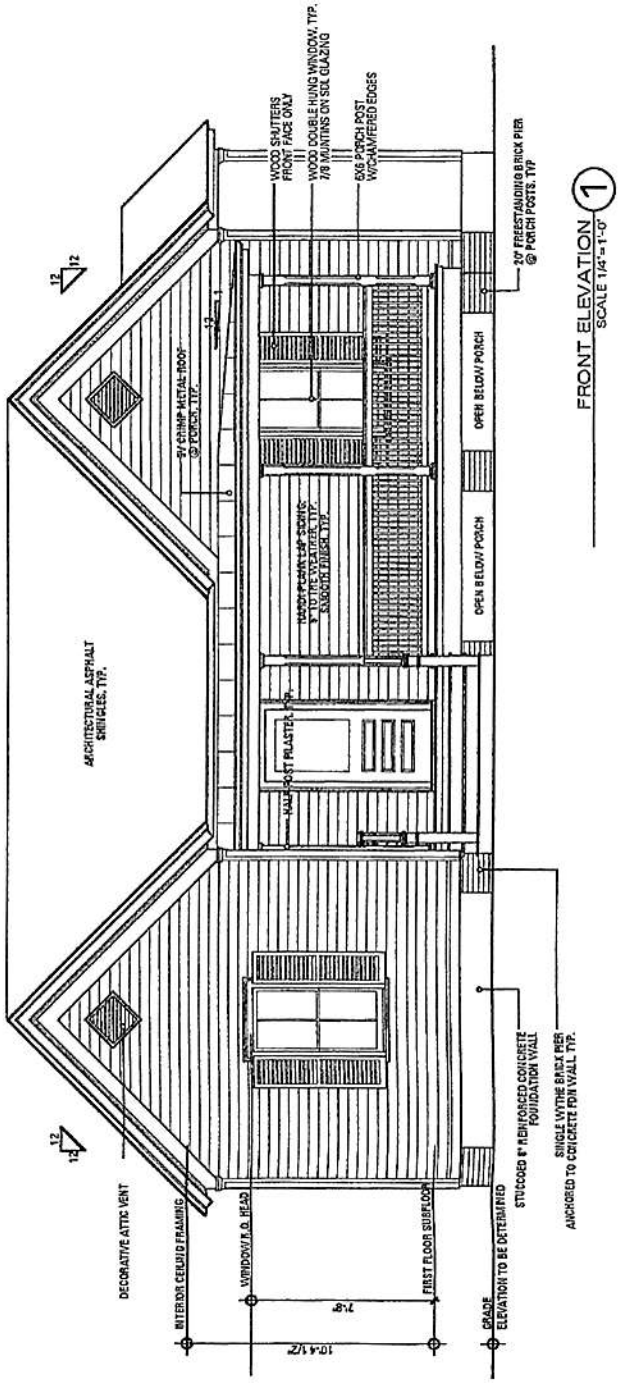
Notes:
A plan is the outline "footprint" of the building. It may be a foundation plan as shown at right or a floor plan which shows interior walls and rooms - though the CHPC does not review interior spaces. Plans should be to scale.

Plan should be submitted for new buildings and for additions. For additions, the existing and proposed portions of the building should be noted.



FOUNDATION PLAN 1
SCALE 1/4"=1'-0"

Elevation



Notes:
An elevation is the view of the building from the front (shown here), side, or rear. Elevations should be to scale. An elevation may include "call outs" noting the materials to be used. This would replace a separate materials list.

Elevations should be submitted for new buildings and for additions. For additions, the existing and proposed portions of the building should be noted.

Appendix

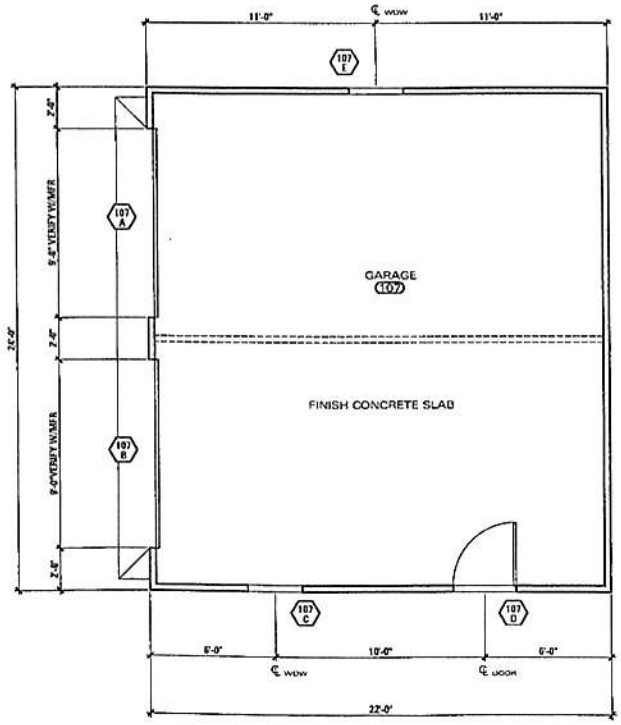
O'Neal Neighborhood Design Guidelines

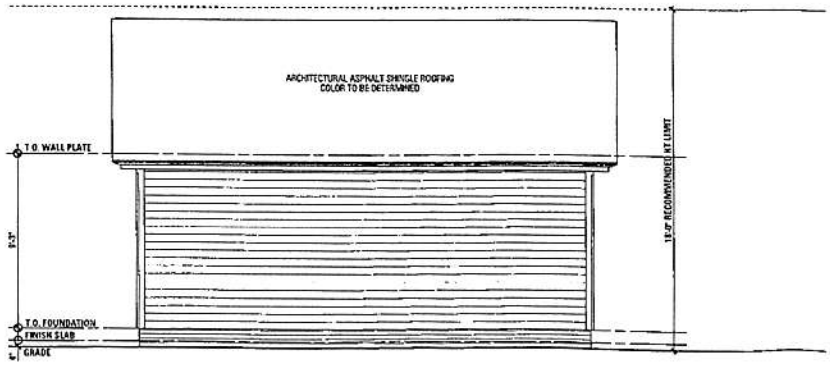
Examples (CP Application Materials)

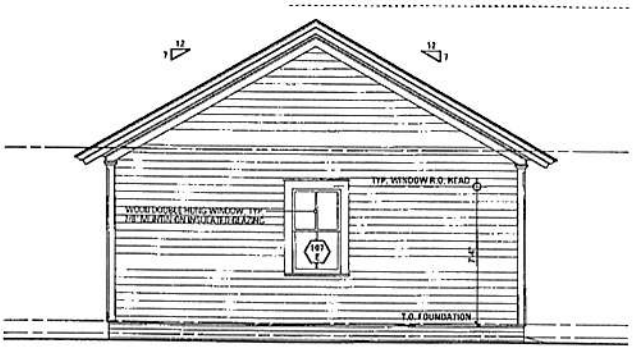
Outbuildings

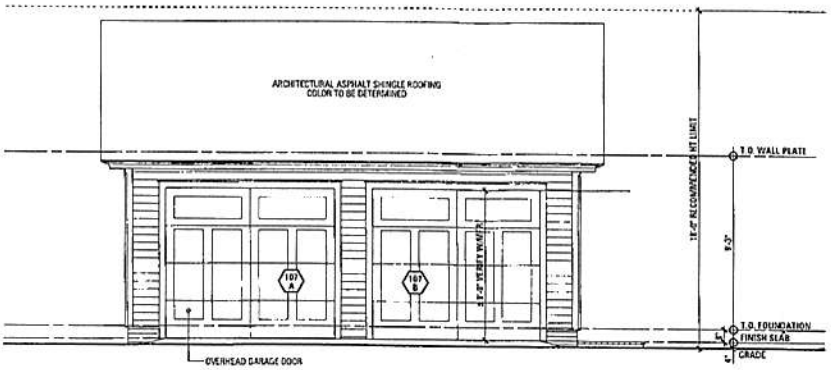
Notes:
Proposed new outbuilding applications should include both a scaled plan and all elevations as well as a site plan and materials list (see following pages).

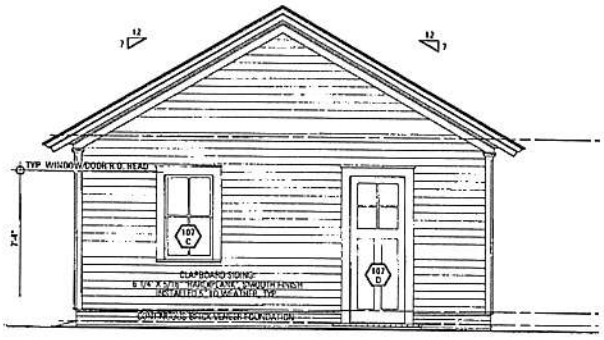
Proposals for additions and exterior changes to existing outbuildings should include elevations of affected sides as well as a site plan and materials list (see following pages). Addition proposals should also include should a building plan.




ARCHITECTURAL ASPHALT SHINGLE ROOFING
COLOR TO BE DETERMINED
T.O. WALL PLATE
T.O. FOUNDATION
FINISH SLAB
GRADE


TYP. WINDOW R.O. HEAD
T.O. FOUNDATION


ARCHITECTURAL ASPHALT SHINGLE ROOFING
COLOR TO BE DETERMINED
T.O. WALL PLATE
T.O. FOUNDATION
FINISH SLAB
GRADE
OVERHEAD GARAGE DOOR


TYP. WINDOW/DOOR R.O. HEAD
CLAPBOARD SIDING


14th AV
15th AV
14th AV
15th AV

Appendix

Examples (CP Application Materials)

Materials List

Buildings

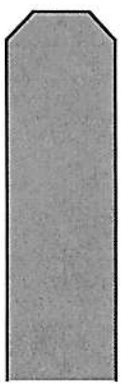
Roofing: asphalt architectural shingles
Siding: wood lap siding, 5" exposure
Foundation: continuous brick, brick and mortar color samples to be provided
Windows: wood, double-hung, simulated divided light
Doors: wood, four panel
Chimney: brick veneer, brick sample to be provided
Shutters: wood, louvered
Porch posts and rails: wood, 6"x 6" chamfered posts, 2"x 2" square balusters
Porch steps: wood

Hardscape

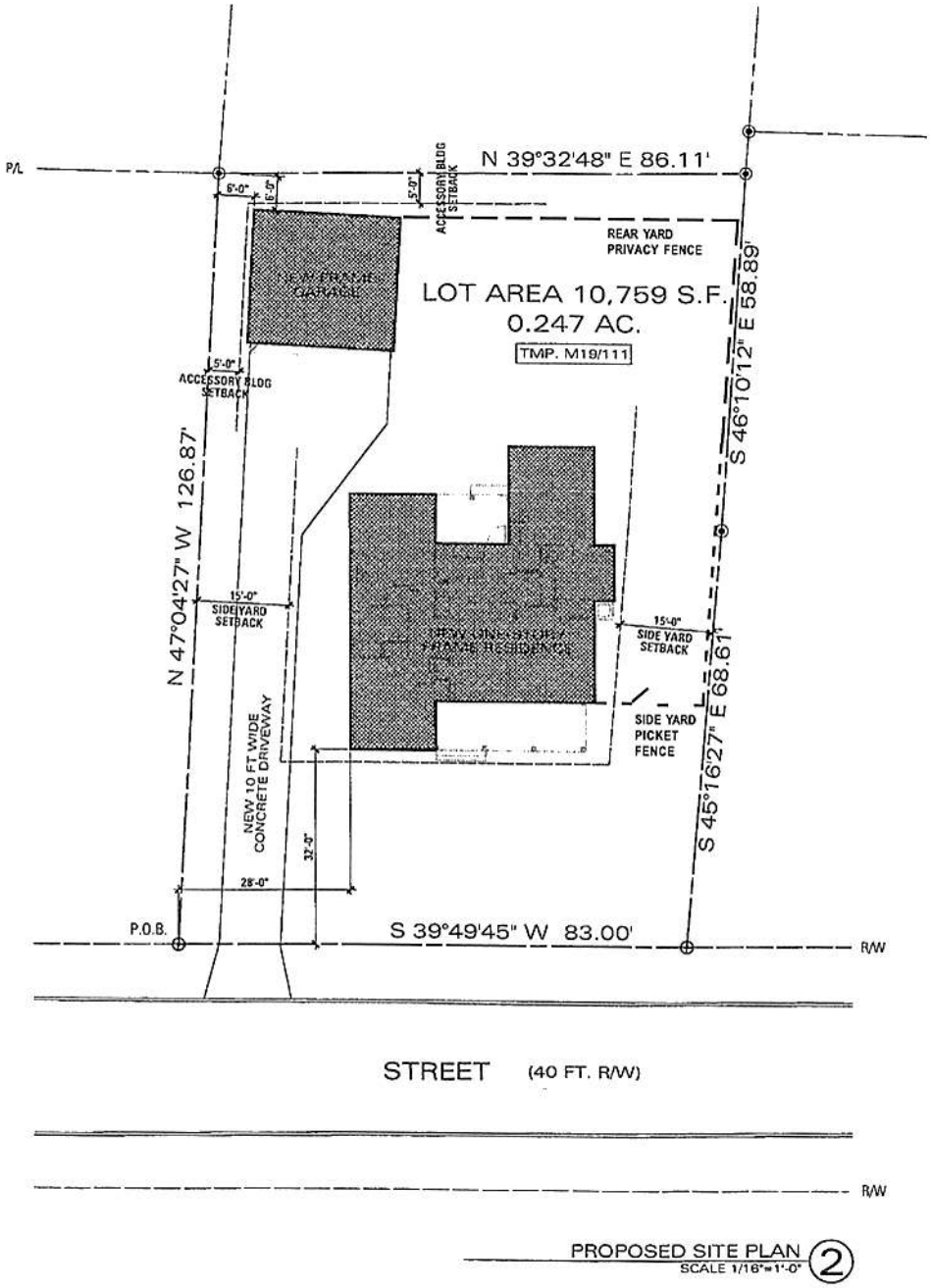
Drive: poured concrete
Front walk: dry-laid brick, running pattern, brick color sample to be provided
Rear garden paths: pea gravel
Side yard fencing: wood, 40" tall, gothic picket head
Rear yard fencing: wood, 60" tall, dog-eared head
Retaining wall: poured concrete, 18" tall, 24" concrete bollards at walk entrance

Picket head shape (gothic)

Privacy plank head shape (dog-ear)



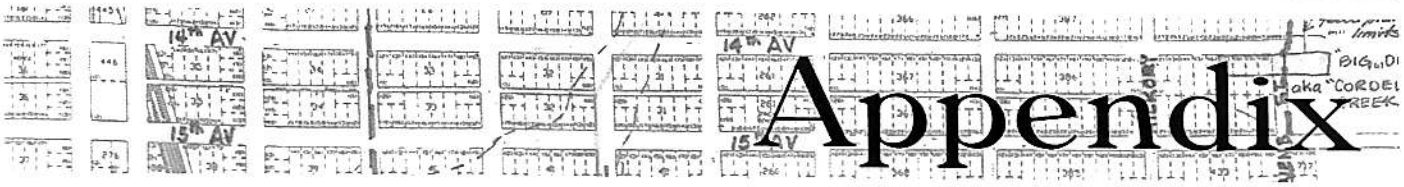
Site Plan



PROPOSED SITE PLAN ②
SCALE 1/16"=1'-0"

Notes:
A site plan is a view of the property from above Site plans should be to scale or an approximate scale.

Site plans should be submitted for new buildings, additions, hardscape (fences, pavement, etc.), modern features (mechanical equipment, etc.), and signs.



Appendix

Glossary

Addition. New construction added to an existing building or structure.

Alteration. Work which impacts any exterior architectural feature including construction, reconstruction, or removal of any building or building element.

Arch. A curved construction which spans an opening and supports the weight above it.

Awning. A sloped projection supported by a frame attached to the building facade or by posts anchored to the sidewalk.

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

Bond. A term used to describe the various patterns in which brick is laid.

Bracket. A decorative support feature located under eaves or overhangs.

Bulkhead. The panel between framing members and beneath the display windows in a storefront. Also known as a kickpanel.

Canopy. A flat projection from the building facade for the storefront and pedestrian traffic.

Capital. Topmost member of a column or pilaster.

Cast iron. Iron made in a mold.

Cast iron front. A storefront made of glass and pieces of utilitarian and decorative iron cast in easily assembled parts.

Column. A vertical, cylindrical or square supporting member, usually with a classical capital.

Coping. The capping member of a wall or parapet.

Corbeling. A series of stepped or overlapped pieces of brick or stone forming a projection from the wall surface.

Cornice. The uppermost, projecting part of an entablature, or feature resembling it.

Crenellation. A parapet with open spaces that surmounts a wall and is used for defense or decoration

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

Dentil. One of a series of small, square, tooth or block-like projections forming a molding.

Double hung window. A window having two sashes, one sliding vertically over the other.

Eave. The edge of a roof that projects beyond a wall.

E.I.F.S. Exterior insulation and finish systems are multi-component exterior wall systems which generally consist of: 1) an insulation board; 2) an adhesive and/or mechanical attachment of the insulation board to the substrate or existing wall surface; 3) a base coat reinforced with glass fiber mesh on the face of the insulation board; and 4) a finish coat which protects the entire system.

Elevation. Any of the external faces of a building.

Entablature. The horizontal group of members supported by the columns, divided into three major parts, it consists of architrave, frieze, and cornice.

Exposure. The width of the visible portion of lapped siding. Also known as the reveal.

Facade. The front elevation or "face" of a building.

Fanlight. An semicircular or semi-elliptical window with radiating muntins suggesting a fan.

Fascia. A projecting flat horizontal member or molding; forms the trim of a flat roof or a pitched roof; also part of a classical entablature.

Fenestration. The arrangement of window openings in a building.

Finial. A projecting decorative element at the top of a roof turret or gable.

Flat arch. An arch with wedge shaped stones or bricks set in a straight line. Also known as a Jack arch.

Flashing. Thin metal sheets used to make the intersections of roof planes and roof/wall junctures watertight.

Footprint. The outline of a building's ground plan from a top view.

Foundation. The lowest exposed portion of the building wall, which supports the structure above.

Frame construction. A method of construction in which the major parts consists of wood.

French door. A door made of many glass panes, usually used in pairs and attached by hinges to the sides of the opening in which it stands.

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

Gable. The triangular upper portion of a wall to carry a pitched roof.

Gable roof. A pitched roof with one downward slope on either side of a central, horizontal ridge.

Ghosts. Outlines or profiles of missing buildings, details, elements, historic signs, etc.

Jamb. The vertical side of a doorway or window.

Keystone. The top or center member of an arch.

Light. A single pane of glass.

Lintel. A horizontal beam over a door or window which carries the weight of the wall above; usually made of stone or wood.

Appendix

Glossary

Masonry. Brick, block, or stone which is secured with mortar.

Massing. A term used to define the over all volume or size of a building.

Modillion. A horizontal bracket, often in the form of a plain block, ornamenting, or sometimes supporting, the underside of a cornice.

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

Mullion. A heavy vertical divider between windows or doors.

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

National Register of Historic Places. The nation's official list of buildings, sites, and districts which are important in our history or culture. Created by Congress in 1966 and administered by the states.

Parapet. A low protective wall located at the edge of a roof.

Pediment. A triangular crowning element forming the gable of a roof; any similar triangular element used over windows, doors, etc.

Pier. A vertical structural element, square or rectangular in cross section.

Pilaster. A pier or pillar attached to a wall, often with capital and base.

Pitch. A term which refers to the steepness of roof slope.

Portico. A roofed space, open or partly enclosed, forming the entrance and centerpiece of the facade of a building, often with columns and a pediment.

Portland cement. A strong, inflexible (too much so for historic buildings) hydraulic cement used to bind mortar.

Preservation. The act of maintaining the form and character of a building as it presently exists.

Quoins. Decorative blocks of stone or wood used on the corners of buildings.

Rafter. A wooden member of a roof frame which slopes downward from the ridge line.

Recessed panel. A decorative element that often functions as an area for signage.

Reconstruction. The accurate recreation of a vanished, or irreplaceably damaged structure, or part thereof.

Repointing. Raking out deteriorated masonry joints and filling them with a surface mortar to repair the joint.

Rustication. A term applied to masonry in which the edges of the joints are chamfered or recessed.

Sash. The portion of a window that holds the glass and which moves.

Sandblasting. An abrasive cleaning method where high-powered jets of sand are directed against a surface, often the cause of the protective fire-skin of bricks.

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

SDLs. "Simulated Divided Lights" refers to window sashes which have simulated muntins on the interior and exterior of single panes of glass. Though constructed differently, they nonetheless replicate the appearance of historic windows. See also TDLs and grilles.

Setback. A term used to define the distance a building is located from a street or sidewalk.

Shed roof. A gently-pitched, almost flat roof with only one slope.

Sidelight. A glass window pane located at the side of a main entrance way.

Siding. The exterior wall covering or sheathing of a structure.

Sill. The horizontal member located at the top of a foundation supporting the structure above. Also the horizontal member at the bottom of a window or door.

Spall. To split off from the surface, as brick that is bearing undue pressure near its face or is acted on by weathering.

Storefront. The street-level facade of a commercial building, usually having display windows.

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

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

Structural Glass. Used predominately for wall surfacing, these now familiar products included glass building blocks, reinforced plate glass, and pigmented structural glass. Pigmented structural glass, popularly known under such trade names as Carrara Glass, Sani Onyx (or Rox), and Vitrolite.

Stucco. Any kind of plasterwork, but usually an outside covering or portland cement, lime, and sand mixture with water.

Surround. An encircling border or decorative frame, usually around a window or door.

Terra Cotta. A fine-grained clay product used ornamentally to create architectural details on the exterior of buildings.

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

TDLs. "True Divided Lights" refers to window sashes which have muntins that hold separate panes of glass. Historic windows are constructed in this manner. See also SDLs and grilles.

Veranda. A covered porch or balcony on a building's exterior.

Wrought iron. Decorative iron that is hammered or forged into shape by hand.

Reference Works

Books

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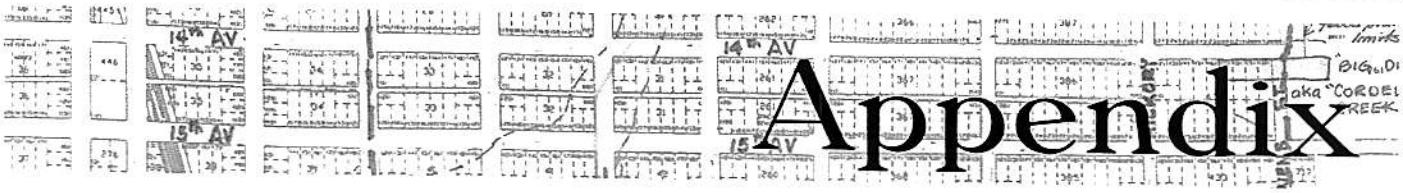
Preservation Briefs

The first *Preservation Brief* was published by the National Park Service in 1975. Since then, over 40 more have been added to the series. Below are the most pertinent for historic district review. The *Briefs* are available on line at: http://www2.cr.nps.gov/tps/briefs/presbhom.htm. Printed copies can be ordered by calling 866-512-1800.

#1 - Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
#2 - Repointing Mortar Joints in Historic Masonry Buildings
#3 - Conserving Energy in Historic Buildings
#4 - Roofing for Historic Buildings
#6 - Dangers of Abrasive Cleaning to Historic Buildings
#7 - The Preservation of Historic Glazed Architectural Terra-Cotta
#8 - Aluminum & Vinyl Siding on Historic Buildings
#9 - The Repair of Historic Wooden Windows
#10 - Exterior Paint Problems on Historic Woodwork
#11 - Rehabilitating Historic Storefronts
#12 - The Preservation of Historic Pigmented Structural Glass
#13 - The Repair & Thermal Upgrading of Historic Steel Windows
#14 - New Exterior Additions to Historic Buildings: Preservation Concerns
#15 - Preservation of Historic Concrete: Problems and General Approaches
#16 - The Use of Substitute Materials on Historic Building Exteriors
#17 - Architectural Character -Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character
#18 - Rehabilitating Interiors in Historic Buildings - Identifying Character-Defining Elements
#19 - The Repair and Replacement of Historic Wooden Shingle Roofs
#20 - The Preservation of Historic Barns
#21 - Repairing Historic Flat Plaster — Walls and Ceilings
#22 - The Preservation and Repair of Historic Stucco
#23 - Preserving Historic Ornamental Plaster
#24 - Heating, Ventilating, and Cooling Historic Buildings
#25 - The Preservation of Historic Signs
#26 - The Preservation and Repair of Historic Log Buildings
#27 - The Maintenance and Repair of Architectural Cast Iron
#28 - Painting Historic Interiors
#29 - The Repair, Replacement, and Maintenance of Historic Slate Roofs
#30 - The Preservation and Repair of Historic Clay Tile Roofs
#31 - Mothballing Historic Buildings
#32 - Making Historic Properties Accessible
#33 - The Preservation and Repair of Historic Stained and Leaded Glass
#34 - Applied Decoration for Historic Interiors: Preserving Composition Ornament
#35 - Understanding Old Buildings: The Process of Architectural Investigation
#36 - Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes
#37 - Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing
#38 - Removing Graffiti from Historic Masonry
#39 - Managing Moisture Problems in Historic Buildings
#40 - Preserving Historic Ceramic Tile Floors
#41 - The Seismic Retrofit of Historic Buildings
#42 - The Maintenance, Repair and Replacement of Historic Cast Stone
#43 - The Preparation and Use of Historic Structure Reports
#44 - The Use of Awnings on Historic Buildings: Repair, Replacement and New Design
#45 - Preserving Historic Wood Porches
#46 - The Preservation and Reuse of Historic Gas Stations



Appendix