



HISTORIC PRESERVATION COMMISSION MEETING MARCH 10, 2016

ALPHARETTA CITY HALL
COUNCIL CHAMBERS
2 PARK PLAZA
3:00 PM

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF MEETING MINUTES**
 - a. January Minutes
- IV. ITEMS FROM STAFF**
 - a. Discussion of Designation of a Historic Property
 - b. Discussion of Architecture
- V. ITEMS FROM BOARD MEMBERS**
 - a. Discussion of Proposed List of Historical Properties
 - b. Discussion of Possible Rating Criteria
 - c. Discussion of Architecture in Georgia
- VI. PUBLIC HEARING**
- VII. ADJOURNMENT**



HISTORIC PRESERVATION COMMISSION
SUMMARY OF MEETING
JANUARY 14, 2016

ALPHARETTA CITY
HALL COUNCIL
CHAMBERS
2 PARK PLAZA
3:00 PM

I. CALL TO ORDER

II. ROLL CALL

- Historic Preservation Commission Members Present
 - Bonnie Steadman
 - Connie Mashburn
 - Ben Hollingsworth
 - Sue Rainwater
 - Joy Ross
 - Larry Garman
- Community Development Staff Present
 - Kathi Cook, Director of Community Development
 - Elicia Taylor, Boards Assistant

III. WELCOME FROM COUNCILMAN MITCHELL

Kathi Cook, Director of Community Development read a welcome statement from Councilman Mitchell.

IV. ELECTIONS OF CHAIRMAN AND VICE CHAIRMAN FOR 2016

- ❖ HPC Member Mashburn nominated Bonnie Steadman as Chairman.
 - The nomination was seconded by Board Member Hollingsworth
 - The nomination was approved by vote (5-0-1)
- ❖ HPC Member Steadman nominated Sue Rainwater as Vice-Chairman.
 - The nomination was seconded by Board Member Garman
 - The nomination was approved by vote (5-0-1)

V. ITEMS FROM BOARD MEMBERS

There was discussion concerning future meeting dates and times.

Director Cook stated that the committee will meet monthly as needed.

Director Cook gave a preview of a zoning application at 130 Cumming St.

VI. ITEMS FROM STAFF

a. Overview of 130 Cumming St. Zoning Application

Director Cook gave a preview of a zoning application at 130 Cumming St.

There was discussion of elevations, open space/amenity space, and potential uses of existing home.

There was discussion of demolition public hearing process for historic property.

b. Overview of Manning House property

Director Cook discussed:

- Restoration
- Garden Area
- Small lots that will complement the historic home
- Incentive was giving developer credit as greenspace

c. Overview of Historic Preservation Ordinance

- There was discussion of homes on the National Historic Register
- There was discussion that notifying the State Board is a formality as a notification.
- There was discussion of properties on Appendix A
 - Two of homes on list have been demolished (32 and 38 Old Canton St) and add Mezz Spa (52 N Main St.), 1835 Mayfield Rd. to the list. Director Cook stated that HPC would make that recommendation and Staff would bring it forward to Council.
 - Director Cook stated that properties that HPC would like to have added would need to be brought forward at a future HPC Meeting. There was discussion that it would be best to bring all properties to City Council at one time, if possible.
 - There was discussion that homes listed in Ordinance came from DT MP.
 - Director Cook stated that Staff could make a list of homes outside the DT area and bring it to the HPC at next meeting.
 - Director Cook gave an overview of items that may be brought to the HPC.
 - Zoning Conditions for Historic Properties
 - Property owner requesting to have address added to the list in order to qualify for grants, incentives, exemptions from building code, setback, parking reductions, bronze plaque.
 - Demolition of Homes on List
 - Certificate of Appropriateness
 - Recommendations for additions to list
 - Maintain Historic Properties List

There was discussion that HPC would assign specific tasks to different members.

There was discussion that maps, boundaries, etc. are available to members.

There was discussion that we do not need to go to deed records unless specific, legal research is needed.

There was discussion of Staff creating a draft of a letter that will ultimately be sent to owners listing the incentives of being noted as a historic property and sending it to the Board via email for suggestions prior to the next meeting.

Director Cook recapped items for next meeting packet:

- Map of Historic Properties
- Highlight in Red potential additions/removals to be made to the list

There was discussion of Joe Thompson House on Maxwell Rd potentially being added to the list.

There was discussion that this board is a recommending body to City Council.

There was discussion of addition of some post WWII homes on Brady Place and some 1930's 1940's homes on Brady Place facing Hwy 9.

Director Cook offered to send pictures of homes on Brady Place to the DT Architect for his opinion as to whether the architecture is historical.

There was discussion of having Tracey Ward present different styles of architecture.

Board Member Hollingsworth stated he has photos of homes on Appendix A.

There was discussion that homes must be 75 years or older.

There was discussion of Log Cabin.

There was discussion of rating system of how property owner may be added to the list. Director Cook stated the City of Alpharetta would have their own form, but would take a copy from the Board.

Board Member Hollingsworth offered to email Director Cook a copy of the form.

Director Cook stated that specific requirements for Historic Designation are listed in the Ordinance.

There was discussion that we would have hard copy packets for the next meeting.

d. Overview of Open Records/Open Meetings

- There was discussion that preference is to have discussions at the monthly meeting in order to ensure meeting legal requirements.

- Staff will put together a list of properties that may have been missed and present that to HPC in a packet, then if approved by Motion; Staff will forward that information to the City Council for approval.
- There was discussion that meetings of members outside of the monthly meeting must not have a quorum of members.
- There was discussion of Historic Preservation Society.
- Any correspondence for this Board is subject to open records.

VII. ADJOURNMENT

Chairman Steadman adjourned the meeting at 4:01 p.m.

Criteria for Designation of a Historic Property.

Per the City of Alpharetta Historic Incentive Ordinance, in order to be designated a historic property; the following criteria must be met:

The property is an individual building deemed worthy of preservation and the benefits available due to such status by reason of value to the City, the region, the State of Georgia, or the nation for one or more of the following reasons:

1. It is an outstanding example of a building representative of its era and over 75 years old; or
2. It is one of the few remaining examples of a past architectural style or type and over 75 years old.

Some Examples of Historic Architecture May include:

- Georgian
- Federal/Adam
- Greek Revival
- Neoclassical
- Stick
- Queen Anne
- .
- Shingle
- .
- Folk Victorian
- .
- Romanesque
- .
- Italianate

These styles are outlined in the Downtown Master Plan Code.



DESIGNATION OF HISTORIC PROPERTY APPLICATION

COMMUNITY DEVELOPMENT
2 PARK PLAZA
ALPHARETTA, GA 30009

This Application for Designation serves as a formal written request that the Historic Preservation Commission and City Council consider this property for possible designation as a historic property.

This designation will:

- 1. Establish applicability of zoning incentives and other benefits in Subsection 2.9.6 of the Historic Preservation Ordinance for the City of Alpharetta*
- 2. Prohibit all material changes in appearance of the property prior to the issuance of a Certificate of Appropriateness by the Historic Preservation Commission*
- 3. Serve as the local designation of a historic property in order to govern the applicability of other City ordinances, codes, and regulations containing provisions that reference or apply to "historic" buildings, structures or properties when the subject provision does not otherwise expressly limit same to buildings, structures or properties listed on the National or State Register of Historic Places.*

Required Components:

- a. A detailed physical description of the proposed historic property; and*
- b. A statement of the historical, cultural, architectural, and/or aesthetic significance of the proposed historic property; and*
- c. A map showing the boundaries of the proposed property; and*
- d. A statement justifying the boundaries of the proposed property; and*
- e. Representative photographs of the proposed property.*

In order to be designated a historic property, the following criteria must be met:

The property is an individual building deemed worthy of preservation and the benefits available due to such status by reason of value to the City, the region, the State of Georgia, or the nation for one or more of the following reasons:

- 1. It is an outstanding example of a building representative of its era and over 75 years old; or*
- 2. It is one of the few remaining examples of a past architectural style or type and over 75 years old.*

Section 1: Applicant Contact Information

Applicant Name: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

[Click here to enter text.](#)

Mailing Address: [Click here to enter text.](#)

City: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

State: [Click here to enter text.](#)

Zip: [Click here to enter text.](#)

Property Owner Name: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

[Click here to enter text.](#)

Mailing Address: [Click here to enter text.](#)

City: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

State: [Click here to enter text.](#)

Zip: [Click here to enter text.](#)

Section 2 : Property Information

Property Address: [Click here to enter text.](#)

District: [Click here to enter text.](#)

Section: [Click here to enter text.](#)

Lot: [Click here to enter text.](#)

Physical Description: [Click here to enter text.](#)

Statement of historical, cultural, architectural, and/or aesthetic significance: [Click here to enter text.](#)

Please include:

- 1. A map showing the boundaries of the property*
- 2. A Survey justifying the boundaries of the property*
- 3. Representative Photographs of the property*

2.8.7. Architectural Style Requirements.

A. Applicability.

1. This section only applies to detached houses, cottage courts, and carriages houses that are accessory to a detached house or cottage court. All other building types must comply with the requirements and procedures found in the Downtown Alpharetta Design Guidelines amendment to the Alpharetta Design Review Ordinance and Design Guidelines.
2. This section is further limited to not apply to parcels zoned R-12 or R-15 when such parcels are located within a recorded subdivision that existed on the date of adoption of this ordinance.
3. This section is further limited to only apply to new construction, modification, addition, alteration, moving, destruction or demolition which would affect the exterior appearance of any structure, building, land, site or other object, as follows:
 - a. The demolition of any building, structure or object.
 - b. The moving or relocation of any building, structure or object.
 - c. Except housecleaning, any material work on the exterior appearance of existing buildings by additions, reconstruction, rehabilitation, alteration or any maintenance (including exterior color), or any exterior material changes.
 - d. Any new construction of a principal building or accessory building or structure subject to view from a street or public way.

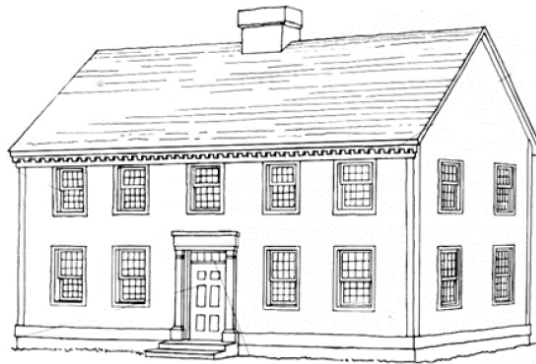
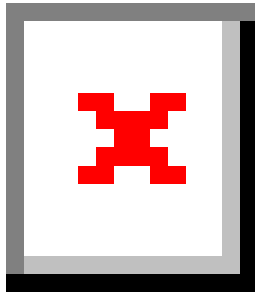
B. Administration.

1. Conformance with this section is determined by the Director of Community Development. The Director of Community Development may grant relief from one or more requirement when:
 - a. The requirement is unique to this section and is not otherwise required by the Unified Development Ordinance, another section of the Downtown Overlay, a Downtown District, or any other applicable local, State, or Federal regulation; and
 - b. The relief does not cause substantial detriment to the public good or impair the purpose and intent of this Overlay.
2. Appeals of a decision by the Director of Community Development shall be made to the Board of Appeals for interpretation.

C. General Requirements.

- 1. All buildings must be designed in one of the following architectural styles:**
 - a. Georgian**
 - b. Federal/Adam**
 - c. Greek Revival**
 - d. Neoclassical**
 - e. Stick**
 - f. Queen Anne**
 - g. Shingle**
 - h. Folk Victorian**
 - i. Romanesque**
 - j. Italianate**
2. Specific elements of the required styles are identified in Section 2.8.7.D through M. More information on each style can be found in A Field Guide to American Houses by Virginia Savage McAlester, Residential Architectural Styles in Georgia by the Historic Preservation Division of the Georgia Department of Natural Resources, or other architectural resources.

D. **Georgian.** Elements of the Georgian style are as follows:

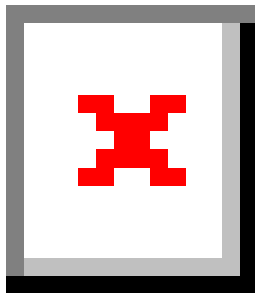


Source: A Field Guide to American Houses by Virginia Savage McAlester

Façade Composition
Front facades are always symmetrical and usually five windows wide. Narrower houses are sometimes three windows wide and larger houses are sometimes seven windows wide. There is never an even number of windows across the front façade.
Front Doors
Front doors are paneled, centered, and topped with a decorative crown support by decorative pilasters. There is also usually a row of small rectangular glass panes beneath the crown, either within the door or in a transom.
Windows (visible from a street or civic space only)
Windows have double-hung sashes, typically with nine or twelve small panes per sash.
Windows are never in adjacent pairs.

Cornices
The cornice is usually emphasized with tooth-like dentils or other decorative molding.

E. **Federal/Adam.** Elements of the Federal/Adam style are as follows:



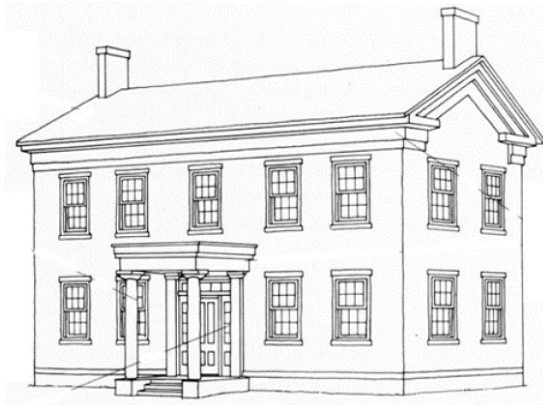
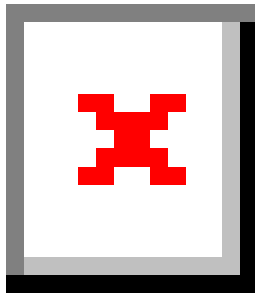
Source: A Field Guide to American Houses by Virginia Savage McAlester

Façade Composition
Front facades are always symmetrical and usually five windows wide. Narrower houses are sometimes three windows wide and larger houses are sometimes seven windows wide. There is never an even number of windows across the front façade.
Front Doors
Front doors are paneled, centered, and topped with a semi-circular or elliptical fanlight. There are also usually sidelights, an elaborate crown and surround, and/or an extended small entry porch.

ALLOWED BUILDING DESIGNS IN DOWNTOWN MASTER PLAN (UDC)

Windows (visible from a street or civic space only)
Windows have double-hung sashes, typically with six panes per sash.
Windows are never in adjacent pairs.
Cornices
The cornice is usually emphasized with tooth-like dentils or other decorative molding.

F. **Greek Revival.** Elements of the Greek Revival style are as follows:



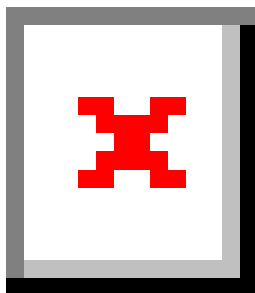
Source: A Field Guide to American Houses by Virginia Savage McAlester

Façade Composition
Front facades of the principal building mass are usually symmetrical. Exceptions to this are limited to off-centered doors, which may be located at one side of the structure, especially in narrower detached

ALLOWED BUILDING DESIGNS IN DOWNTOWN MASTER PLAN (UDC)

houses.
Front Doors
Front doors include a narrow line of transom and sidelight windows, usually incorporated into an elaborate door surround.
Front entry porches or full-width porches are usually provided. Porch roofs are always supported by square or rounded columns of one of the Classical Orders.
Cornices
The cornice is emphasized with a wide, divided band of trim.
Roof
The roof is usually gabled or hipped with a low pitch.

G. **Neoclassical.** Elements of the Neoclassical style are as follows:

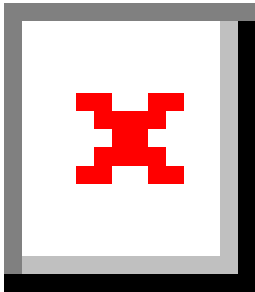


Source: A Field Guide to American Houses by Virginia Savage McAlester

ALLOWED BUILDING DESIGNS IN DOWNTOWN MASTER PLAN (UDC)

Façade Composition
Front facades are always symmetrical and usually five windows wide. Narrower houses are sometimes three windows wide and larger houses are sometimes seven windows wide. There is never an even number of windows across the front façade.
Front facades are usually dominated by a full-height entry porch with a triangular gable above supported by four columns with shallow square bases.
Front Doors
Front doors are paneled, centered, and topped with a semi-circular or elliptical fanlight.
Windows
Windows have double-hung sashes.

;l0; H.\Stick. Elements of the Stick style are as follows, although it's rare for one building to have all elements:

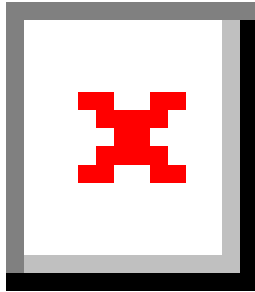


Source: A Field Guide to American Houses by Virginia Savage McAlester

Façade Composition
Front facades are usually asymmetrical and include horizontal and vertical bands raised from the wall surface for emphasis.
Front porches or stoops are always provided and include diagonal or curving support braces.
Roofs
Roofs are steeply pitched.
When roof gables are provided they include decorative trusses. Cross gables are common.

ALLOWED BUILDING DESIGNS IN DOWNTOWN MASTER PLAN (UDC)

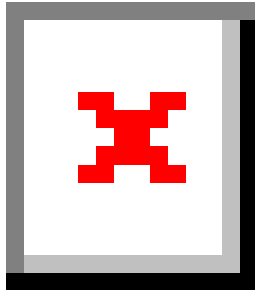
I. **Queen Anne.** Elements of the Queen Anne style are as follows:



Source: A Field Guide to American Houses by Virginia Savage McAlester

Façade Composition
Front facades of the principal building mass are usually asymmetrical.
Front facades include a partial- or full-width porch and extend along one or both side walls.
All facades often include textured shingles or other devices to avoid a smooth-walled appearance.
Roofs
Roofs are steeply pitched.

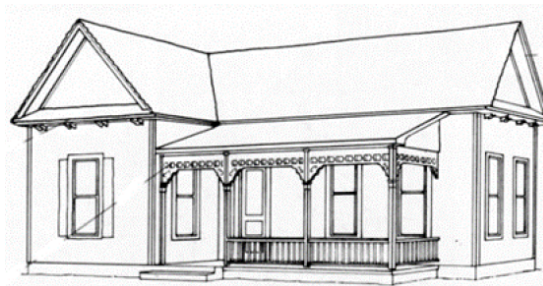
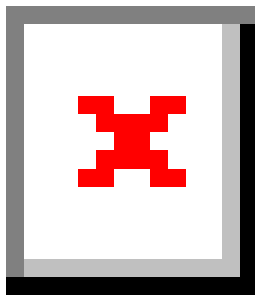
J. **Shingle.** Elements of the Shingle style are as follows:



Source: A Field Guide to American Houses by Virginia Savage McAlester

Façade Composition
Front facades are always asymmetrical.
Front porches are almost always present.
Wall cladding and roofs are of continuous wood shingles.
Shingled walls turn corners without interruption.
Roofs
Roofs have irregular, steeply pitched roof lines, usually with cross gables and multi-level eaves.

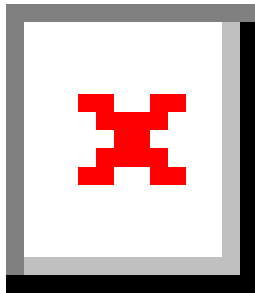
K. **Folk Victorian.** Elements of the Folk Victorian style are as follows:



Source: A Field Guide to American Houses by Virginia Savage McAlester

Façade Composition
Front facades are always symmetrical, except when a front gable or wing is provided.
Front porches are provided and have spindlework detailing.
Roofs
Roofs are usually gabled and with very simple massing.
Roofs include brackets under eaves.

L. **Romanesque.** Elements of the Romanesque style are as follows:



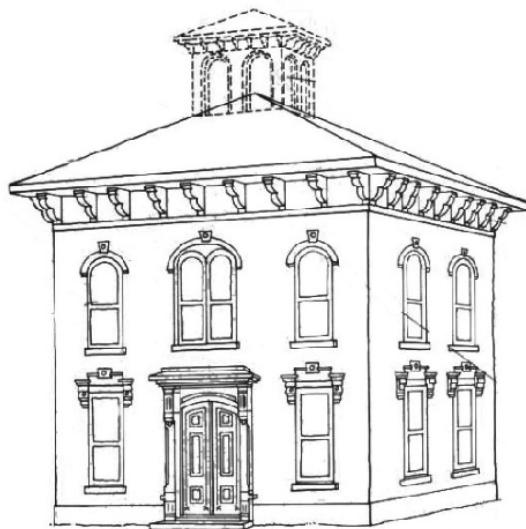
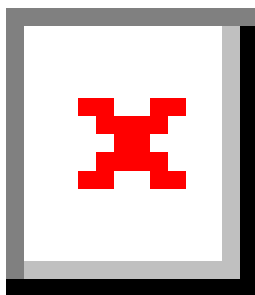
Source: A Field Guide to American Houses by Virginia Savage McAlester

Façade Composition
Front facades of the principal building mass are usually asymmetrical.

ALLOWED BUILDING DESIGNS IN DOWNTOWN MASTER PLAN (UDC)

Walls are of masonry.
Round top arches are provided over windows or entrances.
Roofs
Roofs shapes vary, but there are conical roofs on towers, when such are provided.

M. **Italianate**. Elements of the Italianate style are as follows:



Source: A Field Guide to American Houses by Virginia Savage McAlester

ALLOWED BUILDING DESIGNS IN DOWNTOWN MASTER PLAN (UDC)

Façade Composition
Facades are usually two or three stories.
Windows
Windows often have elaborate crowns, usually of an inverted U-shape.
Windows are tall, narrow, and often arched above.
Roofs
Roofs are low pitched with widely overhanging eaves supported by decorative brackets.
Roofs often include a square cupola or tower.

House Types

Original entry by
Richard Cloues, Department of Natural Resources, 03/26/2005
Last edited by NGE Staff on 08/22/2013

Historic house types for Georgia were first comprehensively defined in the 1991 report *Georgia's Living Places: Historic Houses in Their Landscaped Settings*, published by the State Historic Preservation Office. House types have been continuously refined based on new information and analysis. New house types like the ranch house will be identified as more houses from the recent past are considered to be historic. Georgia's historic house types are:

One-Story Houses (in rough chronological order)

—*Single Pen*: A one-room house, usually gable-roofed with an end chimney

—*Double Pen*: A two-room house with two front doors, usually gable-roofed with end chimneys

—*Hall-Parlor*: A two-room house with unequal-sized rooms and one front door, usually gable-roofed

—*Saddlebag*: A two-room house with a central chimney and one or two front doors, usually gable-roofed

—*Central Hallway*: A two-room house with a central hall and centered front door, usually gable-roofed with end chimneys

—*Dogtrot*: A two-room house with an open center passage

—*Georgian Cottage*: A four-room symmetrical house with a central hall, usually hip-roofed with interior or end chimneys; possibly the most enduring house type in Georgia

—*Sand Hills Cottage*: A four-room, central-hall or hall-parlor house raised on a daylight basement; found mostly in the Augusta area

—*Shotgun*: A one-room wide house, two or more rooms deep, without a hallway; gable- or hip-roofed

—*Double Shotgun*: Two attached shotgun houses (relatively rare outside major cities)

—*Gabled Wing Cottage* (also known as *Gabled Ell Cottage* or *Gabled Front and Wing*): A three- or four-room house, L- or T-shaped in plan, with intersecting gable roofs

—*Queen Anne Cottage*: A multi-room house, asymmetrically arranged without a hall and with a square main mass with projecting gables, usually hip-roofed

—*New South Cottage*: Similar to the Georgian Cottage except for a projecting front room, often highlighted by a small gable; built only between the 1890s and the 1910s

—*Pyramidal Cottage*: A four-room house without a hallway and with one or two front doors and a steeply pitched pyramidal roof

—*Side-Gabled Cottage*: A four-room house without a hallway, with one or two front doors and a broad end-gabled roof

—*Bungalow*: A house relatively long and low in proportion, rectangular in plan, with an irregular interior floor plan, featuring integral porches and low-pitched roofs

—*Saltbox*: A four-room house, one-to-two stories high in front, one story in the rear; gable roof has a short, steep front slope and a long, shallow rear slope; imported from New England, found mostly in mill villages

—*Extended Hall-Parlor*: A house two rooms wide and three rooms deep, hip- or gable-roofed; resembles the bungalow but without its irregular floor plan

—*English Cottage*: A house featuring a tight cross-gabled form with centered entry and rooms clustered around vestibule or small stair hall, relatively steeply pitched gabled roofs with front chimney

—*American Small House* (also called *Minimal Traditional* or *Economical Small House*): A compact three-, four-, or five-room house with an irregular floor plan, usually with a moderately pitched end-gable roof, sometimes with small wings or rear ells; built from the 1930s to the 1950s

—*Ranch House*: A house with long, low proportions and extended rectangular plan, sometimes with L- or T-shaped extensions at one or both ends, rooms clustered with family living spaces at one end and bedrooms at the other end, often with integral carport or garage; low gabled or hipped roof

—*Mobile Home*: A manufactured version of the ranch house with a longer, narrower form

Two-Story Houses (in rough chronological order)

—*I-House*: A one-room-deep house with a distinctive tall, narrow profile; floor plans include central hallway, hall-parlor, double-pen, and saddlebag; often with rear shed or porch

—*Plantation Plain*: A version of the I-House but with an integral one-story rear shed, containing two or three rooms, and usually a full-width front porch; built exclusively in rural areas

—*Georgian House*: A two-story Georgian Cottage (see above)

—*Side Hallway*: A house two rooms deep with interior stair hall along one side of the structure; contiguous side-hallway houses form rowhouses; almost always in urban areas

—*Gabled Wing House* (also called *Gabled Ell House* or *Gabled Front and Wing House*):

—*Queen Anne House*: A two-story Queen Anne Cottage (see above)

—*American Foursquare*: A house featuring a square floor plan, cubical massing, and usually pyramidal roof; four rooms on each floor (although one may be taken up by the stairway)

—*Split Level*: A tri-level house, usually with two stacked levels and a third level extending to one side, above the lowest but below the highest stacked level; interior usually arranged with living spaces on the "main" level, bedrooms on the upper stacked level, and extra rooms, recreation rooms, utility rooms, or garage on the lower stacked level; found mostly in mid-twentieth-century suburbs

—*Colonial Revival*: A rectangular-plan, symmetrically arranged house, often with a wing or garage extending from one end; found mostly in suburbs built in the first half of the twentieth century.

Cloues, Richard. "House Types." New Georgia Encyclopedia. 22 August 2013. Web. 20 August 2015.

The article above is copied from the following page.

<http://www.georgiaencyclopedia.org/articles/arts-culture/house-types>

The following article is linked to the previous page and explains "vernacular architecture".

<http://www.georgiaencyclopedia.org/articles/arts-culture/vernacular-architecture>

There are other links that could be helpful from those two sites.

This is the document Connie had a copy of when we met. This process is based on the floor plan of the house and not as much the outside architectural details.

<http://georgiashpo.org/sites/uploads/hpd/pdf/housetypes.pdf>

Another website that I found that may be helpful too.

<http://www.georgiashpo.org/sites/uploads/hpd/pdf/GA%20Arch%20Types%20%26%20Styles%20Presentation.pdf>

Most of the historic buildings in Georgia—in its cities, small towns, and rural countryside—are vernacular in character. Vernacular architecture can be difficult to define and is often characterized by what it is not: it is not high-style design created by professional architects and based on academic or theoretical principles. Rather, it is the skill of traditional building construction passed from one generation of builders to the next in a practical hands-on way through the use of materials, form, and ornamentation. It is more accurately cataloged and described by [building type](#) than by style.

Vernacular architecture tends to be commonplace and to reflect the everyday life and experience of people within a culture or region. Because these buildings are all around us and are very often plain in appearance, vernacular architecture is often taken for granted. Yet this is the architecture that reflects the daily experience of the broadest aspects of our culture, from Georgia's living places and [peach](#)-packing sheds to its [textile mills](#) and villages.