Brunswick Historic Preservation Board

Historic Preservation Design Guidelines

A supplement to The Secretary of Interior’s “Standards for Rehabilitation”

Compiled by the
Brunswick Historic Preservation Board

November 1999
Updated March 13, 2000
Updated October 2, 2006
Updated May 21, 2008
Amended June 17, 2015 (Oak Grove)
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Steps for obtaining a Certificate of Appropriateness

1. Applications may be obtained at the offices of the Downtown Development Authority, Old City Hall, 1229 Newcastle Street or the Building Inspector, City Hall, 601 Gloucester Street.

2. Applications must include; Site plan, Plans for scope of work, before photographs, elevation drawings and material sample, if appropriate. A description of these items may be found on the Application.

3. The HP Board meets the first Monday of each month. Applications must be received no later than 15 days prior to the meeting date. Complete applications may be turned in to the Building Inspector or Downtown Development Authority.

4. The HP Board will hold a workshop meeting two Mondays prior to the first Monday meeting. This workshop is held in the second floor conference room, at 6:00 PM Old City Hall. You are encouraged to attend the workshop in order to expedite your application.

5. Attendance at the regular Board meeting is encouraged for all applicants. You will have the chance to speak to the full board, and answer any questions they may have. The Board meetings are held the first Monday of the month at 6:00 PM in the second floor courtroom, Old City Hall.

6. Once your Application is approved, you will be given a copy. Take this copy to the building inspector’s office for issuance of a building permit, if required.

7. The Certificate of Appropriateness is valid for 18 months from the approval date. Project construction must begin within 6 months of the approval date.

8. Any questions may be directed to the Historic Preservation Board Secretary at the offices of the Downtown Development Authority, 1229 Newcastle Street, Old City Hall 912-265-4032.
Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

Standards for Preservation

1. A property shall be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property shall be protected and, if necessary, stabilized until additional work may be undertaken.

2. The historic character of a property shall be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and special relationships that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features shall be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.

4. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.

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

6. The existing condition of historic features shall be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material shall match the old in composition, design, color, and texture.

7. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.

8. Archaeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.

The Secretary of the Interior’s Standards for the Treatment of Historic Properties, Rev. 1992
Rehabilitation is defined as the act or process of making possible an efficient compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural or architectural values.

**Standards for Rehabilitation**

1. A property shall 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 shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and special relationships that characterize a property shall be avoided.

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

4. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.

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

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

7. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.

8. Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall 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 shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The Secretary of the Interior’s Standards for the Treatment of Historic Properties, Rev. 1992
Reconstruction is defined as the act or process of depicting, by means of new construction, the form, features and detailing of a non-surviving site, landscape, building, structure or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Standards for Reconstruction

1. Reconstruction shall be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property.

2. Reconstruction of a landscape, building, structure, or object in its historic location shall be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures shall be undertaken.

3. Reconstruction shall include measures to preserve any remaining historic materials, features and spatial relationships.

4. Reconstruction shall be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property shall re-create the appearance of the non-surviving historic property in materials, design, color and texture.

5. A reconstruction shall be clearly identified as a contemporary re-creation.

6. Designs that were never executed historically shall not be constructed.
Existing Structure Guidelines for Residential Structures

1. Site
   a. Furniture
      Antique or Reproduction benches of wood, cast iron or store are acceptable.
      Other wooden features such as trash cans and other contemporary intrusions such as satellite dishes and metal buildings should be out of normal site with no visible link to the historic property.

   b. Walks and Driveways
      Walks and driveways should be proportionate in relation to the structure.

      Appropriate Construction Materials:
      Dry-laid or mortar set brick in a variety of patterns, edged with cedar, brick, dirt or gravel. Loose materials may not contact the paved roadway. A hard surface “apron” must be used between the street and sidewalk.

      Concrete pavers in squares, rectangles, hexagonal or octagonal shapes.

   c. Exterior Lighting
      Duplicate house style lighting with reproduction lighting if necessary.

      When using reproduction fixtures, the style of the light should respect the architectural period of the structure.

      Small unobtrusive foot lights and concealed up-lighting of trees and shrubs are adequate for lighting gardens and walkways.

   d. Fences
      Wood, brick or cast iron only on visible sides of the house. Street fronting fences (and those from the house line to the street) should be 40” or less in height. Rear yard fences may be up to 72” in height.

      The wood picket is one of the most typical (no PVC).

      The design of the picket should relate to the style of the house.

      Colonial style – Simple
      Victorian – fanciful and elaborate

      Posts should be pressure treated with minimum contact with the ground (surround the base with concrete).
Rails can be braced with stainless steel angles.

Lumber yards with millwork shops can match fence elements no longer available as stock items.

Rotted and deteriorated pickets should be replaced and new pickets should be fabricated to match existing.

Fence should be a minimum of 2 inches above the ground.

Cast Iron (typical of the late 19th century)

Typical maintenance problems include rust removal, paint removal and waxing.

Typical repairs include replacement of sections and straightening of bent sections.

Paint is best removed with a chemical paint remover using a brush and rags.

Repair of cast iron is best accomplished in a work shop, not at the site.

Finish: Use natural wax or paint. If painted, the first coat should be red oxide or any rust resisting paint. The finish coat should be flat alkyd paint, not a high gloss enamel or latex. Flat black is the best.

Iron work should not be painted the same color as the structure it relates to since it blends into the building, thus lessening the ornamental value.

Chain Link and Wire

These type fences can be used if it is placed in an inconspicuous location and painted or covered with plant material, ie. Ivy or other type of vine covering.

e. Landscaping

Maintain the alignment and spacing of street trees.

No tree over 10 inches in diameter are to be removed without written approval of the Historic Preservation Board.

When old or damaged trees must be removed, similar new trees should be planted as nearly as possible in the original location for purposes of
restoring the canopy.

Keep yards wherever possible. If keeping a yard is not possible, screen the sidewalk from the site with planting beds or hedges.

Do not allow vehicles to be parked on the front lawn, in the front yard, on the sidewalk, over the street lawn space (termed green space), or any median or square area. Vehicles should be parked on the rear service-street or side of the house. If space is not available, vehicles may be parked on the street at the curbside.

The green strip between the curb (termed park) and the sidewalk is to be preserved and maintained.

Even thought regular maintenance of the median and squares is the duty of the City and the Parks Department, residents shall guard medians and squares from any misuse.

2. Exterior
   a. Exterior siding and trim
      Original wood siding and trim shall not be removed unless irreparably damaged. Damaged wood shall be localized and only the minimum amount removed and replaced with new wood of the same profile and dimensions. No. 1, pressure treated, kiln-dried pine is the recommended material for new wood siding and trim, although pressure treated pine, cedar, cypress and cementitious composite board (Hardi-board) are also acceptable. Because the siding and trim are to be painted, the most important issue is to match the profile and dimensions of the original siding or, if on new construction, to match that of other historic wood siding and trim in the historic district. Wood siding should not be exposed to the weather unprotected. All decay and insect damage must be addressed, repaired and stabilized.

Vinyl or aluminum siding is not recommended in the historic district and especially not recommended over existing construction. If this siding is already in place, the same material may be used to make repairs.

Windows
Sills should be made of pressure treated wood.

Broken panes and cracked and missing putty can cause moisture penetration and rapid deterioration of the wooden sashes.

Steps for re-glazing:
1. cracks in window panes filled with putty.
2. loose paint scraped and repainted.
3. loose and cracked glazing putty removed, window sash
should be back primed and new glazing putty applied.

4. glass panes replaced.

Storm windows can be installed to have a minimum visual distraction. Aluminum frames should be painted to match the window trim. Interior storm windows are preferred to exterior.

b. Awnings
   Appropriate awning materials
   Acrylic
   Vinyl coated canvas
   Canvas

   Metal awnings introduced after World War II are inappropriate for anything other than post war bungalow structures.

c. Doors
   Doors will be of wood stile and rail construction or composite door with wood veneer that gives a stile and rail appearance.

   Screen or storm doors shall be wood construction and shall match the proportions and dimensions of the door behind it.

d. Porches and Stoops
   Pressure treated wood is to be used to repair wooden porches.

   Wood preservatives or waterproofing chemicals should be used on the floor boards.

   Wood steps and stringers should not make direct contact with the ground. Use concrete footings.

   Rails and spindles should be kept painted and sealed to prevent rot. Deteriorated railings and spindles should be replaced with material to match original condition and appearance.

   Porches should be enclosed with transparent material such as glass or screen. New materials should be compatible to the original structure.

e. Gutters and Downspouts
   Pole gutters are best for historic properties, so if at all possible retain and repair original gutter system if it exists.

   If modern gutters are used, the half-round are best. However, if these are not obtainable, standard gutters are permitted if they are painted the same color as the house.
f. Roofs
   Appropriate roof materials
      Asphalt composition
      Cedar Shakes
      Clay Tile
      Metal

3. Outbuildings
   Outbuildings can be utilitarian.
   ie; detached kitchens, smokehouses, springhouses, servants quarters, tool
   sheds, garages and workshops

   Outbuildings can be decorative.
   ie; gazebos and summer houses.

   Any repairs should utilize as much of the original materials as possible or
   suitable substitutes. Replacement materials should duplicate the original in
   composition and design.

   The design of a new or replacement of former outbuildings without the
   assistance of sound documentation should be contemporary and respect the
   surrounding historic character of the historic property.

   New outbuildings incorporated into a historic site with care include gazebos,
   carports, garages, tool shops, guesthouses, etc.
   ** Note: Outbuildings used as residences, ie: apartments, will follow the
   same guidelines as the main structure as it relates to the zoning regulations.

4. Mechanical and Electrical

   Air conditioning equipment should be screened from primary view.

   Plant material, fencing, and lattice work are acceptable ways to screen these
   units. The best solution should be one which is compatible with and draws
   from the details of the building or landscape.

   Window air conditioning units can be used if placed flush with the building
   face and the exposed sides painted to reduce the impact of its presence. These
   units should be placed on the side or rear of the building, not on the front
   elevation.

   Television antennae and satellite dishes should be placed on the low rear side
   of the roof or the building so as not to be visible from the street.

   Any obtrusive objects such as gas, electric or water meters should be screened
   by plant material.
Overhead wiring should be kept to a minimum or possibly placed underground.

5. Foundation

Appropriate fill material for in-between footings
   Lattice
      a. pressure treated wood, 2” off of the ground.
      b. rot resistant PVC
   Pierced brick
      color, size and pointing of brick should match the piers. Brick work of infill should not be attached to the piers.

Ventilation
   Vents in the foundation walls should be located near the building corners for optimum cross ventilation.
Brunswick Historic Preservation Board Local District Design Guidelines

**New Construction Guidelines**

The purpose of the guidelines for new construction is to assist in the design and construction of a contemporary structure or structures on undeveloped or underdeveloped land in a historic district. These guidelines can also be appropriate in the design for significant exterior renovation of existing non-historic properties in these locations. It is important for the design of new buildings to acknowledge the historic context within which they are to be located. In a district, often the historic significance is contained in the collective character of all the improvements; houses, commercial buildings, street and sidewalk improvements, etc. rather than the form, details or materials of a specific building.

The design of new buildings, often called “infill development,” should be influenced by the character of the district as well as be evaluated for their impact on the district. These considerations should include not only the building but also the site design and landscape treatment.

The following guidelines represent significant principles and other considerations which should be used in the design of and the review of designs for new buildings in historic districts. These guidelines are intended to support a creative design process for new buildings while insuring the historic resources of the community are preserved in the midst of progress.

1. **Define the Area of Influence** – The area of influence will vary for different locations in or adjacent to a historic district. This zone of influence is important to define at the outset to assure the proposed improvement gives appropriate consideration to the historic resources of the district. Three typical influence areas are presented below. Consideration should be given to the rear areas as well as the characteristics in from of and beside the proposed site.
2. Identify the Historic Context

Recognize and relate to the established configuration of lots and relationship of buildings to lot lines through orientation and setback.

Recognize the historic attempts to control climate by architectural means such as awnings, overhangs, porches, and siting.

Recognize the relationship of façade elements to the scale of a person. Identify the scale of doors, windows, overhangs, etc. of properties within the area of influence to scale of a person. Pursue the use of compatibly scaled elements on the new construction project.
3. Recognize Basic Design Concepts

**Proportion** – Proportion is the ratio which relates the dimensions of elements of a building (height, width, window size, roof pitch, etc.) to the building as a whole and to each other.

**Pattern** – Pattern is the arrangement of similar design elements in a regular and repetitive manner as an architectural expression. Patterns can be found in facades of individual buildings or in groups of buildings.

**Mass, Height and Form** – An area of influence within a district has an established character of height, mass and form. New development should respect and acknowledge the basic sizes and shapes of the surrounding buildings. The new building should express the prevailing building heights within a district, the prevailing scale and proportion of major facades, and the forms typically expressed in primary elevations.
4. Incorporate Architectural Elements of Significance

Architectural elements which provide clues to the development of a respectful infill project are identified below. Each of these may be more applicable in one district or area of influence than in others.

New buildings should not attempt to create “a new historical work” but rather acknowledge the essence of the original work in a district in a contemporary design which uses or is compatible with and complements the original materials, proportions, scale and detail within a district.

**Roof shapes, Appendages, Pitches, and Materials** – There are a variety of roof shapes and types found within a historic district. Roof drainage systems and chimney forms also influence roof designs. The area of influence for each project will provide focus on this and other architectural characteristics.

**Walls and Porches** – The area and orientation (vertical or horizontal) of walls is a significant design clue. The presence of porches has a distinct influence on the exterior character of walls. The presence of breaks or turns in walls reflects historic functions within a structure and can in a grouping represent a pattern which may deserve recognition in an infill design.
Windows – Windows are an essential element to the interior and exterior of a building. As a result the interior floor plan and light requirements should be established with an awareness of their impact on the exterior façade and the relationship of the resulting elevation of the surrounding area of influence within the historic district. Window size and divisions (lights) represent a pattern which can help integrate a new building into a historic district.

Doors – Door openings, including side lights and transoms, express the relative importance of the entry within and elevation. The placement of the door in relation to windows and the ground (at ground level or from a porch or stoop) and the detailing of the doorway can be important.

Materials – Materials and ornamentation represent an important and complicated facet in the design continuity of a historic district. It is important that materials of a similar composition, texture and appearance be used with new construction. The object of new design in historic neighborhoods is to preserve the continuity of the streetscape, not to create new historic buildings. Reference existing historic buildings in the district with regard to materials and ornamentation. Choose wood or cement board for lapboard siding. Modern materials with the same texture (smooth, no fake wood grain) and appearance (traditional width or exposure), such as cement board are acceptable. Modern materials with an appearance atypical to the district such as vinyl siding or synthetic stucco (E.I.F.S.) may not be used. Use an equal or lesser degree of ornamentation as found on historic houses in the district.

Details – Fascia, soffit, eave and cornice trim provide a pattern and scale to historic buildings. While a new building may not be able to and probably should not replicate historic trim and details, the pattern and forms of these buildings within a district can be included in a contemporary façade to create a link between the history and the present.
5. Implement Sensitive Site Improvements

**Parking & Other Significant Site Features** – Parking is a contemporary site function which is often difficult to address in a historic district. Parking requirements should be tailored to meet the basic needs of the proposed use and respect and preserve the historic character of the district. Consider the availability of alternative transportation modes (walking to work, public transit, biking to work) and the potential for off site lots to meet facility needs beyond the basic requirements. Disperse parking into smaller areas to the greatest degree possible in an area out of prominent view.

**Walls and Fences** – These site elements should be subordinate design elements to the architecture of the district. They should conform to any historic precedents for screening yards, parking areas or other private spaces. Materials should be traditional.

**Mechanical Systems** – The location and screening of mechanical equipment is another modern intrusion into a historic environment. These should be located out of sight and be screened with suitable fencing appropriate to the district and/or planting which respects historic planting relationships where applicable. The same principle applies to utility meters and trash containers.

**Walks and Drives** – The established pattern of walks and drives should be continued. New internal walks and drives should be subordinate to the primary pattern in the area of influence.

**Signs** – Signage should be subordinate to the architecture of the building and compatible with it. It should be sized to facilitate legibility within a reasonable distance rather than competition for prominence with adjacent signage. In residential districts or commercial areas which were originally residential in character, signage should be limited to small yard signs of uniform character.
Shop front buildings are the basic building block of every American Main Street. Designed to fire and foster an active street life, their ground floor fronts have large windows to encourage the connection between the commercial activity within and the public life walking or driving by. Ground-floor uses should be flexible to accommodate a variety of retail or office uses. Upper-story uses are best as residential apartments or condos, but they may be offices or workshops on very busy streets. Above-shop residences have proven to be good quality and affordable places for downtown living.
### Shop front Buildings

**Building Placement Standards**

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<th>Height</th>
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<td>The building shall be no more than 60 feet to its eaves. The ground floor elevation shall be no more than 6 inches above the fronting sidewalk elevation. No less than 80% of the ground floor shall have at least 12 feet clear height. No less than 80% of the second storey shall have at least 10 feet clear height. Buildings shall be between 2 &amp; 4 stories.</td>
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<th>Siting</th>
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<td>The Street Façade shall be <em>Built-To</em> not less than 80% of the street frontage. The maximum building Street Frontage is the lot width. There are no required side setbacks.</td>
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<th>Elements</th>
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<td>The primary street façade shall have no less than 60% glass fenestration (between 2 and 10 feet above the fronting sidewalk). Awnings and Overhangs of at least 6’ projection are encouraged. Shop signs (not more than 1 foot vertical x 3 foot horizontal and minimum 7’ clear height above the sidewalk may be hung from such an overhang.</td>
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<td>The Ground floor shall be only commercial uses: Retail, Office, Restaurant and Artisanal Workshops (where there is a storefront office for customer entry). The second floor may be either residential or office use (including small hotel and bed &amp; breakfast operations.) Parking, garages, and accessory uses shall be placed to the rear of the lot. Parking shall be no closer than 25 feet to any Street Frontage and separated from an adjacent different use by a Garden Wall.</td>
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Brunswick General Commercial – Core (GC-C) Façade Design Standards

- **Maximum Building Height**: 60'
- **Minimum Height to Eave or Parapet @ Build to Line**: 
- **2nd Floor - Min. Clear Height**: 10'
- **1st Floor - Min. Floor to Floor**: 
- **Shopfront Window Zone**: 
- **Upper Floor Windows**:
  - Minimum 25% and Max 60% of Wall Area per Floor
  - Larger vertical dimension of at least a 3:4 ratio
  - Max. Combination of 2
- **Min. Sill Height Above Floor on Upper Floors**
- **5’ Awning and Signage Zone**
- **Min. 60% Fenestration on Shopfront Wall**
  - Off at 6” Max. Above Grade
Shopfront Buildings
Architectural Standards

STANDARDS FOR BUILDING WALLS (WHERE CLEARLY VISIBLE FROM THE STREET)

Materials: The following materials are permitted.
- Red Brick and tile masonry
- Pre-cast masonry (for trim and cornice elements only)
- Gypsum Reinforced Fiber Concrete (GFRC—for trim elements only)
- Metal (for beams, lintels, trim elements and ornamentation only)
- Split-faced block (only for piers, foundation walls and chimneys)

Configurations and Techniques: The following configurations and techniques are permitted.

Walls
- Wall openings shall not span vertically more than one STORY.
- Wall openings shall correspond to interior space and shall not span across building structure such as the floor structural and mechanical thickness.
- Wall materials shall be consistent horizontally (i.e. joints between different materials must be horizontal and continue around corners) except for chimneys and piers.
- Material changes shall be made within a constructional logic—as where an addition (of a different material) is built onto the original building.
- Brick, Block and Stone
  - Must be properly detailed and in appropriate load-bearing configurations.
- No “tabby” finishes
Shopfront Buildings
Architectural Standards

STANDARDS FOR ROOFS AND PARAPETS (Where clearly visible from the Street)

Materials: The following materials are permitted.
- Clay or concrete (faux clay)
- Tile (barrel or flat roman)
- Slate (equivalent synthetic or better)
- Metal (standing seam 5-v crimp, equivalent or better)
- Dimensional Asphalt shingles
- Cornices and soffits may be a combination of wood, vinyl, and/or metal

Configurations and Techniques: The following configurations and techniques are permitted.

PARAPET Roofs (Cornice, Entablature, and Coping Standards) Required

Cornices and Other Features
- Skylights and roof vents are permitted only on the roof plane opposite the primary STREET or RBL or when shielded from STREET view by the building’s PARAPET wall.
- Overly elaborate, “postmodern” and/or “high-tech” designs are discouraged. However, ornamentation which contributes to the character of the building is encouraged. Consult the Historic Preservation Board for appropriate configurations.
- Green roof technologies are encouraged. Vegetative cover should be considered for flat roofs and solar panels should be considered for integration into pitched roof structures.

STANDARDS FOR WINDOWS & DOORS (Where Clearly Visible From the Street)

Materials: The following materials are permitted.
- Windows shall be of wood or clad wood.
- Window glass shall be clear, with light transmission at the GROUND STORY at least 90 percent and for the upper stories 75 percent. Specialty windows may utilize stained, opalescent or glass block (one per façade maximum).
- Window screens shall be black or gray
- Screen frames shall match window frame material
- Doors shall be of wood, clad wood or steel.

Configurations and Techniques The following configurations and techniques are permitted.
- The following requirements apply to all windows:
  - Windows must be taller than they are wide by a ratio of 3:4
  - Windows may be ganged horizontally (maximum 2 per group) if each grouping is separated by a mullion, column, pier or wall section that is at least 7 inches wide.
Windows shall be no closer than 30 inches to Building Corners (Excluding Bay windows and where the Building Corner is also a Block Corner.)
Exterior shutters, if applied, shall be sized and mounted appropriately for the window (one-half the width), even if inoperable.

The following requirements apply to all upper-story windows:
- Windows shall be double-hung.
- Fixed windows are permitted only as a component of a system including operable windows within a single wall opening.
- Egress windows may be installed according to the appropriate building code.

The following requirements apply to shop front (ground floor) windows and doors:
- Single panes of glass not larger than 6 feet in height by 4 feet wide.
- Ground floor windows shall not be made opaque by window treatments (excepting operable sunscreen devices within the conditioned space) and shall allow a minimum 60% of surface view into the building for a depth of at least 20 feet.

Doors
- Double-height entryways (those that span more than one story) are not allowed.
- Doors shall not be recessed more than 3 feet behind the shop-front windows and in any case, shall have a clear view and path to a 45-degree angle past the perpendicular from each side of the door.
- Roll-down security gates and doors are prohibited.

STANDARDS FOR SIGNAGE (Where Clearly Visible from the street)

General:
- Wall signs are permitted within the area between the second story floor line and the first floor ceiling, within a horizontal band not to exceed 2 feet in height. In no case shall this band be higher than 18 feet or lower than 12 feet above the adjacent sidewalk.
- Letters shall not exceed 18 inches in height or width and 6 inches in relief. Signs shall not come closer than 2 feet to an adjacent common lot line.
- Company logos or names may be placed within this horizontal band or placed or painted within the Ground Floor or second story office windows. Company logos or names shall not be larger than a rectangle of 8 square feet.
- A masonry or bronze plaque bearing an owner’s or building’s name may be placed in the building’s cornice/parapet wall or under the eaves, and above the upper story windows. Any such plaque shall be no larger than a rectangle of 8 square feet.
- Street addresses may be placed at street entry doors using 6 inch tall, non-cursive type lettering. Such letter shall be between 6 feet and 10 feet above the grade.
- Blade type shop signs (not more than 12 inches vertical by 3 feet horizontal and minimum 7 feet clear height above the sidewalk) are encouraged and may be hung from an overhang or awning. Blade signs shall not be internally
illuminated and the company name or logo may occupy no more than one-half of the square footage within the blade sign. Creative art, graphics or materials is encouraged in the area of the blade sign not containing the company name or logo. Blade signs shall be permitted in addition to the permitted square footage of signage affixed to the façade of the building.

- **Prohibited Signs:** Billboards, canopy signs, marquees, any kind of animation, roof sings, No flashing, traveling, animated or intermittent lighting shall be on the exterior of any building whether such lighting is of temporary or long-term duration.
- External lighting directed towards signage that is not internally lit is permitted. The energy efficiency of lighting should be considered.

**Awnings & Overhangs:**

When an awning or overhang is incorporated into a building, the following requirements must be met:

- Minimum 10 feet clear height above sidewalk, minimum 6 feet depth out from the building façade (maximum to curb or tree-planting strip/furniture zone, whichever is closer).
- Canvas cloth or equivalent (no shiny or reflective materials, metal or glass)
- No internal illumination through the Awning/overhang.
- Lettering on awnings is limited to 5 inches tall on vertically hanging fabric at the curb side of awning.
- No one-quarter cylinder configurations.
Guidelines for Historic Oak Grove Cemetery c.1838
1500 Mansfield St. Brunswick, Georgia 31520

Oak Grove Cemetery Brunswick, Georgia is designated a local historic site under the protection of the Brunswick Historic Preservation Board (BHPB). Plot owners who wish to make changes and/or additions to their plot must contact BHPB at Old City Hall, 1229 Newcastle St. Brunswick, GA 31520 to apply for a Certificate of Appropriateness (C.O.A.). Said application shall include detailed information regarding the changes requested. It shall be in the discretion of the BHPB to approve or reject any or all of the changes request in accordance with the following guidelines:

Guidelines For Historic Oak Grove Cemetery
1. Historic material including but not limited to: bricks, monuments, markers, or artifacts may not be removed from any individual plot or Oak Grove Cemetery, unless private ownership has been established and approved by the BHPB.

2. Any new materials or elements proposed to be additions to an existing plot must be like-kind material to the materials and designs existing or can be proven to have existed by authenticated photographic documentation or authenticated written record.

3. Any proposed restoration, alteration, or repair to the fencing located on the perimeter of an existing plot must match the previous historic fencing in design, height and material. Where plot perimeter fencing is placed for the first time it shall be no taller than three feet in height from ground level, resemble and blend with the surrounding historic fencing. No additional material may be attached to fencing that does not correspond with the historic preservation guidelines, and/or has not been approved by the BHPB.

4. Proposed restoration, alteration, or repair of the coping surrounding and/or outlining graves, the perimeters of a plot, or the marking the corner of a plot shall match the existing coping in design and height using like-kind historic materials, bricks, or stone.

The addition of new coping surrounding and/or outlining graves, the perimeters of a plot, or the marking the corner of a plot shall replicate or resemble all existing historic coping and/or grave outlining in design, height and historic materials, brick, or stone.

5. The addition of a new monument, headstone, marker, statue, or other similar in nature artifact, shall be historically compatible with the established historic landscape and shall not intrude into the tree canopy. Placement of a new monument, headstone, marker, statue, or other similar in nature artifact, shall only be allowed so as to not damage or cause harm to any surrounding monument, headstone, marker, statue, or other similar in nature artifact, or tree. Items unacceptable for plots shall include, but are not limited to, the planting of trees,
eternal flames, and/or permanent flagpoles. Any item intruding outside of plot boundary, or considered offensive or a nuisance may be removed by the city of Brunswick or its agent, provided first that thirty (30) days written notice is given to the plot or item owner. When a new monument, artifact and/or material is added to the common area of Oak Grove Cemetery, the monument, artifact, and/or other material must first apply for and receive a C.O.A. from the BHPB recognizing the new addition or change as historically appropriate and contributing to the over-all historic nature of the site.

6. Debris burning, bonfires, lighted candles, torches, or open flames of any type are not allowed within in Cemetery limits, unless approved or authorized by the BHPB or the City of Brunswick Board of Commissioners.

7. Any proposed plant material, shrubs or flowers shall be allowed to private plots where private ownership has been established and approved by the BHPB. The proposed planting of new plant material shall not be invasive, interfere with, or cause damage to monuments, grave sites, or other artifacts and shall not exceed a mature height of two feet. Private plot owners and/or the proven descendant(s) of those interred at Oak Grove Cemetery may not add plant material beyond the boundaries of their plot. No digging activities are permitted at a depth greater than six inches for the purposes of adding plant material to a privately owned plot, all other digging an/or excavating activities are expressly forbidden. Soil may not be removed from the Cemetery, unless otherwise authorized under item no. 8.

8. Only the City of Brunswick or its designated agent, are authorized to conducted any excavation, digging, soil relocation, or other related activity in the areas of the Cemetery owned or governed by the City of Brunswick. Under no circumstance shall metal detecting be permitted anywhere within the Cemetery grounds.

9. Only the City of Brunswick or its designated agent, are authorized to conduct any tree removal, maintenance, or trimming within the Cemetery grounds. Provided however that when presented to the BHPB, minor alterations to trees or shrubs that may threaten private plots, and/or monuments, headstones, or other historic artifacts located therein, a C.O.A. may be issued to address the situation.

10. Plot owners and/or their proven descendant(s) shall be required to maintain any mausoleum, crypt, monument, headstone, marker, statue, or other similar in nature artifact, in accordance with the “Standards for Preservation and Restoration of Historic Properties “as specified by the Secretary of the Interior. For the purposes of the issuance of a C.O.A. damaged elements shall be repaired, rather than replaced where possible. If repair is not possible, replacement should match the original as closely as possible.

11. In the event a plot owner and/or their proven descendant(s) are unable to comply with the foregoing Guidelines it is strongly encouraged that they contact or enlist the help of the non-profit recognized by the City of Brunswick as a partner in the maintenance and general upkeep of Oak Grove Historic Cemetery. A copy of the
resolution naming a non-profit to contact shall be available within the records of the BHPB and a copy is filed at the City of Brunswick Clerk’s office located on the 1st Floor of City Hall.

Definitions:

*Historic Oak Grove Cemetery* shall be defined and identified by the description and language provided for in Section 5-36 of the City of Brunswick Code of Ordinances.

Adopted:

Brunswick Historic Preservation Board: April 6, 2015

Approved:

Brunswick City Commission: June 17, 2015
Historic District Questions & Answers

Q. What is an historic district?
A. This is a locally designated area in which any proposed plans for major exterior alterations, new construction, or demolition must be reviewed and receive a Certificate of Appropriateness. Proposed plans will be reviewed on the basis of (1) general compatibility with the surrounding neighborhood; (2) enhancement, rather than diminishment, of the architectural and historic value of the structure; (3) respect of the integrity of the architectural style of the structure.

Q. Do I have a choice about whether or not my property is included in an historic district?
A. An historic district will not be imposed upon a neighborhood against the wishes of a majority of the people who own property in the area. When an area is recommended for historic district designation, a public hearing will be held so that the views of property owners can be heard.

Q. What if an historic district is created and, at a later date, I decide I don’t like it?
A. If a majority of the property owners petition the City Council for repeal, the ordinance can be appealed. In addition, the City Council has the right to appeal any ordinance at its own discretion.

Q. If my house is in an historic district, do I have to open it to public tours?
A. Absolutely not. There is no public access involved.

Q. If my property is in an historic district, can I still operate it as an apartment house?
A. Designation of historic districts has no effect upon zoning or land use. It is a zoning ordinance that determines how a property may be used.

Q. If my property is in an historic district, will I have to pay an extra tax?
A. Historic districts are somewhat like an improvement district, but without the taxing authority. There is no extra tax imposed upon and historic district. Instead, you may be able to qualify for certain federal tax benefits.

Q. Will I be required to make improvements to my house?
A. Being within an historic district does not require property owners to do any work on their house they were not planning to do anyway. No one can force you to make changes unless you want to make changes.

Q. What about the interior of my house?
A. The ordinance will have absolutely no control over the interior of any building.

Q. Will the Commission review minor repairs to my house?
A. No. Ordinary maintenance, or repair, of any exterior feature that does not involve a physical change of design and, thus, does not require a building permit, will not need a Certificate of Appropriateness.
Q. If I am building a new structure, does it have to be of historic design?
A. No. there will be nothing in the guidelines to preclude contemporary architecture. The Historic Preservation Commission will review the plans for any proposed construction to ensure that it will be compatible with the surrounding neighborhood and not have a negative influence.

Q. What if I am denied a Certificate of Appropriateness?
A. You may, within fifteen days after the making of such a decision, appeal to the Mayor and City Commission. If not satisfied with their action, then appeal to the Superior Court.

Q. What if I do not receive a Certificate of Appropriateness and do what I want to do anyway?
A. You will be guilty of a misdemeanor resulting in fines and possible jail time.

Q. Will the controls in an historic district make it more difficult to sell my property?
A. Not at all. The neighborhood will be enhanced and, thereby, so will your property. Experience with other historic districts has shown a strong improvement in the housing market within historic district areas. There are no limitations set on the sale of property by the Historic Preservation Ordinance.

Q. What does the establishment of an historic district do to my property values?
A. We don’t know for every individual case. However, the evidence from other historic districts indicates that property values are generally found to stabilize or increase.

R. Historic districts seem like a lot of trouble. Is it worth it?
A. There will actually be very little inconvenience caused to the average property owner and, as a result, the entire historic district will be maintained and improved as a desirable place to live and as a unique area of special interest. The Historic Preservation Ordinance will help us maintain the special contribution which this area’s historic architecture makes to our community. A richness and a diversity are added to our lives by the presence of an historic district through the maintenance of a living example of some of the finer elements of our American heritage.
Why Do We Want An Historic District?

1. It will have a strong stabilizing effect on the investment the property owner has in his property. Neighborhoods go through a cycle. When a neighborhood is new, there is a growth stage. The demand is high, the supply low, and hence property values are also high. At some point an equilibrium stage is reached and, due to age and other factors, property values tend to fall off. Unless some outside influence is injected on the downward slide, property values will continue to fall. By and large, historic districts established across the country have been the outside influence that has stopped the neighborhoods from continuing on their downward slide. Values tend to bottom out and begin to increase again.

2. The assurance that the distinctiveness of the area will be protected will encourage many property owners and residents of the neighborhood to improve their property and spur many on to seek further improvements such as cleaner streets, better lighting, and other increases in public services.

3. It will be a factor in encouraging the restoration of structures of historic or architectural importance within the districts and guard against their demolition, thus making it unnecessary to turn such buildings into tax exempt museums in order to assure their preservation.

4. Protection of the character and continuity of the district will be assured by introducing a design review of new construction in the area, making sure the integrity remains intact. Is the roof design compatible with the buildings? Is the building tall and thin while the surrounding area is all horizontal? How do the height, scale, spaces, etc., relate to what is going on in the immediate vicinity?

5. It will insure the architectural integrity of the proposed historic district by reviewing any proposed plans for major exterior alterations or demolition so as to avoid further changes that will have an adverse effect on that area.

6. The historic district includes downtown. For this reason there have been many incompatible intrusions into the area. It is obvious that existing zoning could benefit from the support of a case by case – much closer – design review process included in a historic district ordinance. The neighborhood will be better able to protect and preserve the architectural and historic integrity of the area and stop unwanted changes and intrusions. If the neighborhood does not band together, bit by bit, there will be an erosion of one sort or another. It is a judgment each property owner will have to make as to whether he or she likes some of the changes that are happening generally, or whether everyone together can work more creatively.