A watercolor architectural sketch of a street scene. On the right, a two-story building with a flat roof and large windows is rendered in shades of pink and purple. A person is walking on the sidewalk in front of it. On the left, a row of tall, thin trees with dense green foliage stands along the street. A car is partially visible on the far left. In the background, a range of blue mountains is visible under a pale sky. The overall style is soft and artistic, using watercolor washes and fine lines.

City of Norcross  
Architectural Review Board

Architectural and  
Site Design Standards



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# Smart Growth

planned economic and community development that attempts to curb urban sprawl and worsening environmental conditions.

The overarching goal of “Smart Growth” or “New Urbanism” is to encourage the development (either by new construction or rehabilitation of previously developed land) of compact, mixed-use development that encourage more green space, greater building density and pedestrian walkability.

## Purpose of Design Standards

Like many communities, the City of Norcross faces the challenge of balancing new development and growth with the preservation of its unique historic resources and cultural identity. It is these physical characteristics which create community character. **By establishing community standards for the care and protection of its built resources, the City of Norcross is striving to preserve these defining features. The purpose of these design standards is to establish a common language of tectonics, materials and proportions between various buildings.**

### DESIGN STANDARDS DO

- Apply to the exterior of a property (not the interior)
- Protect the historic character & integrity of the downtown development district
- Provide guidance to design professionals and property owners undertaking construction in the district
- Identify important review concerns and recommend appropriate design approaches
- Provide an objective basis for review, assuring consistency and fairness
- Increase public awareness of the district and its significant characteristics

### DESIGN STANDARDS DO NOT

- Prevent changes
- Require property owners to make changes
- Limit growth or development
- Apply to routine maintenance
- Dictate design
- Restrict creative design solutions

In local historic and development districts, a design review process applying architectural standards is the established mechanism to ensure uniform standards for each applicant who seeks design approval. Architectural standards provide objective criteria to evaluate proposals.

Architectural standards can also:

- Conserve the traditional historic, architectural and landscape character of the downtown core and surrounding neighborhoods, while guiding reasonable growth
- Help shape the reinvestment and redevelopment of existing commercial corridors into distinct pedestrian-friendly areas that are complementary to the traditional core of the district
- Guide new commercial and residential construction that is compatible with the distinctive character of the area
- Discourage demolition of historic structures that contribute to the character of the district
- Ensure compatibility of development with the vision of the City
- Provide an objective guide for local design review decisions

## The Movement

For the past decade, the momentum for retrofitting communities has been led by local public institutions. Zoning, development and various standards have been implemented to facilitate a leading mentality rather than a reactionary mindset. The City of Norcross embraces the idea of providing more walkable communities, greater building density and branding future development to the City's past.

**The Smart Growth movement encourages the transformation of single-use, isolated developments into vibrant, walkable, mixed use communities that are more attractive.** Redeveloping aging and underperforming shopping centers, office parks, apartment complexes and other large suburban places allows new population growth to be redirected from greenfields into greyfield sites preserving natural amenities.

**The overarching goal is for future development and redevelopment to be more compact, walkable and connected and as a result more authentic and more sustainable.**

Adding density supports existing businesses and encouraging new ones and leads to less dependence on the automobile conserving energy and resources.

# Process and the Architectural Review Board

## Overview

The Norcross Architectural Review Board (ARB) is the city-appointed body tasked with administering the city's review process by applying the standards in this Architectural and Site Design Standards Manual. ARB is responsible for all areas outside the HPC and ARB is the decision making body for this area. Refer to the official Zoning map of the City of Norcross for boundaries. In order for an applicant to obtain a building permit for a proposed project, the ARB must approve a Certificate of Appropriateness (COA). A COA must be obtained from the ARB prior to the issuance of a building permit.

## Scope of ARB

The standards in this manual apply only to exterior features of properties because these features affect the quality of the public environment. Interior features are not addressed. In some cases, proposed changes to the historic landscape and streetscape are addressed by these standards.

The ARB reviews proposals for all new construction projects within the city limits of Norcross, as well as proposals for the exterior remodeling of all existing properties. The only exception to this policy is for the exterior remodeling of existing single-family residences: within the Norcross Historic District a COA must be obtained, but outside the boundaries of the Norcross Historic District a COA is not required. Proposals for new multi-family residential projects, or the rehabilitation of existing multi-family projects, are required to obtain a COA.

## Responsibility of ARB

The standards in this manual have been written as principals that will help maintain the unique "sense of place" enjoyed by residents of Norcross. If a design project situation should arise that is not specifically covered in this manual, the ARB is charged with using the ethics represented in this manual, as well as their professional knowledge and aesthetic judgement to render a decision.

## Downtown Development District and the National Register – listed Norcross Historic District

When a property owner proposes changes that would alter the exterior appearance of a property within the Downtown Development District, or the appearance of a residence within the National Register-listed Norcross Historic District, the owner is required to file an application for a Certificate of Appropriateness to obtain a permit to make those changes. The Architectural Review Board (ARB) reviews those proposed changes but does not comment on the proposed use of the property. The use of a property is regulated through the zoning ordinance and building and development codes.

## ARB's Decision

The ARB shall consider a variety of issues in rendering its decision including, but not limited to, the following: surrounding development, best interest of the community, previous studies undertaken by the City such as the Downtown Study and LCI Town Center Study as well as the standards contained herein. These standards are adjunct to Norcross' Comprehensive Plan, Zoning Ordinance, Sign Ordinance, Subdivision Ordinance, and the International Building Code (IBC). When conflicts occur between requirements of these various regulatory documents, the most strenuous standard applies as interpreted by the Architectural Review Board.

## How the Standards are Organized

The City wishes to help and aide potential developers; to become partners in **creating a better community to live, work and play**. As a result, these standards present a practical guide with text descriptions of requirements as well as complimenting visual examples. The goal is to offer realistic, workable strategies and techniques.

These standards recommend materials and configurations of building walls, roofs, doors, windows and various exterior elements, but do not define a particular architectural style.

Specific attention is granted to redevelopment. The City acknowledges it is moving towards a more urban rather than suburban environment with the long term goal to focus more on the pedestrian and less on the vehicle.

## The Goal

**The goal for the City of Norcross is to attract investment by building new places and enhancing old ones, to maintain the city's infrastructure, modernize aging housing, retail, office and industry, diversify residents and provide for the needs of the aging thru a realistic attitude of development. In short, to provide guidance for transforming fragmented and inefficient development into complete communities that have better economic, social and environmental performance.**

Humans are social creature that are drawn to nature. The goal is to connect each other and connect to the world. **The solutions presented follow three strategies: more density, more walkability and creating and enhancing that character that makes the City of Norcross unique.** In essence if done well, a "third place" as theorized by the sociologist Ray Oldenburg will develop creating a City that is authentic, local and identifiable.

These guidelines do not attempt to be novel, but produce positive outcomes through methods and techniques that have been demonstrated to work. The goal is for better thought which leads to better workmanship, materials and detailing.

## Acknowledgements

These Design Standards are meant to be concise, more of a quick reference "How to Guide" with the goal to not limit creativity, but allow more of it. They continue the work of The Jaeger Company from November 2006 on the original Design Standards. These Design Standards are heavily indebted to the following publications. The ideas presented here are based on their collective research. In lieu of referencing all instances of inspiration, we suggest reading each of them and learning "Why" this path is necessary and the inefficiencies of sprawl development.

- Ellen Dunham-Jones and June Williamson, *Retrofitting Suburbia* (New Jersey: John Wiley & Sons, Inc., 2011).
- Galina Tachieva, *Sprawl Repair Manual* (Washington, DC: Island Press, 2010).
- Andres Duany and Jeff Speck with Mike Lydon, *The Smart Growth Manual* (New York: McGraw-Hill, 2010).

## Undue Hardship

The inability to put a property to its most profitable use does not constitute undue hardship. The U.S. Constitution and Federal courts have determined that property owners have a right to reasonable use of their land, but it does not guarantee the most profitable use. Undue hardship must be proven. An exception issued by the ARB for a lesser reason or simply because the commission feels it is doing "the right thing" is an invalid application of authority. The burden of proof lies with the property owner. The burden of proof for a claim of "undue economic hardship" rests with the property owner. The property owner must establish clear and convincing evidence to warrant a favorable action by the board. The ARB should consider the possibility of the owner taking advantage of State and Federal Income Tax incentives to make the rehabilitation project more feasible.

If the hardship is self-imposed, caused by an action of the owner, the applicant, or some other agent, undue hardship may not be granted.

The hardship must be peculiar to the building or property in question and must not be common to other properties. If the condition of hardship is common to other properties, the commission should consider a change to the Design Guidelines. Granting an exception in such cases is improper.

Mere inconvenience to the application is not sufficient grounds for undue hardship.

In order to grant undue economic hardship, the following is necessary for the commission's review:

- a. the past and current uses of the building and property,
- b. the name and federal income tax bracket of the owner,
- c. the date and price of purchase or other acquisition of the structure and property, and the party from whom it was acquired,
- d. the assessed value of the building and property,
- e. the current fair market value of the structure and property as determined by a licensed appraiser,
- f. all capital expenditures during the current ownership,
- g. records depicting the current condition of the building and property,
- h. plans for proposed improvements to the building, and
- i. the expense of rehabilitation.

*“The vision is for future development and redevelopment to be more compact, walkable and connected.”*

The City of Norcross

# SECTION 1 | SITE

INAPPROPRIATE



APPROPRIATE



# Downtown Development and Historic Districts

## Goals

### DEFICIENCIES

- Scale of new building does not fit with context
- Materials do not compliment old buildings
- Signage is too large

### GOALS

- Building is two story taking up less of a footprint
- On street parking is provided
- Street trees and planters soften hard surfaces
- Lighting compliments street
- Signage is pedestrian (smaller)
- Large windows on main floor compliment the street
- Building materials such as brick and stone give a sense of permanence
- Canopy brings scale down to pedestrian

Historic and appropriately designed buildings located within the Downtown Development District provide much of the character and sense of place of the Norcross community.

This section provides specific development standards for all new developments and redevelopments (both residential and non-residential), as well as all exterior remodeling of non-single family residential properties, within the Norcross Downtown Development District (DDD).

The Mayor and Council of the City of Norcross have established the DDD to guide the appearance and function of development in and around the National Register-listed Norcross Historic District, as well as to retain the area's historic character and significance.

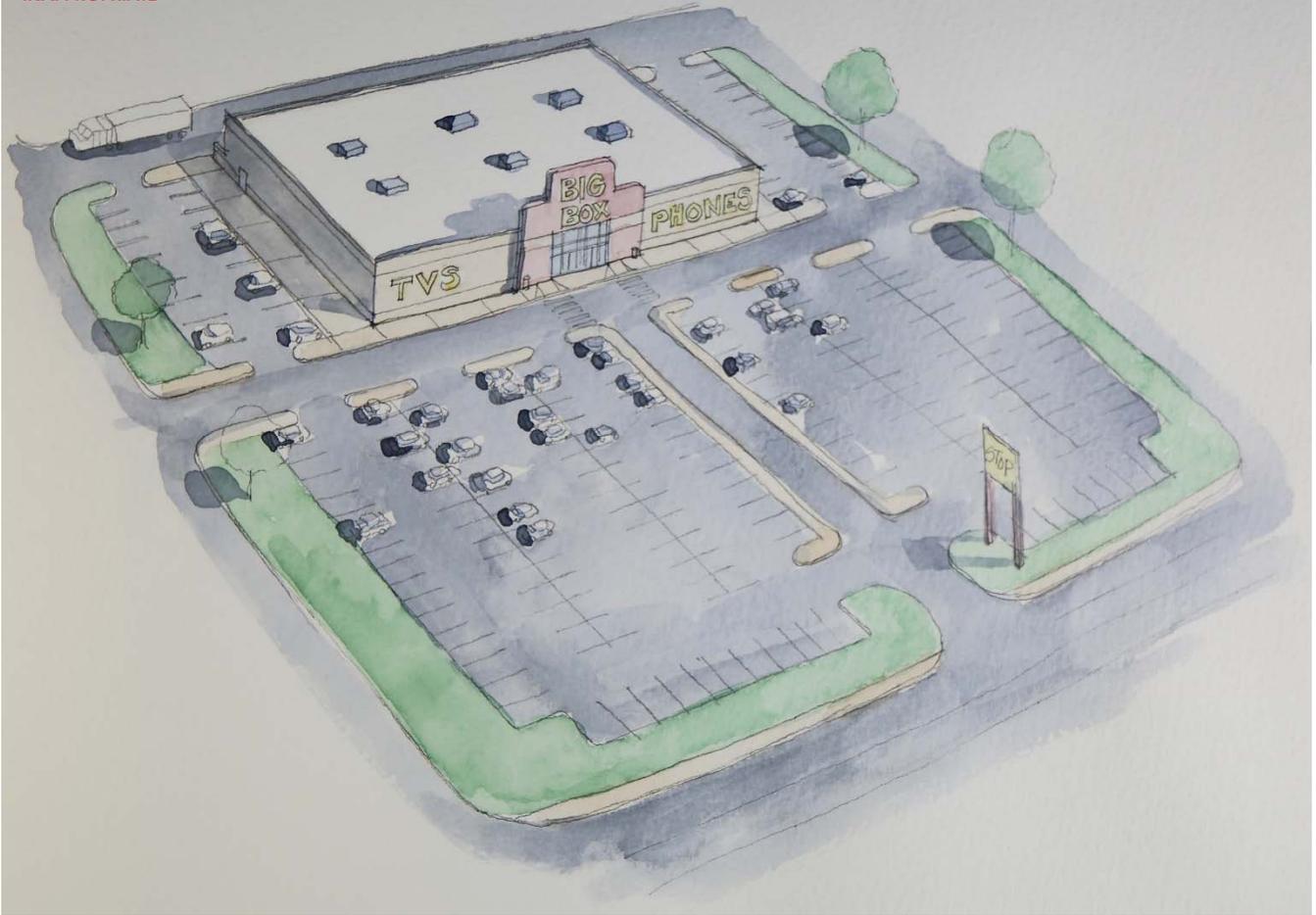
The identity of Norcross is closely tied to the existing character and appearance of properties within the DDD. **It is important that the character established by existing buildings be continued in new construction through appropriate massing, scale, setback and building form.**

The DDD serves as a zoning overlay district in the City of Norcross. Included in the DDD is the Norcross Historic District which consists of the historic commercial section of the city as well as many stable residential neighborhoods. Also located within the DDD are the suburban-type residential areas on the periphery of the downtown core and the Buford Highway commercial corridor. Buford Highway has been identified by the city as an area for redevelopment and aesthetic enhancement.

## Guidelines

- 1.1.1 Parking is prohibited within the green spaces that border the district's streets. Not only does this practice disrupt the visual character and intended use of green spaces and planting strips, but it also causes soil compaction that can damage tree roots.
- 1.1.2 Surface parking areas in the district must be edged with tree plantings and/or hedges. This will help to buffer and screen these spaces as well as preserve visual edges.
- 1.1.3 Subdivide large parking areas for developments with interior planting islands to break up any large paved area.
- 1.1.4 When possible, parking lots should be located to the rear of the property and be properly maintained with directed and shielded lighting fixtures and other considerations to make them safe and attractive.
- 1.1.5 A minimum of 10% of the interior parking must be landscaped.
- 1.1.6 Parking minimums and ratios shall comply with existing City ordinances.
- 1.1.7 Parking for residences is to be located to the rear of the property when feasible.
- 1.1.8 When possible, utilize pervious paving materials. This decreases runoff and in many ways is more attractive than asphalt.
- 1.1.9 Retention ponds shall be underground when feasible. Otherwise, retention ponds shall be integrated into the landscaping to appear "natural". Fencing utilized for such above ground retention ponds shall be an approved material.

INAPPROPRIATE



APPROPRIATE



# Commercial and Mixed-Use

## DEFICIENCIES

- Car oriented building type
- Homogeneous
- Large front setback
- Large vehicle oriented signage
- Limited landscaping

## GOALS

- Different activities are encouraged to be stacked within the same building allowing for Mixed Use with greater density
- Greater building density on site
- On street parking provided
- Tree zone buffers street
- Principal entrance faces street
- Internal street with possible parallel parking provided
- Pedestrian alley connector provided mid block
- Wide inviting sidewalk for pedestrians
- Pedestrian friendly with wide sidewalks, public plazas and shop fronts
- Signage (smaller) oriented to pedestrian
- Buildings pulled closer to street
- Parking broken into zones and reorganized
- More landscaping to soften and reduce heat island

## Goals

For both new development and redevelopment, the goal of site design is to provide for pedestrian comfort facilitated through the following:

- Upgrading of exterior materials, façade articulation and architectural design
- Screening of surface parking with an emphasis on parking to the rear or side
- Buildings built closer to the street
- Compatibility of new construction in terms of scale, massing and materials, but not necessarily architectural design
- Inclusion of planting islands in large parking lot designs
- Limited number of curb cuts
- Standardization of lighting, street trees and sidewalks
- Providing for monument signs as well as pedestrian scale signs

It is important to note, the Architectural Review Board (ARB) reviews proposed exterior designs and changes but does not comment on the proposed use of the property. The use of a property is regulated through the zoning ordinance and building and development codes. Linear buildings placed within the front setback may be approve and have the potential to urbanize the street. **Mixing of housing, working, shopping, recreation and civic uses is encouraged, to reduce the impact of vehicular traffic, infrastructure and service costs.**

## Guidelines

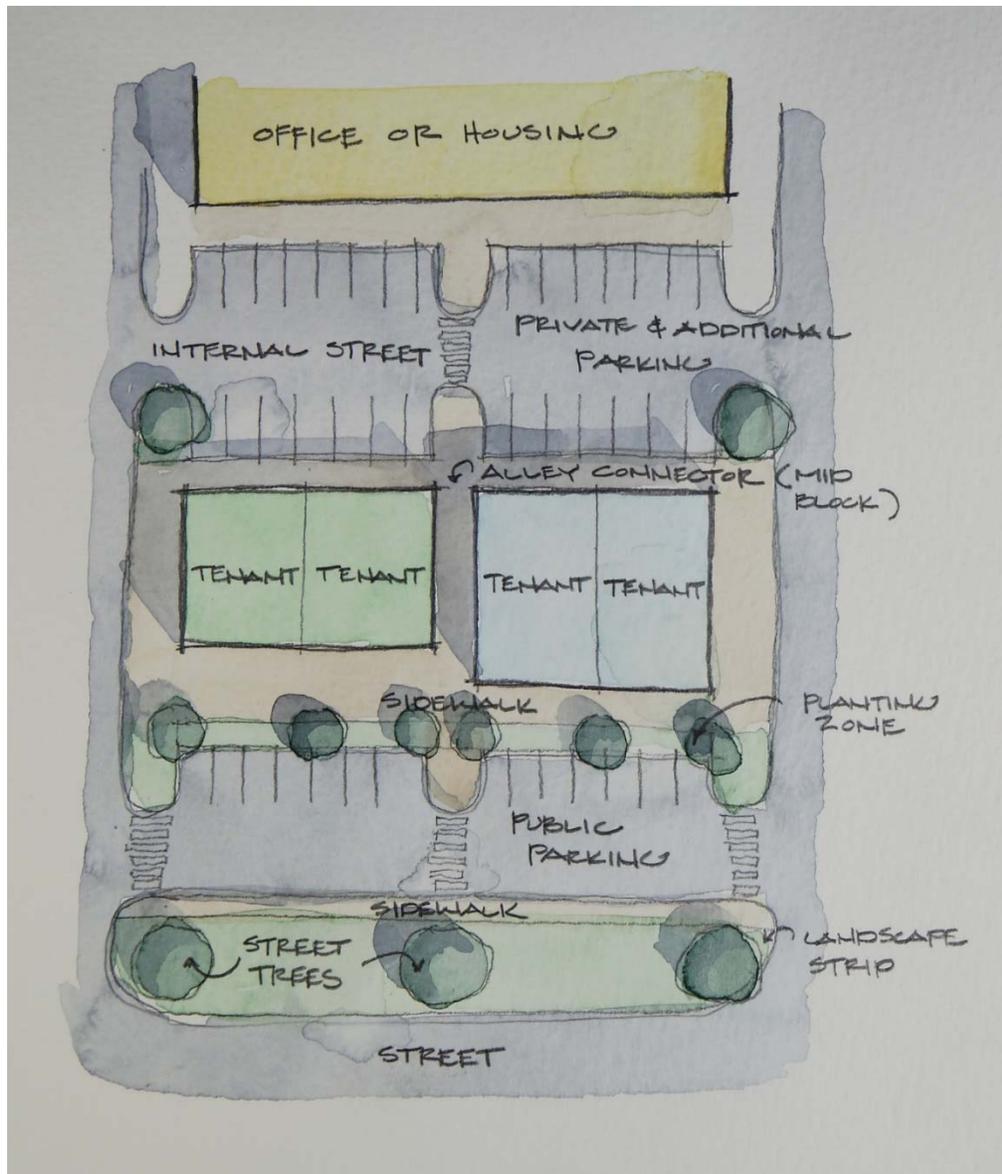
- 1.2.1 Surface parking areas must be edged with tree plantings and/or hedges. This will help to buffer and screen these spaces as well as preserve visual edges.
- 1.2.2 Subdivide large parking areas for developments with interior planting islands to break up any large paved area.
- 1.2.3 When possible, parking lots should be located to the rear of the property and be properly maintained with directed and shielded lighting fixtures and other considerations to make them safe and attractive.
- 1.2.4 A minimum of 10% of the interior parking must be landscaped.
- 1.2.5 Parking minimums and ratios shall comply with existing City ordinances.
- 1.2.6 Parking for residences is to be located to the rear of the property when feasible.
- 1.2.7 When possible, utilize pervious paving materials. This decreases runoff and in many ways is more attractive than asphalt.
- 1.2.8 Retention ponds shall be underground when feasible. Otherwise, retention ponds shall be integrated into the landscaping to appear “natural”. Fencing utilized for such above ground retention ponds shall be brick, or other approved material.
- 1.2.9 Buildings shall be pulled close to the street to create internal public plazas, separate parking and create wide sidewalks.
- 1.2.10 One-way thoroughfares should be avoided as they can undermine walkability.

## Commercial and Mixed-Use

### Goals

**Redevelopment is the preferred method.** Isolated shopping and office parks surrounded by asphalt are discouraged. Parking is encouraged to be broken up rather than provided in large expanses of paving. **The goal is for higher density mixed-use centers with public spaces and ample landscaping.**

The site plan below incorporates a mixed-use concept with greatly improved density, walkability and street life compared to the typical low-density, auto-dependent suburban commercial development. A pedestrian passage is created at mid block.



# Neighborhood

## Goals

Most subdivisions turn their back yards towards the outside of their neighborhood. **The goal is for both new and redeveloped subdivisions to integrate more into their adjacent surroundings.** This can be accomplished with multiple points of entry and inclusion of other uses often at the entry points of the neighborhood. An entry square can create a gateway to a neighborhood and serve as an amenity.

A further goal is to bring houses closer to the street and prevent the garage and driveway from dominating the street view creating a more enclosed street space that is more inviting and walkable.

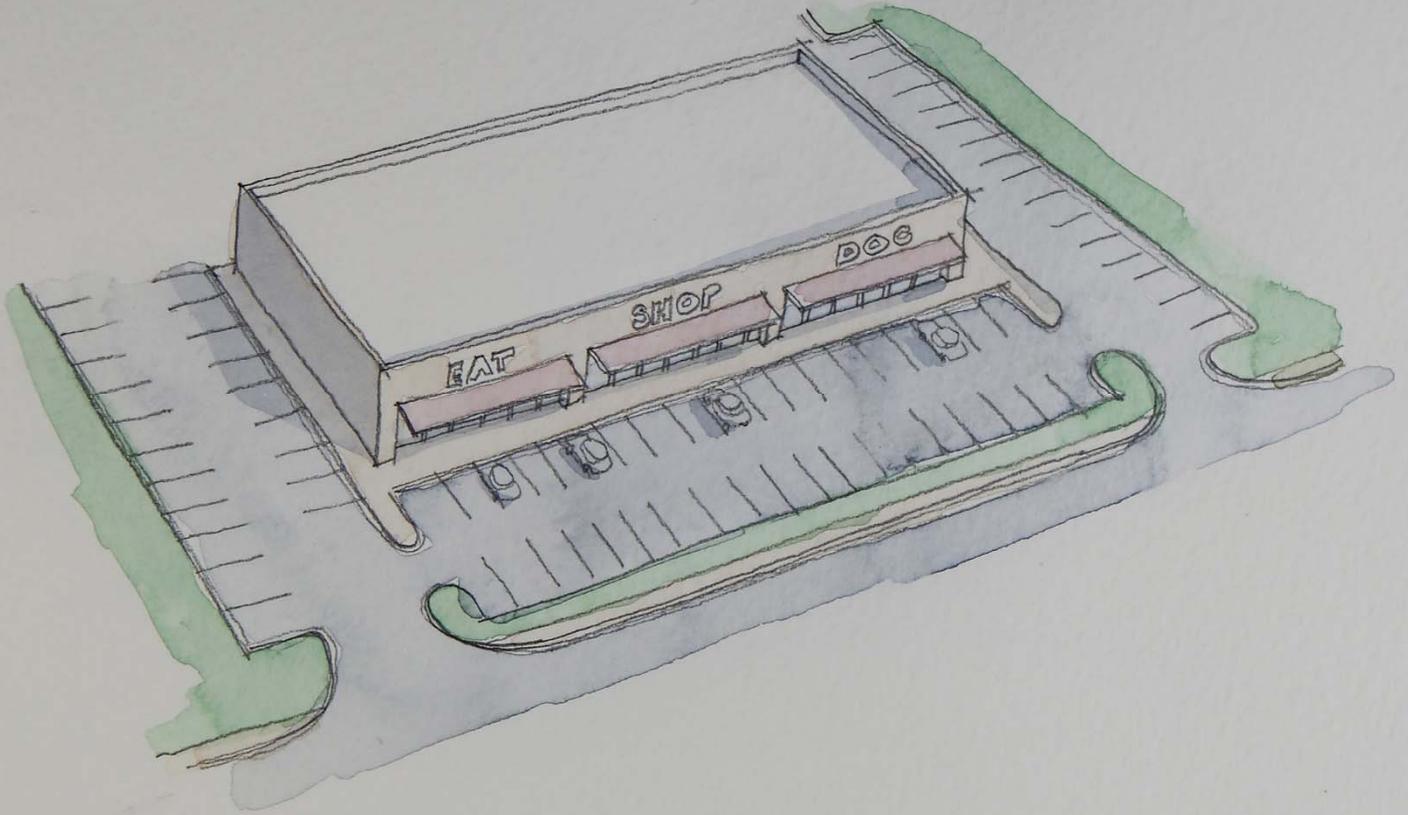
The goal is to provide lifelong communities where residents can age in place.

It is a challenging problem. Entire neighborhoods can be transformed through “connect the cul-de-sac” strategies for remaking unconnected streets. Targeted buyout of homes can permit higher-density redevelopment within an existing subdivision. Entire subdivisions can also be bought out and replaced.

## Guidelines

- 1.3.1 The use of alleys and other secondary road systems to access secondary buildings, such as garages, is required when feasible.
- 1.3.2 New residential buildings must be compatible with surrounding buildings in terms of form, scale, height, massing, proportion and roof shape. No structure may exceed the height of an adjacent structure by more than one floor.
- 1.3.3 For redevelopment within the older neighborhoods where lots are larger, additions may be built closer to the street within the front yard.
- 1.3.4 Urban gardens are encouraged, but should be placed within the rear yard.
- 1.3.5 Sidewalk and landscape trees are required and should be connected to existing amenities when feasible.
- 1.3.6 Gated residential areas are not neighborhoods, and their construction should be avoided.
- 1.3.7 A neighborhood should rarely contain cul-de-sacs.
- 1.3.8 Speed limits within neighborhoods must not exceed 25 mph.

INAPPROPRIATE



APPROPRIATE



# Outdoor Public Spaces

## DEFICIENCIES

- Vehicle oriented building
- No landscaping
- Minimal sidewalks

## GOALS

- Building is two story taking up less of a footprint
- Parking is to the rear and side of building
- Street trees and planters soften hard surfaces
- Lighting compliments street
- Signage is pedestrian (smaller)
- Integrated bus stop
- Public plaza provided

## Goals

Outdoor public spaces contribute to the success of a community and shall be provided when feasible. The goal is to preserve and celebrate natural amenities. These include wooded areas, drainage patterns and wet lands.

Development is encouraged to take place on the worst part of the property, preserving the best. Shared views are also encouraged to be designed and maintained.

## Guidelines

- 1.4.1 Historic open spaces must be preserved and enhanced through sensitive maintenance and management.
- 1.4.2 Existing vegetation must be preserved and new vegetation added that complements the character of the area. An under planting program must be used to replace aging vegetation.
- 1.4.3 Introducing native plants as new vegetation materials within open spaces are encouraged. Native plants generally require less watering and maintenance and also help protect and enhance the ecology of the site.
- 1.4.4 The creation of usable outdoor public spaces is required. These spaces may be hard surfaced but must include seating and landscaping. Trees that provide shade are required.
- 1.4.5 Assigned outdoor play space in multi-family residential communities is required. Pedestrian walkways must be provided for safe access to these areas.
- 1.4.6 Open spaces shall be linked to natural corridors to benefit both humans and wildlife.
- 1.4.7 Topsoil must be preserved during the site development process.
- 1.4.8 Working with the existing topography is encouraged.
- 1.4.9 Drainage shall follow existing patterns as feasible.
- 1.4.10 Every neighborhood should include a plaza, green or square as its "social center". A community garden or nature trails may be located in these areas.



LOCAL

LC

*“The best urban places attract people by the complex and cumulative effect of all of their activities and spaces. In other words, the sum is greater than the parts.”*

Retrofitting Suburbia

# SECTION 2 | BUILDING



# Downtown Developments and Historic Districts

## GOALS

- Building is two story taking up less of a footprint
- Different activities are encouraged to be stacked within the same building allowing for Mixed Use with greater density
- Site is pedestrian friendly with wide sidewalks, public plazas and shop fronts
- Signage is (smaller) oriented to pedestrian
- More landscaping is provided to soften and reduce heat island

## Goals

- Conserve the traditional historic, architectural and landscape character of the downtown core and surrounding neighborhoods, while guiding reasonable growth.
- Guide new commercial and residential construction that is compatible with the distinctive character of the area.
- Discourage demolition of historic structures that contribute to the character of the district.
- Ensure compatibility of development with the vision of the City.
- Provide an objective guide for local design review decisions.

## Guidelines

- 2.1.1 Architectural details must reflect features within the district or within the area of influence of the project, and will be appropriately scaled to the new construction utilizing historic precedent.
- 2.1.2 Architectural features must promote architectural interest and will use the same proportion, scale and detailing as the historic precedents found within the district. These features and details may not overwhelm a façade.
- 2.1.3 New buildings must be compatible with surrounding buildings in terms of form, scale, height, massing, proportion and roof shape. No structure may exceed the height of an adjacent structure by more than one floor.
- 2.1.4 One-story buildings shall have a minimum height of sixteen feet. No structure may exceed forty feet in height without formal approval of the City.
- 2.1.5 Historic buildings in the district should not be demolished unless they are so unsound that rehabilitation is not possible.

A prolonged lack of maintenance results in demolition by neglect – the preventable demise of a historic building due to willful lack of maintenance. Because demolition is irreversible, all possibilities for saving a threatened historic structure must be explored. Demolition of contributing structures is prohibited because of the negative impact it has on the surrounding area and the historic fabric of the district. The loss of a historic building creates a void in the streetscape, and subsequent improvements to the site are usually not as well designed or constructed as the original. Comparable new construction is often not feasible because of market conditions and the unavailability of materials and skilled craftsman.



# Downtown Developments and Historic Districts

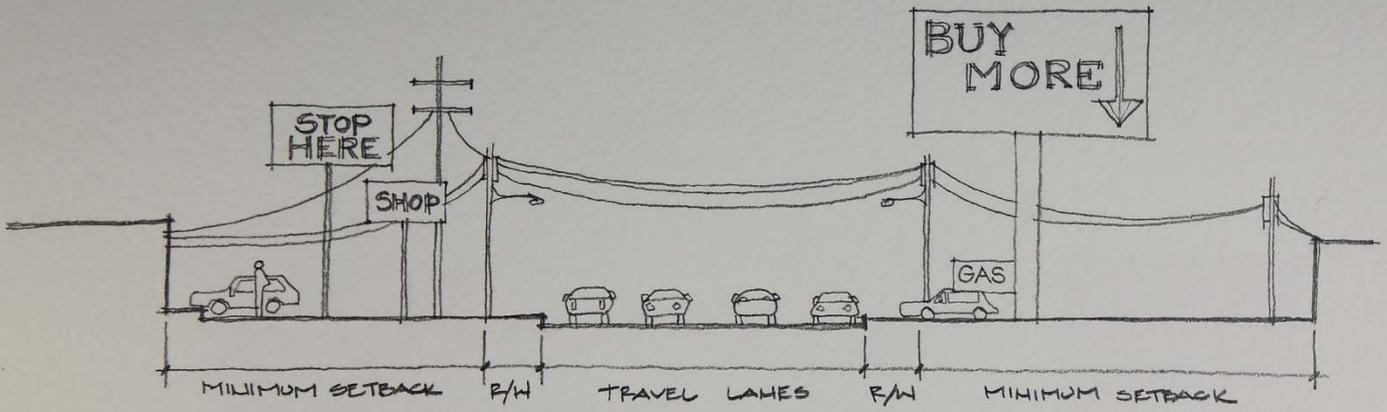
## GOALS

- On street parking is provided
- Street trees and planters soften hard surfaces
- Lighting compliments street
- Signage is pedestrian (smaller)
- On street parking provided
- Tree zone buffers street
- Principal entrance faces street
- Wide inviting sidewalk for pedestrians
- Buildings pulled close to street

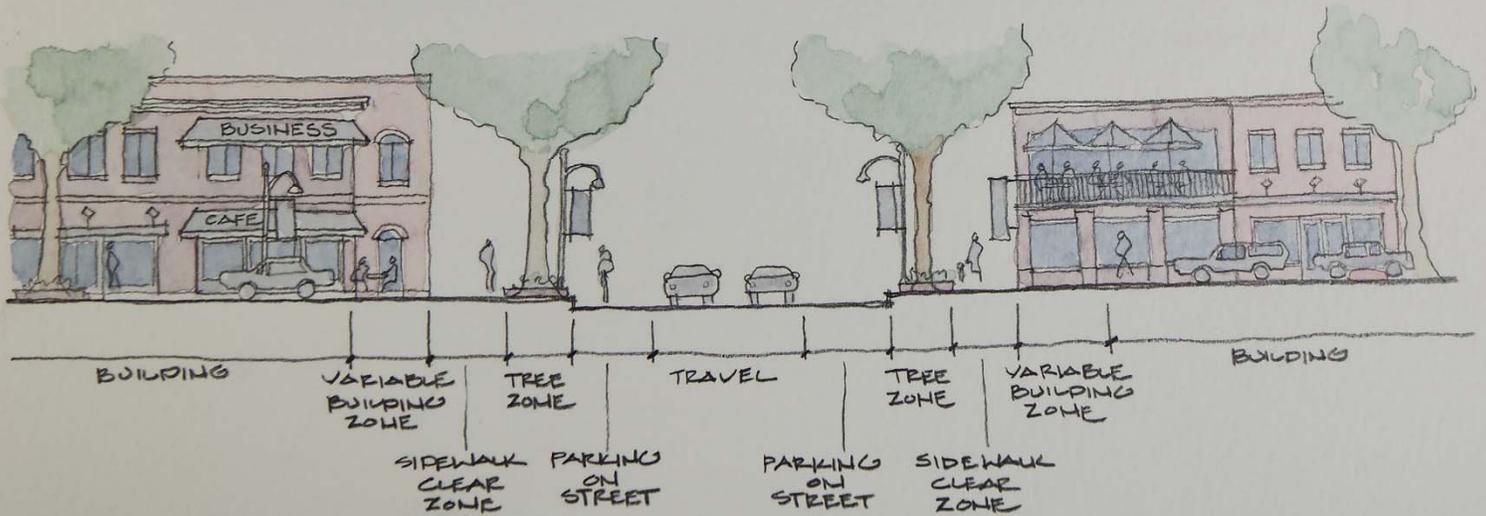
## Guidelines

- 2.1.5 Each building proposed for demolition must be evaluated for historic and architectural merit as well as its importance to the history of the site, the National Register-listed district, and the DDD. As an alternative to demolition, many property owners consider “mothballing” a historic structure. Mothballing is a temporary means of closing up a structure, which protects it from the weather and secured it from vandalism. It is typically used when all means of finding a productive use have been exhausted, or when funds are not currently available to bring it back to a usable condition. When the local building official has declared a structure unsafe, mothballing can be a viable alternative to demolition, offering protection while funds are sought or while planning for its future use.
- 2.1.6 The demolition of a noncontributing structure within the district is allowed under the following conditions:
1. Plans for the redevelopment of the site have been through the Design Review process and have been approved by the ARB.
  2. It is documented to the satisfaction of the ARB that finances are in place to construct the approved redevelopment plans.
- 2.1.7 The demolition of a contributing structure within the district is allowed under the following conditions:
1. It is documented to the satisfaction of the ARB that the building cannot feasibly be rehabilitated for use, which should be written by a licensed architect, engineer, or city inspector.
  2. Plans for the redevelopment of the site have been through the Design Review process and have been approved by the ARB.
  3. It is documented to the satisfaction of the ARB that finances are in place to construct the approved redevelopment plans.
- 2.1.8 The ARB is permitted to suspend the application process, and ask the applicant to advertise the property for sale to an entity that will undertake rehabilitation of the property. If after a six month period of time has elapsed without a secured buyer the review process will resume for the demolition of the property.
- 2.1.9 Relocating a building should only be used when it provides the only feasible solution to saving a historic building.
- 2.1.10 The building to be moved must be compatible with the architecture surrounding its new site, with regards to style, scale, materials, mass, and proportion. The new site for a relocated building must be suitable in terms of building spacing, setback, orientation, height, scale, and massing.
- 2.1.11 A building will be moved as a single unit. If unable to be moved as a single unit, only partial disassembly is allowed.
- 2.1.12 The site of the relocated building will be landscaped in a manner that is consistent with the character of the district.

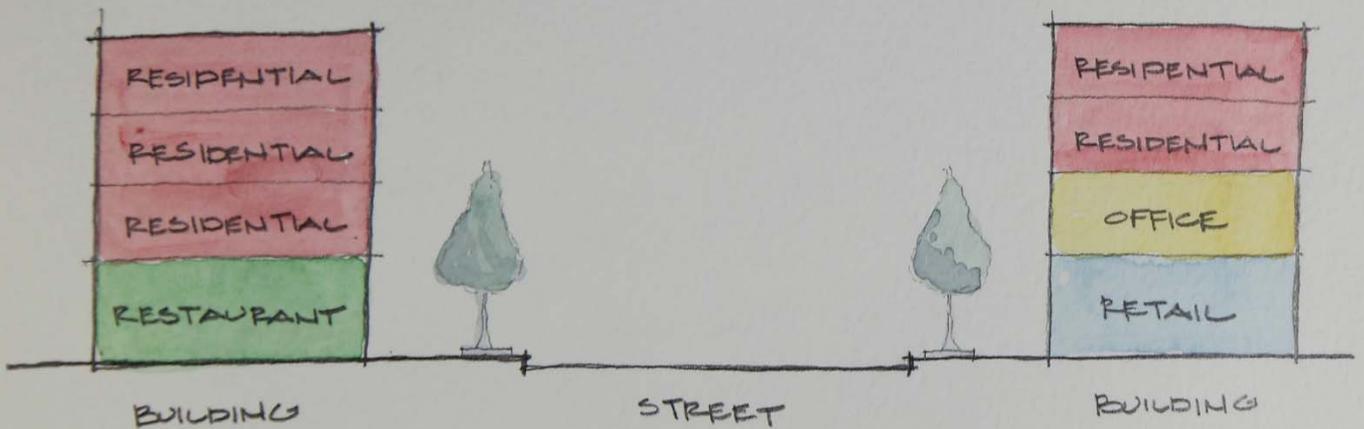
INAPPROPRIATE



APPROPRIATE



APPROPRIATE



# Commercial and Mixed-Use

## DEFICIENCIES

- Large front setback
- Large vehicle oriented signage

## GOALS

- Mixed use with greater density
- Pedestrian friendly
- Tree zone buffering street
- Wide inviting sidewalk clear zone for pedestrian
- On street parking
- Underground Utilities

## Goals

The overarching goal is to encourage the development (either by new construction or rehabilitation of previously developed land) of compact, mixed-use areas that encourage more green space, greater building density and pedestrian walkability and become interconnected with other areas within the City.

Streets should be symmetrical with the same building types on both sides and with similar heights.

## Guidelines

- 2.2.1 Two story buildings are encouraged, but not required.
- 2.2.2 Structures taller than two stories in height (to the top of the roof line) will be considered on a case by case basis, however also refer to City of Norcross ordinance concerning building heights where appropriate.
- 2.2.3 Human scale must be created by building massing and form, as well as the use of canopies, arcades, street-level display windows, raised landscape planters, pedestrian level lighting, and building material treatments at the base of the building.
- 2.2.4 Buildings designed at prominent locations or sites must be treated as landmark buildings and be designed with special architectural treatments that are compatible with other landmark buildings in Norcross in terms of scale, form and materials. Special consideration will be given to such landmark buildings in the community.
- 2.2.5 Developments should be transit ready to support a public bus stop where appropriate.



# Neighborhood

## GOALS

- Front porch defines the entry
- No front facing garage
- Gabled roofs add visual interest
- Materials are in keeping with adjacent buildings
- Mullions are used on windows to provide privacy

## Goals

Appropriate architectural features for neighborhoods include, but are not limited to: bay windows, bay projections, rear projecting eaves, decorative shingle treatments, knee brackets, lookouts, dormers, entablatures, decorative banding, corner boards, and chimneys.

Both new house construction as well as additions and modifications to existing houses should blend and compliment the adjacent houses. This may be accomplished thru massing, scale, materials and/or details.

## Guidelines

All work within the traditional historic neighborhoods shall not conflict with the architectural style of the adjacent houses. Historic and appropriately designed additions and new structures shall continue the massing, scale, and setbacks of the area.

- 2.3.1 Chimneys may not appear to be cantilevered. All chimneys will feature a base integrated into the foundation, like traditional chimneys. Chimneys must be clad in a form of masonry, all other materials will be reviewed on a case-by-case basis by the ARB. Horizontal siding is specifically prohibited for use on chimneys.
- 2.3.2 All detailing of architectural elements and materials will be undertaken so that joints of dissimilar materials are kept to a minimum and are not seen from the public right-of-way. The use of different material accents is appropriate to the district, but should be done in such a way that is incorporated into the overall design of the structure.
- 2.3.3 Historic elements such as retaining walls, fences and the like are to remain when feasible to preserve the character of the area.



## *Tactics for Retrofitting*

*Reuse vacant commercial buildings*

*Repair the environment by reconstructing creeks and wetlands*

*Build compact, mixed-use developments and not single use, auto-dependent*

*Improve streets for pedestrians and bicyclists*

*Build real sidewalks that are wide*

*Keep things walkable*

*Diversify housing choices and price*

*Invest in quality materials that are durable and age well*

*Make it beautiful*

Derived from Retrofitting Suburbia



# Historic Features

## GOALS

- Maintain a "Sense of Place" within the DDD with a focus on the pedestrian.

## Goals

The goal is to conserve the traditional historic, architectural and landscape character of the Downtown Development District and the National Register – listed Norcross Historic District, while guiding reasonable growth.

The further goal is to discourage demolition of historic structures that contribute to the character of the district.

## Guidelines for All Development Types

- 3.12.1 Historic buildings typically were designed with the pedestrian in mind. Such pedestrian features include storefronts fronting on sidewalks, recessed entries, entrances for a second floor space fronting on the sidewalks, and awnings. Such features must be maintained or reinstated during the rehabilitation process.
- 3.12.2 Historic paving and scoring patterns in sidewalks must be preserved if possible. New paving must be compatible with that found within its area of influence, or as established by city streetscape standards.
- 3.12.3 Consider introducing only native plants to the district, or those plants that would have been available during the DDD's historic period.
- 3.12.4 Commercial buildings must be pulled up to the sidewalk edge to continue the urban, pedestrian-friendly character of historic commercial core along Peachtree Street.



# Street and Parking

## GOALS

- Preservation of the historic character and feel.
- Preservation of the public street life.
- Uniformity of street development with consistent sidewalk, planters and landscaping.

## Goals

The overarching goal is for all new development as well as redevelopment to be more compact, walkable and connected with less focus on the vehicle and more on the pedestrian.

The use of pervious paving, bioswales integrated with sidewalks and curbs, continuous planting strips, rain gardens and/or reconstructed wetlands are encouraged.

## Guidelines for All Development Types

- 3.2.1.1 Planting strips and street trees along any public right-of-way must be retained or restored during rehabilitation if site work in the streetscape is planned.
- 3.2.1.2 The safety of a pedestrian must be paramount whenever addressing rehabilitation of a streetscape.
- 3.2.1.3 New curb cuts must be kept to a minimum and reestablishment of historic curb cuts is encouraged.
- 3.2.1.4 Whenever possible utilize pervious paving materials (pavers and/or concrete), which help decrease runoff and are aesthetically more pleasing than asphalt.
- 3.2.1.5 All work must be in compliance with the Tree Ordinance.
- 3.2.1.6 Applicant should also refer to the LCI Town Center Study regarding "Streetscape Elements".
- 3.2.1.7 The orientation and setback of a new building and its site placement must be consistent with the dominant pattern within the area of influence of the project.
- 3.2.1.8 To create tree canopies, trees should be spaced at a distance equal to the mature crown width.
- 3.2.1.9 Refer to graphics in this section for sidewalk widths and curb requirements.

# Street and Parking

## Guidelines for Commercial Developments

- 3.2.2.1 A safe accessible route from the city's sidewalk network to the main entrance of a building is required.
- 3.2.2.2 All non-residential development abutting a property utilized for residential use shall establish a landscaped buffer to screen development from said residential use.
- 3.2.2.3 Parking is prohibited within the green spaces that border the district's streets. Not only this practice disrupt the visual character and intended use of green spaces and planting strips, but it also causes soil compaction that can damage tree roots.
- 3.2.2.4 Surface parking areas in the DDD must be edged with tree plantings and/or hedges. This will help to buffer and screen these spaces as well as preserve visual edges.
- 3.2.2.5 A minimum of 10% of the interior parking area must be landscaped; this landscaping must be used to create interior planting islands to break up any large paved area.
- 3.2.2.6 When possible, parking lots must be located to the rear of the property and be properly maintained with lighting and all other considerations to make them safe and attractive.
- 3.2.2.7 Parking areas shall be screened from the right-of-way using berms, landscape hedges, or walls.
- 3.2.2.8 Parking minimums and ratios shall comply with existing City ordinances.
- 3.2.2.9 To further promote the extensive pedestrian network of sidewalks in the city, all nonresidential buildings must maintain, or install, a sidewalk fronting the public right-of-way.
- 3.2.2.10 Sidewalks within commercial areas should be at least 10 feet wide from building to curb.

## Guidelines for Residential Developments

- 3.2.3.1 Rear lanes or alleys, which relegate garages to the back shall be encouraged.

# Landscaping

## Goals

Downtown Development District: The presence of historic commercial buildings within the DDD contributes greatly to the character of the district. This commercial landscape is pedestrian-friendly with the majority of commercial buildings served by sidewalks featuring benches and other humanizing and inviting amenities. Over time significant landscape elements, such as street trees, planting strips, fountains and other pedestrian and civic art features, are lost or neglected. During a rehabilitation project, if such features once existed on the site and can be documented with photograph evidence, then effort should be made to incorporate that feature into the rehabilitation project. To incorporate theorized historic element into a rehabilitation project can create a false sense of history and is not encouraged. A recreated theorized historic element must be clearly identifiable as a modern addition.

Whenever possible, native plantings are encouraged when planning the rehabilitation of landscapes associated with a historic property. Native plants are adapted to the soil and climate. Other plantings that are appropriate to the particular property, or to the period of significance of the City of Norcross are also encouraged.

## Guidelines for All Development Types

- 3.3.1.1 The safety of a pedestrian must be paramount when designing the landscape and site layout of a project.
- 3.3.1.2 The use of planting strips separating pedestrian zones from vehicular zones is required.
- 3.3.1.3 Whenever possible utilize pervious paving materials, which help decrease runoff and are aesthetically more pleasing than asphalt.
- 3.3.1.4 Consider introducing only native plant materials, or those plants that would have been available during the City's historic period. Native plant materials are adapted to the naturally occurring soil and climate and require less maintenance.
- 3.3.1.5 Existing historic landscape features must be retained and incorporated into the proposed landscape if they are in good repair. Landscape features may include walls, specimen trees, fountains, historic concrete pathways and significant vistas and views from adjacent public ways.
- 3.3.1.6 It is not permitted to remove healthy, mature trees.
- 3.3.1.7 Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities by using accepted protection measures. It is especially critical to avoid compaction of the soil and loss of roots within the critical root zone of trees.
- 3.3.1.8 Locate new walkways and driveways so that the topography of the building site and significant site features, including mature trees, are retained.
- 3.3.1.9 Landscaping must be used to create visual continuity throughout the site or development area.
- 3.3.1.10 The protection of existing mature trees on a site is encouraged. Trees must be retained, and protected during construction using standard tree protection measures and integrated into the development.
- 3.3.1.11 Landscape plantings must be used generously to soften the appearance of buildings from the street. Foundation plantings are required to soften the edges of buildings. The fullness and height of landscape must be appropriately scaled to the building or site. Also consider the presence of utilities (above and underground) when planning for landscaping.

# Landscaping

## Guidelines for All Development Types

- 3.3.1.12 Medium to large canopy trees are encouraged whenever possible.
- 3.3.1.13 The planting of native plants and tree species are required because of their inherent hardiness for local conditions and their low maintenance requirements.
- 3.3.1.14 Topsoil must be preserved during the site development process.

## Guidelines for Commercial Developments

- 3.3.2.1 Parking is prohibited within the green spaces that border the DDD's district's streets. Not only does this practice disrupt the visual character and intended use of green spaces and planting strips, but it also causes soil compaction that can damage tree roots.
- 3.3.2.2 Surface parking areas in the DDD must be edged with tree plantings and/or hedges. This will help to buffer and screen these spaces as well as preserving visual edges.
- 3.3.2.3 A minimum of 10% of the interior parking area must be landscaped; this landscaping must be used to create interior planting islands to break up any large paved areas.
- 3.3.2.4 Parking areas shall be screened from the right-of-way using berms, landscape hedges, or walls.
- 3.3.2.5 All commercial developments abutting a residential use shall establish a landscaped buffer having a minimum horizontal dimension of fifteen feet.
- 3.3.2.6 Within the DDD retention ponds shall be underground when feasible. Otherwise, retention ponds shall be integrated into the landscaping to appear "natural". Fencing utilized for such above ground retention ponds shall be brick, or other approved material.
- 3.3.2.7 Vegetative buffers and planting yards are encouraged as part of a compressive streetscape treatment of walkways and roads within a development. Properties adjacent to residential uses must establish a landscaped buffer of at least fifteen feet deep.

## Guidelines for Residential Developments

- 3.3.3.1 The planting of street trees on private property in new residential developments is required when interference from utilities (above or below) prevent the planting of street trees within the public right-of-way. Internal, primary roadways are also required to have street trees and planting strips within residential developments.

# Roofs

## Goals

The roof often plays an important part in the “look” of a building. The goal is for the roof(s) of a development to add to the appeal of the building.

## Guidelines for All Development Types

- 3.4.1.1 Approved roofing materials include metal standing seam; tile; slate; stone; shingles with a slate, tile or metal appearance with a minimum thirty year life rating; and wood shake. Other materials to be approved on a case-by-case basis.
- 3.4.1.2 New structures should have roof forms and orientation consistent with buildings within its area of influence. The use of flat, shed and low-pitched roofs hidden by a parapet wall are appropriate for nonresidential construction that is found along Main Street.
- 3.4.1.3 Roofs in view of the street or other public way must be maintained in an obviously attractive manner or must be visually screened.
- 3.4.1.4 Local heat islands can be reduced by a variety of measures, including shade trees, light-colored (high-albedo) surfaces, roof gardens, high-reflective, and low-emissivity roofing materials and should be incorporated.

## Guidelines for Commercial Developments

- 3.4.2.1 Traditional commercial styles of pitched roofs and flat roofs with parapet walls are encouraged, depending on the type of development within the area of influence.
- 3.4.2.2 Roof parapets must be designed to provide visual diversity. Parapets shall include architectural features at least every sixty (60) linear feet. The minimum height of design features shall be one foot and may be provided in height offset or facade projections such as porticoes, towers, or gable features.
- 3.4.2.3 All rooftop mounted HVAC and similar equipment must be screened from view from the public right-of-way by a parapet or other approved architectural feature.

## Guidelines for Residential Developments

- 3.4.3.1 Traditional residential styles of pitches roofs ranging from 6:12 to 10:12 are encouraged.
- 3.4.3.2 Flat roofs for residential will be approved on a case-by-case basis if determined to be integral to the design of the project, and appropriate within its area of influence, which is to be determined by the ARB.

# Exterior Materials and Colors

## Goals

Materials chosen for the exterior of a building are a significant component in the appearance and “feel” of a building. Certain materials have an air of permanence, such as brick and stone. Wood is a natural material that can be utilized in a variety of finishes for different looks. Wood can also last indefinitely with periodic repair and repainting as long as it is kept free from moisture. As new technologies emerge in the building industry, materials may be introduced that resemble traditional building materials in appearance, especially regarding exterior cladding. New, composite materials (typically a combination of wood and plastic fibers) may be considered for use in the DDD as long as they can meet or exceed the performance of the material they are imitating. It is important that alternate materials closely replicate original materials in size, texture, profile and surface treatment. Well-known alternate materials that do not perform well over time, and that do not replicate the appearance of original materials, include vinyl and metal siding. Metal siding can corrode or dent, and vinyl can melt, crack and distort as it contracts and expands with changes in temperature. Metal and vinyl siding are not permanent replacement materials and require yearly maintenance. Synthetic stucco systems (foam backed panels with applied stucco veneer) are another material that does not conform to the durability, texture or surface treatment of traditional stucco. Significant attention must be given to the application of stucco for it to perform appropriately.

## Guidelines for All Development Types

- 3.5.1.1 The façade treatments should contain uniformity in use of materials. The use of architectural materials only on the front elevation of a residence is prohibited.
- 3.5.1.2 The façade of a building facing or visible from public right-of-way shall contain a combination of architectural treatments, windows, and doors such that the maximum allowable unbroken façade distance for each building or side of building visible from the right-of-way shall be twenty (20) feet. Such controls shall pertain to both the vertical and horizontal elevations. All commercial buildings should have a distinguishable base and cornice for each level of the building.
- 3.5.1.3 “Blank facades” that do not feature windows, doors or architectural treatments are strictly prohibited from the DDD.
- 3.5.1.4 Gutters and downspouts that are specifically designed for the task must be used; the use of PVC conduit, piping and other such materials that are not specifically designed as gutters or downspouts is prohibited.
- 3.5.1.5 All building facades must be designed to have a recognizable base, field and fascia/cornice.
- 3.5.1.6 Multi-family residential and commercial buildings must be designed to provide façade articulation, including the use of façade projections (12” minimum), changes in siding texture or material, use of detail such as trim and brackets, or the addition of windows, porches or balconies.
- 3.5.1.7 Building elements and façade details must be proportional to the scale of the building.
- 3.5.1.8 When building materials are applied to the exterior of a building they should be detailed to provide proper drainage so that water does not accumulate on flat areas or decorative crevices. Excessive moisture can cause mortar joint deterioration, metal corrosion and wood deterioration.
- 3.5.1.9 Approved building materials include brick, stone, wood, and wood shakes/shingles.

# Exterior Materials and Colors

## Guidelines for All Development Types

- 3.5.1.10 Alternative building materials approved through the design review process include, but are not limited to, stucco, synthetic stucco, and composite materials such as hardiplank type siding. The use of most contemporary stucco products such as stucco covered foam insulation boards, or stucco/cement panels is only permitted on a case-by-case basis. Seek guidance from the ARB staff prior to considering this material. To evaluate such materials the ARB must determine if the alternative material meets the following standards:
1. Has physical properties (texture, color, dimensions) similar to those of traditional building materials; and or that it will be installed in a manner that tolerates differences;
  2. At least meets similar performance expectations as those of traditional building materials; and
  3. Be applied in such a manner that a passerby would not discern a difference between the composite or synthetic material from that of the traditional building it is replacing.
- If an alternative material meets these required standards (determined by the ARB) it may be used within the district.
- 3.5.1.11 Building materials that are prohibited include, but are not limited to, plain concrete block, mirrored glass, metal siding and vinyl siding.
- 3.5.1.12 The application of faux veneer panels, such as brick, asphalt shingles, EFIS and plywood is prohibited.
- 3.5.1.13 Neutral traditional building color palettes are encouraged. Colors should blend with neighboring buildings.
- 3.5.1.14 Chosen colors must be approved by the ARB on a case-by-case basis except when located within the National and Local Historic Districts. Suggested color palettes include: 1. "Victorian" by Sherwin Williams; 2. "Arts and Crafts" by Sherwin Williams; 3. "Jazz Age" by Sherwin Williams; 4. "Streamlined Years" by Sherwin Williams; and 5: "Historical Color Collection" by Benjamin Moore.
- 3.5.1.15 The painting of masonry will be approved on a case-by-case basis.
- 3.5.1.16 Retain and maintain original exterior materials if at all possible. Such materials can include masonry, metal, wood or other historic materials.
- 3.5.1.17 Regularly inspect exterior materials in order to identify, evaluate and treat causes of deterioration, such as leaking gutters, roofs or flashing; cracks or holes; faulty caulking; insect infestation or vegetative growth.
- 3.5.1.18 Retain historic surface treatment coatings on exterior materials, such as paint or original varnishes, in order to protect the material from moisture and ultraviolet light. Paint removal is inappropriate for a historically painted surface unless deteriorated surface treatments need to be removed prior to replacement. Careful removal of paint must be completed by hand scraping, hand sanding, thermal devices and limited use of chemical strippers where necessary.
- 3.5.1.19 Exterior materials that were historically unpainted must generally remain unpainted. Appropriate non-historic protective coatings may be applied to exterior materials where needed to protect the original material, such as in areas of high pedestrian use.
- 3.5.1.20 When replacement of exterior materials is necessary, replace only deteriorated materials and match the original material in size, shape, profile, texture, and type.
- 3.5.1.21 When repair or replacement of new mortar is needed, the new mortar must duplicate the old in strength, composition, color, texture, and mortar joint width. A high content of Portland cement must not be used in repointing historic masonry joints.
- 3.5.1.22 Historic stucco facing must be repaired with stucco mixture that comes very close to duplicating the original material in both appearance and texture.

# Exterior Materials and Colors

## Guidelines for All Development Types

- 3.5.1.23 The application of non-historic exterior siding, such as brick veneers, asphalt shingle siding, and contemporary or faux stucco products (stucco coated foam insulation board and cement panels), dryvit, metal siding, vinyl siding and plywood, over historic materials is not appropriate within the district.
- 3.5.1.24 The use of composite or synthetic material to replace deteriorated historic material on a building must meet one of the following circumstances: a. the unavailability of historic materials; b. the unavailability of skilled craftsmen; c. inherent flaws in the original materials; or d. code-required changes.
- 3.5.1.25 All construction shall include a combination of architectural treatment of brick or stone masonry, stucco, wood, or other durable materials.
- 3.5.1.26 The application of architectural details that do not belong to the period or style of the district is not appropriate.
- 3.5.1.27 Building design features must be obtained from the project's area of influence.
- 3.5.1.28 Architectural features must promote architectural interest.
- 3.5.1.29 Architectural features on new construction must have balance and not create a cluttered appearance.
- 3.5.1.30 All detailing of architectural elements and materials will be undertaken so that joints of dissimilar materials are kept to a minimum and are not seen from the public right-of-way. All detailing will be appropriately scaled to the new construction utilizing historic precedent.
- 3.5.1.31 The addition of materials, architectural details, and light fixtures that do not belong to the period or style of the historic building is not appropriate.
- 3.5.1.32 When deteriorated elements must be replaced, new materials must be compatible with the original in terms of size, design, and hardware.
- 3.5.1.33 If gutters and downspouts are deteriorated and need to be replaced, new gutters and downspouts should be similar to the original in materials and appearance.
- 3.5.1.34 Approved primary building materials include brick, tile masonry and stone. Primary building materials considered on a case-by-case basis include concrete that is textured or scored, split-faced block, stucco (including stucco with a smooth Cementous finish and synthetic stucco), and Hardi-Plank equivalent for siding.
- 3.5.1.35 Secondary building materials that are acceptable include pre-cast masonry (for trim and cornice elements only), Gypsum Reinforced Fiber Concrete (GFRC – for trim elements only), and metal (for lintels, beams, trim elements and ornamentation).
- 3.5.1.36 Building materials that are prohibited include metal and aluminum siding, simulated brick, plain concrete block (CMU) and mirrored glass. Portable buildings are prohibited.

## Guidelines for Commercial Developments

- 3.5.2.1 All commercial buildings must feature a cornice, or entablature.
- 3.5.2.2 The use of colonnades (covered walkways, usually incorporated into a building) along large nonresidential development (more than two business enterprises) is required. This allows pedestrians to walk along storefronts protected from the elements, and provides covered access to the adjacent parking.

# Exterior Materials and Colors

## Guidelines for Commercial Developments

- 3.5.2.3 Roof parapets must be designed to provide visual diversity. Parapets shall include architectural features at least every 60 linear feet. The minimum height of design features shall be one foot and may be provided in height offset or façade projections such as porticoes, towers, or gable features.
- 3.5.2.4 Rear and side façades of buildings that face a street, parking lot or public way must be of finished quality. These alternate façades must address the street through façade articulation, material selection or openings, or they may be attractively screened with landscaping, as appropriate. Service doors or open bays must be screened or designed as part of the overall building.
- 3.5.2.5 Appropriate non-residential architectural features to this character area include, but are not limited to: knee brackets, lookouts, entablatures, decorative banding, corner boards, and porte-cocheres.
- 3.5.2.6 Shutters must not be added to buildings that did not historically feature shutters.
- 3.5.2.7 Awnings must be made of weather-resistant cloth or an equivalent, vinyl, metal or glass.
- 3.5.2.8 Approved roofing materials for pitched roofs include metal standing seam, composition shingles that are uniform in color and appearance, and other shingle materials that approximate the appearance of slate, tile or metal. Matte, natural surfaces are encouraged. Polished, glossy or reflective surfaces are prohibited.
- 3.5.2.9 All construction shall include a combination of architectural treatment of brick or stone masonry, stucco, wood, or other durable materials. Any buildings that would like to use other materials shall submit design to the ARB for approval.

## Guidelines for Residential Developments

- 3.5.3.1 All residential construction shall include a combination of architectural treatments, such as brick or stone masonry, stucco, wood, or other durable materials. If masonry materials are used a minimum of (3) three façades must use the masonry material.
- 3.5.3.2 The reveal (exposed portion) of siding will be a minimum of four inches and shall not exceed six (6) inches.
- 3.5.3.3 Corner boards should have the same width and depth as the siding reveal, and are not permitted to be greater than two inches of the siding reveal, or less than one inch of the siding reveal.
- 3.5.3.4 When historical documentation exists, new shutters must be appropriate to the style and period of the building in terms of material and design.

# Doors & Windows

## Goals

Door and window styles shall be appropriate to their context.

## Guidelines for All Development Types

- 3.6.1.1 Door styles must correspond with the architectural styles found within the district. Contemporary single panel, French style and paneled doors are examples of appropriate styles.
- 3.6.1.2 Windows must be compatible with those found in their area of influence, taking into consideration number of panes and trim styles. For commercial areas, ground floor glass should be clear, undivided and extensive.
- 3.6.1.3 Snap-in grids for windows are prohibited. Light divisions cannot be removable and will not be of adequate depth to convey the proper effect of muntins and mullions.
- 3.6.1.4 Windows should be double hung sash or casement windows, with exceptions provided through the design review process.
- 3.6.1.5 The use of "architectural" (multi-light) windows selectively and one-over-one light double hung windows on the remainder of the façades is allowed with the following standards:
  - 1. The front façade will feature the architectural windows.
  - 2. If architectural windows are used on the side façades they must be used to an architectural return (a jog in the building plan that creates a suitable end point).
- 3.6.1.6 Shutters will be operable when feasible; and all shutters (inoperable and operable) must be appropriately scaled to cover the window opening.
- 3.6.1.7 Metal or vinyl shutters are prohibited.
- 3.6.1.8 Large expanses of fixed windows are not permitted unless it is deemed integral to the design of the residence by the ARB.
- 3.6.1.9 Sidelights, transoms, fanlights and other such decorative windows are encouraged as long as they are appropriately scaled to the façade.
- 3.6.1.10 Convex or bubble skylights are prohibited where they will be visible from the primary street frontage.
- 3.6.1.11 Door and window types must correspond with the architectural styles found within the district. Contemporary single pane glass doors, and half-paneled doors with lights are examples of appropriate styles.
- 3.6.1.12 Windows of a building must be the same in general appearance as the building found within its area of influence taking into consideration panes and trim style.
- 3.6.1.13 Existing windows, including window sash, glass, lintels, sills, frames, moldings, shutters, and all hardware, must be retained and repaired through routine maintenance whenever possible.
- 3.6.1.14 A replacement window must match the original opening and must duplicate proportions and pane configurations of the original window. Care must be taken to match the mullions, muntins and meeting rails, size and configuration of the replacement window to the original window so that features of the historic window are not lost. If aluminum windows must be installed, select a baked finish that matches as closely as possible the color of the existing trim.

# Doors & Windows

## Guidelines for All Development Types

- 3.6.1.15 Instead of replacing original glass with double-glazing, thermal upgrade must be achieved by installing or replacing inadequate or damaged weather stripping and caulking. The installation of exterior storm windows is another appropriate option for obtaining energy efficiency. Care must be taken to match the mullions, muntins and meeting rails, size and configuration of the storm to the primary window so that features of the historic window are not obscured. Investigate weather-stripping and storm windows with a baked enamel finish as an alternative to the replacement of historic sash.
- 3.6.1.16 Materials for windows that are acceptable include: anodized aluminum, wood, clad wood, vinyl and steel.

## Guidelines for Commercial Developments

- 3.6.2.1 Doors must reflect a commercial style.
- 3.6.2.2 Storefront windows on non-residential buildings may either be framed in wood and painted with accent colors or framed in aluminum. In many cases, wood molding can be used to cover the aluminum beneath.
- 3.6.2.3 Storefronts must correspond closely to the traditional storefront seen in other buildings in Norcross; this storefront must include many of the characteristics highlighted in the sketch.
- 3.6.2.4 Identify, preserve and maintain historic character-defining elements of commercial storefronts, such as windows, transom, doors, architectural details and materials. The removal or radical change of the original appearance and significant elements of a historic storefront is prohibited within the district.
- 3.6.2.5 When necessary, repair deteriorated storefronts by reinforcing historic materials and by replacing original materials with in-kind materials or with compatible substitute materials. Replacement materials must be compatible in size, scale, materials, and design to the surviving part of the storefront.
- 3.6.2.6 Historic changes to storefronts that have become significant over time, or historic in their own right, must be preserved.
- 3.6.2.7 The reconstruction of a partially, or completely, removed storefront must be based on historical, pictorial or physical documentation. It is prohibited to create a storefront with a false historic appearance.
- 3.6.2.8 A storefront that has entirely lost its significant historic features and cannot be documented, or a storefront that is less than 50 years old, must have a contemporary storefront design that is compatible to historic examples, yet does not attempt to be a reproduction of a historic architectural style. The new storefront must follow the guidelines for new construction in this manual.
- 3.6.2.9 The removal of non-historic cladding, false fronts, or inappropriate additions to historic storefronts is greatly encouraged in order to reveal the historic character of the building.
- 3.6.2.10 The covering of character-defining elements of storefronts with non-historic cladding, false fronts or inappropriate additions is prohibited.
- 3.6.2.11 The alteration of a historic commercial storefront so that it appears to be residential in character is prohibited.

# Doors & Windows

## Guidelines for Commercial Developments

- 3.6.2.12 Repair of entrance details, if seriously deteriorated, must involve the limited replacement of original material with in-kind materials or a compatible substitute. If replacement materials must be introduced, the new material must match the old in design, color, and texture.
- 3.6.2.13 The replacement of an original entrance that is missing may be accomplished in two ways: 1. An accurate restoration can be complete when historical, pictorial, and physical documentation is available, or 2. A new design that is compatible with the design and historic character of the building can be constructed.
- 3.6.2.14 Retain original doors and their decorative surrounds. If a deteriorated door must be replaced, the new door and surround must be similar to the original in design and material.
- 3.6.2.15 The creation of new door opening on the front, or primary, façade must be avoided. New entrances on rear and side façades must be compatible with the building's architectural style, details, and materials.
- 3.6.2.16 The use of mirrored or tinted glass is prohibited and must be avoided.
- 3.6.2.17 Window glass with light transmission at approximately 90% is required for ground story or storefront windows.

## Guidelines for Residential Developments

- 3.6.3.1 For residences, doors must reflect a residential style. No commercial or solid doors are permitted on any façade visible from a public way.

# Porches, Entrances, Canopies and Awnings

## Goals

Porches, entrances, canopies and awnings can greatly affect the “feel” of a building and should be considered when designing.

## Guidelines for All Development Types

- 3.7.1.1 The use of unpainted pressure treated lumber or composite materials for balconies is not appropriated for the character of the historic district. Balconies must be painted or treated with an appropriate surface treatment.
- 3.7.1.2 Awning shapes must match the window and door shapes that are covered or shaded. For example, round awnings are not appropriate for a square window opening.
- 3.7.1.3 Awnings shall be appropriately scaled.

## Guidelines for Commercial Developments

- 3.7.2.1 Awning materials for windows may be canvas, or metal.
- 3.7.2.2 Translucent awnings are prohibited.
- 3.7.2.3 The primary public entrance of a building must face a street, such as Buford Highway or a private interior street. Pedestrian accessibility for this primary entrance must be addressed with a sidewalk or walkway.
- 3.7.2.4 The primary entrance of a building must be clearly defined. Architectural treatments such as canopies, overhangs or porticos may be necessary.
- 3.7.2.5 Building must incorporate a pedestrian scale; achieved via landscaping, first floor storefronts, windows or awnings.
- 3.7.2.6 Awning height requirements above sidewalk shall be eight feet to base of structure or match the height of an adjacent covering. No poles will be permitted.
- 3.7.2.7 Solid, structural entrance canopies are required instead of cloth or vinyl awnings.
- 3.7.2.8 The use of awnings is encouraged since they provide a favorable architectural design element, as well as protection from sun, wind, and rain.
- 3.7.2.9 Awnings must be appropriately scaled and shaped to properly fit around the window that they are shading. Round awnings are not appropriate for a square window opening.
- 3.7.2.10 Historic awnings or balconies that are character defining to the building must be retained and repaired whenever possible.
- 3.7.2.11 The replacement of an original historic balcony or awning that is missing may be accomplished in two ways: 1. An accurate restoration can be completed when historical, pictorial, and physical documentation is available, or 2. A new design that is compatible with the design and historic character of the building can be constructed.



# Porches, Entrances, Canopies and Awnings

## GOALS

- The front porch creates an inviting feel and serves as an area for exterior furniture.
- Windows have mullions and muntins that add visual privacy to the inhabitants.
- Windows within the front door offer an inviting feel and enhanced visual security.

## Guidelines for Commercial Developments

- 3.7.2.12 The addition of new balconies and awnings to a historic commercial building are appropriate on the rear façade, or on an unobtrusive façade, of a building, as long as they comply with local ordinances and codes. A new deck must be compatible with the building's size, scale, materials, and design, and must be installed in such a manner that it can be removed without harming original historic materials. New decks and balconies must not obscure significant character-defining features of a historic building.
- 3.7.2.13 Awnings placed over display windows of new buildings are encouraged and often are suitable locations for signs. Canvas awnings are recommended, and vinyl and metal awnings are permitted. Other materials will be considered on a case-by-case basis.
- 3.7.2.14 Awnings and balconies must be freestanding and not impede pedestrians by attaching to the sidewalk in any way.

## Guidelines for Residential Developments

- 3.7.3.1 Front porches, verandahs and terraces must be at least six feet deep to accommodate porch furniture as well as the passage of one person.
- 3.7.3.2 It is not permitted to use any material that does not provide a "traditional" balustrade look to a porch, for example lattice is not permitted.
- 3.7.3.3 If a balustrade is utilized on a porch it should feature spindles, or balusters.
- 3.7.3.4 Appropriate porch supports will be of "traditional" design, such as square, round, turned, or tapered porch supports. A pier base may be utilized with a porch support and must be made of an approved building material.
- 3.7.3.5 In the district porches, and similar construction, should be made out of wood, or other appropriate material. Only terraces should feature a masonry floor (brick, stone or concrete).
- 3.7.3.6 The primary entrance to a residence must utilize an entrance feature, such as a stoop, verandah, porch, or terrace. These features help identify the entrance as the main entry to the residence.



# Signage

## GOALS

- Signs may be placed on various locations on the exterior of a building as seen in the image to the left, but must be pedestrian in scale.

## Goals

All signage must meet the criteria established by the City's sign Ordinance.

## Guidelines for All Development Types

- 3.8.1.1 Entrance features for all developments must be pedestrian in scale.
- 3.8.1.2 Locate necessary signage so that defining features of the building, or district are not obscured.
- 3.8.1.3 The use of exposed neon tubing, or neon lights, for signs are prohibited.
- 3.8.1.4 Landscaping must be utilized to incorporate the sign or entrance feature into the landscape.
- 3.8.1.5 All ground signs must be monument signs. Pole-mounted signs are prohibited.
- 3.8.1.6 Retain historic signs whenever possible, particularly when they have a historic association for the community or are significant for their design.
- 3.8.1.7 Ground-mounted signs must be monument signs. Materials used in both sign and support structures must reflect the building being served.
- 3.8.1.8 External illumination of signage is required.

## Guidelines for Commercial Developments

- 3.8.2.1 Signs must be subordinate and complimentary to the building.
- 3.8.2.2 Signs that favor traditional placement, such as on awnings, windows, and hanging signs, are encouraged in the Traditional Norcross character area.
- 3.8.2.3 Locate necessary signage so that defining features of the building, or district are not obscured.
- 3.8.2.4 New signs for historic buildings must respect the size, scale and design of the building and must not overpower the building or adjacent properties. It is inappropriate for signs to obscure, damage, or destroy remaining character- defining features of the historic building.
- 3.8.2.5 New signs must not obscure significant features of the historic building, such as transom lights or windows. Materials must be characteristic of the building's period and style. Creativity is encouraged when designing new signs.
- 3.8.2.6 Within the public-right-of-way, limit signage to that necessary for traffic and pedestrian safety. Locate necessary signage so that the historic character of the district is not obscured.
- 3.8.2.7 Signs that are to be attached to buildings must avoid damage to historic materials. Fittings must penetrate mortar joints rather than masonry.
- 3.8.2.8 The size, location and design of attached signage must be compatible with the scale, size and appearance of the building.

## Guidelines for Residential Developments

- 3.8.3.1 Signage must respect the scale and materials of the building in the residential development.



# Lighting

## GOALS

- To the left, building lighting is pedestrian-scaled and at a low level to provide an enhanced feeling of security.

## Goals

New or replacement lighting must be appropriate in look and scale to a buildings design, as well as adjacent buildings.

## Guidelines for All Development Types

- 3.9.1.1 It is not permitted to introduce period lighting fixtures from an era that is not found within the period of significance of the City of Norcross. Appropriately scaled modern lighting fixtures are permitted as well.
- 3.9.1.2 New site and street lighting must be compatible in design, material and scale with the historic character and pedestrian orientation of the district.
- 3.9.1.3 Historic streetlights and exterior lighting must be preserved within the DDD if at all possible. New exterior lighting must be compatible with the architectural styles present in the district without striving for a false "historic" appearance.
- 3.9.1.4 Locate low-level or directional site lighting and motion detectors with care to ensure that the light does not produce a glare on adjacent properties.
- 3.9.1.5 All exterior light sources must be directed and shielded, including security lights.
- 3.9.1.6 Pedestrian-scaled lighting must be provided along walkways in developments where appropriate.
- 3.9.1.7 Lighting that is adjacent to building entrances and windows in multi-family residential buildings must be small in scale or screened to prevent glare in neighboring units.
- 3.9.1.8 No flashing, animated or intermittent lighting must be visible from the exterior of the building.

## Guidelines for Commercial Developments

- 3.9.2.1 Lighting along the public right-of-way must be in keeping with that established by city planning documents and must complement the streetscape work undertaken in the city.
- 3.9.2.2 Lighting places on buildings in the district must reflect the original use of the building. For example, a residence converted into an office must have residential style lighting.

## Guidelines for Residential Developments

- 3.9.3.1 Low-level lighting must be introduced in residential area to provide for safety and security where needed. Install recessed lights, footlights, pedestrian-scaled lighting, or directional lights in unobtrusive locations.
- 3.9.3.2 In general, lighting for residential development must be appropriately scaled and influenced by the architectural style for the building on which it will be located.
- 3.9.3.3 The use of residential styled lighting on nonresidential development that is adjacent to a residential neighborhood is allowed, as long as it provides for adequate illumination for safety.
- 3.9.3.4 In residential areas, introduce low-level lighting to provide for safety and security where needed. Install recessed lights, footlights, pedestrian-scaled lighting, or directional lights in unobtrusive locations.



# Mechanical Systems & Service Areas

## GOALS

- To the left, mechanical equipment is hidden tastefully from view within the enclosure.

## Goals

All mechanical systems and unsightly service items are to be appropriately hidden from public view.

## Guidelines for All Development Types

- 3.10.1.1 Movable accessory site features (trash receptacles, recycle bins, etc.) must be screened from view of the public right-of-way by placement to the rear or side of the main structure. Fencing, vegetation, or a combination of the two may be used to screen these features.
- 3.10.1.2 Mechanical systems (HVAC, utility boxes) located on the ground must be completely screened using opaque fencing or natural-looking landscape screening.
- 3.10.1.3 Satellite dishes and other antennae must be located unobtrusively to the side or rear of the building. They must be screened by landscaping or building placement whenever possible.
- 3.10.1.4 Accessory site features shall be screened from view from the right-of-way by placement of those features to the rear of the main structure or on the roof.
- 3.10.1.5 Dumpsters and outdoor storage, where permitted, shall be enclosed to a minimum height of six feet using opaque fencing, brick or similar materials.
- 3.10.1.6 The preservation of historic mechanical systems is highly encouraged. Such mechanical elements may include radiators, vents, fans, grilles, plumbing fixtures, switch plates, and lights.
- 3.10.1.7 Where new mechanical systems are required for a building, they must be installed in such a manner as to cause the least alteration possible to the exterior elevations of the building and the least damage possible to historic building materials.
- 3.10.1.8 The front façade of a building must not be disrupted by the addition of window air conditioning units. These units must be placed at the rear or side facades of a building and landscaped to shield them from being visible from public right-of-way. They must be installed in such a manner to avoid damage to historic material, including windows, sashes and frames.
- 3.10.1.9 Fences or walls built as a screen must be a minimum of six feet tall. Wall or fence heights, if taller than seven feet, must be approved by the ARB.
- 3.10.1.10 Fences or masonry walls used to visually screen service areas must be compatible with the exterior of the principal building and cannot be made of concrete block or another unfinished building material.
- 3.10.1.11 All mechanical equipment and service areas must be screened from public view, including rooftop equipment, with the use of opaque fencing or landscape screening.

# Mechanical Systems & Service Areas

## Guidelines for Commercial Developments

- 3.10.2.1 Dumpsters shall be placed in the least visible location on the lot and shall not be located within fifty feet of a residential use.
- 3.10.2.2 All loading docks shall be screened from view of any street by planting a solid hedge of evergreen shrubs.
- 3.10.2.3 New engineered structures (utilitarian structures that are not meant for habitation or used for commercial transactions), such as helipads, cell towers and utility towers, are not appropriate to the district. If such structures are to be permitted they must be attractively screened from all public right-of-ways by landscaping, and sited in such a way that they do not impact the visual or audible character of the district.
- 3.10.2.4 Service areas (dumpster areas) must be placed away from any residential-used property.



# Garages and Accessory Structures

## GOALS

- In the image to the left, the garage is situated within the rear yard where its impact on the main street is negligible.

## Goals

Garages and accessory structures shall not detract from the overall aesthetic appeal of the primary structure or residence.

House additions and garages can create shaded courtyards and defined outdoor "rooms."

## Guidelines for All Development Types

- 3.11.1.1 New additions must be placed away from the front façade of the primary building, ideally in the rear or on an inconspicuous side of the historical building, and must be compatible with the original building in terms of materials, relationship of solids to voids, and color. The size and scale of the addition must be limited in relationship to the historic building.
- 3.11.1.2 Additions to the side of a historic building must not be flush with the front façade of the historic building. At the very minimum, appropriately designed side additions to historic buildings are stepped back from the front façade. It is recommended that additions to the side of historic buildings be placed as far back as possible.
- 3.11.1.3 The design of a new addition must be clearly differentiate so that the addition is not mistaken for part of the original building.
- 3.11.1.4 New additions must be designed so that a minimum of historic material and character-defining elements are obscured, damaged or destroyed, including significant mature trees on the site.
- 3.11.1.5 Historic additions and alterations that have acquired significance in their own right must be preserved.

## Guidelines for Commercial Developments

- 3.11.2.1 New engineered structures (utilitarian structures that are meant for habitation or used for commercial transactions), such as helipads, cell towers and utility towers, are not appropriate to the district. To permit such structures they must: 1. Be attractively screened from all public right-of-ways by landscaping; and 2. Sited in such a way that they do not impact the visual or audible character of the district.
- 3.11.2.2 Rooftop additions should be stepped back from all facades that front on a public right-of-way.

# Garages and Accessory Structures

## Guidelines for Residential Developments

- 3.11.3.1 Detached garages and other accessory structures must be located to the rear or side of a residence. Such structures are not permitted to block the view of the front façade of a residence.
- 3.11.3.2 Detached garages and other accessory structures must be similar in appearance utilizing the same materials, windows and door treatments as that of the main house.
- 3.11.3.3 New construction with integral garages are required to have these garages accessed from a rear alley whenever possible. If this is not possible they may be accessed from a side driveway.
- 3.11.3.4 Integral garages may not have door openings facing the primary road along the front façade of the residence, unless there is not other feasible egress/ingress to the garage.
- 3.11.3.5 Swimming pools, and other recreation-related features, must be buffered from view from the public right-of-way and should create a minimum visual impact.
- 3.11.3.6 Exterior stairs for multi-family and single family residences must be located to the rear (preferably) or side facades, and this is only acceptable if the ARB is convinced there is no other location feasible from them. Such structures should be detailed similar to the porches found on the residential construction.



# Fences

## GOALS

- To the left, both a white picket fence and a wrought iron fence provide a defined boundary.
- Each fence is see through providing enhanced security.
- Each fence incorporates visual interest with its design.

## Goals

To provide both visual interest and security.

## Guidelines for All Development Types

- 3.12.1 The historic use of fences in the Traditional Norcross area is limited and is not a typical feature of the streetscape. Fences along primary lot frontages disrupt the flow of the residential streetscape, however refer to City of Norcross Ordinance for residential and commercial fencing requirements.
- 3.12.2 Fencing is permitted alongside yards as long as the fencing is located behind the setback line established by the front façade of the house. Fences in rear yards are permitted.
- 3.12.3 No barbed wire, razor wire, chain link or similar fencing is permitted within the Traditional Norcross Character Area.

# Utilities

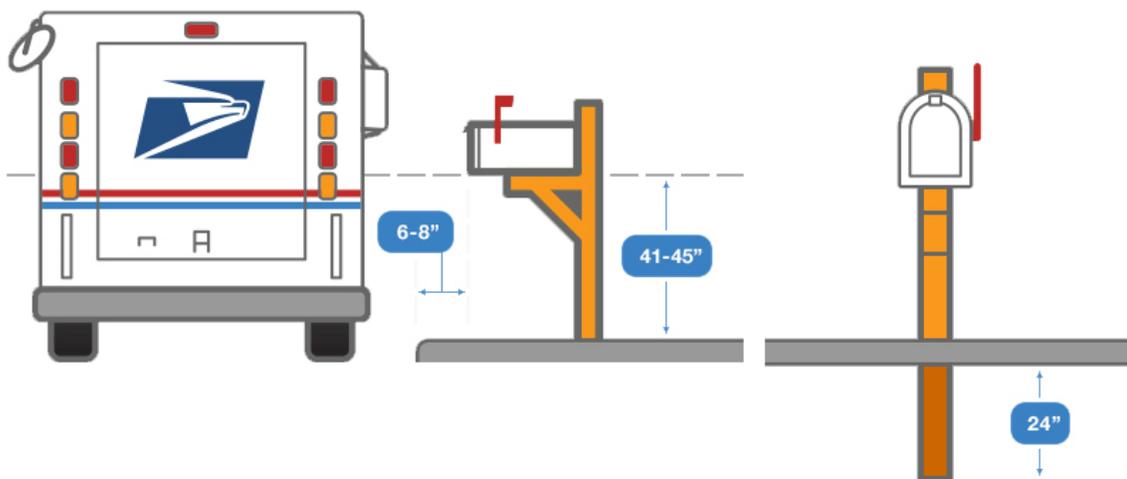
## Guidelines for All Development Types

3.13.1 Underground utilities are encouraged.

# Mailboxes

## Guidelines for All Development Types

- 3.14.1 Refer to graphics and below guidelines in the section for mailbox requirements per current USPS standards.
- 3.14.2 All new mailbox designs should be reviewed and receive the Postmaster General's seal of approval before it goes to market. If you opt to construct your own mailbox, it must meet the same standards as manufactured boxes and must be approved by the local postmaster.
- 3.14.3 Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry and between the curb and sidewalk.
- 3.14.4 Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact the local postmaster for guidance.
- 3.14.5 Put your address numbers on the mailbox.
- 3.14.6 If you attach the box to your house or business, ensure the postal carrier can reach it easily from the sidewalk, steps, or porch.
- 3.14.7 The Federal Highway Administration recommended mailbox installation includes:
  - A. A 4"X4" wooden support or a 2" diameter standard steel or aluminum pipe.
  - B. Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment.
  - C. Bury the post no more than 24" deep.



# SECTION 4 | APPENDIX

# Definitions

Accessory Structure	A subordinate structure detached from but located on the same lot as a principal building. The use of an accessory structure must be identical and accessory to the use of the principal building. Accessory structures include garages, decks, and fences.
Adaptive Use	Recycling an old building for a use other than that for which it was originally constructed.
Addition	A non-original element placed onto an existing building, site or structure.
Alteration	Any act or process that which the exterior architectural appearance of a building.
Appropriate	Suitable to or compatible with what exists. Proposed work on historic properties is evaluated for "appropriateness" during the design review process.
ARB	Architectural Review Board
Architectural Style	Showing the influence of shapes, materials, detailing or other features associated with a particular architectural style.
Area of Influence	A district or area regarded as a distinct unit due to its particular characteristic.
Bay	One unit of a building that consists of a series of similar units; commonly defined as the number of vertical divisions within a building façade.
Bioswale	A landscape element designed to concentrate or remove silt and pollution out of surface runoff water. It consists of a swaled drainage course with gently sloped sides and filled with vegetation, compost and/or riprap.
Bracket	A projecting support used under cornices, eaves, balconies, or windows to provide structural support.
Character	Those individual qualities of buildings, sites and districts that differentiate and distinguish them from other buildings, sites and districts.
Colonnade	A covered walkway , usually incorporated into a building.
Column	A vertical support of round section that in classical architecture consists of three parts: base, shaft, and capital.
Commercial Building Type	A definition based on the composition of a commercial building's primary façade. Most commercial facades are divided into major divisions or elements that are used to define the building type.
Contributing	Contributes to the architectural or historic significance of a historic district. A "contributing building" in a historic district is one that may be of limited individual significance but nevertheless functions as an important component of the district.
Context	The setting in which a historic element or building exists.
Cornice	A molding at the edge of a roof.
DDD	Downtown Development District
Deck	A structure, without a roof, directly adjacent to a principal building, which has a average elevation of 30 inches or greater from finished grade.
Demolition	Any act or process that destroys a structure in part or in whole.
Dormer	An upright window lighting the space in a roof.

# Definitions

Eave	The projecting lower edges of a roof overhanging the wall of a building.
Element	An individual defining feature of a building, structure, site or district.
Entablature	The horizontal part of an architectural order, supported on columns, composed of architrave, frieze and cornice.
Façade	That portion of any exterior elevation on the building extending from grade to top of the parapet, wall, or eaves and the entire width of the building elevation.
Footprint	The horizontal area as seen in plan, measured from the outside of all exterior walls and supporting columns. It includes residences, garages, covered carports, and accessory structures, but not trellises, patios, and areas of porch, deck, and balcony less than 30 inches from finished grade.
Frieze	The middle horizontal member of a classical entablature, above the architrave and below the cornice.
Gable	The vertical triangular shape at the end of a building formed by a double sloping roof.
Grade	The average level of the finished surface of the ground adjacent to the exterior walls of the building.
Heat Island	An urban area or metropolitan area that is significantly warmer than its surrounding rural areas due to human activity.
Historic District	A geographically definable area designated as possessing a concentration, linkage, or continuity of sites, buildings, structures, or objects of historic, archaeological, architectural or aesthetic value.
Historic Preservation	Identification, evaluation, recordation, documentation curation, acquisition, protection, management, rehabilitation, restoration, stabilization, maintenance, and reconstruction, or any combination of the foregoing activities.
Historic Restoration	Requires that the re-creation duplicate the appearance at some previous point in time as closely as current scholarship allows.
Historic Site	A site worthy of protection or preservation, designated as historic for its historic, archaeological or aesthetic value.
Historic Structure	A structure worthy of preservation, designated as historic for its historic, archaeological, architectural or aesthetic value.
Impervious Surface	Any hard-surfaced, man-made area that does not readily absorb or retain water, including but not limited to building roofs, parking and driveway areas, graveled areas, sidewalks, and paved recreation areas.
Infill	New construction within a historic district, generally situated on the site of a demolished structure but possibly on a site never previously developed.
Infill Development	The construction of a building on a vacant parcel located in a predominantly built up area.
Knee Bracket	A non-structural diagonal member used as exterior ornamentation, extending from the façade of the eave of a building.
Landmark	A building, structure, object or site worthy of preservation, designated as historic for its historic archaeological, architectural or aesthetic value.
Light	A section of window, the pane or glass.

# Definitions

Lookout	A rafter or roof outlooker that extends in cantilever out from the exterior wall of a building, supporting the roof.
Maintenance	Routine care for a building, structure or site that does not involve design alterations.
Mothballing	A temporary means of closing up a structure, which protects it from the weather and secured it from vandalism.
Mullion	A vertical member separating and often supporting windows, doors, or panels in a series.
Muntin	A secondary framing member to hold panes within a window, window wall, or glazed door.
Neglect	The failure to care for a property in such a manner as to prevent its deterioration. Neglect is often not intentional, but it may lead to very serious deterioration of materials and even structural systems.
New Construction	Does not contribute to the architectural or historic significance of a historic district. Some noncontribution resources are not yet fifty years of age, and therefore do not meet the age requirement for contributing resources. Other noncontributing resources may be historic but have lost their architectural integrity due to extensive changes or alterations.
Parapet	A wall section rising above the roofline.
Porch	A covered but not enclosed projection from the main wall of a building that may or may not use columns or other ground supports for structural purposes.
Porte-Cochere	A covered entrance large enough for vehicles to pass through, typically opening into a courtyard.
Portico	A porch or covered walk consisting of a low-pitched roof supported on classical columns and finished in front with an entablature and a pediment.
Preservation	The process of taking steps to sustain the form, details and integrity of a property essentially as it presently exists. Preservation may involve the elimination of deterioration and structural damage, but does not involve reconstruction to any significant degree.
Reconstruction	The process of reproducing the exact form of a component, building, structure or site that existed at some time in the past.
Recycling	The process of restoring, rehabilitating, renovating, remodeling, or adapting an old building so that it can be used by another generation.
Rehabilitation	The process of returning a building to a state of utility while retaining those elements essential to its architectural, historic and/or aesthetic significance.
Remodeling	Changing the appearance and style of a structure by removing or covering over original details and substituting new materials and forms.
Renovation	The process of making a structure usable again where there is a greater proportion of new materials and elements introduced into the building.
Repair	Any minor change to a property that is not construction, removal, demolition or alteration and that does not change exterior architectural appearance.

## Definitions

Retaining Wall	A wall or similar structure devised used at a grade change to hold the soil on the up-hillside from slumping, sliding, or falling.
Restoration	The process of returning a building to its appearance at an earlier time (though not necessarily to its original appearance). Restoration involves the removal of later additions and the replacement of missing components and details.
Right-Of-Way	A strip of land acquired by reservation, dedication, prescription, or condemnation and intended to be occupied by a street, trail, water line, sanitary sewer, and/or other public utilities or facilities.
Riser	The vertical part of a step or stair.
Sash	A window frame that opens by sliding up or down.
Setback	The minimum distance by which any building or structure must be separated from a street right-of-way or lot line.
Setting	The immediate physical environment of a building, structure, site or district.
Side Lights	A vertical line of small glass panes flanking a doorway.
Significant	Possessing importance to a particular building, structure, site or district; essential to maintaining the full integrity of a particular building, structure, site or district.
Site	A place or plot of land where an event occurred or where some object was or is located.
Smart Growth	A planned economic and community development that attempts to curb urban sprawl and worsening environmental conditions.
Stabilization	Maintaining a building as it exists today by making it weather-resistant and structurally safe.
Streetscape	All physical elements that may be viewed along a street.
Structure	Anything constructed or erected which has, or the use of which requires, permanent or temporary location on or in the ground, or which is attached to something having a permanent location on the ground, including, but not limited to, the following: buildings, gazebos, signs, billboards, tennis courts, radio and television antennae and satellite dishes (including supporting towers), swimming pools, light fixtures, walls, fences and steps.
Topography	The physical land surface relief describing the terrain elevation and slope.
Transom	A window above a door or other window.
Vernacular	Based on regional tradition and utilizing regional materials.
Water Table	A sloping horizontal surface, of brick or stone, on an exterior wall, usually at the foundation level.

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