

**CRITERIA FOR EVALUATING REQUESTS
FOR A CERTIFICATE OF APPROPRIATENESS FOR CONSTRUCTION OR DEMOLITION
IN THE WHITE POST AND MILLWOOD HISTORIC DISTRICTS.**

16 December 2003

The Clarke County Zoning Ordinance establishes criteria for the review of Certificates of Appropriateness. Approval of a Certificate of Appropriateness is required to build a new structure or change or demolish an existing structure that has been determined by the County to contribute to the historic character of an area. The Zoning Ordinance criteria reference the Secretary of Interior's Standards for Rehabilitation and four factors:

Criteria for Approval of Certificate of Appropriateness, Zoning Ordinance Section 3-E-3-e-(3)

In reviewing a request, the Preservation Commission shall not approve a Certificate of Appropriateness unless the applicant's proposals are architecturally compatible with the motif and character of the Historic District. The Preservation Commission shall base its decision on whether the proposed action conforms to the criteria set forth by the Secretary of the Interior's Standards for Rehabilitation. The Preservation Commission shall also consider the following factors:

- a) the extent to which the project will affect the overall character, visual fabric, rhythm, and continuity of the District;*
- b) whether the height, proportion, openings, spacing, roofs, walls, fences, landscaping, ground cover, scale, and directionality of the proposed work are visually compatible with the surrounding community;*
- c) whether the materials, textures, and colors planned for use are compatible with the District's character;*
- d) in the case of a building to be razed, demolished, or moved, the extent to which the loss of said building will detract from the Historic District and the purposes of this Section.*

The Secretary of Interior's Standards for Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

To interpret and apply the four general factors listed above in the Zoning Ordinance criteria, the following guidelines are established.

Guidelines for interpreting the Zoning Ordinance factors established for review of a Certificate of Appropriateness request:

1. **HEIGHT, PROPORTION, AND SCALE** – It is important along street facades that the height of new buildings, especially those occurring between two contributing structures, conforms to the average height of nearby buildings. The new construction should relate to the dominant proportions of buildings in the immediate area. Overall proportion is more important than individual details. Dimensions to consider are: ratio of height to width and ratio of solid to void. Scale is determined by several factors including cornice or eave height, the elevation of the first floor, floor-to-floor heights, and the proportions determined by the size and arrangement of door and window openings and porch column spacing. The scale and mass of a proposed project should relate to the nearby buildings or open space surrounding it.
2. **BUILDING ORIENTATION AND SPACING**– The orientation of principal facades of new construction should respect the precedents established by the rest of the buildings in the surrounding district. A building or project needs to continue, not disrupt, the architectural rhythm already established on the streetscape. The spacing between buildings as well as set backs from property lines determines the rhythm of the streetscape. New construction should be sited so as to continue the pre-existing spacing patterns of the district.
3. **OPENINGS AND ENTRANCES** – New construction and rehabilitation should take into account the proportion of solids to voids, that is: the mass of the walls and the places has been punctured by openings for windows and doors. This proportion should relate to other buildings in the district. The spacing and proportion of porches and entrance facades along the street help determine the rhythm of the streetscape. New construction of entrances should continue, not disrupt, this pre-existing rhythm.
4. **MATERIALS AND TEXTURE** – In order not to disrupt the visual texture of the neighborhood, an effort shall be made to use materials that are predominantly used in the area. The introduction of inappropriate materials or the inappropriate use of sympathetic materials in new construction will act to the detriment of the whole district. The texture of materials used in new construction needs to conform to pre-existing texture patterns such as smooth sand, stucco, rough rock, brick, or strong horizontal or vertical wood siding. The introduction of non-traditional textures to an existing neighborhood is highly discouraged. These criteria should also be applied to any signage or other site features.
5. **COLOR** – Predominant colors proposed should resemble existing predominant tones in the district. The use of trim colors to accent architectural details is encouraged.
6. **BUILDING DETAILS** – Architectural details are extremely important in maintaining the characteristic atmosphere of a district. New construction should employ some of the details typical of that district. These include: cornice design, window trim, chimney shapes, shutters, door paneling, porches, porch railing and fence designs. Small accessories or attachments to buildings must be placed so as not to be detrimental to the overall impact of the project. These include various types of meters, telephone connections, and cable hookups. Larger accessories such as air conditioning mechanisms, bottled gas containers, heating fuel tanks and satellite dishes should be placed so they are either screened or not visible from the public right-of-way.

7. **ROOFS** – Roof shape, orientation, and material are important considerations. Proposed roofs should have similar shape, pitch, and material as existing roofs in the district.
8. **SITE DESIGN AND LANDSCAPE ELEMENTS** – The use of traditional landscaping design and planting materials is encouraged as it can reinforce and enhance a proposed project. The use of traditional paving materials such as brick pavers or gravel is encouraged. Non-traditional concrete walks and asphalted driveways are discouraged as they detract from the visual integrity of the district. Parking should be screened or located so as to have the least negative visual impact on the contributing structure. Walls and fences are important details that can add visual cohesiveness to a proposed project. The use of traditional fencing materials such as wood, limestone, brick, and iron or landscaped hedges. Chain link and privacy fences are discouraged especially when seen from the public right-of-way.

The Commission shall insure all applications conform to the Secretary of Interior's Standards. The Commission shall strictly apply the above guidelines in its review of applications for structures designated as landmarks and contributing properties, but may be more flexible in applying the guidelines in its judgment of applications for non-contributing properties. For applications involving new construction, the Commission shall focus on whether such plans are compatible with the guidelines and the historic or architectural character of surrounding structures or the surrounding area. The Commission shall have the authority to request modifications to insure compliance with the standards and guidelines.

CHECK LIST FOR CERTIFICATE OF APPROPRIATENESS

White Post and Millwood Historic Overlay Districts
Clarke County Historic Preservation Commission

- ___ 1. HEIGHT, PROPORTION AND SCALE:

- ___ 2. BUILDING ORIENTATION AND SPACING:

- ___ 3. OPENINGS AND ENTRANCES:

- ___ 4. MATERIALS AND TEXTURE:

- ___ 5. COLOR:

- ___ 6. BUILDING DETAILS:

- ___ 7. ROOFS:

- ___ 8. SITE DESIGN AND LANDSCAPE ELEMENTS: