



City of Jefferson Design Guidelines for Historic Districts

2015 Update

Forward

Jefferson's six historic districts—Downtown, Martin-Cooley, Oak Avenue, Paradise Cemetery, Washington-Lawrenceville, and Woodbine Cemetery—are treasured cultural, social, economic, and architectural resources. Their character defines the contemporary city while celebrating its past.

Design guidelines help the owners of current and proposed residential and commercial buildings preserve and maintain the distinctive heritage of these districts with a spirit of harmonious, efficient contemporary use.

Building on the strengths of the 2006 guidelines, this new edition features a new format, updated guidelines for residential and commercial spaces, as well as new recommendations for the care of the city's two historic cemeteries, Woodbine and Paradise A.M.E..

These guidelines represent our ongoing commitment to a common sense approach to preservation and to working together with residents and owners to maintain property values and a unique sense of place within each of our living, breathing and evolving historic neighborhoods.

Jefferson Historic Preservation Commission
October 2015



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Introduction

Design guidelines are created by historic preservation commissions in order to assist property owners and communities maintain character in historic districts. This document is intended both for property owners and members of the historic preservation commission. By providing guidance on sensitive rehabilitation, maintenance, and appropriate new construction, design guidelines can protect historic districts from inappropriate and damaging changes. Property values are maintained and can be increased with local designation. Furthermore, local designation and the design review process ensures these investments will be protected from inappropriate neighborhood development or change. For the historic preservation commission, this document is meant to inform the Certificate of Appropriateness process and allow for clear decision making.

These design guidelines have been created specifically for the City of Jefferson and its historic district. Taking into account the specific character of the city, its existing resources, and its potential, the guidelines provide uniform standards for the future of the district. This protects the district in the face of future development and growth.

The document covers various topics, which are broken down into sections for ease of use. Sections cover potential changes, maintenance, and new development. The appendices cover detailed processes and references, intended for future reading.

The Design Review Process

All properties in the City are subject to zoning regulations. In order to maintain Jefferson's unique character, the City of Jefferson passed a Historic Preservation Commission ordinance 1986. The ordinance allows the Historic Preservation Commission (HPC) to recommend the designation of buildings or sites as historic properties or districts and to act as the official historic preservation agency of the City of Jefferson.

The design review process is initiated when the owner of a property-- that lies within a historic district-- plans to modify exterior appearance of the property. This review also applies to properties designated as historic landmarks. The review process is not necessary for routine maintenance, landscaping, exterior paint colors, or interior alterations.

New construction and additions to buildings within the historic district are also subject to design review, in addition to zoning ordinance regulations

Historic Districts and the Historic Preservation Commission

The Jefferson Historic District is designated both as a historic district in the National Register of Historic Places and as a local district. The National Register district is the least restrictive of the designations. This designation make all properties included in the district eligible for tax incentives. It does not provide any land-use controls on the buildings or any design regulations. However, the local district created by the Jefferson Historic Preservation Commission does enact the regulations outlined in this document. The Jefferson Historic Preservation Commission is allowed to use the design review process to promote their goals of preservation, proper rehabilitation, appropriate new construction, and retaining the character of the community.

There are four locally designated historic districts in the City of Jefferson: Downtown, Martin-Cooley, Oak Avenue, and Washington-Lawrenceville. The historic cemeteries of Woodbine and Paradise A.M.E. are also designated and covered by these design guidelines.

Established in 1986 by the Historic Preservation Commission Ordinance of 1986, the Jefferson Historic Preservation Commission consists of five members that are appointed by the Mayor and ratified by the City Council. Council members represent the community and its variety. Each member has a special interest in historic preservation, education, history, or architecture. They serve one or two year terms.

Contributing and Non-contributing Buildings

There are two different distinctions in a historic district: contributing and non-contributing. Contributing buildings define the character of the district. These buildings are usually at least 50 years of age and have maintained their historic integrity. Non-contributing buildings are those that are less than 50 years of age or have been altered so significantly that they no longer reflect the character of the district. However, all of the buildings in the district are subject to design review in order to maintain character. The contributing resources in the district should be used as guides for new construction or alterations within the district.

Standards

In addition to the design guidelines in this document, homeowners are expected to follow the Secretary of Interior's Standards for Rehabilitation, which can be found in Appendix C.

Certificates of Appropriateness

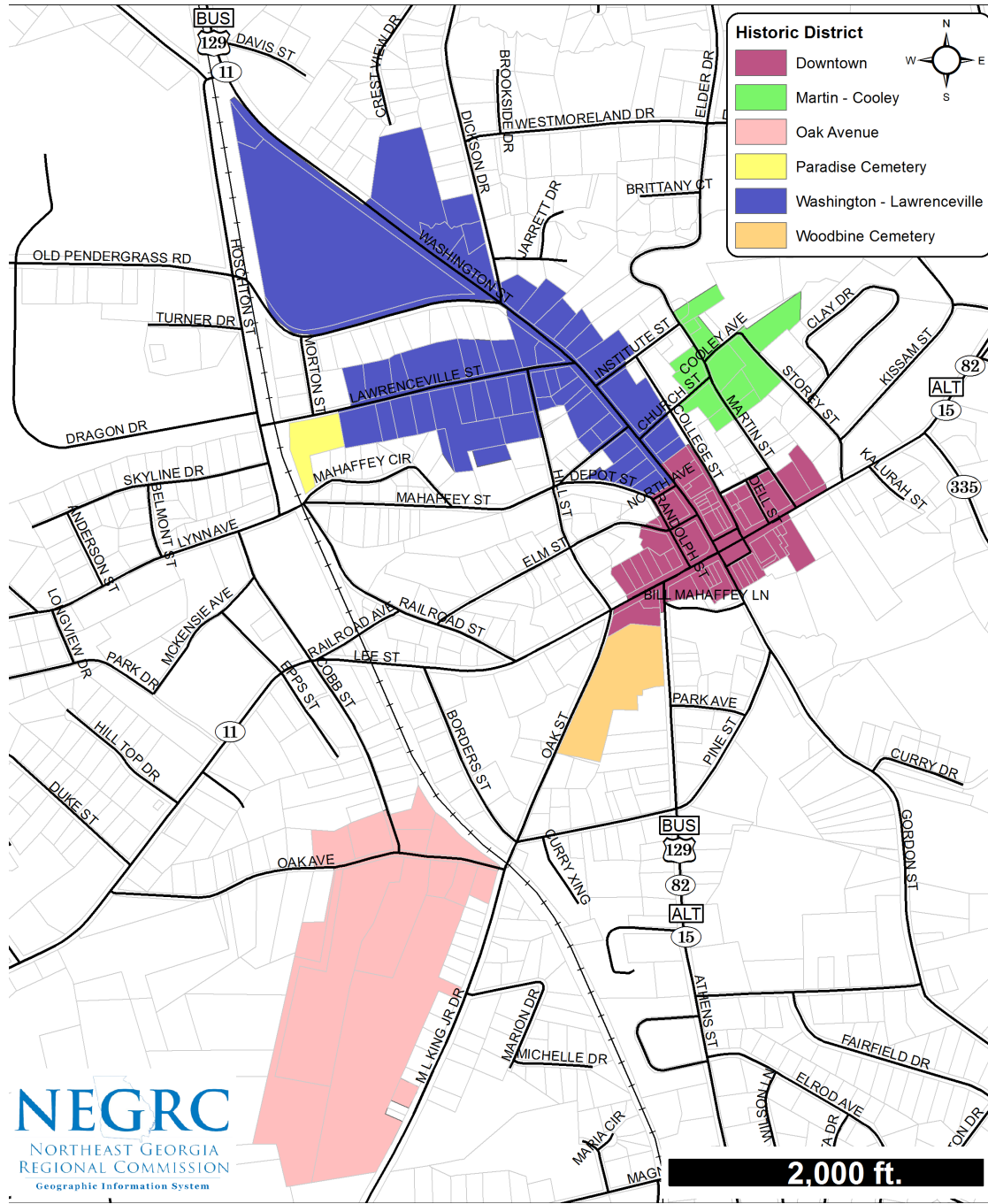
A Certificate of Appropriateness (COA), issued by the Jefferson Historic Preservation Commission, is necessary before a project can begin. Building permits cannot be issued without a COA. A copy of the COA application form can be found on the City of Jefferson’s Planning and Development Department website.

A Certificate of Appropriateness must be obtained before any material changes to the exterior architectural features of any building, structure, site, or work of art within a historic district. Material changes are defined as:

- A reconstruction or alteration of the size, shape, or façade of a historic property, including the relocation of any doors or windows, or removal or alteration of any architectural features, details, or elements, including the roof.
- Demolition of a historic property
- Commencement of excavation
- The erection, alteration, restoration, or removal of any building or structure within a designated historic district, including walls, fences, steps, and pavements, or other appurtenant features of a building or structure except exterior paint alterations

Requires a COA	Does Not Require a COA
Any exterior material change, such as wood clapboard siding to vinyl or cement based siding	Replacement in-kind, such as wood clapboard siding with wood clapboard siding of the same reveal
Erection of a fence	Any interior alterations
Major landscape improvements such as the removal of a large historic tree or the construction of a new driveway	Minor landscaping such as planting shrubs, trees, or gardens
Exterior illumination	Painting the exterior or interior
The addition to a building	Routine maintenance, repair or replacement in-kind
Construction of a new porch	Installation of a satellite dish
Erection of signage such as ground signs, wall signs, or roof signs	Erection of a retaining wall (May require a building permit)
The relocation of a building or structure to or from a historic district	Installation of an A/C unit
The demolition of a building or structure, or even in part, if not condemned by the city	The demolition of a building or structure if condemned by the city and Municipal Court

A Certificate of Appropriateness will expire 365 calendar days from the date of issuance, regardless of the expiration date for the building permit. A no-cost extension may be applied for before the expiration date at the Planning and Zoning Office if there are no changes to the approved plans.



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 Geographic Information System

History of Jefferson

In 1784, the first settlers arrived in the area that would become Jefferson, in Creek and Cherokee territory. Properties were allotted via a land-lottery system, which encouraged increasing numbers of white settlers. In 1796, Jackson County was formed from Franklin County. When Clarke County was formed out of eastern Jackson County in 1801, leaders decided to centralize the location of the county seat. The Native American village of Thomocoggan was chosen as the site because of its location and ample fresh water. The village was renamed Jeffersonville in 1806. The original city limits were defined as a three-quarter mile radius around the central square. In 1810, Jeffersonville was shortened to Jeffersonton, and then later to Jefferson in 1824. The settlers divided the property through both the land lottery and bounty grants. Jefferson was divided through a land lottery intended to serve veterans of the Revolutionary War. Lots were 202 ½ acres in size and distributed by rank to veterans.

The town plan for Jefferson was laid out with a grid of thirty lots and a central public square. Broad Street (now Sycamore Street) was distinguished as a main street. This plan is a variation on the layout known as the Sparta plan. The first central building in Jefferson was a log and wood framed courthouse, which was replaced in 1817 with a two-story, square, brick building in 1817. In 1879, a bonds campaign was issued to build a new courthouse. This new courthouse would sit at a higher elevation, due to drainage issues that plagued the site on the square. Materials from the old courthouse were incorporated in to the new building, which was later expanded and remodeled in 1906. This renovation included the construction of the iconic neoclassical clock tower.

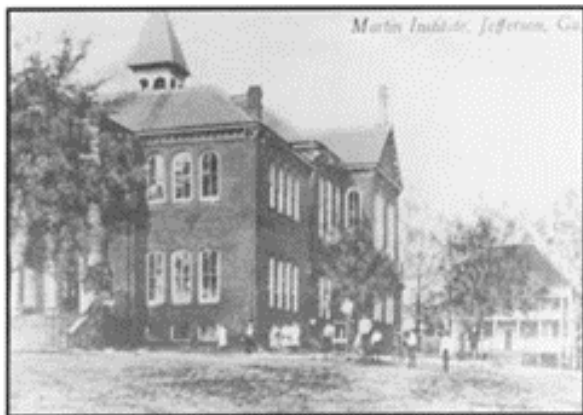
In 1820, Jefferson was described as containing “about twenty houses, including the Lord’s and the courthouse and outhouses, eight stores, three public houses, three saddlery shops, two blacksmiths shops, one tin manufactory, and one shoe-maker shop.” This description suggests an estimation of 100 residents. Cotton and the local businesses allowed Jefferson to develop into a service center for the surrounding rural areas. The arrival of stagecoach routes, and later the railroad, furthered this growth.



Jefferson's most significant historic event occurred on March 30, 1842, when Dr. Crawford Williamson Long performed the first surgical operation using ether for anesthesia. Dr. Long was a native of Danielsville and a graduate of Franklin College, later the University of Georgia. After earning his medical degree from the University of Pennsylvania in 1839 and training in New York, Dr. Long settled in Jefferson in 1841. Dr. Long practiced in Jefferson for nine years before moving to Atlanta in 1850. Currently, the Pendergrass Store and its adjacent three historic buildings serve as the Dr. Crawford W. Long Museum. The Pendergrass Store is the oldest extant commercial building in Jefferson, constructed in 1858.



Commercial buildings and business were located around the square, with residential neighborhoods extending on the north side of town. The Jackson County Academy (Martin Institute) was founded in 1818. The school was one of the first in the country to be privately endowed in 1854. The Italianate school building burned in 1942.



The two historic cemeteries of Jefferson date from the 19th century. Near the center of town, Woodbine Cemetery is located on the original location of Jefferson Methodist Church. Paradise Cemetery was established by the Paradise AME Church, an early independent African-American church in 1854.

Jefferson's growth during the 19th century can be attributed to its function as the judicial, commercial, and transportation center for Jackson County and the surrounding areas. The city served as shipping hub for local crops such as cotton, corn, tobacco, rice and hops. The stagecoach line between Dahlonega, Athens, and Augusta stopped in Jefferson, along with the Gainesville-Midland and Social Circle rail lines. This created a bustling city brimming with trade, inns, and visitors.

Jefferson Mills was established in 1899 and became the largest employer in Jefferson. While the mill is now closed, the mill town format helped build housing and community amenities. The mill defined the town for years to come, surviving the Great Depression. In 1965, the mill constructed its Southwark building. The building and its cable suspended roof is an example of experimental architecture and is unique in Georgia.

During the late 19th century, the rapid expansion of Jefferson led to technological advances that insured Jefferson's role as a central hub for the region. In 1895, the Jefferson Telephone and Telegraph Company was chartered, linking Jefferson and Athens that December. Over the next few years, Jefferson became tied into the surrounding communities and the whole state. Jefferson was electrified in 1915 by the Athens Railway and Electric Company. The electrical line came from the Tallassee Shoals plant near Athens and provided power for thirty streetlights and the municipal water works, as well as a private residences, public buildings, and some businesses.

The 1920s brought strife to Jefferson in the form of the boll weevil. Infestation devastated crops and eventually bankrupted the mill. The mill quickly recovered, just in time for the Great Depression. Jefferson was affected by the Depression for nearly two decades. Community businesses suffered, and in 1931 the Jefferson Citizen's Bank and Trust closed. This halted expansion and growth, even hindering it for years after recovery. However, Jefferson managed to maintain governmental jobs by serving as the county seat and the mill continued production throughout the Depression.

After World War II, Jefferson began to grow and prosper. The construction of Interstate 85 in 1965 contributed to a commercial and population boom. During this period, road and building construction contributed to the shrinking of the town square. Jefferson Elementary and High School were constructed during the 1950s and 1960s to serve the growing population. The annexation of more than 10,000 acres in the late 1980s and early 1990s increased the size of Jefferson considerably.

Jefferson's seemingly constant expansion and growth created unique visual character and historic resources. Buildings representing every major style from Federal to ranch fill the neighborhoods and historic districts. They are a rich visual representation of Jefferson's past and prosperity.



Styles and Types of Residential Buildings in Jefferson

The residential neighborhoods of Jefferson contain a wide variety of architectural styles and types. Many of the architectural styles found in Jefferson are local, vernacular expressions of popular high-style architecture from the period of the building's construction. For more information about architectural terms, refer to the Glossary in Appendix A.

Styles

Style indicates the exterior ornamentation applied to a building in a systematic pattern or arrangement. In houses built to a specific style, style can also be related to the overall form. Many of the houses in Jefferson are decorated with elements of the Greek Revival, Queen Anne, Folk Victorian and Craftsman styles.

Type

A house type is determined by an examination of the overall form, floor plan and height of a building. One story residences are referred to as "cottages" and two story residences are referred to as "houses". Type helps identify the historical period in which a building was constructed. Type also reveals demographic details of the construction period.

Architectural Styles

Greek Revival (1825-1860)

The Greek Revival style was popular in Georgia throughout the middle of the 19th century. It is characterized by a symmetrical form and front facade, with a rectangular block and central entrance. Columns, pilasters, and a wide entablature characterize Greek Revival buildings. The elaborate central entrances usually contain rectangular transoms and sidelights.



Queen Anne (1880-1910)

The Queen Anne style was the most popular style in late 19th century Georgia. The style is characterized by its asymmetrical form and the variety of details. The roof is usually steeply pitched and broken up into gables, hips, and projecting towers or bays. Variety in materials is often used to break up wall surfaces, such as the use of patterned shingles on the face of a gable. Porches are elaborately detailed with decorative brackets, spindlework, and turned balustrades.



Folk Victorian (1870-1910)

Folk Victorian borrows decorative details from Queen Anne and Italianate buildings to provide style to an otherwise unadorned, vernacular house type. Details such as spindlework, jigsaw cut trim, and cornice brackets were commonly added to porches and roof gables.



Colonial Revival (1880-1955)

The Colonial Revival style represented an architectural movement away from Victorian styles and renewed interest in the country's colonial heritage. Colonial Revival houses are completely symmetrical with an elaborate entrance often featuring fanlights or broken pediments. The entrance often features an entry porch supported by slender columns. The roof is hipped or side-gabled. Windows are double-hung with multi-pane sashes and are frequently set in pairs.



Craftsman (1905-1930)

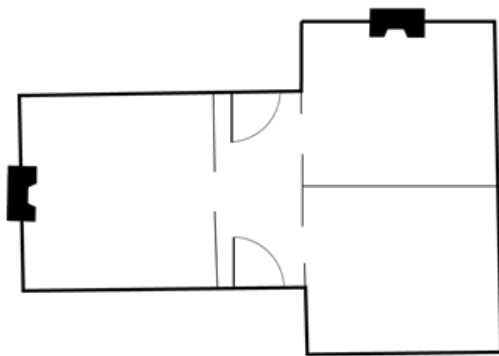
A Craftsman house has a low-pitched roof that is usually gabled. The horizontal effect of the roof is emphasized by the wide overhanging eaves that expose the rafters. The eaves often decorated with brackets or braces, especially on a large gable. Porches have either squared or battered columns that are set on masonry piers, and windows are often a multi-light sash set over a single light sash.



Housing Types

Gable Wing Cottage

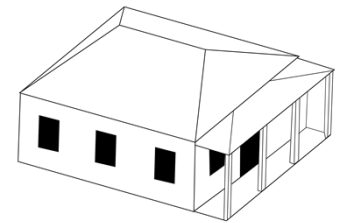
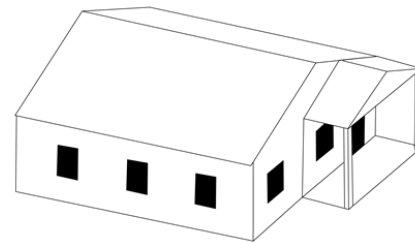
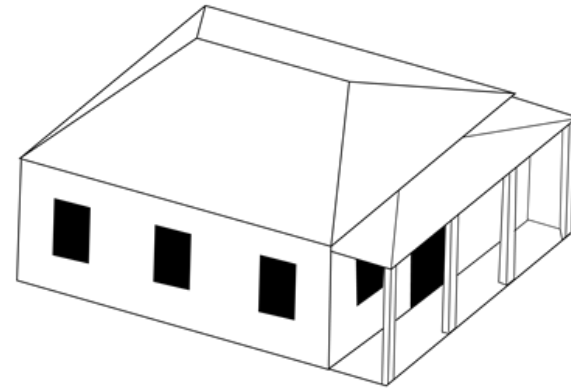
In plan, the Gable Wing cottage has a T or L shaped layout. Usually, this is paired with a gabled roof. Otherwise known as the gable-front-and-wing or the gabled ell house type, the gabled wing cottage consists of a gable-front at one end of a recessed wing that is parallel to the façade. The front door, which may be located in the recessed wing, either leads into a hallway or directly into the room in the wing. Folk Victorian ornamentation was commonly added to Gabled Ell cottages. Popular across Georgia, the gabled ell cottage was predominant in both rural and urban areas in both modest and well-to-do neighborhoods. It was most popular during 1875-1915.



Bungalow

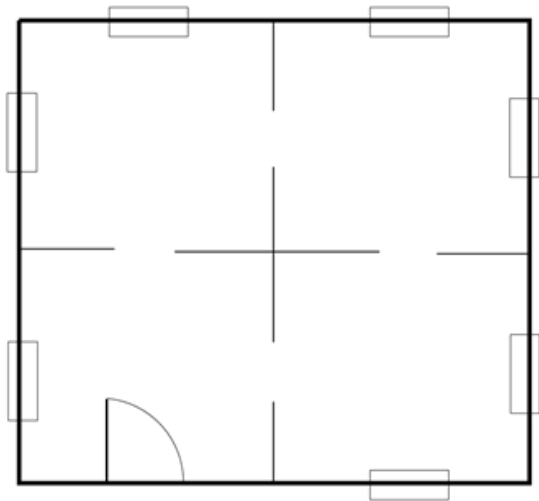
Bungalow house forms are rectangular with long and low roof pitches and irregular floor plans. Integral porches and low-pitched roofs with wide overhangs are common. Bungalows were popular across Georgia from 1900 to 1930.

The Bungalow type is divided into four subtypes depending on roof forms and roof orientation: side gable, front gable, hip, and cross gable. The side and front gabled variations are significantly more common than the hip or cross gable forms. Craftsman-style detailing was commonly added to bungalows.



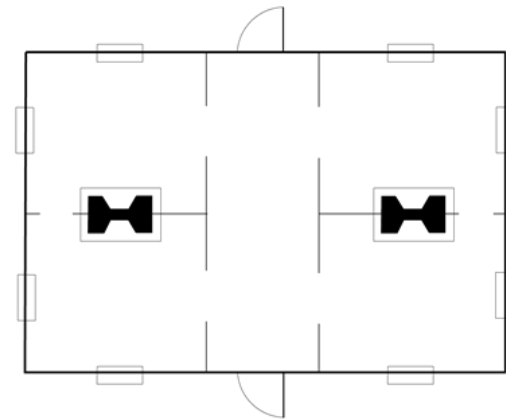
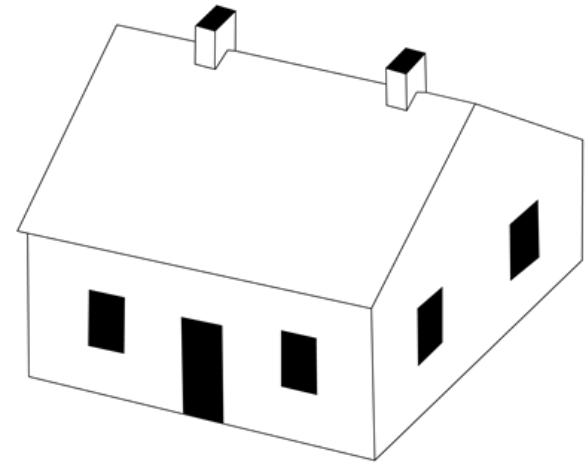
Pyramidal Cottage

The Pyramidal cottage is one of the simplest housing types in early 20th century Georgia. The main mass is square, usually with four principal rooms and no hallway. The defining feature, however, is the steeply-pitched pyramidal roof. The Pyramidal cottage was popular from 1910 to 1930.



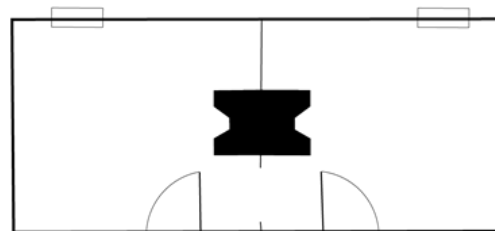
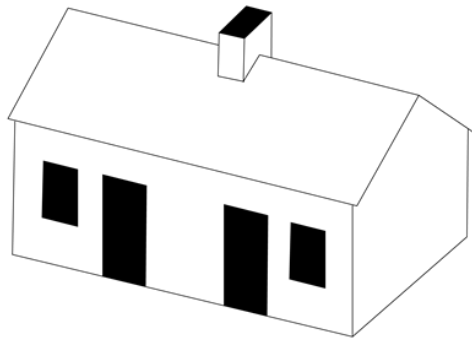
Georgian Cottage

The Georgian cottage is one of the most prolific and popular housing types in Georgia. Named for its floor plan, which is associated with 18th century English Georgian architecture, it consists of a central hallway with two rooms on either side. The plan is square, with a hipped or gabled roof. Chimney stacks tend to be centralized within the house, between each pair of rooms. Georgian cottages have been built consistently through Georgia's history, but the greatest amount are from 1850 to 1890.



Saddlebag

The saddlebag house type is easily recognized by its central chimney flanked by two rooms. There are two subtypes of saddlebag housing. The first type features an exterior door into each room. The second is characterized by a central vestibule beside the chimney and a single entrance. The saddlebag house was popular for modest housing until the 1930's.



Other Buildings

Greek Revival

The Pendergrass Store, now the Crawford W. Long Museum, is a rare surviving example of commercial Greek Revival architecture. The roof is front-gabled and overhangs the front façade to form a full-width, two-story porch supported on square columns. Square columns were commonly used in rural areas as they were less expensive to construct than round columns.



Italianate

Jefferson's most prominent public building, the former Jackson County Courthouse, is constructed in the Italianate style. The building has a low-pitched roof with overhanging eaves supported by decorative brackets. The roof features a square tower. The windows are tall and narrow with rounded upper sashes. On the exterior, decorative window hoods accentuate the window shape.



Commercial

Main Street commercial buildings are testaments to their practical purposes. In Georgia, they are mainly masonry buildings, predominately brick. Historic storefronts were designed with large display windows, supported by frame or brick bulkheads. Transom windows and large single-light doors helped provide adequate lighting for the store.

Upper facades featured windows and a cornice at the roofline. Cornices were constructed of sheet metal before 1900, and 20th century commercial buildings have cornices constructed of corbeled or decorative rows of brick. The windows of the upper façade were often arched prior to the turn of the century. Decorative elements were intended to advertise quality and class for the occupants of the buildings.



Residential Guidelines



Residential Rehabilitation

Rehabilitation projects play a key role in making a historic property useable for its modern owners and/or residents. However, the needs of current occupants must be balanced with the features of the building that give it its historic character. Preserving the elements, such as a building's details, materials, and size, that give the building its historic character are essential to retain in a successful rehabilitation. Adapting a historic property to current needs without destroying historic, character-defining features requires attention to detail and flexibility. By retaining these features, the historic property will continue to add to the community's historic character.

Using the following guiding principles to guide future changes will allow rehabilitation projects to meet the needs of the current occupants without compromising the building's historic value.

Rehabilitation Principles

- Preserve, maintain, and repair historic features. Replace only severely deteriorated elements.
- All repair work should match the historic element in design, size, dimension, scale and material. Orientation, pitch, reveal and projection from the façade should duplicate the original building element.
- All replacement materials or building elements should match the historic materials or elements in design, size, dimension, scale, material, location on the building, orientation, pitch, reveal and amount of projection from the façade.
- Alterations should not use materials or elements that change the architectural character of the building. Alterations should not destroy or remove historic materials that make up the building's architectural character.
- Features that have no documented historic basis should not be added to buildings.
- The height or width of any alteration or addition should not be higher or wider than the existing building
- Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Damaging treatments will not be used.
- Any alterations or additions should have the same massing, scale and architectural features as the historic building elements.

Roofs

The roof is one of the most important and visible features of a building, as it protects the building from outside elements. Therefore, proper and regular maintenance of the roof of any building is imperative for the preservation of the entire building. A variety of roof shapes and roofing materials are found in Jefferson. Many residential buildings have hipped, gabled, or combination roofs that are covered in asphalt shingles or metal roofing.

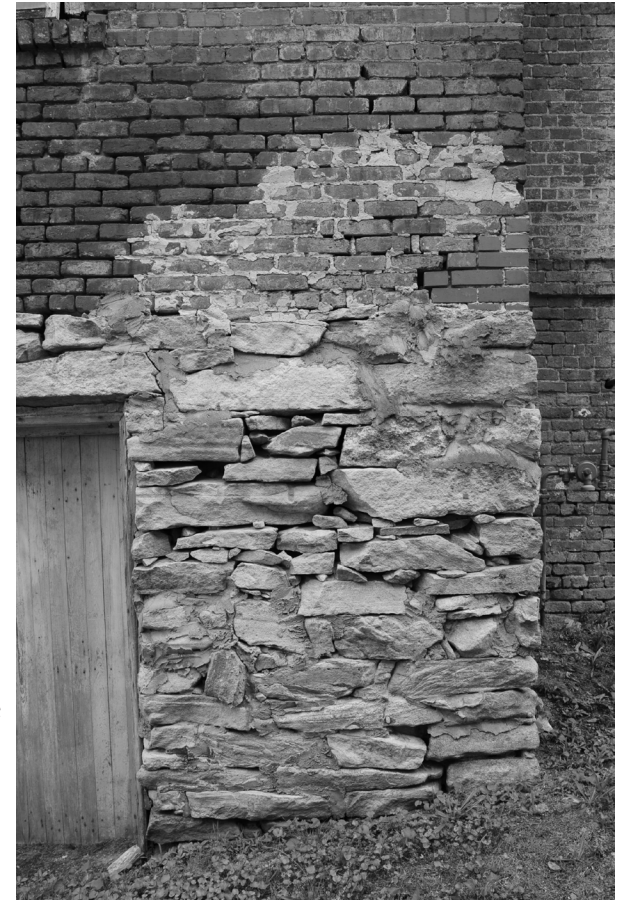
- Historic roofing materials such as metal, standing-seam, metal shingles, clay tile, or slate should be maintained and repaired. Deteriorated materials should be replaced in-kind.
- Skylights, solar panels, roof decks, balconies, vents, and new dormers should not be placed on the front façade of any building



Foundations

The foundation is most integral piece of a house. Foundation maintenance is essential to successful preservation. It is an important piece of the house that is often overlooked in preservation work. An inappropriate foundation can stand out and detrimentally affect a historic building as much as the siding or a window fixture. Foundations are important for raising the wood framed and paneled houses off the ground, spacing and protecting them from moisture and rot. Most historic foundations in Jefferson are constructed of brick piers or stone, but many have been replaced or supplemented by concrete block.

- Foundations which retain their solid masonry or open pier design should be maintained and remain in their original configuration.
- Crumbling mortar should be repaired and repointed. Mortar joints should match the existing in color, texture, width, and joint profile.
- Painted masonry surfaces should remain painted.
- Do not paint or stucco unpainted historic masonry surfaces.
- Brick or stone piers, foundation walls, and architecturally significant material used for infill construction should be retained and repaired.
- If repair is necessary, the new masonry units and mortar should match the original in color, size, shape, texture, and chemical composition.
- Infill foundations between piers should be recessed behind the original pier construction to reduce the visual impact of the addition and differentiate between old and new.
- New foundations or infill material should match the original. Alternate materials, such as concrete masonry units, should be masked through a stucco covering or paint.
- Concrete slab foundations should not be used as a replacement for the original brick foundation.



Siding

One of the key elements that contribute to the visual historic character of Jefferson is the type of material used on exterior surfaces. Weatherboard or clapboard siding is constructed of tapered, narrow wooden boards, which are slightly thicker at the exposed bottom edge, and overlapped to protect against the weather. The siding runs in a horizontal direction, and was historically the most available and inexpensive material.

- Wood siding should be retained when possible.
- Siding size, style, shape, proportion and dimensions of reveal should be retained when possible.
- Damaged or deteriorated siding should be repaired and maintained.
- When repair or replacement of wood siding is necessary, color, design, texture, thickness, width and visual appearance should match the historic surface.
- Repair or replacement materials should be installed using similar construction methods as the historic siding.
- Identify the cause of damage or deterioration to wood siding and take the appropriate steps to protect and maintain the material.
- Painted wood surfaces should remain painted, and unpainted wood surfaces should remain unpainted as long as they are in good condition.
- Smaller sections of siding can often be repaired or replaced without replacing an entire wall.
- Wood siding should not be covered with an alternate material such as aluminum, vinyl, or permastone.
- Smooth surface cementitious siding, commonly known as Hardiboard, is acceptable, while not preferred, on non-contributing buildings, additions, and new construction.
- Decorative details such as cornices or brackets should be repaired or replaced with matching designs. The minor replacement of deteriorated wood in decorative details is preferred.



Masonry Walls

Many historic buildings in Jefferson used masonry, such as brick, stone, or concrete block, in the construction of walls.

- Masonry should be maintained and repaired.
- Painted masonry surfaces should remain painted.
- Unpainted masonry should not be painted or covered in stucco.
- Masonry should be cleaned using the gentlest means possible. Sandblasting and other abrasive methods should never be used, as severe damage to the masonry can occur.
- When repointing masonry, historic mortar mixes should be used to prevent damage to the historic masonry. Portland cement or mortars with a high content of Portland cement should not be used to repoint historic masonry from before 1920.
- Deteriorated masonry units should be repaired rather than replaced.
- If replacement of a masonry unit is necessary, it should match the original in color, size, shape, texture, and chemical composition.



A coating of paint on masonry-brick surfaces can interrupt vapor and moisture transmission and potentially damage the masonry. If brick is painted, it should be maintained or, alternatively, removed.

Porches

Porches are an important feature on nearly all residential buildings found in Jefferson. Typically, they are located on the front façade of the building and are constructed of wood. Any modification to a porch should replicate original materials, design and detailing.

- Porches should not be removed or replaced.
- Porches should not be enclosed with wood or glass panels. The enclosure of side or rear porches not readily visible is strongly discouraged but acceptable.
- Porches may be enclosed with recessed screen wire if the characteristics of the porch are maintained. The structural framework for the screening should be minimal and the open appearance of the porch should be maintained.
- Porch floors and steps should be maintained and repaired. Replacement should be with matching materials. Metal and pre-cast concrete steps are not appropriate.
- Repair and replacement of porch columns should be with wood or brick to match the original. Decorative metal, resin, fiberglass, or plastic columns are not appropriate for historic buildings.
- Additional ornamentation applied to porches which did not already exist on the original buildings is not appropriate.
- Side and rear decks are permitted only if they are not visible from the street.
- Side and rear porches shall be permitted only if they are appropriate to house style.
- Roof decks are not an appropriate addition to historic residential buildings.



Windows

The symmetrical or asymmetrical placement, style, and size of a window reflects the character of its respective house type. These details are key to a successful sensitive rehabilitation.

- Original historic windows and their surrounding elements should be retained when possible.
- Replacement windows should be avoided. Proper cleaning, weather stripping, and caulking can and will make an old window as energy efficient as a new window.
- The number, location, size, style, shape and proportions of original historic windows and surrounding elements should be retained when possible.
- Damaged or deteriorated windows should be repaired and maintained.
- All repair work should match the original materials in design, size, dimension, scale, material, and location on the building.
- Any alterations or additions will be compatible with the scale and architectural features of the property.
- New window openings should not be added to the front façade or readily visible secondary facades.
- Do not add flush or snap-on muntins to historic buildings.
- Avoid using tinted or mirrored glazing or Plexiglass for the panes of glass.
- Storm or screen windows should not be of raw or silver aluminum. Instead, appropriate storm or screen windows should be framed in baked enamel or anodized aluminum.
- Storm or screen windows should be full view or match the window's meeting rail location.
- Avoid using metal bars over windows.
- Shutters should not be used on a building unless original shutters have been removed or if shutters would be appropriate for the design of the house.
- New shutters should be of louvered wood and should properly fit the window opening.



Doors

The entrances to historic homes were often the location of special decorative features, depending on the house type or style.

- The location, size, style, shape and proportions of original historic doors and their surrounds should be retained when possible.
- Replacement doors and surrounds should respect the integrity of the façade as a whole by relating to the historic character of the house.
- If new doors are added to the building, they should be located where they have little or no impact on the appearance of the primary façade.
- Glazing for door glass, transoms and side lights should be replaced in kind where possible.
- Original or period door hardware should be retained when possible.
- Screen doors and storm doors should be compatible with and resemble existing doors as closely as possible in size, shape, color, and appearance.
- Screen and storm doors should be finished or painted to match the door on which it is placed.
- Avoid partially or completely blocking in original historic door entries, transoms, or sidelights. Avoid using tinted or mirrored glazing or Plexiglass for the panes of glass.
- Avoid using iron or other metal bars over door glass, transoms, and sidelights.



Additions to Existing Residential Buildings

Additions to existing buildings may be necessary for their continued usefulness. However, it is important to ensure that new additions do not destroy or distract from the historic character of the building.

- The design of a new addition should minimize the loss of historic materials and elements of the main building.
- Additions should not alter the orientation or the historic character of the original building.
- The size and scale of the addition should be smaller than the main building and should not obscure the view of the main building or its architectural features.
- The roof form and slope of a new addition should be similar and in proportion to the roof form of the existing building.
- Additions should be representative of their period of construction. Additions should not appear as an exact copy of the original building.
- Additions should be placed towards the rear of the building.
- Roof top additions should be avoided.
- Garages should not be attached to historic building.



This house has additions that are clearly discernable and do not detract from the over-all character of the home. By offsetting the additions and maintaining the rooflines, the additions appear compatible.

New Construction

New residential buildings in a historic district should be sensitive to the historic fabric of the community. Compatible design can encourage creativity and bring new vitality to the historic district.

- Simple designs based on traditional buildings forms are preferred. Contributing buildings within the specific Jefferson Historic District of the new building should provide design inspiration.
- Design elements materials should be appropriate to the house style in design, size, dimension, location, orientation, texture, finishes, composition, scale and pattern.
- Elements from a variety of house types or styles should not be used in new design.
- New houses should have a height compatible with adjacent buildings. No building in the historic building should be greater than 3 stories or 35 feet; whichever is less.
- New buildings should have floor-to-ceiling heights that are compatible with adjacent historic buildings.
- New buildings should have a foundation height compatible with adjacent buildings. New buildings should not be constructed at grade. Foundation heights should be at least one foot above grade.

While this house is a renovation rather than a new construction, it still represents the ideals of new construction. The house is a newer addition to the district, constructed around 75 years after its neighbors. It fits in with the surrounding district, maintains mass and height, while still displaying derivative details.



- New foundations of concrete block should be faced with brick or stone, or masked with a stucco wash or paint application.
- The traditional setback found along the block should be maintained.
- New buildings should follow the block's placement pattern by maintaining the spatial rhythm and side yard setbacks and adhere to all dimensional requirements, including setbacks, outlined in the Code.
- The main entrance of the new building should be located on the street façade.
- A porch should be located on the front façade, either an entry porch or a full-width porch. Avoid two-story porches. Porches should be constructed of wood.
- New buildings should be of frame, brick, or stone construction. Frame buildings should be sided with wood or smooth cementitious siding, commonly known as Hardiboard, rather than aluminum or vinyl. Clapboard widths should be between four and six inches. Brick buildings should have mortar joints, brick size, color, and texture compatible with local historic buildings.
- The placement and rhythm of door and window openings should be compatible with those on the front facades of adjacent buildings. Window and door openings should not exceed the height to width ratios of adjacent buildings by more than 10%.
- New buildings should have a similar orientation as adjacent buildings, as well as a similar roof form and slope.
- New buildings should not have attached garages.

Commercial Guidelines



Commercial Rehabilitation

The rehabilitation of historic commercial buildings allows the building to continue in its current use or a new, compatible function. Commercial buildings have special features, but the section on residential rehabilitation should also be consulted for more information.

Storefronts

Historic storefronts provide definition to a commercial building and should be preserved. Storefronts were historically designed to be aesthetically pleasing to encourage business. Features that have become deteriorated should be repaired rather than replaced. If replacement is necessary, the replacement should match the original in design and material.



Doors

Historic doors are an important component of traditional storefront design. Wooden doors with large lights bring natural lighting into the store and invite shoppers to enter.

- Historic doors should be preserved and repaired. Replacement doors should match the original in design and materials.
- Solid wood doors should not be placed on storefronts. Decorative doors or any kind of door design based on an alternative architectural style are not acceptable.
- If the original door design is unknown, replacement doors should be of plain wood with a single light. Metal doors with a dark or bronze anodized finish with a wide stile are also acceptable. Raw aluminum and other silver-colored metals are not appropriate.
- New doors should use glass that is proportionate to the display window glass and kickplate panels that are proportionate to the bulkhead panels.



This door maintains its original form and design.



Using a residential door on a commercial building detracts from the overall character of the storefront.

Display Windows

Display Windows are intended to entice consumers by presenting the merchandise. Historic windows are large, with thin framing members, to provide the greatest glass surface area. Transom windows help bring natural light to the rear of a store.

- Original display windows should be preserved and maintained.
- Transom lights should not be obscured.
- Tinted glass should not be installed on storefront display windows. Only clear glass is appropriate.
- If the design of the original display windows is unknown, replacement windows should be traditionally scaled with large glass lights. To maintain the transparent look, as few structural divisions as possible should be used.
- Window mullions or framing should be of wood, copper, or bronze metal.



These windows, despite their current state of disrepair, are the correct style for a commercial building. The large lights and clear glass is appropriate. Also, the transom remains unobscured.

Bulkheads and Beltcourses

Bulkheads frame and protect the lower section of a display window. Historic bulkheads often contribute to the design of a commercial building through the use of masonry or paneled wood. Beltcourses are decorative elements that designate the boundary between the storefront and the upper façade of a historic commercial building.

Bulkheads

- Bulkheads should be retained and maintained.
- Replacement bulkheads should match the original in design, size, and material.
- New bulkheads should be of wood, brick, or stone, such as marble.



Beltcourses

- Original beltcourses should be preserved and maintained.
- Beltcourses should not be removed or concealed



Upper Façade

Upper facades help give a commercial building its historic character. Upper facades should be retained and maintained. Modern materials should not be used to cover a historic upper façade.



Windows

Historic windows are key to preserving the character of the upper façade. The windows in the upper façade of a historic commercial building bring balance to the design.

- Historic windows should be preserved and repaired.
- Windows should never be removed, concealed or enclosed.
- Deteriorated windows should be repaired by only replacing the deteriorated parts with matching materials.
- Historic window surrounds and detailing should be preserved.
- Missing windows should match the historic windows in size, material, and the number and arrangement of lights.
- The application of flash or snap-on muntins is inappropriate.
- If the original window configuration is unknown, rectangular, double-hung, one-over-one, wood sash windows are the most appropriate. Anodized or baked-on enamel aluminum windows, in white or dark finishes, is also acceptable.
- Shutters should not be installed unless there is physical or documented evidence that the building historically had shutters. Shutters should be of louvered wood, operable, and completely cover the window opening when closed.
- Storm windows are acceptable if they are of a single-light design, or if the meeting rails match with the historic window. Raw aluminum storm windows are inappropriate unless they have a anodized or baked-on enamel finish.



Cornices and Roofs

Decorative cornices define the roofline of a historic commercial building. The detailing of cornices significantly contribute to the historic character of a building. The shape and materials of historic roofs are important features of commercial buildings.

Cornices

- Historic cornices should be preserved. Historic detailing and materials, such as parapet walls and stone or concrete piers, should be preserved and repaired.
- Historic cornices should not be removed or covered with modern materials.
- Missing cornices can be replaced based on physical or documented evidence.
- Cornices should not be added to buildings that did not historically have one.

Roofs

- Historic roofs, details, and configurations should be preserved and repaired.
- Metal roofs should be preserved when possible.
- New roofs of rolled or asphalt roofing materials are acceptable if the roof is not visible from the street façade.



Awnings

Awnings were historically placed on commercial buildings to protect shoppers and the storefront from the elements.

- Historic awnings should be preserved.
- The addition of awnings to historic commercial buildings is appropriate in traditional designs, materials, and placement.
- Awnings are appropriate for both storefront and upper façade windows.
- Acceptable awning materials are canvas, acrylic, or vinyl-coated. Metal, vinyl, and wood are inappropriate materials.
- Shed awnings are the appropriate design for downtown commercial buildings. Bubble, concave, and convex forms are not acceptable. Internally lit awnings are also inappropriate.
- Transom windows of prism or stained glass should not be covered by awnings.



An example of an inappropriate bubble awning.



This awning is an example of an acceptable shed style awning.

Signage

Signs in historic districts should reflect the overall character of the district.

- Historic signs should be preserved and maintained.
- New signs should use traditional materials such as wood, glass, copper or bronze letters.
- Plastic, plywood, or unfinished wood are inappropriate materials for signs.
- Buildings should not have more than two signs, excepting signs painted onto windows.
- Signs should not have more than two or three colors, and the colors should be coordinated to the building.
- Traditional and appropriate lettering styles should be used.
- Letters should not be greater than 18 inches high and should not cover more of the sign area than allowed in the Code.
- The size of the sign should be in proportion to the building but in no case larger than that which is allowed by Code.
- Signs which resemble logos or symbols for businesses are appropriate and encouraged.
- Signs should be in traditional locations, including beltcourses, upper façade walls, hanging or mounted inside windows, or projecting from the face of the building.
- Signs located on upper façade walls should not exceed that which is allowed by Code.
- Hardware and mounting brackets for signs should be anchored into the mortar in order to prevent damage to the masonry.
- Lighting for signs should be concealed and appropriate. Spot or up-lit lighting is appropriate.
- Internally lit signs are not appropriate.
- Signs should not imitate styles that are not appropriate to Jefferson, including colonial and gothic.

This storefront follows the majority of guidelines, except the signage rules. While the height and placement is correct, internally lit signs are not appropriate.



Commercial Additions

An addition may be required for continued use of a commercial buildings. Additions should not cause the removal of historic fabric from the existing building. The design of an addition should be compatible to the building but should not replicate the original. Instead, additions should be differentiated as more contemporary buildings.

- Additional stories should not be constructed on historic buildings.
- Any roof addition should be set back from the main façade and not visible from the street or other pedestrian viewpoints.
- Additions to commercial buildings are appropriate at the rear façade.
- Rear additions should be compatible with the original building in size, scale, and proportion.
- Metal or concrete additions are not appropriate for the historic buildings in Jefferson. Brick or wood additions are preferable.
- The construction of an addition should cause minimal damage or removal of the historic fabric of the building.

Commercial New Construction

Commercial new construction should respect the historic character of Jefferson's downtown district. New construction should be compatible with existing buildings. Creative and quality designs that bring new contributions to Jefferson's architectural heritage are encouraged.

- New construction should have a height that is compatible with adjacent buildings. In Jefferson, commercial buildings are one or two stories high.
- New buildings may not have a height greater than three stories.
- New construction should conform to the existing setback of commercial buildings.
- New construction should face the major street.
- New construction should have similar proportions as adjacent buildings, including width and scale.
- The roof of new construction should be flat to be compatible with other historic commercial buildings in Jefferson.
- The proportion of the façade that has windows and the window size should be consistent with adjacent buildings or other similarly scaled historic buildings in the downtown district.
- The traditional separation between the storefront and the upper façade should be maintained on new construction, and the height of each section should be consistent with adjacent buildings.
- Any new construction which consists of more than one lot should have vertical divisions to be compatible with traditional building widths.



Building and Site Guidelines



Driveways and Parking Areas

Many of the residential buildings in Jefferson were not designed with the automobile in mind. Maintaining a balance between current needs and the preservation of historic landscapes is important.

- Parking areas should be at the side or rear of a residential building, not in the front.
- New driveways should be placed to the side of a building.
- New driveways should be constructed of gravel, peastone, or concrete ribbons rather than impervious asphalt or solid concrete.
- Parking areas should be screened with plantings of hedges, shrubs, or trees or through the construction of a fence.

Fences

Historic fences and walls established a community's pattern of open and closed spaces. Jefferson's stone retaining walls and cast iron and stone fences should be preserved.

- Stone or cast iron fences should not be altered or removed.
- Stone retaining walls should be repaired and maintained. New retaining walls of railroad ties or timber are acceptable for rear and screened side yards.
- Smooth concrete retaining walls are prohibited.
- Wood picket, cast iron, and stone are appropriate materials for new fences. Fences on front facades will not exceed 3½ ft. Fences should not obstruct the visibility of a building.
- Pickets for wooden fences should be at least ¾ in. thick and have a traditional square, curved, or pointed top design.
- Wood pickets should also be upkept through regular paintings.
- Wood, brick, concrete, and chain link fences are allowed up to a height of eight feet on rear property lines.
- Chain link fences must be vinyl-coated and in the rear of the property.



This is an example of an acceptable wood picket fence.
However, the fence is also in need of upkeep.

Outbuildings and Recreational Structures

Outbuildings, such as garages, carports, and sheds, contribute to the historic character of a building's site.

- Historic outbuildings should be preserved and maintained.
- New outbuildings should be constructed to the rear of a residential building.
- Garages and carports should be detached and located to the rear of the primary building.
- New garages and carports should be compatible in scale and design with the existing historic building.
- New construction should not have attached garages.
- Recreational structures such as swimming pools and tennis courts should be situated at the rear of a property. Swimming pools must be enclosed by a wall or fence at least four feet high. All recreational structures should be screened from view.



Landscape Features

Historic towns such as Jefferson exhibit landscape features from the past that contribute to the atmosphere and feeling of the historic districts.

- Shade trees in yards and along streets should receive regular maintenance and pruning.
- Historic landscape features, such as hedges or other historic plantings, should be retained and enhanced.
- Traditional plantings or plantings native to North Georgia are encouraged.
- Plant materials should be kept away from building facades to prevent damage through moisture infiltration.
- The Land Use Management Code of Jefferson requires the preservation of large or special trees of various species. The replacement of removed trees is also required. See Chapter 16 of the Land Use Management Code for more information.
- The Code requires the preservation of specimen trees of various species. No specimen tree in the Historic District shall be removed or pruned without the approval of the HPC. The HPC has the authority to require replacement plantings for any tree removed in the Historic District. See Chapter 16 of the Code for more information.



Mechanical Systems

Necessary mechanical systems should be sensitive to the historic character of a building.

- Mechanical systems such as transformers or condensing units should be located at rear or secondary facades.
- Systems readily visible from the street should be screened with fencing or landscaping.
- Window air-conditioning units should be installed on the side or rear facades. Installation of air-conditioning units should not cause the removal, replacement, or damage to the window sash or surround.
- Mechanical systems on roofs should be on the rear façade.
- Satellite dishes should not be mounted on front facades or yards, or on readily visible side facades or yards.
 - If the satellite company determines that a discreet position is impossible for reception, then a letter must be provided to the HPC confirming the necessary placement.
- Ramps or other equipment required for handicapped accessibility should be placed at a side or rear entrance if possible. If not, design the ramp as to preserve the historic character of the entrance.



The satellite dish attached to this house is well hidden behind the roof line. This is the ideal placement as it cannot be seen from the front facade of the building.

Hardscapes

Hardscapes (i.e retaining walls, walkways, etc.) contribute to the integrity of the historic district. These features define the area, ease accessibility, and improve the appearance of the district. If damage occurs to existing, historic hardscapes, repair is recommended over replacement.

- If historic features must be replaced, the replacement should match the existing element in material and form.
- Avoid the introduction of modern materials, such as concrete and asphalt.
- Preserve and maintain features such as walkways, mature plants, fences, and retaining walls.
- In the maintenance of paths and walkways, use materials that match the existing.
- New pathways and walkways should match historic ones in material and scale.
- Any signage placed throughout the district should be minimalistic and not detract from the historic integrity.



Special Considerations



Sustainability Measures

Sustainability is a key feature of the stewardship and preservation mindset. With increasing numbers of homeowners taking steps to make their homes more energy efficient and sustainable, special considerations need to be taken in historic districts.

- Explore and utilize sustainability methods that do not alter or damage the historic building.
- Replacement windows are rarely the best and most sustainable option in a historic building. Proper weather stripping, caulking, and cleaning can and will improve a window's performance.
- Replacement windows should be a last resort choice
- Retain, maintain, and monitor functional and efficient HVAC systems. When replacement is necessary, install the new energy-efficient system in the appropriate location.
- Before installing solar technology, determine whether it will benefit the historic property without adversely affecting character or the surrounding neighborhood. Install the solar panels on the rear of the roof, out of street view and horizontally to minimize visibility.
- Green roofs should only be considered in commercial units that have been properly evaluated by an engineer to determine if the building can hold the weight. Green roofs and their elements should be minimally visible from the street. Furthermore, they should not compromise the historic building or the character of the area.

For further reference, the National Park Service TPS office has developed the Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings, which is available on the National Park Service website.

Preservation Brief No. 24: Heating, Ventilating, and Cooling Historic Buildings--- Problems and Recommended Approaches is available on the National Park Service website.

Accessibility

Accessibility is always an issue in the rehabilitation of historic buildings. Older building footprints and floorplans are not always conducive to modern codes of compliance and needs.

- Alterations to historic properties covered under Title II (State and Local Government Facilities, 28 CFR Part 35) and Title III (Public Accommodations and Commercial Facilities, 28 CFR Part 36) of the Americans with Disabilities Act of 1990 (ADA) shall comply with the 2010 ADA Standards for Accessible Design to maximize the extent feasible (§35.151(b)(3)(i)). Alternate methods of access shall be provided where it is not feasible to provide physical access in a manner that will not adversely affect the historic significance of the structure or facility. (§35.151(b)(3)(ii))
- For properties not covered by the ADA (ex. Single-family, private homes), introduce accessibility features that are reversible and that do not compromise the original design of the historic building.

For further reference, see Preservation Brief No. 32: Making Historic Properties Accessible, which is available on the National Park Service website.



Demolition

Demolition of a building, structure, site, object or landscape feature in the historic district is an irreversible step and should be carefully considered. Once they are destroyed, historic resources can never be replaced. In considering demolition, the property owner should determine whether the existing building could be adapted, sold to someone willing to rehabilitate or adapt the building for reuse, or be relocated to another site selected for the owner's purpose.

- Properties of historic, scenic, or architectural significance, or those which contribute to the ambiance of a historic district, should not be demolished.
- Unique properties which may be difficult or impossible to reproduce because of design, texture, material, location, or detail should not be demolished.
- The last remaining example of a certain type or kind of building in a neighborhood or the city should be preserved and protected from demolition.
- Plans for the use of a property after demolition and the impact of these plans on the character of surrounding areas may guide the HPC's approval or rejection of the COA.
- Reasonable efforts should be made to protect a building from deterioration or collapse before it is considered for demolition, especially in cases where the building is not a threat to public health and safety.

Relocation of Historic Buildings

The relocation or moving of a building, structure, site, or object within the historic district should be carefully considered. A historic building should be relocated only if all other preservation options have been exhausted.

- Properties which contribute to the area's historic character in their present setting should not be relocated.
- A property should not be relocated if definite plans for the area to be vacated have a potential adverse impact on the historic site's character.
- A property should not be moved when the relocation could have a potential adverse effect on the property's structural integrity.
- When a property is approved for relocation, it should be moved to an area compatible with its historic and architectural character.

Maintenance of Existing Buildings

Maintenance of existing buildings is essential to historic preservation. Consistent maintenance sustains character and property values. Neglected buildings can be visual distractions for an entire community and take a toll on the character of a district. Ordinary maintenance and repair, which do not alter a building's appearance or cause changes in materials or design, do not require review by the Historic Preservation Commission. Should a building remain unused or vacant for an extended period of time, property owners are encouraged to take steps to protect it from deterioration.

- A building should be structurally stable.
- Measures should be taken to exterminate pests and vermin.
- In the event of a termite infestation, proper precautions should be taken, such as extermination and evaluation of structural integrity
- Buildings should be protected from moisture.
- Efforts to prevent vandalism and break-ins should be adopted.
 - In the event of vandalism or a break-in, repairs and clean-up should occur within a timely fashion.
- The building should be properly ventilated.
- A regular maintenance and monitoring plan should be implemented.

For further information on “mothballing” an unoccupied historic building, please consult the Preservation Brief 31, Mothballing Historic Structures, which is available on the National Park Service website.

Using cement blocks to fill in windows is detrimental to the building and detrimental to future uses. Openings should be sealed in a reversible fashion.



Historic Cemeteries



Woodbine Cemetery

Woodbine Cemetery is located close to Jefferson's commercial downtown and can be dated close to the city's founding in 1806. The property was first owned by the Methodist Church, but was eventually converted into the town cemetery. The center of the original cemetery features a prominent "wagon wheel" design. The cemetery is picturesque, with a pedestrian entrance and winding walkways. To the south of the "wagon wheel" the lots follow an irregular grid pattern. The graves are marked with a wide variety of stones representing over 200 years of funerary monuments, ranging from flat stone slabs, to large, ornate Victorian-era markers from the late 19th century and simple markers of the 20th century. The landscaping in the cemetery is informal, containing a few large hardwoods in the older sections, and grassed lawns in the newer areas. Burials still continue in Woodbine, outside of the core, historic areas. The site totals 6.2 acres, and is owned by the City of Jefferson and operated by the Woodbine Cemetery Association.



Paradise A.M.E. Cemetery

Paradise African Methodist Episcopal (AME) Church, the first African-American congregation in Jackson County was established in 1854. The first meeting was at the home of Mr. and Mrs. William Oliver Watson about two miles east of Jefferson. Private residences served as the first meeting places. Eventually, a formal church building was built on Lawrenceville Avenue to serve the congregation. This building sat adjacent to the existing cemetery. The earliest known gravesite dates to 1880. Three separate churches were built on the site, the unknown first building, and others in 1891 and 1919. In 1971, a fourth Paradise AME was constructed off site and the 1919 building was demolished. However, Paradise Cemetery has remained in constant use. The current property measures at about 2.12 acres.



Gravestones and Monuments

- Removal or rearrangement of any items in the cemetery is discouraged. Early grave markers and funerary items could be unrecognizable to current sensibilities but still have significance to the history of the cemetery.
- Relocation or rearrangement of gravestones and monuments is discouraged unless exceptional circumstances arise.
- Re-inscription of gravestones or monuments is not recommended. If the inscription needs to be preserved, it is suggested that a bronze or stainless steel plate with the text of the inscription be located at the site.
 - Re-inscription is damaging and un-authentic.
 - Any plaques should be attached to new smaller stones or other position
- Damaged gravestones and monuments should be repaired rather than replaced.
 - This should only be undertaken by trained professionals, such as conservators or masons.
- In the case of damaged stone or brick that requires repointing, new mortar should replicate the historic mortar in color, texture, and strength.
 - Avoid the use of Portland cement.
- When cleaning, use the gentlest means possible. Avoid both acidic and basic solutions, as both can cause extensive damage.
 - Use properly diluted non-ionic detergents, which can be found at janitorial, photographic, or conservation suppliers.
 - Avoid salt or baking soda based cleaners or methods, as it contributes to the buildup of salts on the stone.
 - Avoid abrasive scrubbing and household cleaners, such as soap, borax, Spic and Span, Fantastik, Formula 409, muriatic acid, and phosphoric acid.
 - Avoid chlorine bleach.



- Lichen growth can be removed with a mixture of one part ammonia and four parts water, lightly scrubbed, and rinsed.
- Black algae growth can be removed with a solution of one pound granular calcium hyperchlorite mixed with four gallons of water.
- Any form of mechanical cleaning is strongly discouraged. This includes polishing, pressure washing, or sandblasting.
- Discourage visitors from rubbing inscriptions. Rubbing hastens deterioration.
 - Furthermore, discourage visitors from using shaving cream on headstones to improve legibility. Shaving cream is more acidic than acid rain, and can cause extensive damage.
- Gravestones do not need to be cleaned too often, as it can speed up deterioration. After a monument is cleaned, it does not need to be cleaned for another ten years.
- Do not take any action that cannot be undone unless advised by a conservator.



Landscape Features

When additions or changes are being made to the cemetery, the historic layout needs to be preserved. The landscaping and maintenance of the cemeteries needs to be undertaken with the utmost care.

- Preserve the layout and design of the cemetery.
- Maintain existing and historic features.
- If a tree dies or is overly damaged, replace it with the same variety. Plants were chosen for particular meanings, especially trees. Evergreens represent eternity, while willow trees represent loss. Newer varieties of plants should also be avoided.
 - When removing trees or large shrubbery with extensive roots, limit the removal to above-the-ground aspects of the plant as to not disturb the root system and its path.
- Do not modify pathways or access points. Layout is essential to the preservation of the cemetery.
- Do not remove elements of the graves or landscapes.



- When considering the addition of new plant materials, species existing in the cemetery should be used.
 - If a non-historic species is desired, it is suggested that the new planting be native to the region and commonly found in other historic southeastern cemeteries.
 - Any new plantings of vegetation with significant root systems should be planted at a distance that will not interfere with or damage existing grave sites. Because it varies from species to species, consult with an arborist to determine the extent of a root system's potential impact.
- Any vegetation contacting with or shading masonry elements such as headstones and coping can result in damage due to a plant's tendency to trap water and cause moisture accumulation. These plants should be trimmed back away from the masonry.
- Grass and brush should be trimmed by hand when possible to prevent damage to gravestones. The use of power mowers near gravesites is not recommended.
 - It is recommended that rubber bumpers be installed on the deck area of mowers.
- When using a weed whacker, avoid the use of overly heavy lines and coming into contact with the gravestones. Weed whacking should be completely avoided near soft stones in order to avoid damage.
- Avoid using pesticides, herbicides, and fertilizer. Acidic chemicals can damage limestone and marble. Alkaline chemicals damage granite.



Hardscapes

Hardscapes (i.e. retaining walls, fences, etc.) along with plant life, there are several hardscape features that contribute to the integrity of the cemetery. These include retaining walls, plot bordering, and fencing. If damage occurs, repair is recommended over replacement.

- If historic features must be replaced, the replacement should match the existing element in material and form.
- Avoid the introduction of modern materials, such as concrete and asphalt.
- Preserve and maintain features such as walkways, mature plants, fences, and retaining walls.
- In the maintenance of paths and walkways, use materials that match the existing.
- New pathways and walkways should match historic ones in material and scale.
- Chain link, vinyl, and wood fences used to enclose individual or family plots are not appropriate.
- Any signage placed throughout the cemetery should be minimalistic and not detract from the historic integrity.



Appendices



Appendix A: Glossary of Terms

Addition: New construction added to an existing building or structure

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

Asphalt Shingles: A type of roofing material composed of layers of saturated felt, cloth or paper, and coated with a tar, or asphalt substance, and granules

Association: Association refers to the link of a historic property with a historic event, activity or person. Also, the quality of integrity through which a historic property is linked to a particular past time and place

Baluster: A spindle or post supporting the railing of a balustrade

Balustrade: An entire railing system with top rail and balusters

Bargeboard: A decoratively carved board attached to the projecting edges of the rafters under a gable roof; also called a vergeboard

Batter: A backward slope of the face of a wall or column as it rises

Bay: The regular division of the façade of a building, usually defined by windows or other vertical elements

Bay Window: A window in a wall that projects at an angle from another wall

Block Face: A reference to the buildings or structures on one side of the street or on the same side of the block

Board and Batten: Vertical plank siding with joints covered by narrow wood strips

Bond: The pattern in which bricks are laid to increase the strength or enhance the design

Bracket: A small carved or sawn wooden projecting element which supports a horizontal member such as a cornice or window or door hood

Bulkhead: The base that supports a storefront window

Bungalow: The word “bungalow” can be traced to India, where it was used by the British in the 19th century to designate a house type that was one level and had large, encircling porches. A common early 20th century house type, the bungalow is distinguished by exposed rafters, wide overhanging eaves, large porches, and multi-light doors and windows

Capital: The upper portion of a column or pilaster

Casement Window: A window with one or two sashes which are hinged at the sides and usually open outward.

Certificate of Appropriateness (COA): A document issued by the Jefferson Historic Preservation Commission upon approval of a submitted plan for the alteration of a historic building or new construction by the owner of property located in a designated Historic District within the Jefferson city limits. The certificate may be issued allowing construction as it has been proposed by the applicant, or it may be rejected for creating adverse effects in the Historic District. The Commission may suggest alternative courses of action. Along with the Certificate of Appropriateness, the property owner is required to get a building or demolition permit from the City of Jefferson.

Chimney: A vertical structure containing one or more flues to provide draft for fireplaces, and to carry off gaseous products from fireplaces or furnaces. In Cabbagetown, chimneys must be faced in brick

Clapboard: Siding consisting of overlapping, narrow horizontal boards, usually thicker at one edge than the other

Code: The latest adopted version of the Land Use Management Code of the Quad Cities, which includes the City of Jefferson

Column: A vertical shaft or pillar that supports, or appears to support, weight above

Coping: A cap or covering to a wall, either flat or sloping, to shed water

Corbel: In masonry, a projection, or one of a series of projections, each stepped progressively farther forward with height and articulating a cornice or supporting an overhanging member

Cornice: A projecting molding at the top of a wall surface, such as may be found below the eaves of a roof

Dentil: Small square blocks closely spaced to decorate a cornice

Design: Design refers to the elements that create the physical form, plan, space, structure and style of a property

Dormer: A small window with its own roof that projects from a sloping roof

Double Hung Window: A window with two sashes, one sliding vertically over the other.

Downspout: A pipe for directing rain water from the roof to the ground

Eave: The edge of a roof that projects beyond the face of a wall

Elevation: The external face of a building or a drawing of the external wall

Entablature: The horizontal group of boards immediately above the column capitals

Façade: The front face or elevation of a building

Fanlight: A semi-circular window, usually over a door, with radiating muntins suggesting a fan

Fascia: A flat board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal, or “eave” sides of a pitched roof

Fenestration: The arrangement of windows in a building

Form: The overall shape of a structure or building (e.g., most structures are rectangular in form)

Fretwork: Ornamental woodwork, cut into a pattern, often elaborate

Gable: The triangular section of a wall to carry a pitched roof

Glazing: Fitting glass into windows and doors

Head: The top of the frame of a door or window

HPC: City of Jefferson Historic Preservation Commission

In-Kind Replacement: To replace a feature of a building with materials of the same characteristics, such as material, texture, color, etc.

Integral Porch: A porch that is formed from the overhang of the roof, it is not an addition to a house, but is built as a part of the original building

Jigsawn Woodwork: Pierced curvilinear ornament made with a jig or scroll saw

Knee Brace: An oversize bracket supporting a cantilevered or projecting element

Lattice: An openwork grill of interlacing wood strips, used as screening

Light: A section of a window, the pane or glass

Lintel: A horizontal beam bridging an opening, usually of wood or stone, carrying the weight of the building above

Masonry: Wall material such as brickwork or stonework

Mass: The physical size and bulk of a structure or building

Material: Material refers to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic property.

Molding: A long, narrow strip of wood or metal which is plain, curved or formed with regular channels and projections, used for covering joints and for decorative purposes

Mortar: A mixture of cement-like material (such as plaster, cement, or lime) combined with water and a fine aggregate (such as sand). Used in masonry construction between bricks or stones to hold them in place

Mullion: A vertical post dividing a window into two or more lights

Muntin: The strip of wood separating the lights in a window

Orientation: Generally, orientation refers to the manner in which a building relates to the street. The entrance to the building plays a large role in the orientation of a building

Period of Significance: Span of time in which a property attained the historic significance

Pervious: Open to passage or entrance; permeable

Pier: An upright structure of masonry which serves as a principal support

Pilaster: A rectangular pillar attached, but projecting from a wall, resembling a classical column

Pitch: The degree of slope of a roof, usually given in the form of a ratio such as 6:12, or rise:run. Rise is the vertical dimension, and run is the horizontal dimension

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

Preservation: The act or process of applying measures to sustain the existing form, integrity and materials of a building or structure, and the existing form and vegetative cover of a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building materials

Quoins: A series of stone, bricks, or wood panels ornamenting the outside of a wall.

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

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

Repointing: Repairing a masonry wall by the reapplication of mortar between the masonry units

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

Ridge: The line at the top of a sloped roof

Roof: The top covering of a building. Following are common types:

Gabled roof has a pitched roof with ridge and vertical ends

Hipped roof has sloped ends instead of vertical ends

Jerkinhead roof (also called “clipped gable”) has a pitched roof similar to a gabled roof but with a truncated, or clipped, gable end

Shed roof (lean-to) has one slope only and is built against a higher wall

Sash: The movable framework holding the glass in a window or door

Scale: The size of structure or building as it appears to the pedestrian

Setting: Setting refers to the physical environment of a historic property

Shingle: Tile for covering roofs or walls usually of asbestos, asphalt or wood, cut to standard shapes and sizes

Shiplap: A kind of boarding or siding in which adjoining boards are rabbeted along the edge so as to make a flush joint.

Sidelight: A vertical area of fixed glass on either side of a door or window

Siding: The exterior wall covering of a structure or building

Sill: The horizontal water-shedding element at the bottom of a door or window frame

Soffit: The exposed undersurface of an eave or cornice of a building

Stabilization: The act or process of applying measures designed to reestablish a weather resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it exists at present

Streetscape: Generally, the streetscape refers to the character of the street, or how elements of the street form a cohesive environment

Stucco: Plasterwork applied to the exterior of a building, usually smooth and painted

Transom: An opening over a door or window containing a glazed (the most common type) or solid sash

Trim: The framing of features on a façade. It is usually of a color and material different from that of the adjacent wall surface

Turned Work: Woodwork cut on a lathe

Vergeboard: The vertical face board following and set under the roof edge of a gable, sometimes decorated by carving. See bargeboard

Vernacular: A style of architecture with characteristics common to a particular region of the country

Visual Continuity: A sense of unity or belonging together that elements of the built environment exhibit because of similarities among them.

Appendix B: The City of Jefferson Historic Preservation Ordinance

Jefferson Code of Ordinances, Appendix A: Land Use Management Code, Section 19: City of Jefferson Historic Preservation Commission

Chapter 19.1. - Creation and Composition

Sec. 19.1.1. - Authority.

This article is adopted pursuant to the authority granted in O.C.G.A. § 44-10-26 (The Georgia Historic Preservation Act - Acts 1980, pages 1723-1729).

Sec. 19.1.2. - Creation and continuance.

The historic preservation commission as established by prior ordinance of the city council of the City of Jefferson shall continue as composed on the effective date of this article.

Sec. 19.1.3. - Appointment and terms.

Commission members shall be appointed by the governing body of the City of Jefferson. The historic preservation commission shall consist of five members. Members serving on the historic preservation commission on the effective date of this article shall continue until their terms expire and until their successors are appointed. Appointments shall be for two years.

Sec. 19.1.4. - Qualifications of members.

All members shall be residents of the City of Jefferson and shall be persons who have demonstrated special interest, experience or education in history, architecture or the preservation of historic resources. To the extent available in the City of Jefferson, at least three members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archaeology or related professions.

Sec. 19.1.5. - Compensation.

Members of the historic preservation commission do not receive a salary, although they may be reimbursed for expenses.

Chapter 19.2. - Definitions

Certificate of appropriateness: A document evidencing approval by the City of Jefferson Historic Preservation Commission of an application to make a material change in the appearance of a designated historic property or of a property located within a designated historic district.

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

Exterior environmental features: All those aspects of the landscape or the development of the site which affect the historical character of the property.

Historic district: A geographically definable area which contains structures, sites, works of art or a combination thereof which exhibit a special historical, architectural, or environmental character as designated by the Jefferson City Council.

Historic property: An individual structure, site, or work of art which exhibits a special historical, architectural, or environmental character as designated by the Jefferson City Council.

Material change in appearance: A change that will affect either the exterior architectural or environmental features of an historic property or any structure, site or work of art within an historic district, and may include any one or more of the following: A reconstruction or alteration of the size, shape, or facade of an historic property, including any of its architectural elements or details; demolition of an historic structure; commencement of excavation for construction purposes; a change in the location of advertising visible from the public right-of-way; [and] the erection, alteration, restoration, or removal of any building or other structure within an historic property or district, including walls, fences, steps and pavements, or other appurtenant features.

Chapter 19.3. - Powers and Duties

Sec. 19.3.1. - Duties and responsibilities.

The City of Jefferson Historic Preservation Commission shall be authorized to:

- (a) Prepare an inventory of all property within its respective jurisdiction having the potential for designation as historic property;
- (b) Recommend to the Jefferson City Council specific places, districts, sites, buildings, structures, or works of art to be designated by ordinance as historic properties or historic districts;
- (c) Review applications for certificates of appropriateness, and grant or deny same in accordance with the provisions of this Land Use Management Code;

- (d) Recommend to the Jefferson City Council the designation of any place, district, site, building, structure, or work of art as an historic property or as an historic district, or recommend that any such place, district, site, building, structure, or work of art be revoked or removed from its status as a historic property or historic district;
- (e) Restore or preserve any historic properties acquired by the City of Jefferson;
- (f) Promote the acquisition by the City of Jefferson of facade easements and conservation easements in accordance with the provisions of the “Facade and Conservation Easements Act of 1976” (Georgia Laws 1976, p. 1181) [see now O.C.G.A. § 44-10-1 et seq];
- (g) Conduct an educational program on historic properties located within its historic preservation jurisdiction;
- (h) Make such investigations and studies of matters relating to historic preservation as the Jefferson City Council or the commission itself may, from time to time, deem necessary or appropriate for the purposes of preserving historic resources;
- (i) Seek out state and federal funds for historic preservation, and make recommendations to the City of Jefferson concerning the most appropriate uses of any funds acquired;
- (j) Submit to the historic preservation section of the department of natural resources a list of historic properties or historic districts designated;
- (k) Perform historic preservation activities as the official agency of the City of Jefferson historic preservation program;
- (l) Employ persons, if necessary, to carry out the responsibilities of the commission;
- (m) Receive donations, grants, funds, or gifts of historic property, and to acquire and sell historic properties. The commission shall not obligate the City of Jefferson without prior consent;
- (n) Review, make comments, and recommend to the state historic preservation office the nomination of properties within its jurisdiction to the National Register of Historic Places;
- (o) Prepare and recommend design guidelines for development within the various historic districts of the City of Jefferson, which, if adopted by the Jefferson City Council, shall be used by the historic preservation commission in considering and acting upon certificates of appropriateness; [and]
- (p) Provide education, outreach, and coordination with the City of Jefferson’s Better Hometown Program.

Sec. 19.3.2. - Rules of procedure and transaction of business.

The historic preservation commission shall adopt rules for the transaction of its business and consideration of applications. It shall provide for the time and place of regular meetings and for the calling of special meetings. The historic preservation commission shall have the flexibility to adopt rules of procedure without amendment to this article. A quorum shall consist of a majority of the members. The latest edition of “Robert’s Rules of Order” shall determine the order of business at all meetings.

Sec. 19.3.3. - Authority to receive funding from various sources.

The commission shall have the authority to accept donations.

Sec. 19.3.4. - Records of commission meetings.

Public records shall be kept of the historic preservation commission's resolutions, proceedings, and actions.

Sec. 19.3.5. - Administration of the commission's duties.

[The] historic preservation commission shall be considered a part of the planning functions of the City of Jefferson and shall be administered by the zoning administrator.

Sec. 19.3.6. - Training.

The Jefferson Mayor and City Council find that it is in the best interests of the citizens of Jefferson to strongly encourage newly appointed members of the City of Jefferson Historic Preservation Commission during the course of their term of appointment to attend one or more courses of training and education on matters pertaining to the operations, activities, duties, and subject matters of historic preservation commissions.

It shall be the responsibility of the zoning administrator to periodically notify members of the commission of appropriate education and training opportunities encouraged in this section. The following organizations and institutions among others are determined to be appropriate:

1. Training programs and seminars by the University of Georgia, the Georgia Institute of Technology graduate city and regional planning program, Georgia State University, or any other institution of higher learning in the state;
2. Training programs by the Northeast Georgia Regional Commission;
3. Conferences of the Georgia Trust for Historic Preservation;
4. Conferences of the Georgia Chapter of the American Planning Association or the American Planning Association; [and]
5. Training programs organized by the zoning administrator specifically for historic preservation commission members.

Chapter 19.4. - Designation of Historic Districts and Landmarks

Sec. 19.4.1. - Preliminary research by the commission.

The commission shall have the authority to compile and collect information and conduct surveys of historic resources within the City of Jefferson. The commission shall present to the city council nominations for historic districts and local landmarks. The commission shall prepare formal reports when nominating historic districts or local landmarks. These reports shall be used to educate the community and to provide a permanent record of the designation. The report may follow guidelines for nominating structures to the National Register of Historic Places (National Preservation Act of 1966). The report shall consist of two parts: a physical description and a description of historic significance. This report will be submitted to the Historic Preservation Section of the Georgia Department of Natural Resources.

Sec. 19.4.2. - Criteria for selection of historic districts.

An historic district is a geographically definable area, which contains structures, sites, works of art, or a combination thereof, which:

- a) Have special character or special historic/aesthetic value or interest;
 - b) Represent one or more periods or styles of architecture typical of one or more eras in the history of the municipality, county, state, or region;
- [or]
- c) Cause such area, by reason of such factors, to constitute a visibly perceptible section of the municipality or county.

Sec. 19.4.3. - Boundaries of historic districts.

Boundaries of historic districts when proposed shall be specified on tax maps and the boundaries of historic districts shall be included in the local ordinance designating historic districts. Boundaries specified in legal notices shall coincide with the boundaries finally designated. Districts shall be shown on the official zoning map or as provided in chapter 3.3 of this Land Use Management Code.

Sec. 19.4.4. - Classification of properties within historic districts.

Individual properties within historic districts shall be classified as “contributing” or “noncontributing.”

A contributing building, site, structure, or object adds to the historic architectural qualities, historic associations, or archaeological values for which a property is significant because (a) it was present during the period of significance, and possesses historic integrity reflecting its character at that time or is capable of yielding important information about the period, or (b) it independently meets the national register criteria.

A noncontributing building, site, structure, or object does not add to the historic architectural qualities, historic associations, or archaeological values for which a property is significant because (a) it was not present during the period of significance, (b) due to alterations, disturbances, additions, or other changes, it no longer possesses historic integrity reflecting its character at that time or is incapable of yielding important information about the period, or (c) it does not independently meet the national register criteria.

Sec. 19.4.5. - Designation of landmarks.

A historic landmark is a structure, site, work of art, including the adjacent area necessary for the proper appreciation or use thereof, deemed worthy of preservation by reason of value to the City of Jefferson, State of Georgia, or local region, for one or more of the following reasons:

a) It is an outstanding example of a structure representative of its era;

b) It is one of the few remaining examples of past architectural style; [or]

c) It is a place or structure associated with an event or person of historic or cultural significance to the City of Jefferson, State of Georgia, or the region. Boundaries of designated landmarks shall be clearly defined for individual properties on tax maps and located on the official zoning map or as provided in chapter 3.3 of this Land Use Management Code.

Sec. 19.4.6. - Application for designation of historic district or landmark.

A historical society, neighborhood association, or group of property owners may apply for designation of historic districts. A historical society or property owner may apply for designation of landmark structures.

Sec. 19.4.7. - Required public hearings and notice.

The historic preservation commission and the Jefferson City Council shall hold a public hearing on the proposed ordinance for designation. Notice of the hearing shall be published in at least three consecutive issues in the legal organ of the City of Jefferson, and written notice of the hearing shall be mailed by the commission to all owners and occupants of such properties. All such notices shall be published or mailed not less than ten nor more than 20 days prior to date set for the public hearing. A letter sent via the United States Mail to the last known owner of the property shall constitute legal notification under this chapter.

Sec. 19.4.8. - Ordinance requirements.

Any ordinance designating any property or district as historic shall describe each property to be designated, set forth the name(s) of the owner(s) of the designated property or properties, and require that a certificate of appropriateness be obtained from the historic preservation commission prior to any material change in appearance of the designated property.

Any ordinance designating any property or district as historic shall require that the designated property or district be shown on the official zoning map or as provided in chapter 3.3 of this Land Use Management Code and kept as a public record to provide notice of such designation.

Prior to designating any property or district as historic, the commission must submit a report on the historic, cultural, architectural, or aesthetic significance of each place, district, site, building/structure, or work of art, to the historic preservation section of the department of natural resources and it will be allowed 30 days to prepare written comments. A decision by the Jefferson City Council to accept or deny the ordinance for designation shall be made within 15 days following the public hearing, and shall be in the form of an ordinance of the City of Jefferson.

Sec. 19.4.9. - Notification of adoption of ordinance for designation.

Within 30 days following the adoption of the ordinance for designation, the owners and occupants of each designated historic property, and the owners and occupants of each structure, site, or work of art located within a designated historic district shall be given written notification of such designation by the city council which notice shall apprise said owners and occupants of the necessity of obtaining a certificate of appropriateness prior to undertaking any material change in appearance of the historic property designated or within the historic district designated. All necessary agencies within the City of Jefferson shall also be notified of the ordinance for designation, including the local historical organization.

Sec. 19.4.10. - Moratorium while ordinance for designation is pending.

Once an ordinance for designation has been publicly advertised, the zoning administrator shall not approve development and the building official shall not issue a building permit within the boundaries of property proposed to be designated historic that would, upon adoption of the ordinance for designation so advertised, require a certificate of appropriateness as required in chapter 21.5 of this Land Use Management Code, until the Jefferson City Council has acted upon the ordinance for designation.

If the ordinance for designation is denied, the zoning administrator shall issue the development permit and the building inspector shall issue the building permit, subject to compliance with all applicable regulations of this Land Use Management Code and applicable building codes.

If the ordinance for designation is approved, no development permit or building permit shall be issued and it shall be unlawful to commence any activity or make any improvement that requires a certificate of appropriateness until or unless an application for certification of appropriateness is filed with and approved by the historic preservation commission in accordance with chapter 21.5 of this Land Use Management Code.

Appendix C: The Secretary of Interior's Standards for Rehabilitation

These standards are intended to guide property owners in making sensitive and responsible decisions in regards to the rehabilitation of their property.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will 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.

Appendix D: Historic Preservation Resources

<p>City of Jefferson Planning & Development Department</p> <p>147 Athens Street Jefferson, GA 30549 Phone: (706) 367-5011 Fax: (706) 367-5751</p> <p>Contact the City of Jefferson Planning & Development Department for Certificates of Appropriateness.</p>	<p>Main Street Jefferson</p> <p>28 College Street Jefferson, GA 30549 (Office is located inside the Crawford W. Long Museum Building) Phone: (706) 367-5714</p> <p>The Main Street vision is to assist, support, encourage and promote the revitalization of Downtown Jefferson. We are committed to preserving our unique community while creating a vital, successful and attractive downtown for our residents, merchants and visitors.</p>	<p>Northeast Georgia Regional Commission</p> <p>305 Research Drive Athens, GA 30605 Phone: (706) 369-5650 www.negrc.org</p> <p>The NEGRC supports local governments in addressing planning issues, providing technical assistance and programs for a variety of economic development needs.</p>
<p>State Historic Preservation Office Georgia Department of Natural Resources, Historic Preservation Division</p> <p>Jewett Center for Historic Preservation 2610 GA Hwy 155, SW Stockbridge, GA 30281 Phone: 770-389-7844 http://www.georgiashpo.org/</p> <p>The State Historic Preservation Office (SHPO) website features information on Georgia’s architectural history, preservation tax incentives, the National Register of Historic Places, and other preservation programs. Visit the SHPO website for community assistance links, historic preservation ordinances, information on economic tools, and national and statewide historic resources.</p>	<p>Georgia Department of Community Affairs</p> <p>60 Executive Park South, NE Atlanta, GA 30329 Phone: (404) 679-4940 (800) 359-4663 http://www.dca.ga.gov/</p> <p>The Georgia Department of Community Affairs provides partnerships with communities to promote and implement local economic development. The DCA also houses the state Main Street office, which assists the local Jefferson Main Street program.</p>	<p>University of Georgia College of Environment and Design Historic Preservation Program</p> <p>285 S. Jackson Street Athens, GA 30602 Phone: (706) 542-4706</p> <p>The Historic Preservation graduate studies program at the University of Georgia offers support to local preservation efforts and educational programs.</p>

<p>Georgia Alliance of Preservation Commissions</p> <p>http://www.georgiahpcs.org/</p> <p>The Georgia Alliance of Preservation Commissions provides education and training resources for those involved in the historic preservation planning process.</p>	<p>Georgia Trust for Historic Preservation</p> <p>Rhodes Hall 1516 Peachtree Street, NW Atlanta, GA 30309 Phone: (404) 881-9980 http://www.georgiitrust.org</p> <p>The Georgia Trust for Historic Preservation is a statewide non-profit organization that offers educational programs, design assistance, and activist efforts to aid in the preservation of buildings and sites.</p>	<p>Georgia Department of Economic Development</p> <p>75 Fifth Street, N.W., Suite 1200 Atlanta, GA 30308 Phone: 404-962-4000 http://www.georgia.org</p> <p>The Georgia Department of Economic Development (GDEcD) plans, manages and mobilizes state resources to attract new business investment to Georgia, drive the expansion of existing industry and small business, locate new markets for Georgia products, inspire tourists to visit Georgia and promote the state as a top destination for arts events and film, music and digital entertainment projects.</p>
<p>Georgia Municipal Cemetery Association</p> <p>330 Bonaventure Rd Savannah, GA 31404 http://www.gmcaweb.org/</p> <p>The Georgia Municipal Cemetery Association (GMCA) is a professional network of officials and staff members from various levels of municipal government dedicated to the conservation and protection of historic municipal cemeteries. GMCA administration is divided into eight districts across the state, with Jackson County falling into Region 2.</p>	<p>National Alliance of Preservation Commissions</p> <p>208 E Plume St, Suite 327 Norfolk, VA 23510 Phone: (757) 802-4141 http://napcommissions.org/</p> <p>The National Alliance of Preservation Commissions provides education and training resources for those involved in the historic preservation planning process.</p>	<p>Advisory Council on Historic Preservation</p> <p>401 F Street NW, Suite 308 Washington, DC 20001-2637 Phone: (202) 517-0200 http://www.achp.gov</p> <p>The Advisory Council on Historic Preservation (ACHP) is a federal agency that advises the President and Congress on national historic preservation policy. The ACHP website hosts several documents designed to provide users with a better understanding of the legal regulations related to historic preservation.</p>

<p>The National Trust for Historic Preservation Eastern Field Services</p> <p>517 Savannah Highway Charleston, South Carolina 29407 Phone: (843) 722-8552 http://www.preservationnation.org/</p> <p>The National Trust is a national non-profit that provides educational and public awareness resources concerning historic preservation across the country.</p>	<p>The National Main Street Center</p> <p>2600 Virginia Avenue NW, Suite 1100 Washington, DC 20037 Phone: (202) 588-6000 http://www.mainstreet.org</p> <p>The National Main Street Center, a non-profit organization and program of the National Trust, provides information, offers technical assistance, holds conferences and workshops, and conducts research and advocacy on critical revitalization issues. The National Main Street Center oversees the various state and local Main Street programs around the country.</p>	<p>Southeast Regional Office of the National Park Service</p> <p>100 Alabama Street, SW 1924 Building Atlanta, GA 30303 Phone: (404) 507-5600 http://www.nps.gov/</p> <p>The National Park Service provides extensive documents on the proper maintenance and rehabilitation of historic buildings according to the Secretary of the Interior's Standards. The National Register is authorized by the National Historic Preservation Act of 1966 and maintained by the National Park Service (NPS).</p>
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