Atlanta Regional Commission
Community Choices Program

GRIFFIN LCI AREA

DESIGN GUIDELINES

Adopted August 26, 2008

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Many thanks to the Griffin Design Guidelines Committee for their hard work and input throughout this process:

Elaine Bolton
Shannan Buckner
Marsha Collins
Paul Cropsey
Sande Cropsey
Frederick Gardiner
Shannon Herren
Douglas Hollberg
Victoria Jessie
Bill Jones
Allen Marshall
Martha McDaniel
Sylvia Morris
Dick Morrow
Jim Ogletree
Rosalyn Payne
Randy Pollard
BeAtrice Sams
Michael Thompson
Joanne Todd
Paul Van Haute
James Willis

Section 901. Purpose and Intent

The following design guidelines serve as standards for all new development and redevelopment within the Griffin LCI Area. These development standards provide for a uniform landscape and urban design theme throughout the area's boundaries by:

- Identification and consistent use of design elements which contribute to quality and good design in architecture, landscaping, and signage
- The thoughtful preservation and careful rehabilitation/restoration of historic structures within the Historic Downtown area
- Creation of a consistent, cohesive character within the area, including historic and non-historic structures

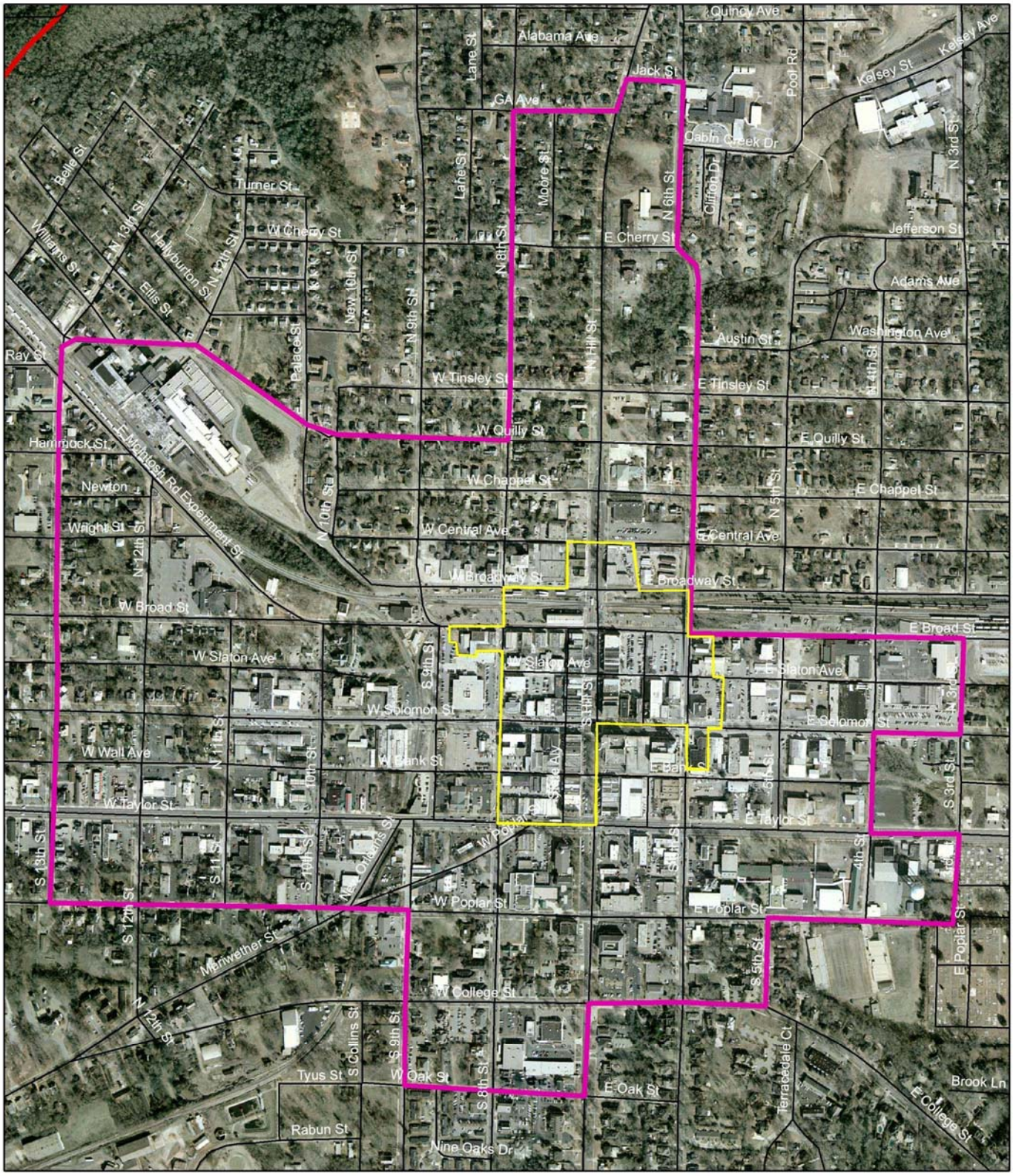
New projects and proposed rehabilitations in the Historic Downtown Area must come before the Griffin Historic Preservation Commission for approval. This district is outlined in yellow in Map 1 following this section. All properties in this district must comply with the standards in Section 902. Historic Downtown Area Guidelines as well as Section 907. Designing Downtown.

New projects in the Commercial Corridors areas (those areas within the LCI boundary but outside of the Historic District) must come before the City of Griffin Planning Department for approval. These areas are depicted by the purple outline in Map 1 following this section. All properties in this area must comply with the standards in Section 903. Commercial Corridor Area Guidelines.

Architectural renderings, photographs, paint samples, material samples, landscape plans, and any other necessary materials should be presented to the respective bodies for consideration.

Any existing development that is within the LCI area must conform to Sections 902.*D.1.* and *903.D.1.* when re-applying for permitting on new signage.

Note: The guidelines for Section 902. Historic Downtown Area Guidelines and Section 907 Designing Downtowns shall be guidelines both for new construction and rehabilitation/restoration of existing structures within the Historic District.



MAP 1

Griffin

0 500 1,000 2,000 Feet

Streets
Expressways
LCI Study Area
Historic Downtown District

N

Section 902. Historic Downtown Guidelines

A. Site Design Elements

1. Parking

The accommodation of adequate parking facilities is an important consideration for all new and existing businesses located in the City of Griffin. In addition to lot capacity requirements, an emphasis on organization, management, and design of parking areas is also an important method in providing a safe and convenient pedestrian environment.

- Historic buildings contributing to the area of influence shall not be demolished to create parking.
- On-street parking should be utilized wherever possible.
- Parking lots will be located to the rear or side of buildings.
- Shared parking as well as consolidated driveways and curb cuts are strongly encouraged as a method of preserving continuity of street edges. Connect public sidewalks to surface parking areas.
- Create a continuous landscape buffer area between parking areas and the street, excluding driveways. The buffer shall have a minimum width of 6 feet.
- Off -street parking should not be located on corner lots because it leads to a "gap-toothed" downtown appearance. Corner lots are best used for buildings.

Parking in the Historic Downtown Area shall be oriented as angled parking at a twenty-five degree angle (25˚), a slightly flatter angle than the current orientation, accommodating 20-foot parking stripes. This change will address concerns of both drivers and pedestrians regarding safety, visibility, and access.

Solomon Street should be designated to handle larger vehicle parking, as the roadway is wider. Larger vehicles are those measuring larger than seven (7) feet in height, twenty (20) feet in length, and seven (7) feet in width. This area may be demarcated with metal signs affixed to posts. Other downtown streets, including Hill Street, are more appropriate to handle standard size and smaller vehicle parking. The current stock of surface parking lots should be utilized as well.

It is recommended that all business owners and their employees utilize surface parking lots, rather than occupy valuable on-street spaces. Availability of on-street spaces increases much-needed accessibility to downtown stores, ATMs, and civic buildings. A lack of these spaces presents a safety concern for citizens and unacceptable access conditions for the elderly and disabled.

Landscaped bulb-outs and islands shall be built in conjunction with angled parking so as to integrate pedestrian-friendly features into downtown commercial areas. *(A "bulb-out" is the extension of curb, gutter, and sidewalk extending out into the street. It is used to reduce the width of the street at pedestrian crossings and to improve the visibility between pedestrians and drivers. Bulb-outs also provide larger spaces at corners for pedestrians to congregate out of harm's way. A bulb-out may be built as a planted median between parallel or diagonal parking stalls.)* Landscape islands, such as the one stretching along most of Hill Street, can provide a place of refuge for pedestrians as they cross intersections. These features shall be used where appropriate.

Additionally, bulb-outs may be used at mid-block crosswalks to facilitate pedestrian movement to parking facilities or businesses. These bulb-outs should take on a similar design to those used at intersections.

Bulb-out at a mid-block crosswalk

Off-street parking in the downtown area ideally should be located at the rear of the building. If located to the side, the lot shall maintain the same setbacks as the adjoining buildings. These side lots shall be screened from street view by a wall, three (3) feet high, constructed of a material matching the adjoining buildings or by a vegetative screen. Acceptable plants can be found in the Landscaping section of this document. **Parking shall not be placed between the building and the street.**

For downtown businesses that require larger parking lots, the following landscaping requirements and design apply:

- All curbs shall be of squared-edge design. No sloped curbs will be permitted in parking lots.
- There shall be a minimum curb radius of three (3) feet required on all the corners of all landscape islands and medians to allow for free movement of motor vehicles around planting materials. All islands and medians shall be constructed with raised curbs.
- All landscaped islands within parking lots shall be one hundred percent (100%) landscaped with deciduous trees (minimum 4" caliper size), evergreen shrubs (not to exceed three (3) feet in height at maturity), ground cover (which does not require mowing) and/or flowers in mulched beds.
- There shall be a minimum six (6) foot wide (back of curb to back of curb) curbed landscape island at the end of every row of parking, equal in length to the adjoining parking spaces. A parking island must be located no farther apart than every tenth parking space, creating parking bays of no greater than nine (9) parking spaces in a row. Each island or strip shall contain a minimum of two hundred (200) square feet.
- The perimeter of all parking areas shall be landscaped. A landscaping strip at least six (6) feet in width measured from the back of the curb shall be located between the parking lot and the abutting property lines, except where driveways or other curb cuts necessitate other treatment. Peripheral plantings shall include one canopy/shade tree per every five (5) parking spaces along the periphery of parking areas.
- Trees shall be planted at a minimum of three (3) feet from any curb, so as to prevent injury to trees by vehicle bumpers. The remaining area of the peripheral landscaping strip shall be sodded or planted with groundcover species.
- No permanent structures are permitted within landscape strips, with the exception of identification signage, light posts, and post/drop boxes. This includes pavement, retaining walls, dumpsters, drainage structures, detention facilities, rip rap, utility boxes, vacuum/air/water, etc.

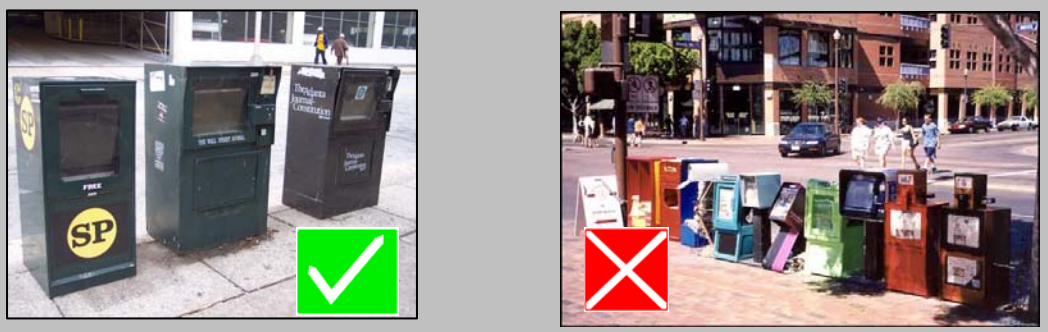
a. Post Boxes/Drop Boxes

- If it is necessary to include post boxes and/or drop boxes within a parking lot, such objects should be installed adjacent to the exit lane of the parking lot. This should be done to minimize traffic congestion, so as not to provide a hazard for motorists seeking to enter the lot from the street.
- Such boxes should be placed inside a landscaped bed, and should be anchored in the ground by concrete pad or some similar design.
- No more than three (3) drop boxes should be installed per parking lot.
- All drop boxes should be no closer than eight (8) inches from the front of the curb. If necessary, extender chutes may be installed onto drop boxes for convenience.
- All boxes should be oriented to ensure ease of use by the driver of an automobile.

b. Newspaper Boxes

- There should be no more than three (3) news box clusters per block face. A block face is defined as the sidewalk area along one side of a street between two streets that intersect the street on that side.
- Maximum news box cluster size should be three (3) news boxes.
- No mid-block news boxes should be allowed on blocks measuring less than 350 feet.
- News boxes should be installed no less than three (3) feet from any curb edge, two (2) feet from a driveway, five (5) feet from a fire hydrant, and three (3) feet from a traffic signal, utility pole, decorative street light pole, or tree.
- News boxes should be painted with a black exterior finish paint to match other public fixtures.
- No newspaper boxes should be installed along Hill Street, but may be installed along less traveled streets for pedestrian safety reasons.

Other fixtures such as drink or snack machines should not be placed on City property such as public sidewalks. These units are not appropriate for these areas.



Newspaper boxes of the same finish can improve the appearance of sidewalks

c. Downtown Alleys

Griffin has a network of downtown streets and alleys that assist in minimizing traffic on major streets and highways. Downtown alleys are an important element of the overall traffic plan and must be maintained. Like streets, alleys should accommodate a variety of needs while providing for a safe and comfortable pedestrian environment while maintaining open access to vehicular traffic.

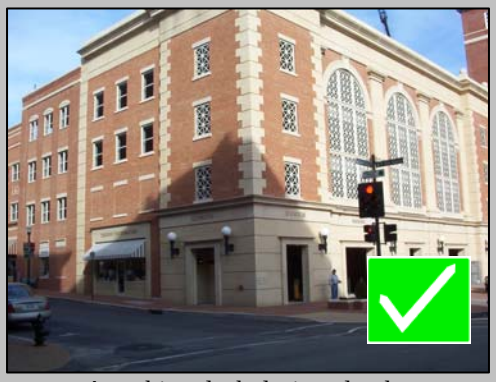
Ways to enliven alleys are:

- Continue storefront windows into the alley for one window bay length. This will expand display space and create a softer edge to the structure. Windows that have been boarded up should be uncovered and replaced to help create an inviting atmosphere.
- Replace asphalt paving with pavers used on other downtown sidewalks. (See *Section 902.C.3. "Streetscapes"*). This creates a more pedestrian-friendly zone and serves as a continuation of city sidewalks.
- Repair and/or paint the rear of commercial buildings along city alleys, unless the building is unpainted. Paint color should match that of the front façade.
- Use creativity in improving rear entrances to stores accessible by alleys. Planters, paint, awnings, and small signs are effective in this transformation.
- Elevate all mechanical units ten feet off the ground and house them inside structurally sound metal structures so as to not clutter the alleyway with unnecessary units. All structures must be sufficiently anchored to the ground by way of anchor brackets or concrete footings. No raised units should block the flow of pedestrian or vehicle traffic.
- Business owners shall maintain alleyways behind commercial spaces as they do sidewalk space along larger public streets. Garbage, waste grease, and recyclables should be correctly deposited and stored.
- Alleys should be well lit using overhead gooseneck or other approved fixtures.

Pedestrian-friendly alleyways, still open to automobile traffic, improve connections within the downtown area while encouraging resident to walk more

d. Downtown Parking Decks

- Parking decks in the historic downtown area shall be no taller than the height of buildings which it abuts.
- They should be located near the center of the development and should be screened from public view from adjacent streets. All parking structures fronting public streets (not alleys) will provide continuous, street-fronting ground level commercial or office space and have the appearance of a horizontal storied building consistent with other facades of surrounding buildings.
- To avoid a monotonous appearance and to break up extensive wall space, parking decks should incorporate design features such as recesses, projections, façade treatments, and planter boxes with landscaping integrated into exterior walls of the parking deck. The property owner shall be responsible for maintenance of all plantings installed.
- All parking structures must also respect the architectural style of the area and utilize quality materials in construction of the façade such as steel and brick. Decks, however, should not be false recreations of historic buildings.
- All parking decks must conceal automobiles from visibility.



A parking deck designed to be compatible with local architecture and with retail on ground floor

Decks that do not conceal automobiles and do not connect with the existing architectural style are not acceptable

2. Utilities/Mechanical

a. Mechanical Systems

Modern mechanical systems for heating and air conditioning can easily detract from the historic character of a city when conspicuously placed. The visual impact of mechanical systems and service areas should be minimized.

To the greatest extent possible, mechanical systems and satellite dishes should not be visible from the public view. Mechanical systems, particularly window air conditioners, should be placed in areas where their visual impact will be minimal. Window air conditioners should not be placed in transom windows of storefronts, on front facades, or on highly visible side facades. The front façade of a building should not be disrupted by the addition of mechanical systems such as air conditioner units.

These units should be placed in the middle of the roof, so as to prevent visibility from public streets, or on rear or hidden side facades. When placed on the roof, all units shall be properly screened using materials that are consistent with the architectural character and composition of the building.

No units are allowed on the ground behind commercial buildings. All mechanical units shall be housed inside structurally sound metal structures so as not to clutter the roadway. All structures must be sufficiently anchored to the ground by way of anchor brackets or concrete footings and screened with materials that blend in with the building. Utility meters should also be located inconspicuously, with vegetative or brick screening.

b. Trash Containment

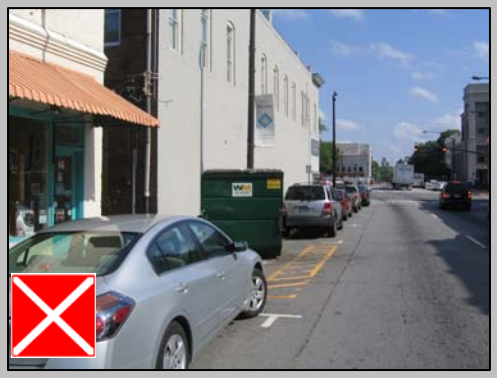
All trash containment devices, including waste grease containers, recycling receptacles, compactors, and dumpsters shall be located and designed so as not to be visible from the view of adjacent streets and properties.

All dumpster containment areas must be enclosed so as not to be seen from off-site and be enclosed with brick surrounding and solid metal gates to screen the dumpster and to contain windblown litter. The enclosure must be a minimum of eight (8) feet in height or two (2) feet taller than the highest point of the waste grease containers, compactors or dumpsters, whichever is greater. All compactors and dumpsters must be placed on a concrete pad that is large enough to provide adequate support and designed to allow positive drainage. The dumpster enclosure shall contain gates for access and security, which must be maintained in good working order and kept closed when the dumpster is not being used. In the case of shared dumpsters, a key lock should be used to secure dumpster gates and ensure the privacy of all receptacles and discarded materials.

Where restaurants make use of grease traps and/or outdoor grease trap interceptors, any outdoor disposal container must be stored in the rear of the building and must be surrounded with opaque wooden or metal fencing material so as not to be visible from the public view. Recycling receptacles should be likewise shielded from view.

All rolling garbage containers must be stored in a concealed location; they must not be left on sidewalks or streets.

The use of chain link fencing is not acceptable as concealment of mechanical units or trash/grease containers. Furthermore, the use of chain link fencing is not encouraged anywhere on any property under the purview of these guidelines.



B. Architectural Elements

1. Rehabilitation and Remodeling of Downtown Buildings

Today many downtowns have become increasingly popular places because they have an authentic character not found in shopping malls and strip centers. This appeal, however, can be lost if the downtown's authenticity is gradually diminished. The destruction of one historic building may not seem important but if such losses continue, the entire downtown will lose its special standing in citizens' minds.

Demolition is only part of the problem. Destructive and inappropriate remodelings can also remove historical appeal. While some poor remodelings can be undone, many cannot because of the extent of loss of historic material. How can we take better care of the historic buildings in Griffin and what kinds of changes to these structures are acceptable?

First, it is especially important to keep the essential form of the building intact. For example, a commercial building with large storefront windows should remain as such, even if it is no longer a store. A historic bank should continue to look like it did when it was a bank, a schoolhouse like a schoolhouse, and so on. The historic character of the building also depends on the survival of major features such as windows, doors, transoms, cornices, and ornament. These should be repaired rather than replaced. If they cannot be repaired, they should be replaced with new features that match the old.

Repair, Rehabilitation, and Exterior Restoration
In general, when work is to be done on historic downtown buildings, there are three preferred approaches: *repair, rehabilitation,* and *exterior restoration*. *Repair* is fixing those things that have broken or are damaged in some way: leaking downspouts, cracked windows, sagging awnings, rusting sign poles, and so forth. This approach is especially appropriate for cases where the historic character of the building is largely intact and no change in ownership or use is taking place. The next is *rehabilitation*, which allows a certain measure of flexibility for introducing contemporary design while preserving the building's significant architectural, historical, and cultural features. Any new design should be compatible in form and scale with the rest of the building. It should also use similar materials in texture, color, and level of detail, but not to the point that the new work cannot be differentiated from the old. The third approach is *exterior restoration*, which is returning a building to its appearance at a particular point in time; it can be the original appearance or an authentic later appearance. This approach should not be attempted unless the property owner has substantial physical evidence of the building's original design or design at some significant point in the life of the building.

Two approaches to altering a historic building that should be avoided are "gut renovation" and "remodeling along historic lines." The first typically involves wholesale removal of old materials and features and replacement with duplicates from new "improved" material that closely resembles the old. The second also removes and replaces, but it replaces the old and historic or missing with an applied conjectural historical "look" that is not truly an accurate part of the history of the community.

Renovations, rehabilitations, and remodelings have been a part of downtowns for years. In some cases the remodelers tried to work with the existing features and character of the buildings and in others, they didn't. At times, insensitive design elements were introduced into the area. Examples of these elements are: boarded-up windows, fake colonial storefronts, wood or asphalt shingled mansard canopies, covered-up transom windows, "pasted-on" storefronts, badly placed signs, overly large awnings and canopies, sandblasted brick, and cheap or inappropriate materials (often carelessly installed). When rehabilitating or restoring a structure in the downtown area, these elements should not be employed, as they detract from the historic nature of the area and other buildings.

- Repair rather than replace historic building features if at all possible.
- If replacement is necessary, the new feature should match the old in design, color, and texture. If possible, use the same material as in the old feature.
- Do not use residential windows and doors on commercial buildings. The character of a house is not the same as a commercial building.
- The defining characteristics of a historic building should be maintained in any rehab, even if the use changes. For example, if the first floor of a store building is converted to offices, it should still have large display windows of clear glass and a door with tall glass panels.

For additional detail and direction, see Section 907. Designing Downtown, Section 1. Downtown Commercial Buildings, a publication of the Georgia Department of Community Affairs (adopted by Griffin Historic Preservation Commission November 2007) and Section 905. Secretary of the Interior's Standards for Rehabilitation.

Faithful rehabilitations or remodelings should make use of original architectural details and should not be a conjectural recreation of historic elements, such as exaggerated roofs or colonial columns and woodwork

2. Building Height, Width, Mass, and Scale

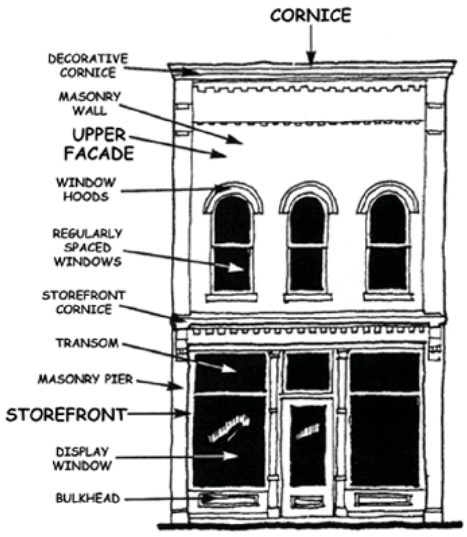
In the historic downtown area, new construction shall be compatible in height and width with adjacent structures. Building heights range from one (1) to five (5) stories. New construction shall continue this pattern by relating in height to adjacent buildings on the block. Widths of commercial buildings are generally three (3) to four (4) bays (window and door divisions).

Construction of new buildings shall emulate these historic widths (*see diagram to right*). If the site permits construction of a new building wider than the historic buildings, the width of the new building's façade shall be broken into a number of smaller bays, to maintain a rhythm similar to the surrounding buildings. This can be done with architectural elements on the façade such as masonry piers, stepping of the building heights or widths, the use of different colors or textures, and the variation of windows and awnings.

Form and massing are important considerations for commercial or warehouse buildings. New facades shall extend the existing parapet line set by surrounding buildings. If additional height is needed on buildings in the historic downtown area, the floors above the second must be set back from the front of the building in such a way to preserve the existing traditional two-story storefront.

For additional detail and direction, see Section 907. Designing Downtown, Section 1. Downtown Commercial Buildings, a publication of the Georgia Department of Community Affairs (adopted by Griffin Historic Preservation Commission November 2007).

A commercial building with massing above the second floor set back from the street



TRADITIONAL FACADE COMPONENTS

3. Roofs

Roof design and form are important functional and architectural features on historic commercial buildings in Griffin and should be preserved. Proper maintenance and repair of the roof is essential to a building's long-term structural integrity.

- Maintain a building's existing roof form. Certain forms such as gabled and hipped roofs are not appropriate for most commercial structures in the historic downtown area.
- During roof repair and replacement, new materials must match existing materials in scale and texture.
- Chimneys on commercial structures shall be maintained and preserved, never removed.
- Where applicable, historic gutters and downspouts shall be retained. Replacement gutters and downspouts must be similar to the original in material and appearance and should not obstruct window or door openings or architectural details.

4. Setbacks

New buildings should conform to adjacent or surrounding buildings in terms of their siting and setback. Generally, historic retail buildings and other commercial buildings front directly on sidewalks.

The orientation of new buildings must match that of adjacent or surrounding buildings. Entrances shall be on the same side as on surrounding buildings. Facades or parapets shall be oriented in the same direction. Ridges or roofs in warehouses or other industrial areas must run in the same direction as existing buildings.

New buildings in the historic downtown area should incorporate recessed entryways into the design of the building. This prevents impeding pedestrian traffic along the sidewalk while a door is opened to enter a commercial building. The entryway should be set back from the edge of the sidewalk four (4) to eight (8) feet and may make use of display cases and window panes to integrate this feature into the design of the building.

5. Style

The vernacular architecture tradition in Griffin is defined as the traditional architecture inherited through successive generations of builders and architects through the use of specific building elements and styles prevalent in the Griffin area during the late 19th – early 20th century. In general, vernacular buildings were simply shaped and modeled on the traditional storefront design. Modest ornamentation was employed and strong cornice lines, window, and door openings defined spaces. This tradition should be respected and emulated in all new construction within the historic downtown area. Styles that are not recommended include faux colonial reproductions employing the use of false columns and accent pieces along storefronts.

Details on newer commercial or industrial buildings must in some way complement or repeat the pattern of adjacent or nearby historic buildings. Cornice lines, string courses, window locations, and even designs for parapet walls will pick up on existing examples to allow for the more sympathetic introduction of new buildings in the historic area.

New buildings in the historic downtown area shall utilize materials common on surrounding historic buildings whenever possible. Griffin's historic commercial and industrial buildings display a wide variety of materials. Most, however, are brick or masonry. Some industrial and warehouse buildings also have sheet metal roofs. All of these materials would be considered appropriate for new buildings, depending on context. Trim materials, glass, and materials for details such as doors must also match the character and quality of historic examples.

Examples of Griffin's vernacular commercial architecture

6. Franchise Architecture

In order to avoid a generic appearance in the city of Griffin, be consistent with the local architectural vernacular, establish a sense of permanence, and avoid over-commercialization, building designs shall reflect local, unique and traditional designs rather than chain or franchise designs. Franchise architecture is a building design that is trademarked, branded, or easily identified with a particular chain or corporation and is ubiquitous in nature. Some typical issues and negative impacts often associated with national chain or commercial franchise designs include:

- Large logos and/or colors used over large expanses of a building
- Branded buildings are difficult to reuse if vacated by the primary business, promoting vacancy and blight
- Buildings lack architectural elements and design consistent with the local community's architectural composition, character, vernacular, and historic context

The use of stock building plans, typical corporate and/or franchise designs, "regional prototype alternatives," or other designs which are easily identified with a particular chain or corporation will not be allowed. Designs which are unique and utilize commonly accepted products and integrate them into the building design will be considered. Franchise buildings must also be designed for easy reuse if the business should vacate the structure at some point in the future.

Design of franchise buildings must incorporate the aforementioned style of the Griffin area. Site design, architectural, and landscape elements will all reflect the structure's inclusion in an existing community with an existing set of accepted styles. Franchise buildings must match the late 1800's-early 1900's time period.

Franchises integrated into existing historic buildings add to the character of retail streets

7. Windows and Doors

There are currently several unaltered traditional storefront designs in the historic downtown area of Griffin. Many of the existing, late 19th century buildings with pedestrian focused storefronts are found in the downtown core at the intersection of Hill and Solomon streets.

Elements of a historic retail storefront generally included large display windows with sidelights or transoms, solid bulkheads and recessed or flush doorways. Most commercial structures of the late 19th and early 20th centuries had either single or double wooden doors with large lights as a means of utilizing natural lighting. By the mid-20th century, commercial buildings generally used plate glass doors with raw aluminum framing that were more in keeping with minimal modern design.

- Non-historic storefronts of inappropriate design should be replaced with a traditional configuration.
- Entrances shall not be relocated or filled in. The addition of windows and/or doors on the front facade of a building is also inappropriate and is strongly discouraged.
- Transoms shall be preserved and remain visible. Air conditioners and signs located in this space are inappropriate.
- Replacement doors should be appropriate to the architectural style and age of the building. Do not use solid doors or residential doors with decorative designs on a commercial storefront.
- Retain historic entrances on the rear and side facades of a building.
- Doors leading from the street to upper floor residential areas may be constructed of solid wood or frosted glass for privacy.

For additional detail and direction, see Section 907. Designing Downtown, pages 12-13 Designing Downtown is a publication of the Georgia Department of Community Affairs (adopted by Griffin Historic Preservation Commission November 2007).

Appropriate commercial doors consisting of large glass panels and wood frame

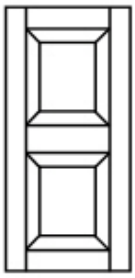
Window and door arrangement, as suggested vertically by bays and horizontally by stories, must follow the precedent set by historic buildings. The traditional proportion of window openings to wall spaces must also be respected. Large expanses of plate glass on streets that include predominately brick buildings with small windows would generally not be considered appropriate. Tinted or reflective glass also would usually be considered out of character in the historic downtown area.

Window rhythm is similar on adjacent buildings

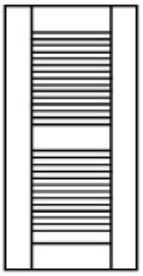
Window shutters must fit the window opening. Windows which never had shutters should be left without them. If new shutters are desired they must be of wood construction. Metal or vinyl shutters should not be applied. Shutters may be used to cover broken or damaged windows. If done so, the shutters must be affixed to the window frame so as to prevent further damage.

Upper story windows in commercial buildings shall be maintained, preserved, and repaired rather than replaced. If replacement windows are needed, they must match the existing style. Storm windows and security windows must not obscure historic windows in the downtown area.

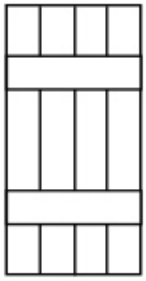
Acceptable Shutter Styles



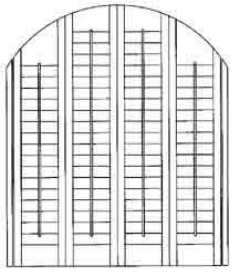
Raised Panel Shutter



Louvered Shutter



Board and Batten Shutter



Curved Top Shutter

8. Awnings

- Canvas awnings may be placed over display windows and often serve as good locations for signage.
- Metal, plastic, and “bubble” awnings are forbidden as they are inappropriate for historic buildings.
- Awnings may be operable so that they can be retracted to allow sunlight to enter the building and lowered to keep out the mid-day heat during the summer months.
- For fixed awnings, awning shapes must match the shape of the opening – shed awnings for rectangular openings, arched awnings for arched openings.

C. Landscape/Streetscape

1. Landscaping

a. Landscape Design

The primary goals of landscape improvements on a new development project are to help preserve and restore the scenic qualities of the natural landscape, to improve comfort, mitigate building and parking lot impact, add aesthetic charm, interest and character, and improve the functional use of a site.

b. Four Rules

Four basic rules must be followed when considering landscaping for a commercial property:

- No use of invasive species (e.g. English ivy)
- Only species that have proven success in this region must be used
- All trees must be of at least four (4) inch caliper size
- All new developments and rehabilitations must submit a landscape plan drawn to scale to the Historic Preservation Commission for approval

c. Benefits of Landscaping

Landscaping is an integral element of comprehensive site development. It should complement the architecture of the building, providing the following desirable benefits:

- Accentuation of major entrances
- Definition of spaces and views
- Enhancement of property values
- Glare reduction
- Groundwater recharge
- Highlighting of architectural features
- Humidification
- Noise and dust abatement
- Oxygen regeneration
- Regulation of pedestrian traffic
- Shading
- Site beautification
- Wildlife habitats, where appropriate
- Wind buffering
- Visual screening and variety

d. Landscape Continuity

All new developments must use, in conspicuous places, some of the plant materials listed as Recommended Plantings below in this Section. This will help to establish a subtle unifying character throughout the Griffin area.

e. Size, Spacing and Scale

Size and spacing of landscape elements must be consistent with pedestrian-scale development, relate to identifiable streetscapes, and ease the transition between all structures and the pedestrian.

f. Other Landscape Design Principles

1. Hardscape

Landscape shading should minimize large areas of unshaded pavement. Pavement materials must be chosen for minimal reflected light and glare. The use of pervious materials is strongly encouraged to reduce surface water flows.

2. Safety

Along streets and highways, plant materials must be selected and placed to avoid blocking sight lines at intersections and curb cuts. Along utility rights of way, planting must not disrupt service or access to overhead or underground equipment and lines.

3. Preservation of Existing Vegetation and Topographic Features

Existing vegetation can provide a sense of place, permanence, and continuity to a new development. Mature trees and shrub masses take years to establish, while removing them from a site and replacement or transplantation is a difficult and expensive process. Therefore, existing vegetation (as well as rock outcroppings, washes, and other natural features) should be recognized early in the design development process and utilized as a valuable determinant in site design and layout.

4. Tree Protection

When developing a site, every effort will be made to protect existing tree stock over four (4) inches in diameter. Uncontrolled removal of trees and natural vegetation may speed up the erosion and storm water runoff process.

5. Design for Climate and Energy Conservation

Site planning and architectural design may be used to reduce heating and cooling demands, provide more comfortable indoor and outdoor living spaces, and avoid blocking or reflecting sun on adjacent public spaces or buildings.

a) *Shade Exterior Walls*
Protected courtyards, porches, arcades, verandas, and overhangs are effective methods of shading exterior wall surfaces and windows from direct sun exposure. These elements not only function as temperature moderating elements, but also add character to the building.

b) *Shade by Landscaping*
Deciduous trees used on the south, east and west sides of a building can provide summer shade and allow sun penetration in the winter. Also, ground covers and vines strategically placed on the south side of a building will reduce heat and glare.

Overstory trees provide shade for buildings and pedestrians

A wide variety of plantings should be represented in all areas of the city. In the historic downtown area, overstory (shade) trees as well as understory trees must be planted at regular intervals. When planted, the mature size of these trees must be kept in mind. Ignoring this factor may cause damage to sidewalks, storefronts, and utilities. Overstory trees contribute to the historic feel of the area and provide shade for pedestrians. Understory trees provide an interesting break to the sidewalk and storefronts. These trees must be installed within grated tree wells in the sidewalk. Tree wells are integrated into sidewalks in the downtown area and should be installed wherever possible throughout the city to provide consistency in landscaping.

The use of planters built in to the sides of buildings, curbed and raised planters, and hanging baskets is strongly encouraged particularly in the downtown area. Ground covers, perennials, and/or annuals should be used to fill planters and hanging baskets. Baskets should be hung from hooks affixed to piers on either side of display windows of storefronts or from sturdy metal or wood fixtures. All hanging baskets must provide at least eight (8) feet of clearance for pedestrians. Continuous rows of circular planters are not desired. Creativity, as well as consideration of pedestrian traffic, is encouraged when devising landscape plans.

Landscaping must not apply only to the fronts of buildings, but to the sides and rear as well. Building with rear entries must strive to make those entrances as neat and well-maintained as the front entrance. This may be done through paint and façade choice, landscaping, lighting, signage, and the effective screening of utilities and mechanical units.

A proper rear entry utilizing paint, landscaping, and architectural elements

Buildings with unattractive rear entries do little to welcome pedestrians

A list of recommended plantings is included below. These plants have proven success in the southeastern United States. And as Griffin is the "Iris City", it is appropriate that this flower be used extensively in planters and landscaped beds throughout the city. *Invasive plants such as English Ivy must be avoided. The mature size of trees must be considered when planting; sidewalks and other spaces may be damaged if this is ignored.*

g. Recommended Plantings

Canopy Trees for Medians and Open Spaces (~30-100 feet in height)	
Zelkova	Elm Species: Athena and Dynasty
Red Maple Species	Oak Species: Darlington, Willow, White
Oak Species: Nutall, Sawtooth, Overcup	Chinese Pistache
Ginkgo: male species only	Green Ash
Thornless Honey Locust: Inermis	
Understory Street Trees (~12-30 feet in height)	
Maples: Trident, Hedge, Chalk, Paperbark	Golden Raintree
Chinese Fringe Tree	Crepe Myrtle Species
Okame Cherry	Ironwood
Aristocrat Pear	Treeform Holly Species
Dwarf Shrubs (~3-12 feet in height)	
Dwarf Holly Species	Dwarf Gardenia Species
Dwarf Abelia Species	Dwarf Boxwood Species
Dwarf Nandina Species	Dwarf Cephalotaxus Species
Dwarf Rose Species	Dwarf Hawthorne Species
Groundcovers	
Daylily Species	Hosta Species
Liriope Species	Asiatic Jasmine
Mondo Species	Crinum Species
Pachsandra	Evergreen Ferns
Hellaborus Species	Dwarf Juniper Species
Sedum Species	
Perennials	
Iris	Lantana
Verbena	Dianthus
Salvia Daisies	Lilies
Rudbeckia	Geranium
Rainlilies	Phlox
Bulbs	Dwarf Evergreen Grasses
Coneflowers	

h. Maintenance

It is the duty of property owners subject to these guidelines to maintain their property in good condition so as to present a healthy, neat, and orderly appearance. Property shall be kept free from refuse and debris. Planting beds must be mulched with a minimum of three (3) inches of fresh mulch at least once each year to prevent weed growth and to maintain soil moisture. Plant materials shall be pruned as necessary to maintain good health and character. Turf areas must be mowed regularly. All roadways, curbs and sidewalks must be edged when necessary in order to prevent encroachment from adjacent grassed areas.

Well maintained landscape bed

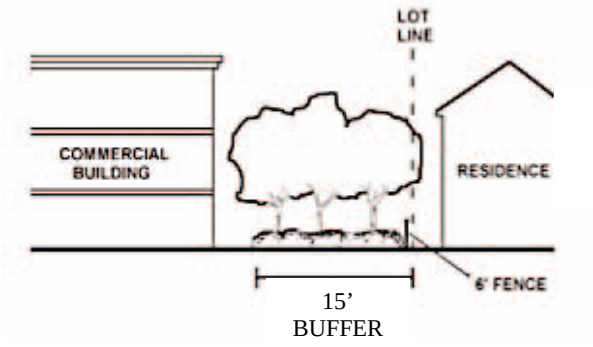
Neglected tree maintenance

All plant material must be allowed to reach its mature size and shall be maintained at its mature size. Except for trimming and pruning done in strict accordance with the terms, conditions and provisions of a permit issued by the city, vegetation must not be cut or severely pruned or otherwise damaged so that the natural form is impaired. Anyone in violation of this section will provide identical new plants to replace those removed or damaged beyond repair.

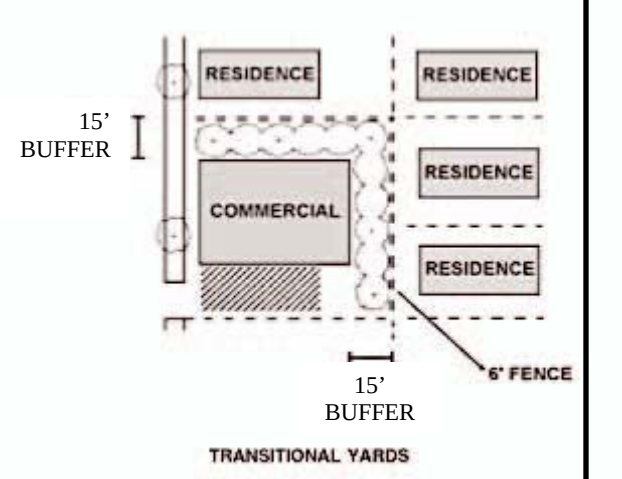
2. Transitional Buffers

These guidelines on site regulations for new construction are to be used in a manner that allows for residential and commercial growth that is compatible with the historic residential areas. Transitional landscape buffers between commercial and single-family residential houses can help to mitigate the impact of new development and work to retain the small town character of Griffin. Maintenance of these buffers shall be the responsibility of the respective property owners.

- Transitional yards between commercial lots and residential areas will have landscape buffers no less than fifteen (15) feet wide.
- Transitional buffers will have permanent opaque walls or evergreen screening with a minimum height of six (6) feet. Plantings should be placed close together so as to provide a thick buffer between lots.



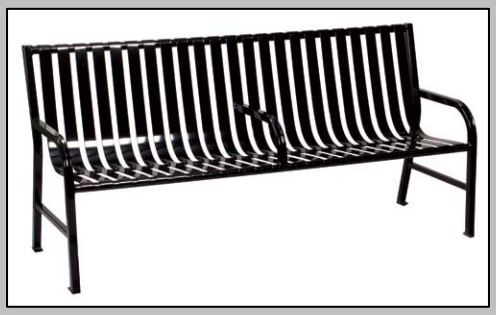
Required buffer distances between residential areas and new commercial construction



3. Streetscape

In providing guidance on the installation of various streetscape elements, this information is to aid future investors in the Griffin area in preparing physical designs which are in harmony with the intent and character of existing conditions in the area. It is hoped that a visually pleasing and unified city and business district will result from the repeated use of common details, layouts, and site furnishings.

Property owners in the historic downtown area may install pedestrian benches, trash receptacles, and bicycle racks on private property or by way of a permit from the City Manager if the land belongs to the City. All fixtures must be in accordance with these guidelines. The designs for these items are specified below. Each of these items must have an exterior black finish matching that of existing fixtures. All developments outside of the downtown area are encouraged to turn to these standards for guidance to provide a consistent look throughout the city.



Sidewalk Bench
Description:

- Solid steel bar construction
- Six foot length with two inch steel legs and arm rests, with center arm rest
- Color: Black

Trash Receptacle
Description:

- Steel rib welded construction
- Three sizes available in 24 or 36 gallon capacities
- Color: Black

Pedestrian Scale Street Light
Description:

- GranVille prismatic glass acorn luminaire
- North Yorkshire cast aluminum fluted pole
- Cast iron base with steel shaft

Bicycle Rack
Description:

- Steel tubular and rib welded construction
- Color: Black

Specialty Unit Pavers
Description:

- Architectural interlocking paving stone
- Manufactured to have a minimum of 8000 psi compressive strength and less than 5% absorption
- Color: Stock colors and custom color available

Traffic Signal Mast Arm
Description:

- Ornamental base and pole top, fluted shaft and curved arm
- Galvanized powder coat finish
- Color: Black

Street names should be clearly displayed across the horizontal beam of the assembly to aid in wayfinding.

Newspaper Boxes

Black exterior finish to match existing fixtures

Items such as chess board tables with stools and handrails are also recommended. Public chess boards provide pedestrians with recreation opportunities and entice them to remain in the downtown area. Handrails are necessary and recommended for safety purposes along steps and steep grades.

Concrete Chess Table
Description:
- Concrete construction, green and white terrazzo tiles with brass inlaid border
- Can be purchased with stools
- Product height (table): 32” with 16”x16” chess board

Handrail
Description:
- Steel construction: 1” square steel tubing
- Black powder coat finish available

4. Outdoor Dining

Outdoor seating for restaurants in and outside of the downtown area is an attractive feature. It maintains the historic feel of the area by bringing restaurant patrons into the public realm while dining. However, guidelines must be in place to ensure this practice does not infringe on the rights of others. **For a business to operate outdoor dining facilities, a permit must be issued by the City of Griffin.** Any businesses in violation of this requirement will be forced to discontinue this practice.

The following requirements apply to outdoor dining on public sidewalks.

- Restaurants may place one row of tables outside their place of business. These tables must be placed adjacent to the front wall of the building.
- Dining tables must not be wider than three (3) feet in diameter.
- A minimum of five (5) feet of clear pedestrian access must be maintained on all sidewalks.
- Access to public stairways shall not be blocked. Tables and chairs must not interfere with any utilities or other facilities such as telephone poles, fire hydrants, signs, mailboxes, and benches located on the sidewalk or in the public right-of-way.
- Tables and chairs must not impinge on any required clear distances for maneuvering around entrances or exits. The outdoor dining area shall be accessible to disabled patrons and employees.
- Umbrellas must be of quality construction and must be designed to be secure during windy conditions. No portion of the umbrella may be lower than seven (7) feet above the sidewalk.
- Tables and chairs must be stacked at the close of business every day.

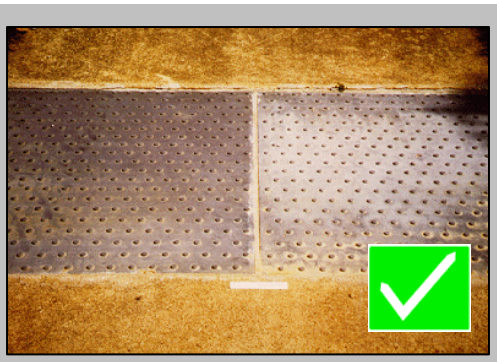
5. Access

Businesses and offices should provide for handicapped access while preserving the design and details of the structure. The Americans with Disabilities Act (www.ada.gov/stdspdf.htm) and the Georgia Accessibility Code (GAC) (http://www.inscomm.state.ga.us/DOCUMENTS/120-3-20.pdf) require that all businesses provide access for the handicapped. The fulfillment of the requirement must be balanced with the goal of preserving the historical integrity of the building, if in the downtown area. Wheelchair users should be able to access the building with little or no help. At the same time, aspects that are important to the historic character of the city must not be obscured or destroyed. If a building is deemed historic, (listed in or eligible for the National Register of Historic Places or designated as historic by appropriate State or local law), access must be in compliance with Section 12-3-20-.12(3) of the Georgia Accessibility Code.

Sloped pavement toward store entrance

Ramps must be constructed of materials matching the materials of the building and must be compatible with the symmetry, scale, and architectural style of the building. Enlargement of door openings on a front façade is discouraged. Installation of access facilities must be done in a manner that, when removed, will not damage or destroy historic fabric. Structures with front entrances only slightly raised above the sidewalk may find adding sloped pavement a viable option. Locating parking and the customer entrance at the rear of the building could make a rear access ramp acceptable. In addition, both doors of double door sets should remain unlocked for ease of access.

All crosswalks should be outfitted with a truncated dome texture. This design provides additional traction for pedestrian and wheelchair traffic as well as a warning for other disabled pedestrians. A natural concrete finish, matching surrounding sections, is to be maintained on these sections.



Truncated Dome texture on concrete sections

Where possible, locate new fire exits, stairs, landings, and decks on the rear or inconspicuous side facades. New fire doors must be as similar as possible to existing doors. Necessary additional fire exits must be placed on the rear or side facades of the building, without blocking alleyways, and match historic door openings in scale and detail.

D. Miscellaneous

1. Signage

All building signs (attached or mounted to buildings) must be approved by the Griffin Historic Preservation Commission. Al others must be approved by the City of Griffin Planning Department.

Historic pole signs are permitted in the historic downtown area where there is adequate property, front yard and visibility that would allow for placement of a monument sign. Historic pole signs must have hanging signage, shall be "L" shaped and fabricated of wrought iron or other approved material. Sign structure must not exceed ten (10) feet in height and must not overhang the sidewalk or right-of-way. The maximum sign face for this type of sign should be sixteen (16) square feet. This type of sign should be permitted in lieu of a monument sign and not in addition to. An example of a historic pole sign is illustrated to the right.

All signs within the historic downtown area must be compatible with the 1880-1930 "turn of the century" style. When designing a sign within the historic downtown districts, the original architecture of the building must be taken into consideration to ensure that the sign fits in with the architectural features made to define the sign space. If these elements are prevalent, the architecture of the building shall take precedence over the sign size, shape and placement. The building or storefront identity and style is most important. Sign materials should create dimension and evoke quality for the district.

Projecting signs shall be permitted. This type of sign must be mounted perpendicular to the building front with a maximum projecting length of three (3) feet. The minimum height shall be eight (8) feet from the bottom of the sign to the level of the sidewalk, or street level if no sidewalk is present. The placement of the sign must be within two (2) feet of the primary ingress/egress for customers unless the architectural features of the building dictate specific placement. This type of sign is not intended to preclude a larger primary wall or canopy identification sign, but in addition to.

Flat/attached or painted signs are allowed in and outside of the historic downtown area. Signs attached to commercial buildings must be no larger than twenty-five (25) percent of each tenant's total wall area, per the City of Griffin Sign Ordinance. However, for historic buildings, size should also be dictated by the arrangement of door and window openings and by other architectural features, such as recessed panels, etc. Signs must be neatly placed over businesses. They must relate directly to architectural features, and also be aligned at least in part with similar signs on nearby or adjacent buildings. Attached signs must be painted wood or metal in keeping with local tradition. Ideally, new attached signs should be custom designed and unique to given business establishments. Franchise logo signs are strongly discouraged, with the exception of some now historic standardized product signs.

Signs painted directly onto recessed panels on the building façade were common in downtown Griffin during the late 19th and early 20th centuries. These signs were tastefully executed and took into account the design and signage of surrounding buildings. This design of signage is encouraged in the historic downtown area, but must not cover more than twenty-five (25) percent of the tenant's occupied building facade. Please see *Section906. Photos of Historic Griffin* for examples.

Chalkboard signs are also allowed in the historic downtown area, as they may be of use to restaurants and cafes for displaying menus. Chalkboards must be surrounded with a wood or metal frame and may not measure more than six (6) square feet. Signs of this type may be hung outside the main entrance and must be brought inside at the end of each business day.

Menu boxes are allowed to display restaurant menus on the storefront. Such boxes should be occupy no more than four (4) square feet of wall space and should be of wood or metal frame construction with glass front. Each business is allowed one (1) box of this design for display purposes.

Dedication or Historic Preservation plaques shall be allowed on commercial, industrial, or residential structures. A commonly accepted size for such signage is 10” x 12”.

Relief signs are found to be appropriate and reflective of historical context in certain settings. Letters comprising these signs should be mounted either on the façade or on top of a fixed awning of a commercial storefront. Letters should be no larger than two (2) feet in height and should be of a color that fits in with that of surrounding structures.

Relief signs are an effective means of communicating business names and types

Seasonal lights and signs must comply with Section 15 (“Special Events Permits”*)* of the City of Griffin Sign Ordinance. This section allows for the placement of signage on the building for a period of thirty (30) days per permit issued. No more than one special event permit will be issued per calendar quarter per business premises. Application for such permits is handled by City of Griffin Building Officials.

Suggested colors for all signage, reflecting the architectural heritage and historic nature of Griffin, are detailed in *Section 902.D4*.

Signs not permitted in the historic downtown area include signs which are internally lit. These signs affect the natural lighting of the street and pedestrian walkway and may infringe on the desired historic feel in this area of the city. Flashing, blinking, and rotating signs are also not allowed. Signs, window lettering and advertisements which cover more than ten (10) percent of the transparent area of the store front or five (5) percent of the recessed transparent area per side are not allowed on display windows, as they may obstruct the pedestrian’s view of the inside of the store and merchandise and are not appropriate given the time period of the city.

Signage

Sign poles within city limits must be consolidated wherever possible. For example, some 'No Parking' signs could be incorporated on pole-mounted street lights rather than on separate poles. Free-standing vehicular way-finding signs will continue to be installed on previously adopted standard poles. Pedestrian way-finding signs must be consolidated onto the same pole. Wherever separate sign poles are necessary, these sign poles (excluding those for vehicular way-finding signs) must be of steel construction with a black, powder coat finish. Only galvanized (inside and out) schedule 40 steel posts (2.375" O.D.) may be used, and such posts must include a galvanized flat cap (color to match) welded to the post's top surface. Wooden sign posts are unacceptable in all public streetscape areas of Griffin.

Historic district signs and city information signs can be helpful to pedestrians and should be included where appropriate. These signs should be legible from a significant distance, organized in alphabetical order for easy use, and make use of a consistent font size. Commonly accepted fonts for road and directional signage in Georgia are "Clarendon" and "Clearview". At a reading distance of approximately fifty (50) feet, a minimum of two (2) inch-high letters should be used. Contrasting font color and background color increases legibility. All signage must be in compliance with Georgia Department of Transportation regulations.

Suggested placement of historic district signage includes locations along US 19/41 North and South (South Hill St. and Atlanta Rd.); GA 16 East and West (West Taylor St. and Memorial Dr.); and GA 155 West (Jackson Rd.). Additional signage directing traffic to the historic district may also be installed on mast arms of traffic poles at major intersections throughout the City.

City information signage

2. Lighting

a. Exterior Lighting

Lighting practices include indirect lighting, which minimizes light pollution such as glare and light trespass. Carefully designed exterior lighting plans are required to provide the best balance between site safety, security, and appearance considerations. Restrained lighting patterns and fixture selection for commercial development will help prevent commercial lighting from adversely impacting residential properties.

General

- *Shielding*
  Exterior lighting shall be of low intensity and shielded so that light will not spill out onto surrounding properties or project above the horizontal plane of building walls. Precautions must also be taken to prevent exterior lighting from becoming a hazard to automobile drivers and pedestrians.
- *Color*
  Warm lighting colors are acceptable, such as incandescent, halogen, metal halide, and color-corrected sodium as last choice. Low-pressure sodium lamps and the blue-white colors of fluorescent and mercury vapor lamps are not encouraged. Lamps emitting a color temperature in excess of 4,000 Kelvin are strongly discouraged.

In parking lots, a minimum foot-candle of 0.5 at the perimeter and between light sources, and 5.0 under light fixtures is recommended. It is recommended that rather than illuminate the whole lot after hours when most businesses are closed, a higher level of illumination only in the vicinity of the businesses still active is encouraged. When all businesses are closed, it is recommended that only a minimum of security lighting should be maintained. No light sources are allowed higher than 175 watts.

b. Tree Lighting

Merchants should utilize uplighting on trees planted on their private property. This is also recommended for planted medians and other landscaped areas maintained by the City of Griffin. Fixtures must be small and hidden as much as possible, and aimed away from pedestrian sight. If uplighting is employed in planted medians, every effort should be made to make sure the lighting does not in any way constitute a hazard for drivers. Landscaping materials may be used to help hide lighting fixtures. Uplighting is found to be most effective on larger, more established trees but may also work for understory trees as well.

c. Sidewalk Lighting

Sidewalks must be provided with evenly lit and consistently placed lighting that creates a safe and inviting setting for pedestrians. The City of Griffin currently uses acorn style pedestrian lamps in the historic downtown area. It is recommended that the use of this style of light extend to areas outside of the downtown core as well. It is also recommended that businesses along commercial corridors and in commercial developments use this style of lamp to provide consistency throughout the city.

d. Parking Area Lighting

- *Appropriate Location*
  Minimum adequate exterior lighting should be provided in all parking areas, with particular emphasis placed on appropriate lighting at the parking lot walks, entrances, exits, and barriers. Lighting must be of low intensity, with downward shielding to prevent glare.
- *Integration with Landscaping*
  All parking lot lighting must be integrated with landscaping. All fixtures must be at a minimum height of three (3) feet to allow for landscaping.
- *Height*
  The height of light fixtures in parking lots must be in proportion to the building mass, and no more than sixteen (16) feet high. Parking lights along walkways must be eight (8) to twelve (12) feet high.

Lighting fixtures must be compatible with the architectural character of existing buildings and the historic downtown Griffin area. No "Cobra" mast arm lamps will be permitted in the historic downtown area.

e. Storefront Lighting

Storefront lighting should fulfill a number of functional purposes such as accentuating commercial signs and goods, providing a welcoming environment for customers, and enhancing existing sidewalk lighting of the streetscape.

General

- Lighting attached to a commercial building must be aimed down, illuminating the immediate sign and front façade area.
- Lighting must not overwhelm adjacent storefront areas or shine into upper floor windows.
- If necessary, lighting may be appropriate for free standing signs if placed conspicuously behind landscaping or in the ground below the sign.
- Use white or soft white natural lighting only. Colored lighting is not allowed.

- Use only simple fixtures (gooseneck or similar fixtures) or traditional lanterns of metal construction for commercial lighting. Lighting fixtures must fit in with those of surrounding structures and reinforce the historic style of the city.
- Main floor display windows and upper floor windows of commercial buildings in the historic downtown area should be lit from dusk until dawn with small lamps with wattage not exceeding 75W. This feature provides warmth for the storefront after hours and encourages pedestrian activity. Fixtures should be firmly placed and/or affixed to a table or window sill to ensure they do not constitute a fire hazard.

Traditional lantern lighting fixtures

Gooseneck lighting fixtures

3. Sidewalks

A comprehensive sidewalk network for commercial corridors allows for increased pedestrian mobility, promotes non-motorized methods of transportation and allows for attractive areas for public gathering and outdoor dining. *The sidewalk design and streetscape environment found in the historic downtown area is a preferred model for all new development along commercial corridors in the city of Griffin.*

All sidewalks along state routes must be designed in accordance with Georgia Department of Transportation specifications.

Current pavers in use on downtown sidewalks

- Sidewalks should be located along both sides of all public streets.
- Sidewalks composed of pavers with concrete curbing should be used on all streets in the historic downtown area. Concrete sidewalks are appropriate for residential areas.

- Commercial area sidewalks should be tapered into adjacent residential areas.
- Sidewalks accompanying new construction should have a minimum width of seven (7) feet where possible.
- Including space for window shopping and outdoor cafes is encouraged.
- Sidewalks in commercial developments should be constructed of the same pavers as downtown sidewalks (see *Section 902.C3, "Streetscapes"*).
- At intersections, sidewalks in the historic downtown area may adopt a sloped pavement design with no landscaped beds adjacent to the roadway. This will allow larger trucks to compensate tighter turning radii without destroying plantings. The sloped pavement should be of a visibly different material than the sidewalk to alert pedestrians of the intersection.

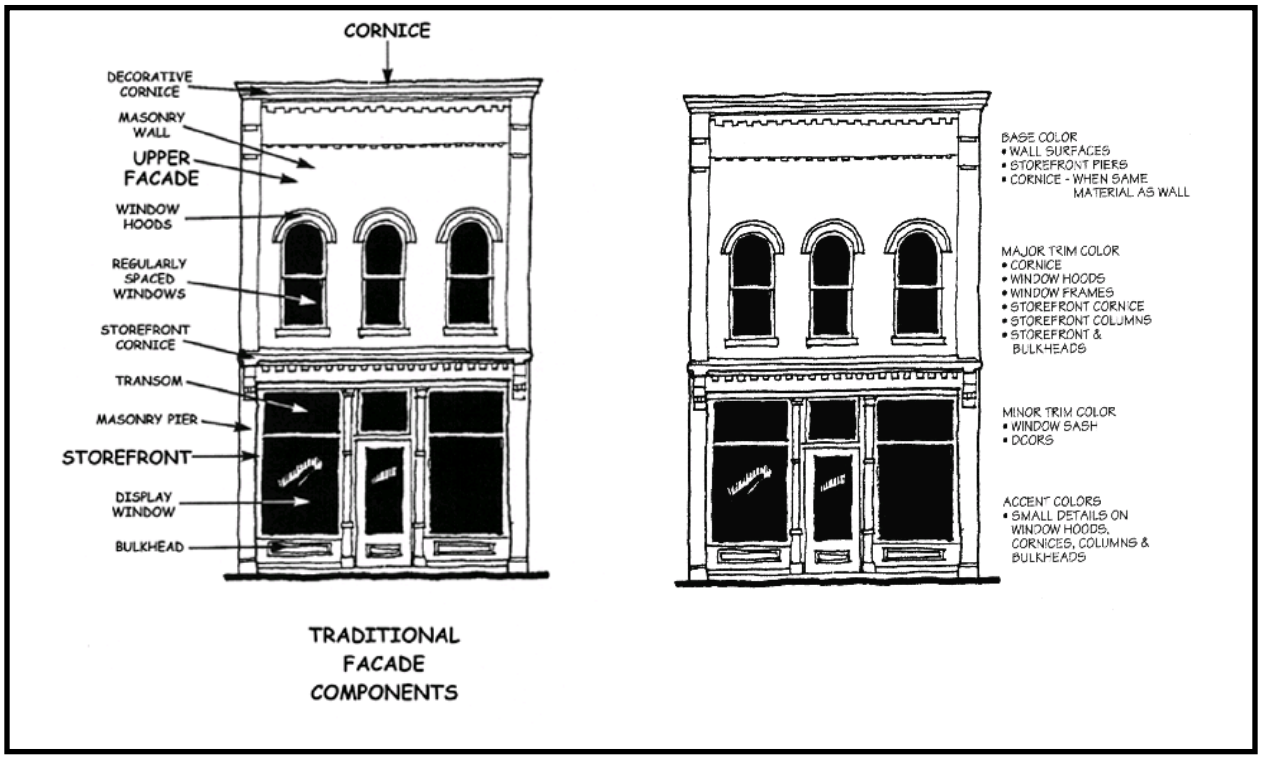
Downtown sidewalks should allow for unimpeded pedestrian traffic

4. Color

The overall exterior color scheme of a building must be selected to be harmonious with adjacent structures and blend with the natural surroundings of the site. Consideration must be given to the compatibility of colors with those on existing structures in the immediate area. The size of the structure and the amount of shading it will receive are also a factor in selection of colors. It is recommended that storefronts make use of existing colors on surrounding buildings with the option of adding one (1) new color to the neighborhood palette.

Customarily with traditional commercial storefronts, the usage of four distinct colors is advised. A base color is used on wall surfaces, storefront piers, and cornices (when constructed of the same material as the walls). A major trim color is used on other cornices, window hoods, window frames, storefront cornices, storefront columns, and bulkheads. A minor trim color is used on window sashes and doors. And an accent color is appropriate on small detail areas of window hoods, cornices, columns, and bulkheads. Please see the diagrams below for more detail.

Any accent colors shall be of analogous tints, shades or tones that are low in intensity or brightness. Primary, secondary, and highly saturated, bright tertiary colors should be avoided.



Bold accent colors enhance architectural detailing

In general, exposed masonry should never be painted. Unless the surface was painted from the first, as was sometimes the case with very soft brick, cleaning and tuckpointing of the masonry is always preferable. A previously painted surface should be chemically cleaned. Brick should never be sandblasted, as this damages the brick and allows moisture to permeate. Only if chemical paint removal proves impracticable (due to a cementitious paint coat, for example) should previously painted brick or stone be repainted.

Below are sample colors from the historic paint collection by Behr Paints. These colors and others in historic paint collections are acceptable for commercial applications in Griffin. Again, one should seek to emulate the time period between 1880-1930 when making design selections.

Sample paint colors appropriate for exterior commercial application in Griffin

Behr Paints

5. Public Art

Public art is a valuable design element found in many small towns and includes advertising art as well as depictions of local scenery. Griffin has some excellent examples, ranging from the Victorian style to more contemporary expressions. Artistic expressions on the sides of buildings and on facades can add value, but the designs must be balanced and appropriate. Therefore, all public art on commercial buildings must be approved by the Historic Preservation Commission.

Examples of art found on commercial buildings in Griffin

Section 903. Commercial Corridor Guidelines

A. Site Design Elements

1. Parking

a. Commercial Corridors

The accommodation of adequate parking facilities is an important consideration for all new and existing businesses located in the City of Griffin. In addition to lot capacity requirements, an emphasis on organization, management, and design of parking areas is also an important method in providing a safe and convenient pedestrian environment. *Property owners should make appropriations for the regular cleaning and maintenance of all parking areas and sidewalks.*

Parking lots for businesses along the commercial corridors are subject to the following requirements:

- All landscaped areas within parking lots shall include curb and gutter and shall be one hundred percent (100%) landscaped with canopy trees, understory trees, evergreen shrubs (not to exceed three feet in height at maturity), groundcover and/ or flowers in mulched beds. A clear line of sight shall be maintained at all times between three (3) and six (6) feet in height. Sod or lawn areas shall not be permitted within landscaped islands.
- All internal tree planting islands shall have a minimum width of ten feet measured from back of curb. Planting islands on the end of rows of parking shall be a minimum of 12 feet in width measured from back of curb. The corners of all parking islands shall have minimum curve radii of three (3) feet.
- Landscaped areas within and around parking lots must be large enough to provide for the health and continued growth of the vegetation. Curbing shall be provided around all landscaped areas. Trees and shrubs shall be planted a minimum of 30 inches inside the curb to avoid injury by the overhang of vehicles.

- Parking areas designed to accommodate more than 20 automobiles must install interior landscaped areas so that no more than 12 adjacent parking spaces exist without a landscaped separation of at least ten feet in width measured from back of curb. The placement of more than 12 parking spaces in a continuous row may be allowed if the landscaped islands are wider than required and designed to accommodate several canopy trees, shrubs and/ or groundcover.
- Linear planting areas may be used instead of the interior landscaped areas to separate rows of parking. The linear planting areas must be a minimum of ten (10) feet in width measured from back of curb and installed in every other row of parking.
- Landscaping shall not obstruct the view between 24 inches high and 60 inches high on access drives, streets or parking aisles.
- The perimeter of all parking areas shall be landscaped to screen views of cars from adjoining roadways and properties. Evergreen shrubs shall be a maximum of 24 inches in height from finish grade to the top of the shrub at the time of planting, and shall be installed in staggered rows at no less than four (4) feet on center with no more than two feet between rows of shrubs. A planting area with a minimum width of ten (10) feet measured from back of curb shall be located between all parking lots, driveways or service courts and the adjoining property line.
- Planting areas shall be located in front of and on each side of all retail, commercial and industrial buildings. Planting areas along the front of buildings shall be a minimum of ten (10) feet in width and planting areas along the sides of buildings shall be a minimum of six (6) feet in width. These areas shall be irrigated and planted with groundcover, shrubs and/ or grass.
- Where sidewalks occur adjacent to parking areas, parked vehicles shall not overhang or extend over the sidewalk. Concrete wheel stops shall be installed within these spaces so that there is no more than 18 inches between the centerline of the wheel stop and the face of the curb.
- Permanent off-street automobile parking should not exceed 125 percent of the minimum number of spaces required for the approved land use or development as identified in the Griffin Zoning Ordinance. However, if this is necessary, pervious paving shall be required within the remaining parking spaces exceeding 125 percent of the minimum number of parking spaces required.

Parking lot with appropriate landscaping

- Lighting poles and fixtures within landscape islands shall be located and designed in such a manner to accommodate the mature stage of the plant material located within the landscaped island.
- Parking lots in excess of one hundred (100) spaces that are included in sites containing multiple commercial structures must provide pedestrian walkways between buildings on the site. These walkways should be raised above the grade of the parking lot and constructed of a durable impervious material such as stamped, colored concrete or stone. Walkways should also connect landscaping islands included in the design of the parking lot. Landscape islands must conform to the above mentioned specifications for interior tree planting islands.

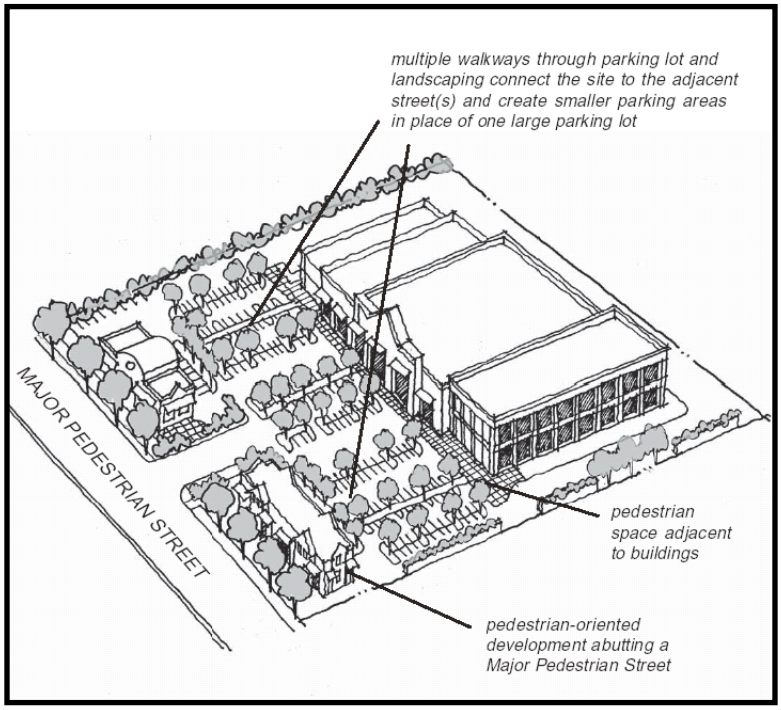


Diagram showing recommended site design and parking arrangement for commercial developments

Pedestrian connections and landscaping throughout a parking lot along a commercial corridor

Inappropriate parking lot with parking between building and street, no landscaping

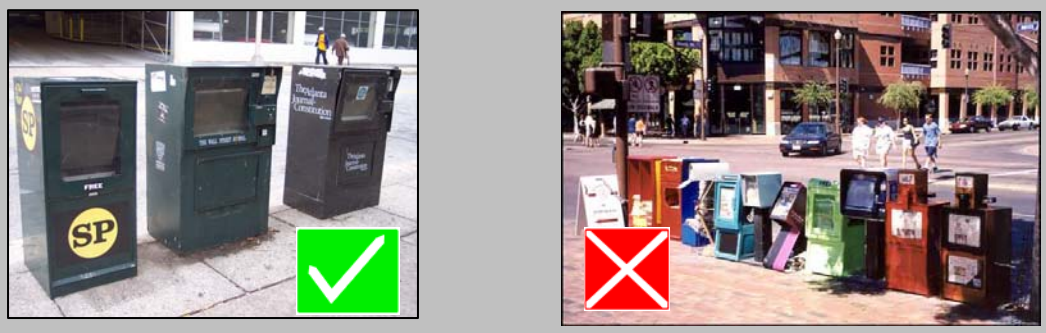
Post Boxes/Drop Boxes

- If it is necessary to include post boxes and/or drop boxes within a parking lot, such objects should be installed adjacent to the exit lane of the parking lot. This should be done to minimize traffic congestion, so as not to provide a hazard for motorists seeking to enter the lot from the street.
- Such boxes should be placed inside a landscaped bed, and should be anchored in the ground by concrete pad or some similar design.
- No more than three (3) drop boxes should be installed per parking lot.
- All drop boxes should be no closer than eight (8) inches from the front of the curb. If necessary, extender chutes may be installed onto drop boxes for convenience.
- All boxes should be oriented to ensure ease of use by the driver of an automobile.

Newspaper Boxes

- There should be no more than three (3) news box clusters per block face. A block face is defined as the sidewalk area along one side of a street between two streets that intersect the street on that side.
- Maximum news box cluster size should be three (3) news boxes.
- No mid-block news boxes should be allowed on blocks measuring less than 350 feet.
- News boxes should be installed no less than three (3) feet from any curb edge, two (2) feet from a driveway, five (5) feet from a fire hydrant, and three (3) feet from a traffic signal, utility pole, decorative street light pole, or tree.
- News boxes should be painted with a black exterior finish paint to match other public fixtures.

Other fixtures such as drink or snack machines should not be placed on City property such as public sidewalks. These units are not appropriate for these areas.



Newspaper boxes of the same finish can improve the appearance of sidewalks

b. Residential Parking

Note: The following improvements are recommended to be implemented in areas of the City that would most clearly benefit from them. Such streets are: Tinsley Street, between 9th and 6th Streets; and Chappell Street, from 9th Street until the right of way narrows on the east side of town.

1. Residential bulb-outs

Landscaped bulb-outs should be constructed in residential parts of the city with high traffic volume and pedestrian access. Tinsley and Chapel Streets would be prime areas to implement this feature, as these streets already have significant right of way. Rows of parallel-parked cars along residential streets can appear monotonous. Bulb- outs can help break up that monotony and provide shade for pedestrians passing by.

- Bulb-outs along residential streets should be constructed every six (6) to eight (8) parking spaces and should extend the full width of the parking space into the roadway and measure at least five feet long.
- Curbing material should match with that of the surrounding area.
- Landscaping should consist of multi-level plantings of overstory or understory trees, shrubs, and flowers.

Since these features would be constructed on city right of way, the City of Griffin would be responsible for maintenance of these landscaped areas.

Griffin residential street

Bulb-outs on residential streets slow traffic and provide on-street parking

2. Raised pedestrian crossings

Raised pedestrian crossings can be a vital tool in increasing the walkability and safety of a community, as they encourage slower traffic speeds. These crosswalks should be built in areas where moderate to high pedestrian traffic is centered, such as along school routes and surrounding civic buildings. The Georgia Department of Transportation must be contacted to determine if this design can be accommodated on the proposed roadway. GDOT must approve any such design on a state route.

- Crosswalks may be constructed of concrete pavers identical or similar to ones used in the construction of downtown sidewalks in Griffin.
- The crossing ramp should slope up gently to a table no higher than three to four inches above the surface of the road.
- The crosswalk itself should be striped with thermoplastic striping.
- It may be necessary to install drainage inlets on either side of the crosswalk.
- Crosswalks should be placed no closer than three hundred (300) feet apart.

Raised crosswalks also help slow traffic and provide safer connections for pedestrians

3. Rear Alleys

An alley is defined as a thoroughfare within a block used primarily for service and other vehicular access. Rear alleys are sometimes found in older, more established communities throughout the country. They can be an asset to neighborhoods, as they direct automobile traffic toward the core of the residential block and allow for easier concealment of garbage and utilities. An added benefit to this type of design is the moving of the garage and automobiles to the rear of the home, so that a garage structure does not dominate the front of the home.

Alleys are strongly encouraged, where practicable, to reduce the need for curb cuts, increase amount of on street parking, and reduce conflicts between cars and pedestrians. The following standards shall apply to alleys:

- Alleys, wherever practicable, shall connect with streets at their ends and dead-end alleys should be minimized.
- Alleys may contain turns and intersections with other alleys provided that service vehicles can be accommodated.
- For attached housing fronting onto an arterial or collector road, rear access should be provided, wherever practicable.
- If the tract abuts an existing alley, vehicle access should be from the alley, wherever practicable.
- Alleys shall serve as a utility corridor and, wherever practicable, utilities shall be located to the rear of buildings.
- Where an alley provides the only vehicle access to a building that is more than one hundred fifty (150) feet from a street, the alley shall serve as a fire lane.

Rear alley in a new construction neighborhood

Rear alley in an established neighborhood

2. Utilities/Mechanical

a. Mechanical Systems

Modern mechanical systems for heating and air conditioning can easily detract from the historic character of a city when conspicuously placed. The visual impact of mechanical systems and service areas should be minimized.

To the greatest extent possible, mechanical systems and satellite dishes should not be visible from the public view. Mechanical systems, particularly window air conditioners, should be placed in areas where their visual impact will be minimal. Window air conditioners should not be placed in transom windows of storefronts, on front facades, or on highly visible side facades. The front façade of a building should not be disrupted by the addition of mechanical systems such as air conditioner units. These units should be placed in the middle of the roof, so as to prevent visibility from public streets, or on rear or hidden side facades. When placed on the roof, all units shall be properly screened using materials that are consistent with the architectural character and composition of the building.

No units are allowed on the ground behind commercial buildings. All mechanical units shall be housed inside structurally sound metal structures so as not to clutter the roadway. All structures must be sufficiently anchored to the ground by way of anchor brackets or concrete footings and screened with materials that blend in with the building. Utility meters should also be located inconspicuously, with vegetative or brick screening.

b. Trash Containment

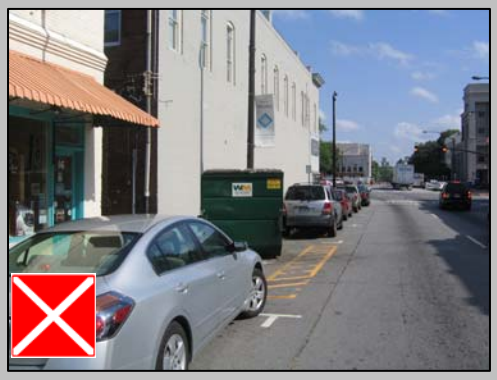
All trash containment devices, including waste grease containers; recycling receptacles, compactors, and dumpsters shall be located and designed so as not to be visible from the view of adjacent streets and properties.

All dumpster containment areas must be enclosed so as not to be seen from off-site and be enclosed with brick surrounding and solid metal gates to screen the dumpster and to contain windblown litter. The enclosure must be a minimum of eight (8) feet in height or two (2) feet taller than the highest point of the waste grease containers, compactors or dumpsters, whichever is greater. All compactors and dumpsters must be placed on a concrete pad that is large enough to provide adequate support and designed to allow positive drainage. The dumpster enclosure shall contain gates for access and security, which must be maintained in good working order and kept closed when the dumpster is not being used. In the case of shared dumpsters, a key lock should be used to secure dumpster gates and ensure the privacy of all receptacles and discarded materials.

Where restaurants make use of grease traps and/or outdoor grease trap interceptors, any outdoor disposal container must be stored in the rear of the building and must be surrounded with opaque wooden or metal fencing material so as not to be visible from the public view. Recycling receptacles should be likewise shielded from view.

All rolling garbage containers must be stored in a concealed location; they must not be left on sidewalks or streets.

The use of chain link fencing is not acceptable as concealment of mechanical units or trash/grease containers. Furthermore, the use of chain link fencing is not encouraged anywhere on any property under the purview of these guidelines.



B. Architectural Elements

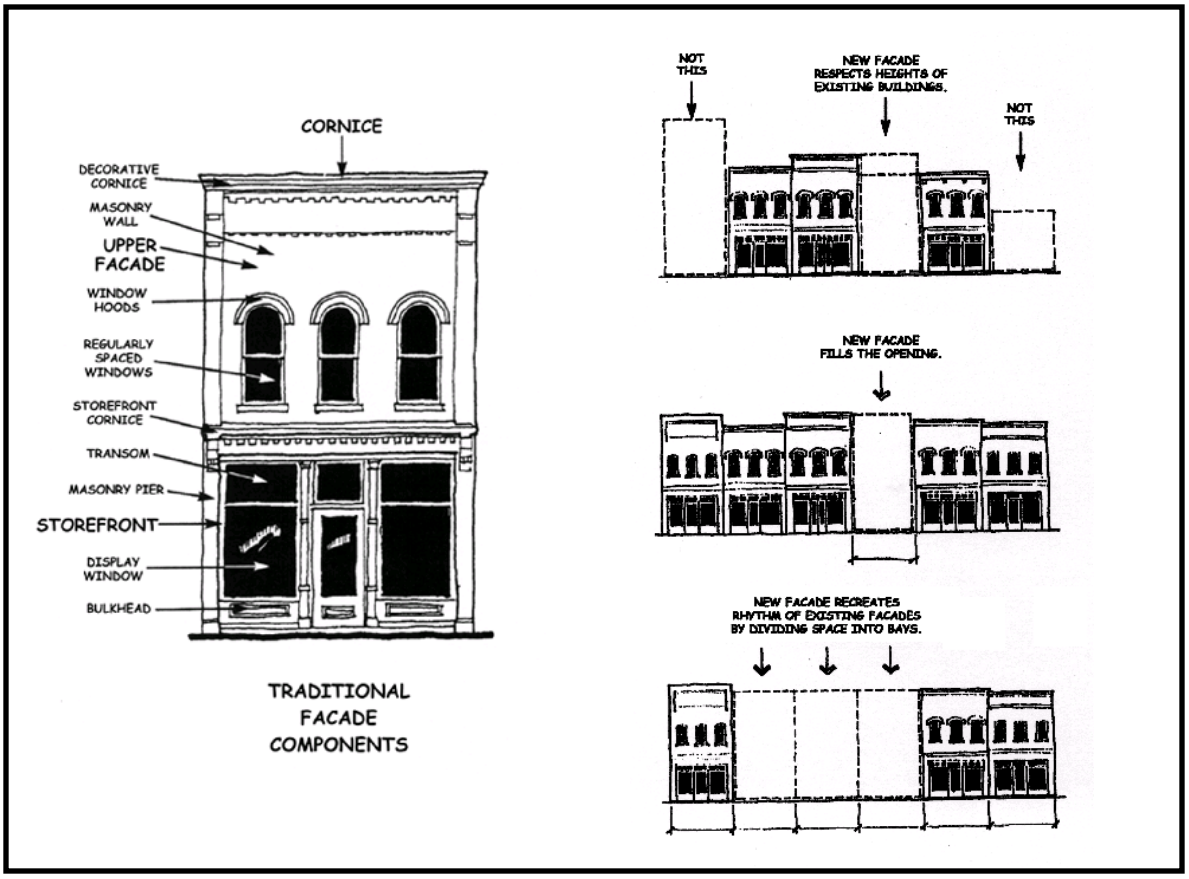
1. Building Height, Width, Mass, and Scale

Shopping Centers or Multi-parcel Developments

Low-rise one story multi-parcel developments along commercial corridors are not acceptable. In keeping with the historic traditional design of the center of Griffin and in an effort to connect previously disjointed areas of the city, development along the commercial corridors shall emulate the architecture of buildings in the historic area. This may be done by integrating one- and two-story buildings into the same structure, choice of quality materials, arrangement of parking, and creative landscaping. For more information on the architectural style of Griffin, see *Section 903.B Style*.

A diagram of a typical traditional storefront is included on the next page and may provide guidance on how to design buildings that fit into the historic fabric of the community. Such elements as large display windows, cornice lines, masonry/brick piers, transom windows, and traditional second floor windows all contribute to the feel of a commercial building. Where larger buildings are necessary, the design shall follow these guidelines.

The width of the new building's façade must be broken into a number of smaller bays to maintain a rhythm similar to the buildings in the downtown area.



a. Storefronts

Facades must be articulated to reduce the massive scale and uniform, impersonal appearances of large retail buildings and provide visual interest that will be consistent with the community's identity, character, and scale. The intent is to encourage a more human scale that residents of Griffin will be able to identify as part of their community. The resulting scale will also ensure a greater likelihood of reuse of structure by subsequent tenants.

Developments with facade over one hundred (100) feet in linear length shall incorporate wall projections or recesses a minimum of three (3) foot depth and a minimum of twenty (20) contiguous feet within each one hundred (100) feet of facade length and should extend over twenty percent (20%) of the facade. Developments shall use animating features such as arcades, display windows, entry areas, or awnings along at least sixty percent (60%) of the facade. Variation between one- and two-story building styles in the same cluster is desired, to avoid a monotonous storefront that does not reflect the historic nature of Griffin.

New development should emulate historic buildings of one and two stories

Façade projections and recesses help create visual interest in commercial buildings

b. Small Retail Stores

The presence of smaller retail stores gives a center a "friendlier" appearance by creating variety, breaking up large expanses, and expanding the range of the site's activities. Windows and window displays of such stores should be used to contribute to the visual interest of exterior facades. The standards presented in this section are directed toward those situations where additional, smaller stores, with separate, exterior customer entrances are located in the principal buildings or development site.

Where principal buildings contain additional, separately owned stores, which occupy less than fifty thousand (50,000) square feet of gross floor area, with separate, exterior customer entrances:

- The street level facade of such stores must be transparent between the height of three (3) feet and eight (8) feet above the walkway grade for no less than sixty percent (60%) of the horizontal length of the building facade of such additional stores.
- Windows must be recessed and should include visually prominent sills or other forms of framing.

c. Detail Features

Buildings must include architectural features and patterns that provide visual interest at a pedestrian scale, reduce massive aesthetic effects, and recognize local character. The elements in the following guideline should be integral parts of the building fabric, and not superficially applied trim or graphics, or paint.

Building facades should include a repetitive pattern that shall include no less than three of the elements listed below. At least one of these elements should repeat horizontally. These elements should repeat at intervals of no more than thirty (30) feet, either horizontally or vertically. All elements should be designed with regard to surrounding buildings as well as the architectural style of the city of Griffin.

- Color change, with respect to accepted color palette in *Section 903.D4*
- Texture change
- Material module change
- Expression of architectural or structural bay through a change in plane no less than 12 inches in width, such as an offset, reveal, or projecting rib.

Change in materials, colors, and awnings between storefronts creates an interesting building façade

d. Building Materials

Exterior building materials and colors comprise a significant part of the visual impact of a building. Therefore, they should be aesthetically pleasing and compatible with materials and colors used in adjoining neighborhoods.

Predominant exterior building materials must be high quality materials. These include:

- Brick
- Wood or Hardi Plank siding
- Native stone (to be used only on foundations, cornerstones, or as accent pieces)
- Tinted, textured, concrete masonry units

Facade colors must be low reflectance, subtle, neutral, or earth tone colors. The use of high intensity colors, metallic colors, or fluorescent colors is prohibited. Building trim and accent areas may feature colors included in the historic palette in *Section D4*, but neon tubing is not an acceptable feature for building trim or accent areas. Predominant exterior building materials as well as accents must not include the following:

- Smooth-faced concrete block
- Tilt-up concrete panels
- Pre-fabricated steel panels
- Artificial stucco or EIFS (exterior insulation finishing system)
- Stone veneers

e. Entryways

Entryway design elements and variations should give orientation and aesthetically pleasing character to the building. These standards identify desirable entryway design features.

Each principal building on a site must have clearly defined, highly-visible customer entrances featuring no less than three of the following. These designs must show respect to existing structures of accepted traditional style as well as the articulated style of Griffin.

- canopies or porticos
- overhangs
- recesses/projections
- arcades
- raised corniced parapets over the door
- peaked roof forms
- arches
- outdoor patios
- display windows
- architectural details such as tile work and moldings which are integrated into the building structure and design
- integrated planters or wing walls that incorporate landscaped areas and/or places for sitting

Entryways with multiple architectural features that integrate with surrounding structures help create a pedestrian friendly environment

f. Single Lot Development along Commercial Corridors

Buildings along the commercial corridors shall adhere to *Section 903.B*, regarding "Detail Features" and "Building Materials" but shall fall under the following site design guidelines.

- Buildings shall maintain a minimum fifteen (15) foot and maximum twenty-five (25) foot front yard, as measured from the back of the curb. This is within the standards for the Planned Commercial District zoning category found in the Griffin Zoning Ordinance.
- Building setbacks in yards adjacent to public streets may be increased to a maximum of thirty-five (35) feet to accommodate outdoor space needed for plazas, dining, art, fountains, bicycle parking, gathering and seating places, gazebos, or similar uses.
- At least one (1) public, pedestrian-oriented entrance shall be located on the street side of the building. There shall be pedestrian access directly from the sidewalk to the principal building entrance.
- Gasoline pumps shall be located along a side yard and shall not be located between the building and the street.
- Accessory structures or uses such as restaurant drive through windows or playgrounds shall be located in the rear yard.
- Commercial buildings on single lots shall be subject to the landscaping requirements outlined in Section 903.A, *Parking in Commercial Corridor Areas*, but shall also be designed to include a landscape buffer to be located in the front yard of not less than five (5) feet in width. This buffer should be adjacent to the structure or outdoor dining area and should be planted with overstory and understory trees, low-lying shrubs or groundcovers, and perennial or annual flowers.

Structure built close to the street, integrated with sidewalks, and containing sufficient landscaping

Suburban-style strip shopping center design that is inappropriate along commercial corridors in Griffin

2. Roofs

Variations in rooflines should be used to add interest to, and reduce the massive scale of large buildings. Roof features should compliment the character of adjoining neighborhoods.

Rooflines must be varied with a change in height every one hundred (100) linear feet in the building length. Parapets, gabled roofs, hipped roofs, or dormers should be used to conceal flat roofs and roof top equipment from public view. Alternating lengths and designs may be acceptable and can be addressed during the preliminary development plan.

3. Style

The vernacular architecture tradition in Griffin is defined as the traditional architecture inherited through successive generations of builders and architects through the use of specific building elements and styles prevalent in the Griffin area during the late 19th – early 20th century. In general, vernacular buildings were simply shaped and modeled on the traditional storefront design. Modest ornamentation was employed and strong cornice lines, window, and door openings defined spaces. This tradition should be respected and emulated in all new construction within the historic downtown area. Styles that are not recommended include faux colonial reproductions employing the use of false columns and accent pieces along storefronts.

Details on newer commercial or industrial buildings must in some way complement or repeat the pattern of adjacent or nearby historic buildings. Cornice lines, string courses, window locations, and even designs for parapet walls will pick up on existing examples to allow for the more sympathetic introduction of new buildings in the historic area.

New buildings in the historic downtown area shall utilize materials common on surrounding historic buildings whenever possible. Griffin's historic commercial and industrial buildings display a wide variety of materials. Most, however, are brick or masonry. Some industrial and warehouse buildings also have sheet metal roofs. All of these materials would be considered appropriate for new buildings, depending on context. Trim materials, glass, and materials for details such as doors must also match the character and quality of historic examples.

Examples of Griffin's vernacular commercial architecture

4. Franchise Architecture

In order to avoid a generic appearance in the city of Griffin, be consistent with the local architectural vernacular, establish a sense of permanence, and avoid over-commercialization, building designs shall reflect local, unique and traditional designs rather than chain or franchise designs. Franchise architecture is a building design that is trademarked, branded, or easily identified with a particular chain or corporation and is ubiquitous in nature. Some typical issues and negative impacts often associated with national chain or commercial franchise designs include:

- Large logos and/or colors used over large expanses of a building
- Branded buildings are difficult to reuse if vacated by the primary business, promoting vacancy and blight
- Buildings lack architectural elements and design consistent with the local community's architectural composition, character, vernacular, and historic context

The use of stock building plans, typical corporate and/or franchise designs, "regional prototype alternatives," or other designs which are easily identified with a particular chain or corporation will not be allowed. Designs which are unique and utilize commonly accepted products and integrate them into the building design will be considered. Franchise buildings must also be designed for easy reuse if the business should vacate the structure at some point in the future.

Design of franchise buildings must incorporate the aforementioned style of the Griffin area. Site design, architectural, and landscape elements will all reflect the structure's inclusion in an existing community with an existing set of accepted styles. Franchise buildings must match the late 1800's-early 1900's time period.

Franchises integrated into existing historic buildings add to the character of retail streets

5. Windows and Doors

There are currently several unaltered traditional storefront designs in the historic downtown area of Griffin. Many of the existing, late 19th century buildings with pedestrian focused storefronts are found in the downtown core at the intersection of Hill and Solomon streets.

Elements of a historic retail storefront generally included large display windows with sidelights or transoms, solid bulkheads and recessed or flush doorways. Most commercial structures of the late 19th and early 20th centuries had either single or double wooden doors with large lights as a means of utilizing natural lighting. By the mid-20th century, commercial buildings generally used plate glass doors with raw aluminum framing that were more in keeping with minimal modern design.

- Non-historic storefronts of inappropriate design should be replaced with a traditional configuration.
- Entrances shall not be relocated or filled in. The addition of windows and/or doors on the front facade of a building is also inappropriate and is strongly discouraged.
- Transoms shall be preserved and remain visible. Air conditioners and signs located in this space are inappropriate.
- Replacement doors should be appropriate to the architectural style and age of the building. Do not use solid doors or residential doors with decorative designs on a commercial storefront.
- Retain historic entrances on the rear and side facades of a building.
- Doors leading from the street to upper floor residential areas may be constructed of solid wood or frosted glass for privacy.

Appropriate commercial doors consisting of large glass panels and wood frame

Window and door arrangement, as suggested vertically by bays and horizontally by stories, must follow the precedent set by historic buildings. The traditional proportion of window openings to wall spaces must also be respected. Large expanses of plate glass on streets that include predominately brick buildings with small windows would generally not be considered appropriate. Tinted or reflective glass also would usually be considered out of character in the historic downtown area.

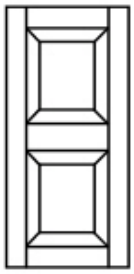
Window rhythm is similar on adjacent buildings

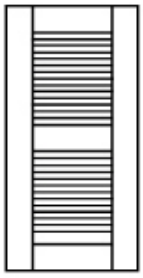
Window shutters must fit the window opening. Windows which never had shutters should be left without them. If new shutters are desired they must be of wood construction. Metal or vinyl shutters should not be applied. Shutters may be used to cover broken or damaged windows. If done so, the shutters must be affixed to the window frame so as to prevent further damage.

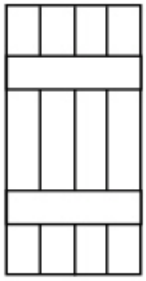
Upper story windows in commercial buildings shall be maintained, preserved, and repaired rather than replaced. If replacement windows are needed, they must match the existing style. Storm windows and security windows must not obscure historic windows in the downtown area.

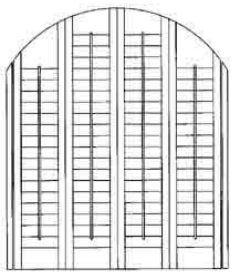
Outside the downtown area, larger plate glass windows are acceptable in buildings if broken up by masonry piers. The masonry and glass must balance each other out in the overall façade presentation.

Acceptable Shutter Styles


Raised Panel Shutter


Louvered Shutter


Board and Batten Shutter


Curved Top Shutter

6. Awnings

- Fixed awnings are more appropriate.
- More modern shed-type awnings and curved awnings may be appropriate, depending on the shape of the window opening. Again, for these types of awnings, the shape of the opening determines the shape of the awning.
- Very large awnings or awnings which span multiple openings are not appropriate in these areas.
- Awnings that are internally lit are not allowed.
- Each storefront should have its own distinct awning, again representing the style of the downtown area.

C. Landscape/Streetscape

1. Landscaping

a. Landscape Design

The primary goals of landscape improvements on a new development project are to help preserve and restore the scenic qualities of the natural landscape, to improve comfort, mitigate building and parking lot impact, add aesthetic charm, interest and character, and improve the functional use of a site.

b. Four Rules

Four basic rules must be followed when considering landscaping for a commercial property:

- No use of invasive species (e.g. English ivy)
- Only species that have proven success in this region must be used
- All trees must be of at least four (4) inch caliper size
- All new developments and rehabilitations must submit a landscape plan drawn to scale to the City of Griffin Planning Department for approval

c. Benefits of Landscaping

Landscaping is an integral element of comprehensive site development. It should complement the architecture of the building, providing the following desirable benefits:

- Accentuation of major entrances
- Definition of spaces and views
- Enhancement of property values
- Glare reduction
- Groundwater recharge
- Highlighting of architectural features
- Humidification
- Noise and dust abatement
- Oxygen regeneration
- Regulation of pedestrian traffic
- Shading
- Site beautification
- Wildlife habitats, where appropriate
- Wind buffering
- Visual screening and variety

d. Landscape Continuity

All new developments must use, in conspicuous places, some of the plant materials listed in the chart below, *Recommended Plantings*. This will help to establish a subtle unifying character throughout the Griffin area.

e. Size, Spacing and Scale

Size and spacing of landscape elements must be consistent with pedestrian-scale development, relate to identifiable streetscapes, and ease the transition between all structures and the pedestrian.

f. Other Landscape Design Principles

1. Hardscape

Landscape shading should minimize large areas of unshaded pavement. Pavement materials must be chosen for minimal reflected light and glare. The use of pervious materials is strongly encouraged to reduce surface water flows.

2. Safety

Along streets and highways, plant materials must be selected and placed to avoid blocking sight lines at intersections and curb cuts. Along utility rights of way, planting must not disrupt service or access to overhead or underground equipment and lines.

3. Preservation of Existing Vegetation and Topographic Features

Existing vegetation can provide a sense of place, permanence, and continuity to a new development. Mature trees and shrub masses take years to establish, while removing them from a site and replacement or transplantation is a difficult and expensive process. Therefore, existing vegetation (as well as rock outcroppings, washes, and other natural features) should be recognized early in the design development process and utilized as a valuable determinant in site design and layout.

4. Tree Protection

When developing a site, every effort will be made to protect existing tree stock over four (4) inches in diameter. Uncontrolled removal of trees and natural vegetation may speed up the erosion and storm water runoff process.

5. Design for Climate and Energy Conservation

Site planning and architectural design may be used to reduce heating and cooling demands, provide more comfortable indoor and outdoor living spaces, and avoid blocking or reflecting sun on adjacent public spaces or buildings.

a) *Shade Exterior Walls*
Protected courtyards, porches, arcades, verandas, and overhangs are effective methods of shading exterior wall surfaces and windows from direct sun exposure.

These elements not only function as temperature moderating elements, but also add character to the building.

b) *Shade by Landscaping*
Deciduous trees used on the south, east and west sides of a building can provide summer shade and allow sun penetration in the winter. Also, ground covers and vines strategically placed on the south side of a building will reduce heat and glare.

Overstory trees provide shade for buildings and pedestrians

g. Suggested Landscape Tools in Commercial Developments

Planted areas along sidewalk

Revitalized rear entry

Built in planters

Tree wells

h. Recommended Plantings

A list of recommended plantings is included below. These plants have proven success in the southeastern United States. And as Griffin is the "Iris City", it is appropriate that this flower be used extensively in planters and landscaped beds throughout the city. *Invasive plants such as English Ivy must be avoided. The mature size of trees must be considered when planting; sidewalks and other spaces may be damaged if this is ignored.*

Canopy Trees for Medians and Open Spaces (~30-100 feet in height)	
Zelkova	Elm Species: Athena and Dynasty
Red Maple Species	Oak Species: Darlington, Willow, White
Oak Species: Nutall, Sawtooth, Overcup	Chinese Pistache
Ginkgo: male species only	Green Ash
Thornless Honey Locust: Inermis	
Understory Street Trees (~12-30 feet in height)	
Maples: Trident, Hedge, Chalk, Paperbark	Golden Raintree
Chinese Fringe Tree	Crepe Myrtle Species
Okame Cherry	Ironwood
Aristocrat Pear	Treeform Holly Species
Dwarf Shrubs (~3-12 feet in height)	
Dwarf Holly Species	Dwarf Gardenia Species
Dwarf Abelia Species	Dwarf Boxwood Species
Dwarf Nandina Species	Dwarf Cephalotaxus Species
Dwarf Rose Species	Dwarf Hawthorne Species
Groundcovers	
Daylily Species	Hosta Species
Liriope Species	Asiatic Jasmine
Mondo Species	Crinum Species
Pachsandra	Evergreen Ferns
Hellaborus Species	Dwarf Juniper Species
Sedum Species	
Perennials	
Iris	Lantana
Verbena	Dianthus
Salvia Daisies	Lilies
Rudbeckia	Geranium
Rainlilies	Phlox
Bulbs	Dwarf Evergreen Grasses
Coneflowers	

i. Maintenance

It is the duty of property owners subject to these guidelines to maintain their property in good condition so as to present a healthy, neat, and orderly appearance. Property shall be kept free from refuse and debris. Planting beds must be mulched with a minimum of three (3) inches of fresh mulch at least once each year to prevent weed growth and to maintain soil moisture. Plant materials shall be pruned as necessary to maintain good health and character. Turf areas must be mowed regularly. All roadways, curbs and sidewalks must be edged when necessary in order to prevent encroachment from adjacent grassed areas.

Well maintained landscape bed

Neglected tree maintenance

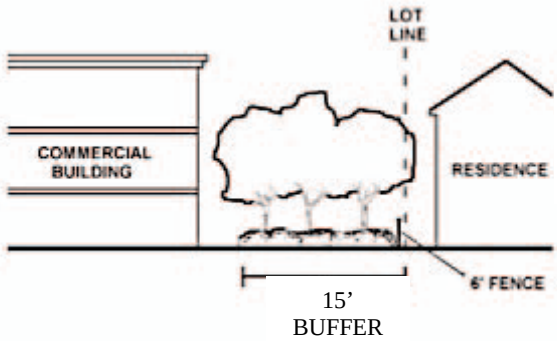
All plant material must be allowed to reach its mature size and shall be maintained at its mature size. Except for trimming and pruning done in strict accordance with the terms, conditions and provisions of a permit issued by the city, vegetation must not be cut or severely pruned or otherwise damaged so that the natural form is impaired. Anyone in violation of this section will provide identical new plants to replace those removed or damaged beyond repair.

2. Transitional Buffers

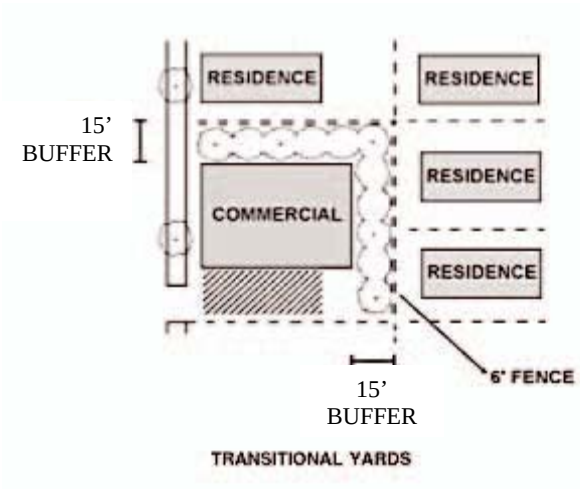
These guidelines on site regulations for new construction are to be used in a manner that allows for residential and commercial growth that is compatible with the historic residential areas. Transitional landscape buffers between commercial and single-family residential houses can help to mitigate the impact of new development and work to retain the small town character of Griffin. Maintenance of these buffers shall be the responsibility of the respective property owners.

- Transitional yards between commercial lots and residential areas will have landscape buffers no less than fifteen (15) feet wide.

- Transitional buffers will have permanent opaque walls or evergreen screening with a minimum height of six (6) feet. Plantings should be placed close together so as to provide a thick buffer between lots.



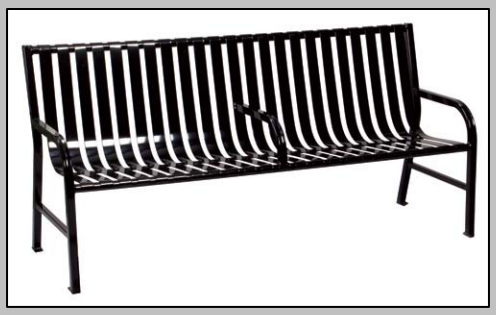
Required buffer distances between residential areas and new commercial construction



3. Streetscape

In providing guidance on the installation of various streetscape elements, this information is to aid future investors in the Griffin area in preparing physical designs which are in harmony with the intent and character of existing conditions in the area. It is hoped that a visually pleasing and unified city and business district will result from the repeated use of common details, layouts, and site furnishings.

Property owners may install pedestrian benches, trash receptacles, and bicycle racks on private property or by way of a permit from the City Manager if the land belongs to the City. All fixtures must be in accordance with these guidelines. The designs for these items are specified below. Each of these items must have an exterior black finish matching that of existing fixtures. *All developments outside of the downtown area are encouraged to turn to these standards for guidance to provide a consistent look throughout the city.*



Sidewalk Bench
Description:

- Solid steel bar construction
- Six foot length with two inch steel legs and arm rests, with center arm rest
- Color: Black

Trash Receptacle
Description:

- Steel rib welded construction
- Three sizes available in 24 or 36 gallon capacities
- Color: Black

Pedestrian Scale Street Light
Description:

- GranVille prismatic glass acorn luminaire
- North Yorkshire cast aluminum fluted pole
- Cast iron base with steel shaft

Bicycle Rack
Description:

- Steel tubular and rib welded construction
- Color: Black

Specialty Unit Pavers
Description:

- Architectural interlocking paving stone
- Manufactured to have a minimum of 8000 psi compressive strength and less than 5% absorption
- Color: Stock colors and custom color available

Traffic Signal Mast Arm
Description:

- Ornamental base and pole top, fluted shaft and curved arm
- Galvanized powder coat finish
- Color: Black

Street names should be clearly displayed across the horizontal beam of the assembly to aid in wayfinding.

Newspaper Boxes

Black exterior finish to match existing fixtures

Items such as chess board tables with stools and handrails are also recommended. Public chess boards provide pedestrians with recreation opportunities and entice them to remain in the downtown area. Handrails are necessary and recommended for safety purposes along steps and steep grades.

Concrete Chess Table
Description:
- Concrete construction, green and white terrazzo tiles with brass inlaid border
- Comes with two stools
- Product height (table): 32” with 16”x16” chess board

Handrail
Description:
- Steel construction: 1” square steel tubing
- Black powder coat finish available

4. Outdoor Dining

Outdoor seating for restaurants in and outside of the downtown area is an attractive feature. It maintains the historic feel of the area by bringing restaurant patrons into the public realm while dining. However, guidelines must be in place to ensure this practice does not infringe on the rights of others. **For a business to operate outdoor dining facilities, a permit must be issued by the City of Griffin.** Any businesses in violation of this requirement will be forced to discontinue this practice.

- Restaurants may place one row of tables outside their place of business. These tables must be placed adjacent to the front wall of the building.
- Dining tables must not be wider than three (3) feet in diameter.

- A minimum of five (5) feet of clear pedestrian access must be maintained on all sidewalks.
- Access to public stairways shall not be blocked. Tables and chairs must not interfere with any utilities or other facilities such as telephone poles, fire hydrants, signs, mailboxes, and benches located on the sidewalk or in the public right-of-way.
- Tables and chairs must not impinge on any required clear distances for maneuvering around entrances or exits. The outdoor dining area shall be accessible to disabled patrons and employees.
- Umbrellas must be of quality construction and must be designed to be secure during windy conditions. No portion of the umbrella may be lower than seven (7) feet above the sidewalk.
- Tables and chairs must be stacked at the close of business every day.

5. Access

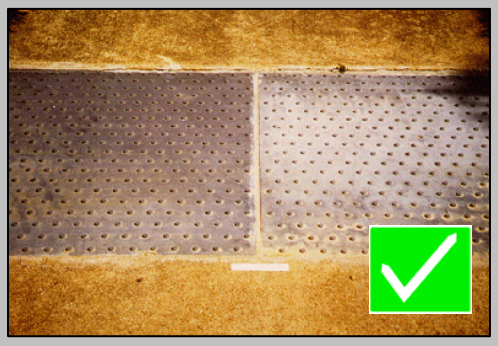
Businesses and offices should provide for handicapped access while preserving the design and details of the structure. The Americans with Disabilities Act (www.ada.gov/stdspdf.htm) and the Georgia Accessibility Code (http://www.inscomm.state.ga.us/DOCUMENTS/120-3-20.pdf) require that all businesses provide access for the handicapped. Wheelchair users should be able to access the building with little or no help.

Ramps must be constructed of materials matching the materials of the building and must be compatible with the symmetry, scale, and architectural style of the building. Enlargement of door openings on a front façade is discouraged. Structures with front entrances only slightly raised above the

Sloped pavement toward store entrance

sidewalk may find adding sloped pavement a viable option. Locating parking and the customer entrance at the rear of the building could make a rear access ramp acceptable. In addition, both doors of double door sets should remain unlocked for ease of access.

All crosswalks should be outfitted with a truncated dome texture. This design provides additional traction for pedestrian and wheelchair traffic as well as a warning for other disabled pedestrians. A natural concrete finish, matching surrounding sections, is to be maintained on these sections.



Truncated Dome texture on concrete sections

Where possible, locate new fire exits, stairs, landings, and decks on the rear or inconspicuous side facades. New fire doors must be as similar as possible to existing doors. Necessary additional fire exits must be placed on the rear or side facades of the building, without blocking alleyways, and match original door openings in scale and detail.

D. Miscellaneous

1. Signage

All signage must be approved by the City of Griffin Planning Department.

Historic pole signs are permitted where there is adequate property, front yard and visibility that would allow for placement of a monument sign. Historic pole signs must have hanging signage, shall be "L" shaped and fabricated of wrought iron or other approved material. Sign structure must not exceed ten (10) feet in height and must not overhang the sidewalk or right-of-way. The maximum sign face for this type of sign should be sixteen (16) square feet. This type of sign should be permitted in lieu of a monument sign and not in addition to. An example of a historic pole sign is illustrated to the right.

All signs should be compatible with the 1880-1930 "turn of the century" style. When designing a sign, the architecture of the area must be taken into consideration. The

building or storefront identity and style is very important. Sign materials should create dimension and evoke quality.

Projecting signs shall be permitted. This type of sign must be mounted perpendicular to the building front with a maximum projecting length of three (3) feet. The minimum height shall be eight (8) feet from the bottom of the sign to the level of the sidewalk, or street level if no sidewalk is present. The placement of the sign must be within two (2) feet of the primary ingress/egress for customers unless the architectural features of the building dictate specific placement. This type of sign is not intended to preclude a larger primary wall or canopy identification sign, but in addition to.

Flat/attached or painted signs are allowed in and outside of the historic downtown area. Signs attached to commercial buildings must be no larger than twenty-five (25) percent of the total wall area, per the City of Griffin Sign Ordinance. However, for historic buildings, size should also be dictated by the arrangement of door and window openings and by other architectural features, such as recessed panels, etc. Signs must be neatly placed over businesses. They must relate directly to architectural features, and also be aligned at least in part with similar signs on nearby or adjacent buildings. Attached signs must be painted wood or metal in keeping with local tradition. Ideally, new attached signs should be custom designed and unique to given business establishments. Franchise logo signs are strongly discouraged, with the exception of some now historic standardized product signs.

Chalkboards must be surrounded with a wood or metal frame and may not measure more than six (6) square feet. Signs of this type may be hung outside the main entrance and must be brought inside at the end of each business day.

Menu boxes are allowed to display restaurant menus on the storefront. Such boxes should be occupy no more than four (4) square feet of wall space and should be of wood or metal frame construction with glass front. Each business is allowed one (1) box of this design for display purposes.

Relief signs are found to be appropriate and reflective of historical context in certain settings. Letters comprising these signs should be mounted either on the façade or on top of a fixed awning of a commercial storefront. Letters should be no larger than two (2) feet in height and should be of a color that fits in with that of surrounding structures.

Relief signs are an effective means of communicating business names and types

Seasonal lights and signs must comply with Section 15 ("Special Events Permits"*)* of the City of Griffin Sign Ordinance. This section allows for the placement of signage on the building for a period of thirty (30) days per permit issued. No more than one special event permit will be issued per calendar quarter per business premises. Application for such permits is handled by City of Griffin Building Officials.

Suggested colors for all signage, reflecting the architectural heritage and historic nature of Griffin, is detailed in *Section D4.*

Along commercial corridors site signage shall be of a modestly adorned masonry, preferably brick or stone, monument style compatible with the development. The sign plaque itself must incorporate font and graphics that are compatible with the historic character of Griffin. Signs which incorporate changeable type are not appropriate for these areas. The only exception to this rule is gasoline station signage which displays price information. The city sign ordinance will be enforced for both site and building signage. **No pole signs will be permitted.**

Only one monument sign per platted commercial, industrial, or office lot will be allowed along the right-of-way, provided that for business premises fronting on more than one street, one monument sign will be allowed along no more than two right-of-way frontages. Signs must be separated a minimum of two hundred (200) feet.

All monument signs shall be located within a landscaped island with curb and gutter or within a landscaped area. No monument sign shall be permitted to encroach in a parking area to such extent that the remaining parking spaces fail to meet the minimum standards of the zoning ordinance for off-street parking.

The maximum sign area of any monument sign, inclusive of any border and trim, but excluding the base, apron, supports and other structural members shall be:

Type of Business	Maximum Signage Area Allowed (sq. feet)
Retail or Commercial; Single tenant	35
Retail or Commercial; More than one tenant	50
Office	35
Industrial use; Single tenant	35
Industrial use; More than one tenant	50

Each commercial, industrial, or office center is entitled to one tenant directory sign per entrance. Directory signs must not be designed or placed so as to be read from a public road. Each tenant shall be allowed up to 108 square inches of signage. Each panel on a directory sign must be of the same size, color, and font.

Each building or unit with a separate entrance, not accessible by other tenants, located in a commercial, industrial, or office center shall be permitted one wall sign with a maximum area of five percent of the building facade which it is mounted upon, but not to

exceed 150 square feet. Additional wall signs are not allowed for multiple facade frontages. If an entrance to a building is shared by two or more tenants, as in the case of an office building, wall signs on the exterior of the building are not permitted. As an example: a building constructed as part of a retail development with entrances for each business will be allowed wall signs; a building constructed as an office building will not be allowed wall signs.

A horizontally oriented, consolidated commercial development sign

A directory sign integrated into the building

City Signage within the city limits must be consolidated wherever possible. For example, some 'No Parking' signs could be incorporated on pole-mounted street lights rather than on separate poles. Free-standing vehicular way-finding signs will continue to be installed on previously adopted standard poles. Pedestrian way-finding signs must be consolidated onto the same pole. Wherever separate sign poles are necessary, these sign poles (excluding those for vehicular way-finding signs) must be of steel construction with a black, powder coat finish. Only galvanized (inside and out) schedule 40 steel posts (2.375" O.D.) may be used, and such posts must include a galvanized flat cap (color to match) welded to the post's top surface. Wooden sign posts are unacceptable in all public streetscape areas of Griffin.

Historic district signs and city information signs can be helpful to pedestrians and should be included where appropriate. These signs should be legible from a significant distance, organized in alphabetical order for easy use, and make use of a consistent font size. Commonly accepted fonts for road and directional signage in Georgia are "Clarendon" and "Clearview". At a reading distance of approximately fifty (50) feet, a minimum of two (2) inch-high letters should be used. Contrasting font color and background color increases legibility. All signage must be in compliance with Georgia Department of Transportation regulations.

Suggested placement of historic district signage includes locations along US 19/41 North and South (South Hill St. and Atlanta Rd.); GA 16 East and West (West Taylor St. and Memorial Dr.); and GA 155 West (Jackson Rd.). Additional signage directing traffic to

the historic district may also be installed on mast arms of traffic poles at major intersections throughout the City.

City signage

2. Lighting

a. Exterior Lighting

Lighting practices include indirect lighting, which minimizes light pollution such as glare and light trespass. Carefully designed exterior lighting plans are required to provide the best balance between site safety, security, and appearance considerations. Restrained lighting patterns and fixture selection for commercial development will help prevent commercial lighting from adversely impacting residential properties.

General

- *Shielding*
  Exterior lighting shall be of low intensity and shielded so that light will not spill out onto surrounding properties or project above the horizontal plane of building walls. Precautions must also be taken to prevent exterior lighting from becoming a hazard to automobile drivers and pedestrians.

- *Color*
  Warm lighting colors are acceptable, such as incandescent, halogen, metal halide, and color-corrected sodium as last choice. Low-pressure sodium lamps and the blue-white colors of fluorescent and mercury vapor lamps are not encouraged. Lamps emitting a color temperature in excess of 4,000 Kelvin are strongly discouraged.

In parking lots, a minimum foot-candle of 0.5 at the perimeter and between light sources, and 5.0 under light fixtures is recommended. It is recommended that rather than illuminate the whole lot after hours when most businesses are closed, a higher level of illumination only in the vicinity of the businesses still active is encouraged. When all businesses are closed, it is recommended that only a minimum of security lighting should be maintained. No light sources are allowed higher than 175 watts.

b. Tree Lighting

Merchants should utilize uplighting on trees planted on their private property. This is also recommended for planted medians and other landscaped areas maintained by the City of Griffin. Fixtures must be small and hidden as much as possible, and aimed away from pedestrian sight. If uplighting is employed in planted medians, every effort should be made to make sure the lighting does not in any way constitute a hazard for drivers. Landscaping materials may be used to help hide lighting fixtures. Uplighting is found to be most effective on larger, more established trees but may also work for understory trees as well.

c. Sidewalk Lighting

Sidewalks must be provided with evenly lit and consistently placed lighting that creates a safe and inviting setting for pedestrians. The City of Griffin currently uses acorn style pedestrian lamps in the historic downtown area. It is recommended that the use of this style of light extend to areas outside of the downtown core as well. It is also recommended that businesses along commercial corridors and in commercial developments use this style of lamp to provide consistency throughout the city.

d. Parking Area Lighting

- *Appropriate Location*

Minimum adequate exterior lighting should be provided in all parking areas, with particular emphasis placed on appropriate lighting at the parking lot walks, entrances, exits, and barriers. Lighting must be of low intensity, with downward shielding to prevent glare.

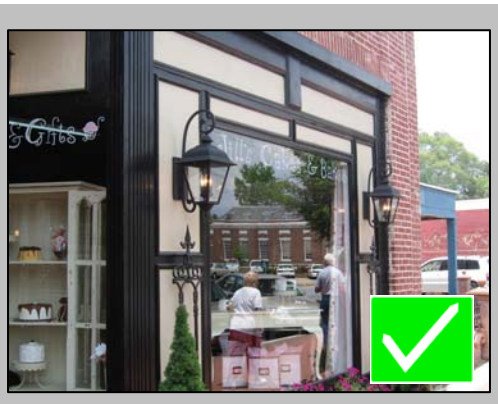
- *Integration with Landscaping*
  All parking lot lighting must be integrated with landscaping. All fixtures must be at a minimum height of three (3) feet to allow for landscaping.
- *Height*
  The height of light fixtures in parking lots must be in proportion to the building mass, and no more than sixteen (16) feet high. Parking lights along walkways must be eight (8) to twelve (12) feet high.

Lighting fixtures must be compatible with the architectural character of existing buildings and the historic downtown Griffin area.

e. Storefront Lighting

Storefront lighting should fulfill a number of functional purposes such as accentuating commercial signs and goods, providing a welcoming environment for customers, and enhancing existing sidewalk lighting of the streetscape.

- Lighting attached to a commercial building must be aimed down, illuminating the immediate sign and front façade area.
- Lighting must not overwhelm adjacent storefront areas or shine into upper floor windows.
- If necessary, lighting may be appropriate for free standing signs if placed conspicuously behind landscaping or in the ground below the sign.
- Use white or soft white natural lighting only. Colored lighting is not allowed.
- Use only simple fixtures (gooseneck or similar fixtures) or traditional lanterns of metal construction for commercial lighting. Lighting fixtures must fit in with those of surrounding structures and reinforce the historic style of the city.



Traditional lantern lighting fixtures Gooseneck lighting fixtures

f. Internally Illuminated Signage

Internally lit signs are not allowed along commercial corridors in Griffin. Fixtures lighting monument signs at entrances to commercial developments must be inconspicuously placed at the base of the sign and shielded from public view by landscaping material. Lighting for individual business signs in developments such as these are limited to the fixtures described above.

Pedestrian path light fixtures should be placed no farther than thirty (30) feet apart.

3. Sidewalks

A comprehensive sidewalk network for commercial corridors allows for increased pedestrian mobility, promotes non-motorized methods of transportation and allows for attractive areas for public gathering and outdoor dining. *The sidewalk design and streetscape environment found in the historic downtown area is a preferred model for all new development along commercial corridors in the city of Griffin.*

Current pavers in use on downtown sidewalks

All sidewalks along state routes must be designed in accordance with Georgia Department of Transportation specifications.

- Sidewalks should be located along both sides of all public streets.
- Sidewalks composed of pavers with concrete curbing are used on all streets in the historic downtown area. Concrete sidewalks are appropriate for residential areas.
- Commercial area sidewalks should be tapered into adjacent residential areas.
- Sidewalks accompanying new construction should have a minimum width of seven (7) feet where possible.
- Including space for window shopping and outdoor cafes is encouraged.
- Sidewalks in commercial developments should be constructed of the same pavers as downtown sidewalks (see *Section C3, "Streetscapes" above*).

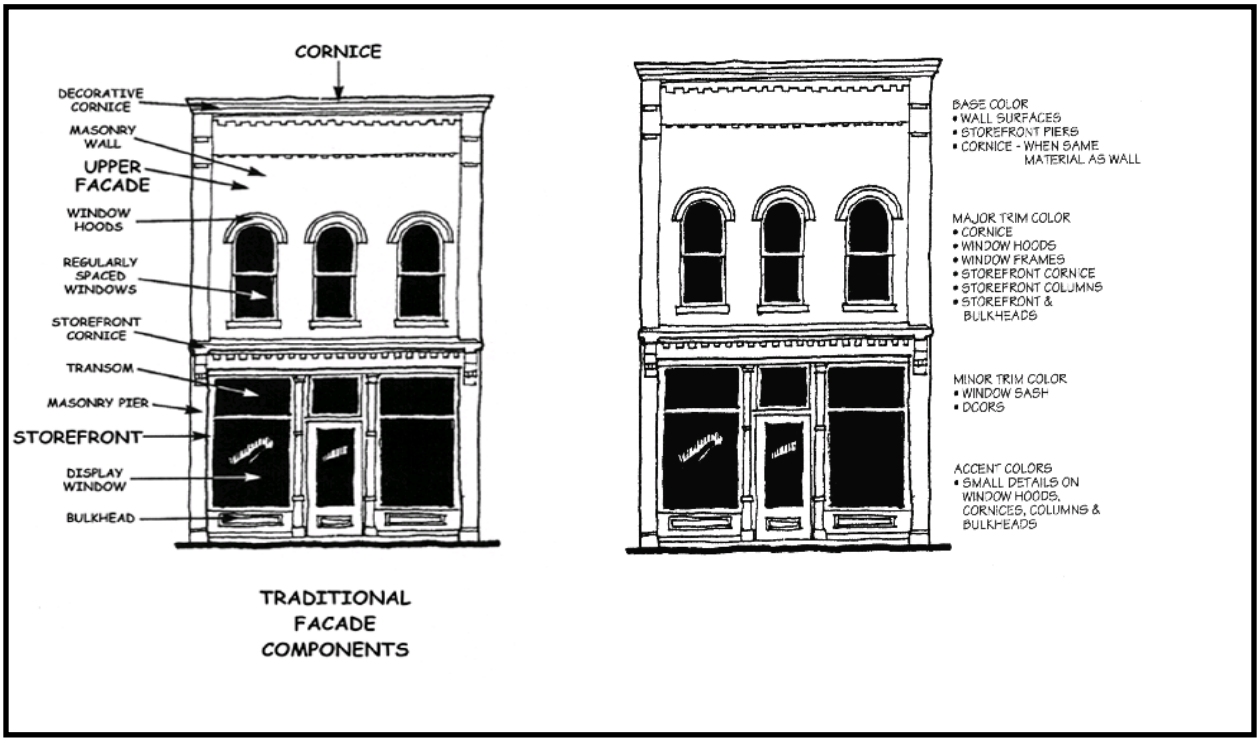
Downtown sidewalks should allow for unimpeded pedestrian traffic

4. Color

a. Traditional Commercial Storefronts

Customarily with traditional commercial storefronts, the usage of four distinct colors is advised. A base color is used on wall surfaces, storefront piers, and cornices (when constructed of the same material as the walls). A major trim color is used on other cornices, window hoods, window frames, storefront cornices, storefront columns, and bulkheads. A minor trim color is used on window sashes and doors. And an accent color is appropriate on small detail areas of window hoods, cornices, columns, and bulkheads. Please see the diagrams below for more detail.

Any accent colors shall be of analogous tints, shades or tones that are low in intensity or brightness. Primary, secondary, and highly saturated, bright tertiary colors should be avoided.



Bold accent colors enhance
architectural detailing

In general, exposed masonry should never be painted. Unless the surface was painted from the first, as was sometimes the case with very soft brick, cleaning and tuckpointing of the masonry is always preferable. A previously painted surface should be chemically cleaned. Brick should never be sandblasted, as this damages the brick and allows moisture to permeate. Only if chemical paint removal proves impracticable (due to a cementitious paint coat, for example) should previously painted brick or stone be repainted.

Sample colors from the historic paint collection by Behr Paints are on the following page. These colors and others in historic paint collections are acceptable for commercial applications in Griffin. Again, one should seek to emulate the time period between 1880-1930 when making design selections.

Sample paint colors appropriate for exterior commercial application in Griffin

Behr Paints

Facade colors in commercial developments must be low reflectance, subtle, neutral, or earth tone colors. The use of high intensity, metallic, or fluorescent colors is prohibited. Building trim and accent areas may feature brighter colors, including subdued tertiary colors, but neon tubing is not an acceptable feature for any building trim or accent areas. All storefronts should be painted to show consistency with surrounding facades and should make use of the color palette above.

5. Public Art

Public art is a valuable design element found in many small towns and includes advertising art as well as depictions of local scenery. Griffin has some excellent examples, ranging from the Victorian style to more contemporary expressions. Artistic expressions on the sides of buildings and on facades can add value, but the designs must be balanced and appropriate. Therefore, all public art on commercial buildings must be approved by the City of Griffin Planning Department.

Examples of art found on commercial buildings in Griffin

Section 904: Glossary of Terms

Arcade – A row of arches, free-standing and supported on piers or columns.

Arterial road – A major through route; arterials often provide direct service between cities and large towns.

Bubble awning – A curved or dome-shaped awning that shades a window or door opening.

Bulb-out – The extension of curb, gutter, and sidewalk extending out into the street. It is used to reduce the width of the street at pedestrian crossings and to improve the visibility between pedestrians and drivers.

Bulkhead – The unit that occupies the lowest level of the storefront and can be described as the base which supports the display window; also referred to as a kickplate.

Collector road – A roadway linking traffic on local roads to the arterial road network.

Color-corrected sodium light – A high-pressure sodium light that emits a truer, more natural light than other lamps.

Consolidated driveway – A driveway that is shared between one or more businesses or residences.

Curb cut – A curb cut is a ramp leading smoothly down from a sidewalk to an intersecting street.

Curb radius – (see right) A term used by highway engineers to describe the sharpness of a corner. A large curb radius allows for turns at higher speeds; lower curb radii necessitate a decrease in speed to turn.

Detention facility - A low lying area that is designed to temporarily hold a set amount of water while slowly draining to another location.

EIFS – Exterior Insulating and Finish System; an exterior wall cladding system consisting primarily of polystyrene foam board with a textured acrylic finish that resembles plaster or stucco.

Gabled roof – A roof consisting of two sloping sides that form a ridge and a gable at each end.

Hardi Plank siding – A cement fiber board that resembles wood, complete with texture and grain It is impermeable to water damage, rot, and termites and is specially designed to retain paint much longer than wood, without chipping or peeling.

Hipped roof – A roof sloping at the ends as well as the sides.

Landscape island (or parking island) - "Mini-medians" consisting of cutouts in the asphalt within the limits of the center lane of a roadway or in a parking lot. These cutouts will vary in size and can be at grade for water harvesting or raised with curbing.

Loggia – A gallery open on one or more sides, sometimes pillared. It may also be a separate structure, usually in a garden.

Mansard roof – A roof that is flat on top, sloping steeply down on all four sides, thus appearing to sheath the entire top story of a house or other building.

Massing - The overall bulk, size, physical volume, or magnitude of a structure or project.

Mercury-vapor lamp – A type of high intensity discharge (HID) lamp in which most of the light is produced by radiation from mercury vapor. It emits a blue-green cast of light and is available in clear and phosphor-coated lamps.

Metal halide light - Lights that emit a true white light and illuminate roadways and parking lots.

Monument style sign – Permanent signs where the entire bottom of the sign is affixed to the ground, not to a building. These trees are commonly found in older, more established neighborhoods.

Overstory (canopy) tree – A mature tree expected to grow much higher than the roof of a one-story building.

Parapet – A portion of a vertical wall of a building that extends above the roofline.

Pervious paving – (see left) Pervious materials permit water to enter the ground by virtue of their porous nature or by large spaces in the material. Pervious concrete paving is included in this designation.

Portico - A porch or walkway with a roof supported by columns, often leading to the entrance of a building.

Rip rap – Cobblestone or coarsely broken rock used for protection against erosion of embankment or gully.

Shared parking – Parking spaces assigned to more than one use where persons utilizing the spaces are unlikely to need the spaces at the same time of day.

Shed awning – A flat awning projecting diagonally from the wall surface over a window or door opening; a traditional design.

Sidelight – A window (actually, usually a series of small fixed panes arranged vertically) found on either side of the main entry door of many Federal, Greek Revival and other late-18th- to mid-19th-century houses.

Transom window – A window above a window or door. Transoms can be either stationary or operating.

Tree well – A wall and root aeration system around tree and root zone when soil grade is raised.

Truncated dome warning tile – A plastic or concrete unit installed in pavement at the juncture of a sidewalk and crosswalk to alert pedestrians of a roadway. Tiles also provide traction to prevent wheelchairs, strollers, etc. from rolling into the roadway during inclement weather.

Tuckpointing – (see right) The process of repairing a mortar joint in a brick wall. The term comes from the process of tucking mortar into the damaged mortar joint with the point of a trowel called a "pointing trowel." Tuckpointing is a critical maintenance task and keeps water from entering the brick wall cavity. If water is allowed to get past the mortar and into the wall, brick failure may occur such as cracking or spalling (popping off of the brick face).

Understory tree - Small trees, shrubs and vines that grow under the taller trees. These plants can grow in the shade of the taller trees. Understory trees usually stay short, even if they are very old.

Vegetative screen – Plantings that may be used to screen different uses from one another. Tall shrubs/hedges or fences covered in vines may be used.

Wheel stop – An object placed at the front of parking stall to keep vehicles from striking the walls, usually constructed of concrete.

Section 905: Secretary of the Interior's Standards for Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

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

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

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

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

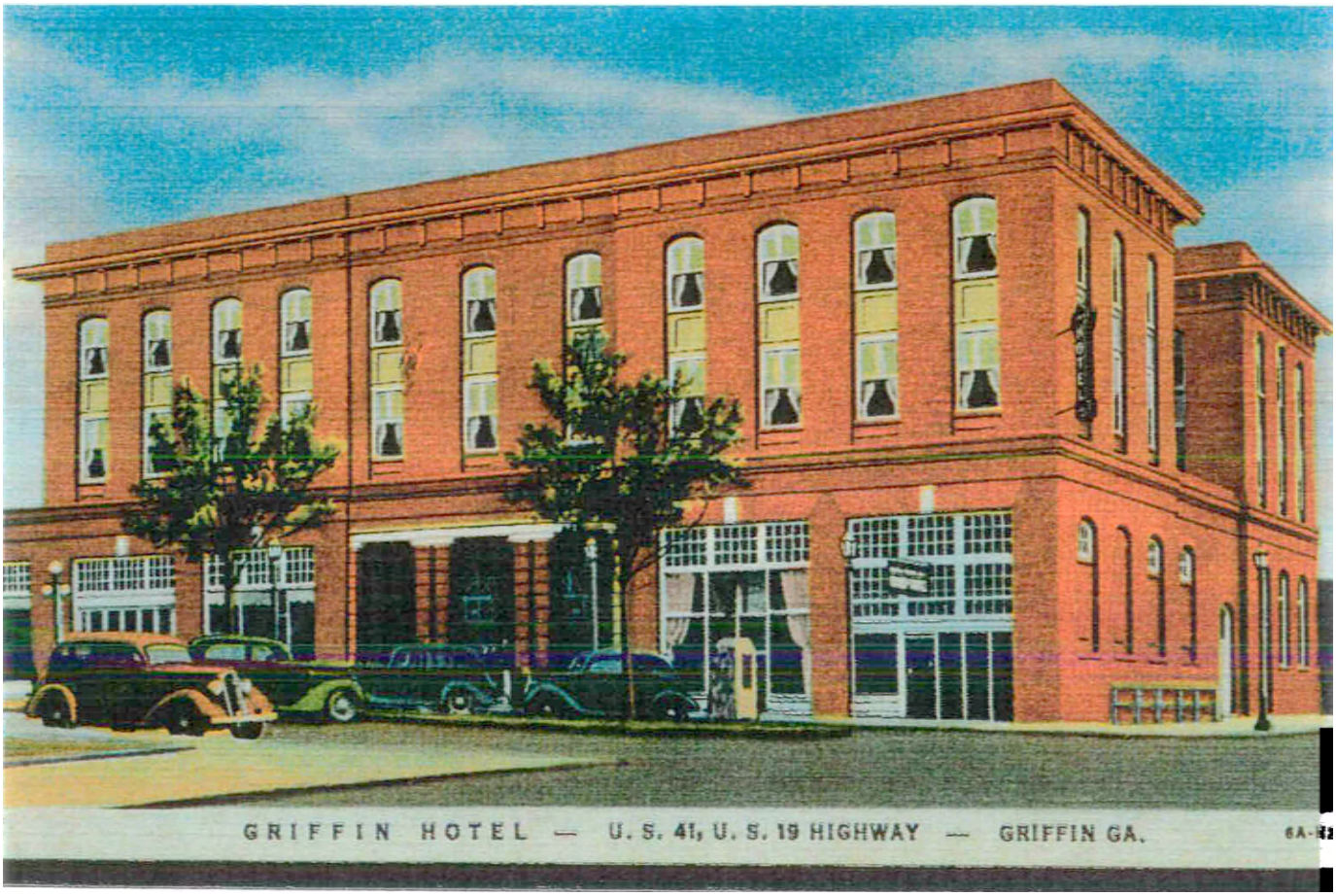
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Section 906: Historic Photos of Downtown Griffin


GRIFFIN HOTEL — U. S. 41, U. S. 19 HIGHWAY — GRIFFIN GA.

Section 907: Designing Downtown

Designing

Downtown

Georgia Department of Community Affairs
Office of Downtown Development
2004

Designing Downtown

Downtown Commercial Buildings

Landscapes and Streetscapes

Appendices

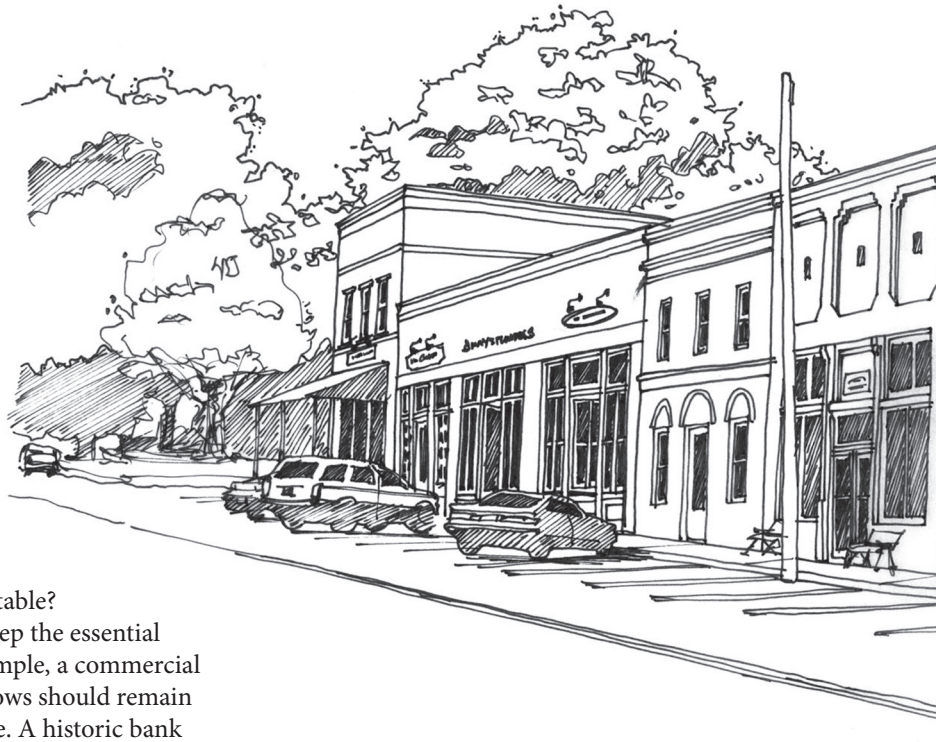
Introduction

Today many downtowns have become increasingly popular places because they have an authentic character not found in shopping malls and strip centers. This appeal, however, can be lost if the downtown's authenticity is gradually diminished. The destruction of one historic building may not seem important but if such losses continue, the entire downtown will lose its special standing in citizens' minds.

Demolition is only part of the problem. Destructive and inappropriate remodelings can also remove historical appeal. While some poor remodelings can be undone, many cannot because there's just too much loss of historic material.

Looking back over the decades we can see that change is normal for most buildings, especially commercial buildings. But too often these changes did not add long-term value because historic features and materials were stripped off and replaced with designs and materials that have not aged well.

Nineteenth and early twentieth century downtown buildings are like fossil fuels in that they aren't being created any more, but they are being consumed. Given this decreasing supply, we must take better care of what we have.



So, what kinds of changes are acceptable? First, it is especially important to keep the essential form of the building intact. For example, a commercial building with large storefront windows should remain as such, even if it is no longer a store. A historic bank should continue to look like it did when it was a bank, a schoolhouse like a schoolhouse, and so on.

The historic character of the building also depends on the survival of major features such as windows, doors, transoms, cornices, and ornament. These should be repaired rather than replaced. If they cannot be repaired, they should be replaced with new features that match the old.

In general, when work is to be done on historic downtown buildings, there are three preferred approaches: repair, rehabilitation, and exterior restoration.

Repair is fixing those things that have broken or are damaged in some way: leaking downspouts, cracked windows, sagging awnings, rusting sign poles, and so forth. This approach is especially appropriate for cases where the historic character of the building is largely intact and no change in ownership or use is taking place.

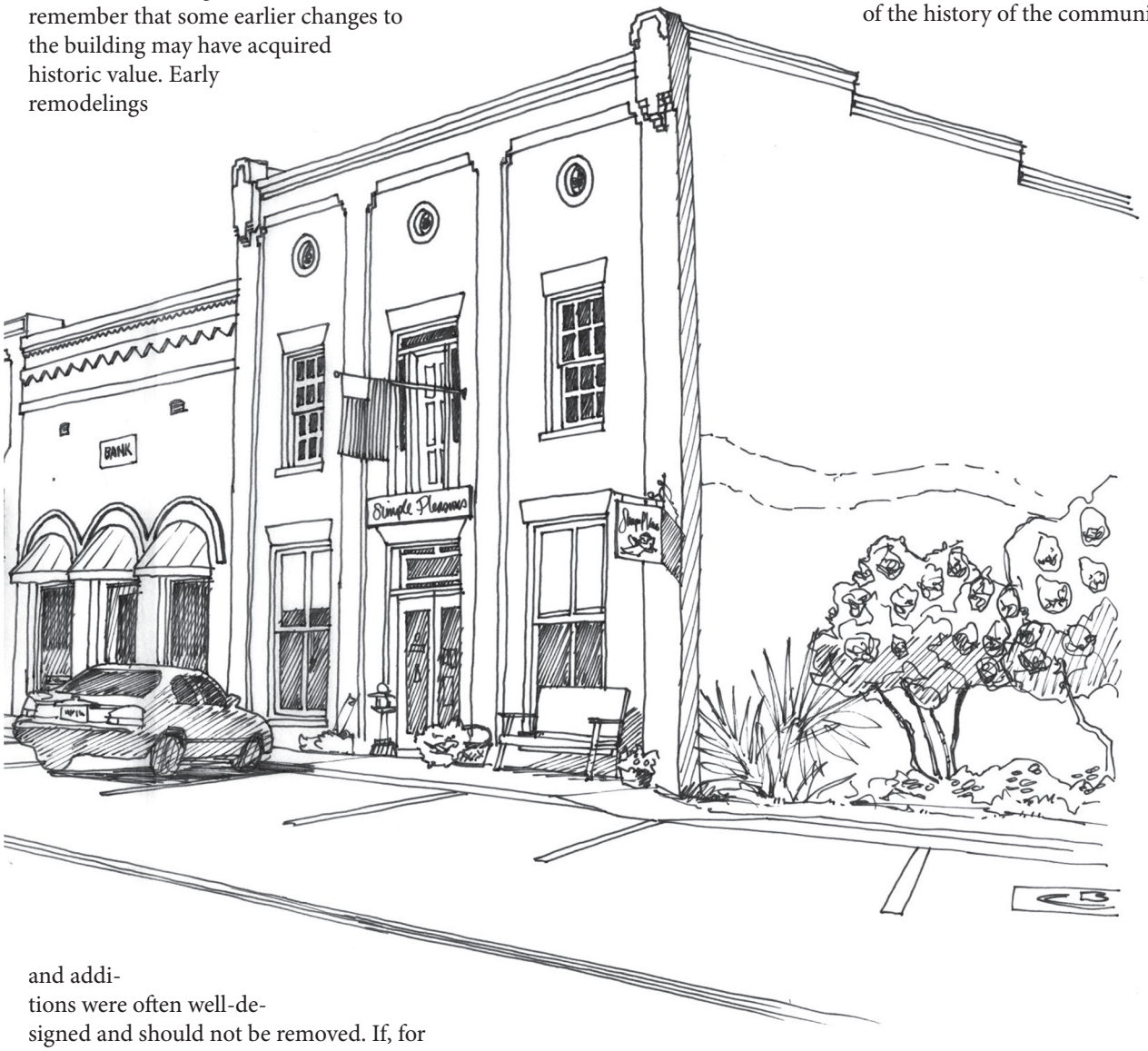
The next is rehabilitation, which allows a certain measure of flexibility for intoducing contemporary design while preserving the building's significant architectural, historical, and cultural feautures. Any new design should be compatible in form and scale with the rest of the building. It should also use similar materials in texture, color, and level of detail, but not to the point that the new work cannot be differentiated from the old.

The third approach is exterior restoration, which is returning a building to its appearance at a particular point in time; it can be the original appearance or an authentic later appearance.

Restoration should always be based on solid documentation of the building, such as old photographs of its historic appearance and physical evidence of changes. As such, this approach is only appropriate in limited circumstances. For example, where the building is severly deteriorated, but is well documented; or where an inappropriate remodeling can be removed from an otherwise intact structure. In both cases the adaptive reuse shouldn't require new changes, otherwise the more appropriate approach will be rehabilitation.

When undertaking restoration or rehabilitation, remember that some earlier changes to the building may have acquired historic value. Early remodelings and additions were often well-designed and should not be removed. If, for example, a 1910 building has a historic 1940 storefront, restoring the structure to its 1910 appearance would not be recommended.

Two approaches to altering a historic building that should be avoided are "gut renovation" and what we might call "remodeling along historic lines." The first typically involves wholesale removal of old materials and features and replacement with duplicates from new "improved" material that closely resembles the old. The second also removes and replaces, but it replaces the old and historic or missing with an applied conjectural historical "look" that is not truly an accurate part of the history of the community.



Rehabs and "Remuddlings"

Renovations, rehabilitations, remodelings, and plenty of "remuddlings," all have been a part of downtown for years. In some cases the remodelers tried to work with the existing features and character of the buildings and in others they didn't. The low point may have been the 1970s, but there are thousands of examples of insensitive design from other decades, including many from our own.

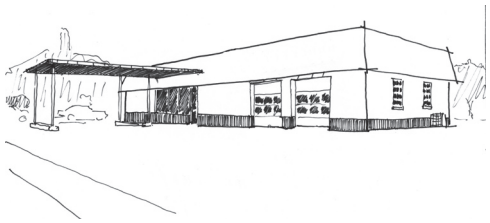
What do we mean by insensitive design? Boarded-up windows, fake colonial storefronts, and wood or asphalt shingled mansard canopies, to name a few. Also: covered-up transom windows, "pasted-on" storefronts, badly placed signs, overly large awnings and canopies, sandblasted brick, and cheap or inappropriate materials, often carelessly installed.

By calling these changes insensitive, we do not mean to imply that they were done with any ill-intent. We should remember that in the middle decades of the twentieth century there was little public concern for historic preservation. The term usually involved restoring old houses and sites associated with famous persons. Downtown buildings were not seen as historic assets but as outmoded structures that needed new skins (on the storefront if nowhere else) to attract shoppers and compete with new shopping malls.

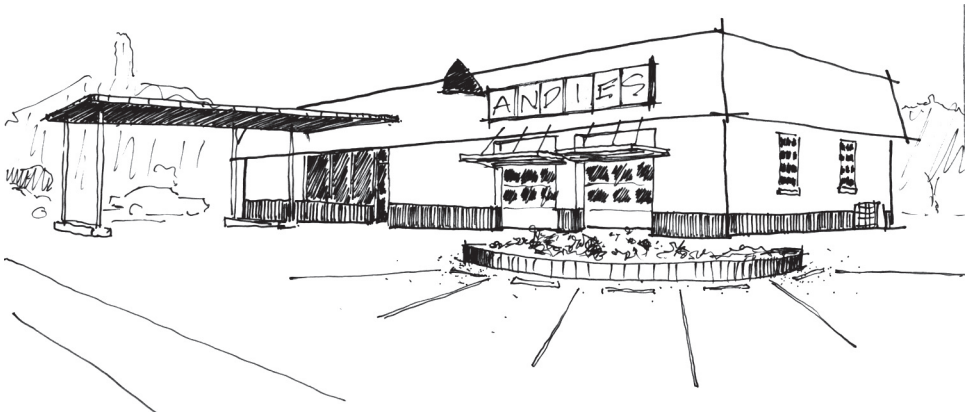
Since the nation's Bicentennial the situation has gradually changed and now we see a general public appreciation of old downtown buildings. Reflecting this, the remodelings have changed from modern to traditional in spirit. Unfortunately, many are still insensitive to the original architecture; they have a "historic look" while ignoring the actual history remaining in the building.

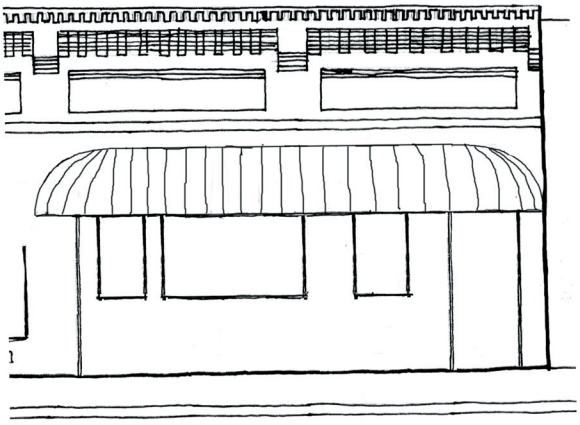
Fake history can be economically successful for a time, but it is more likely that real history will be more highly valued by our grandchildren.

On the left: boarded-up windows, a chopped-up storefront with inappropriate multi-paned colonial-style windows, and a poorly designed awning. On the right: a windowless first floor, and an oversized "awning."



Recommended improvements for a former service station (above). The design works with the original building rather than trying to add a layer of false history.





These replacement storefront windows ignore the proportions and spacing of the building's design. The vinyl awning with rounded ends is also not suited to the building.

Storefront opening filled with a colonial-style insert. The asphalt shingles, multi-paned windows, clapboard siding, shutters and other residential features and materials are not appropriate for downtown commercial buildings.

Guidelines

- Repair rather than replace historic building features if at all possible. Find capable contractors and suppliers who agree with this approach.
- Remember that change is normal and that today's owner or tenant may be gone in the future. For this reason, don't remove historic materials or alter historic features as part of a rehab. The new/future owner or tenant may appreciate the true historical character of the building and be willing to pay more for it.
- If replacement is necessary, the new feature should match the old in design, color, and texture. If possible, use the same material as in the old feature.
- Don't use residential windows and doors on commercial buildings. The character of a house is not the same as a commercial building.
- The defining characteristics of a historic building should be maintained in any rehab, even if the use changes. For example, if the first floor of a store building is converted to offices, it should still have large display windows of clear glass and a door with tall glass panels. If privacy is essential, shutters, curtains, or other unobtrusive screening can be placed behind the windows. (It is best to use a dark color for such screens because when one looks into a store window from outside, it normally looks darker than the rest of the building.)
- Changes made to buildings in the past can be historically significant in their own right and should be preserved. For example, in the streamlining fad of the 1930s and 1940s, some storefronts were remodeled using sleek black or colored glass panels. These are now considered historic. Due to later remodelings and breakage, they have become very rare in Georgia; their rarity is another reason to preserve them. While the streamline remodelers showed little sensitivity to the original buildings, which was the nature of their times, our raised awareness should allow us to look back and appreciate the general high quality and craftsmanship of the streamline designs without condoning or repeating their practices.

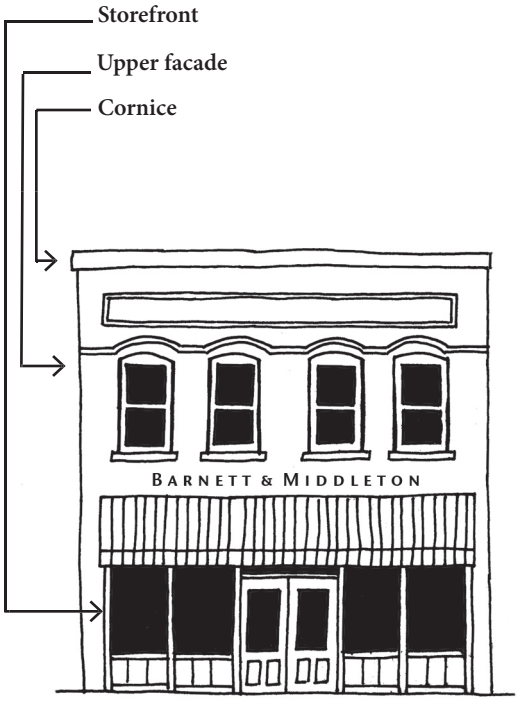
The Three-Part Facade

Most downtown commercial buildings built before World War II have facades made up of three parts: at street level is the storefront, above that is the upper facade, and at the top is the cornice. Each part is critical to the whole; if one is missing, the building will present an odd or incomplete appearance.

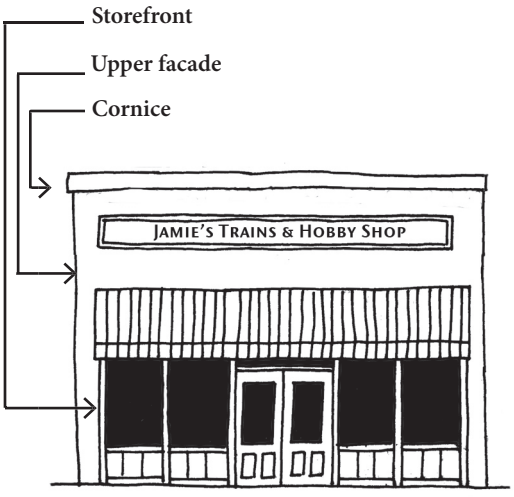
Each part plays a distinct function. The storefront, essentially a large hole in the facade filled with glass, displays the store's products and provides access to the interior. It is what people walking along the sidewalk see more than any other part of the building.

The upper facade, the area between the storefront and the cornice, often presents the overall appearance, or design message, of the building when viewed from a distance. This is where much of the architectural ornament will be found, features such as arches, stone detailing, and insets for business signs. On multi-story buildings there will almost always be windows too.

At the top of the upper facade, the cornice provides a cap, a finishing touch, a statement of completeness. Buildings of a century ago often had elaborate cornices, some extending well beyond wall surface. By the middle decades of the twentieth century, cornices had shrunk considerably, sometimes to no more than a thin cap.



The three parts of a historic downtown commercial building are the storefront, the upper facade, and the cornice.



Single-story buildings have the same three parts.

Think of the storefront as a large hole in the front wall that is filled with glass.

Guidelines

- Keep the overall three-part design of the facade intact. For example, don't try to make the storefront look like the upper facade.
- Existing cornices should be kept in place. Repair them as needed.
- Missing cornices can be replaced but it is best to base any replacement on old photos or other good documentation. If replacement of an elaborate cornice cannot be financially justified, use a simplified design that includes the major features of the original.
- The original masonry should be retained on the building. For example, window openings should not be bricked-in, downsized, or enlarged.
- Damaged brick and stone should be repaired or replaced with similar materials.
- Don't sandblast brick. From a distance sandblasted brick may look like an improvement but the cleaning effect is short-lived. Sandblasting hastens the deterioration of brick by removing the hard outer surface, allowing the elements to damage the softer inner part. Such bricks will be also be harder to clean in the future.
- The storefront should continue to be composed primarily of tall display windows and doors. Don't fill it in with solid walls and small windows.
- Storefronts should be recessed a few inches from the outer wall surface. This creates a framing effect which is in keeping with the design of most old commercial structures.
- Ideally the storefront door should be recessed several feet from the rest of the storefront. This is more inviting to the shopper than a door that opens directly from the sidewalk. However, introducing a recessed opening should be avoided if the storefront is historic and doesn't have one.
- Windows should always use clear glass. Avoid tinted or reflective glass.
- Don't put shutters on the building unless old photos indicate that it originally had them. (Few downtown commercial buildings did.)

Storefronts

First floor storefronts were altered much more often than any other part of the building. Because the storefront was highly visible to shoppers on the sidewalks, storeowners felt a need to present an up-to-date appearance. Changes of owners or tenants also frequently resulted in storefront renovations. Due to their rarity, original storefronts should be preserved.

If the original storefront (or a later historic storefront) has been lost, its essential form should be recreated.

There are two ways to approach this. One is to restore the storefront. This should be based upon good evidence, such as historic photographs, of what the storefront originally looked like. Ideally the restorer will have photos from several different decades. A 1910 storefront, for example, may have had major remodelings in the 20s or 30s, again in the 50s or 60s, and perhaps once again in the 80s. Minor changes may also have occurred in intervening years. Remember, some earlier changes may have acquired historic value and should not be removed.

The other approach is to use a contemporary design that is compatible in form, scale, materials, texture, and amount of detail or ornament. New designs should never attempt to mimic a historic appearance, especially one of an unrelated time period or style.

Early storefronts often had tall glass display and transom windows that allowed plenty of light into the interior. This common example has a recessed entrance flanked by cast-iron columns.

If the original storefront has been completely lost, a new design that is compatible in form should be used. Here the new storefront has large glass display windows, glass transom windows, a recessed entrance and double doors with tall panes of glass.

By the middle of the twentieth century storefronts had become simpler in form and detailing, but the large glass display windows remained as their dominant feature.

Guidelines

- Don't replace an entire historic storefront just because some parts are deteriorated. Many storefront materials can be patched with the same or similar materials. New sections can be spliced in where patches would be insufficient. Where parts are damaged beyond repair, carefully remove them and replace with substitutes that match the original in material, size, and amount of detail.
- Try to make repairs using the original material. Where this is cost-prohibitive, such as may be the case with some metals, use less expensive materials such as aluminum, wood, plastics, or fiberglass painted to match the original.
- Ask the local historical society about old photographs of the building. These might also be found in libraries, courthouses, and newspaper offices. Ask other downtown business owners; they may have photos that show several buildings in one scene and it might include yours.
- If parts of the storefront have decayed, be sure that the cause of the deterioration has been stopped. (For example, leaky drainage systems or ground moisture.)
- Sometimes a storefront is historically important even if it was added on years after the building itself was constructed. Examples are the streamlined storefronts of the 1930s and 1940s. These should be preserved even where they do not match the upper facade in character.
- Don't add architectural details or ornament in an attempt to make a building look older than actually it is. Stick with real history.
- Similarly, don't make it more plain or more ornate. These approaches tend to cheapen the appearance of the building.
- For plain, unadorned buildings, remodelings should aim to make them neutral or modern in appearance.

Upper Facades and Cornices

In the nineteenth and early twentieth century, upper facades proclaimed messages to people passing by, messages such as "here is a quality business" and "look at my prosperity." The architectural style and detailing of the buildings reflected their owners' pride in their businesses and their expectations for the future. A few decades later, however, these facades became widely viewed as outdated and ugly and their owners feared that the public would go elsewhere, such as to the new shopping centers springing up at the edges of town.

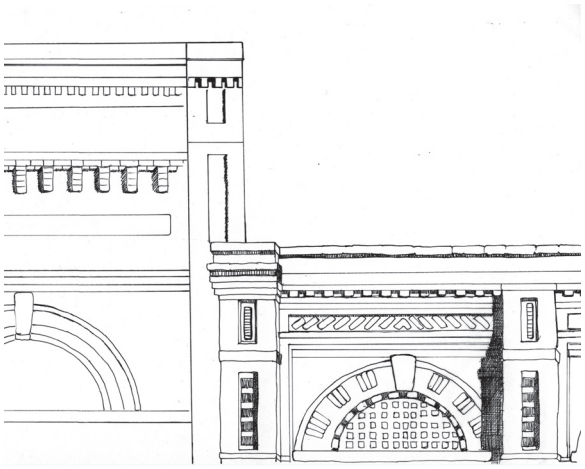
The visual message was only part of the problem. Upper floors, formerly occupied by offices, residences, or additional retail and service space, had become mostly vacant. There was little reason to repair deteriorating windows for tenants who weren't there. A better solution, it was thought, was to block in the windows or cover the entire upper facade with a modern metal screen that imitated the shopping centers' look.

By the end of the 1960s, few downtowns had escaped the great coverup. Only the smallest and poorest avoided it, and they would have done the same if they could have afforded it.

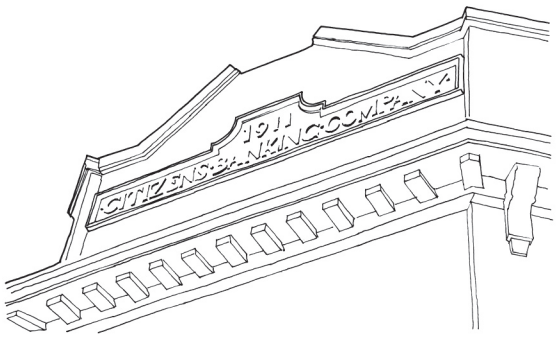
The new look proved to be rather short-lived, however, and the public grew tired of it. Over the past twenty years, thousands of the metal screens and other false fronts have been taken down, revealing a wealth of architectural ornament including arched and hooded windows, carved keystones, elaborate stone and terra cotta detailing, columns, pilasters, ornate cornices, fine brick corbeling, and more. Windows have been reopened and upper floors have been renewed for residences and offices.

Ironically, shopping centers are now imitating the historic appearance of downtown by using architectural elements and details commonly found on old downtown buildings. This time, though, it's downtown that's the real thing.

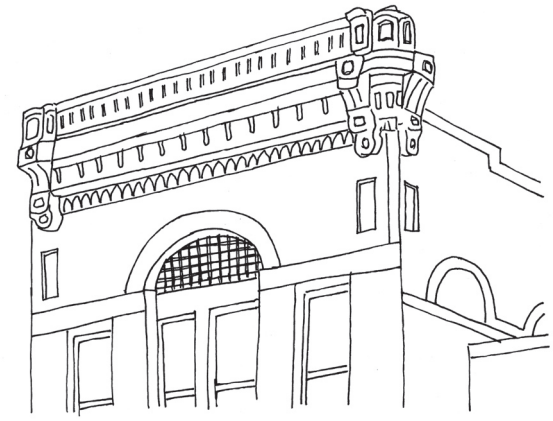
The upper facade typically has expanses of flat wall punctuated by windows. The storefront, in contrast, is mostly display windows and doors with thin framing around them.



Cornices and upper facades often have impressive masonry work, such as this example in Elberton.



Cornices often carry reminders of downtown history; these early signs and plaques should be preserved.



An ornate metal cornice. Generally these are found on buiildings constructed before 1900.

Guidelines

- Windows should be repaired rather than replaced. If windows are missing entirely, try to replicate them using old photos or other documentation as a guide.
- Similarly, cornices should be repaired if they are largely intact. Replacement cornices should match the originals as closely as possible.
- Brick walls can be cleaned using a low-pressure water wash. Use natural bristle brushes to scrub the walls. (Metal brushes are too hard and will damage the brick's glazed outer surface.)
- Avoid using water repellent coatings on brick.
- Repoint mortar where necessary. To avoid brick deterioration, use a mortar with a high lime content rather than a portland cement type mix which will cause spalling of the brick.
- When repairing brick walls, use brick of the same size and color. In many cases, existing brick can be salvaged from the wall. New mortar should match the old in color, composition, texture, and strength. The width and tooling of joints should be the same as in the original wall.
- Old painted-on wall signs (ghost signs) add to downtown character. Preserve them.
- Repair gutters and downspouts if needed.

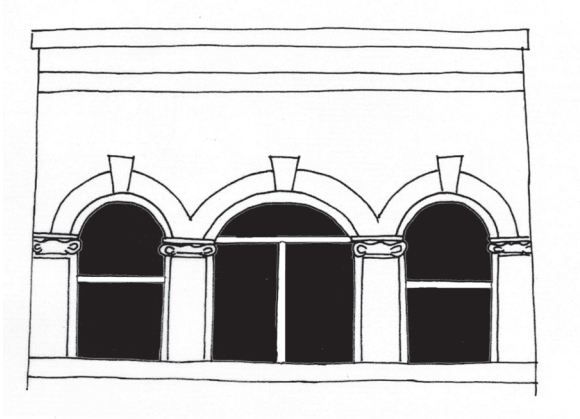
Windows and Doors

Few parts of a downtown building are as important to its appearance as its windows. They were a key feature when the building was constructed and they will always retain their visual importance. This can be observed by comparing a building with intact windows to a similar one with blocked-up windows or one that has had modern replacement windows installed.

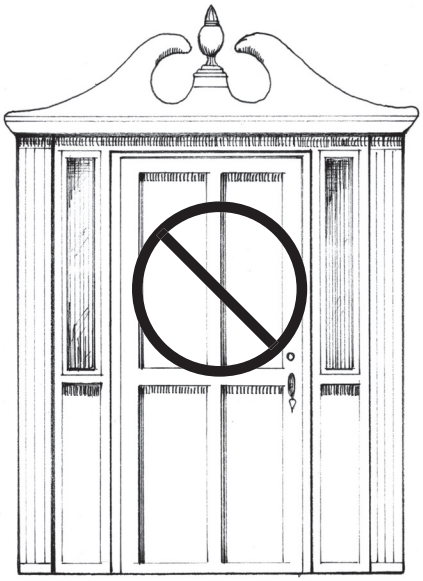
Besides their importance to the individual building, windows also factor into the appearance of the block by uniting with the windows of other buildings to create a visual rhythym down the street. If one or two buildings have boarded-up or painted-over windows, it can diminish the appeal of a whole block.

Doors also add to the pattern along the street. Like windows our eyes are naturally drawn to them. We make a quick determination of which look inviting and which might be best passed by. Most of us prefer downtown doors with large panels of clear glass. It helps us make that assessment about whether or not to enter.

The original arched windows on this building were replaced with small aluminum-framed windows set into an infill. The changes were made when a "dropped" ceiling installed inside was lower than the old window tops.



The appearance of the building could be greatly improved with new windows based on the originals as shown below. If necessary, the lowered ceiling could be kept in place except for a short distance behind the windows.



Do not use residential doors or windows on commercial buildings. Colonial-styled designs also should be avoided because Georgia's existing downtown commercial buildings were constructed well after the Colonial period.

Early industrial buildings often had numerous windows to bring natural light into the interior work space. If any original windows remain, they should be repaired if possible. Replacement units should match the originals.

Guidelines

- Avoid "raw" aluminum window frames. Use black or dark colored anodized aluminum instead. (Or better yet, use wood.)
- Don't install a small window with infill around it to fill the window opening.
- Don't use residential doors.
- Missing panes can be easily replaced on most uppper floor windows . Call a professional to replace large storefront display windows
- New glass should match the original in size and color. Don't use tinted or mirrored glass.
- Rotted wooden window frames can be repaired with epoxy and similar materials. New wooden pieces can be made to replace sections too large for epoxy.
- If windows are missing entirely, try to replicate them using old photos as a guide. Several companies can make new windows to match the originals.

  Sometimes an original window may be found in the building. It can be used as a guide to build new windows to replace those that have been lost.
- Sometimes a building will have several kinds of windows...better appearing ones on the front facade and more utilitarian ones on side or rear elevations. If windows are missing, be sure that their replacements consider this possibility.

Awnings

As we know, the Georgia sun can become a bit intense at times. Downtown awnings provide a welcome measure of shade for shoppers and, as a bonus, can reduce energy use inside buildings. They are also useful for hiding unattractive storefront alterations.

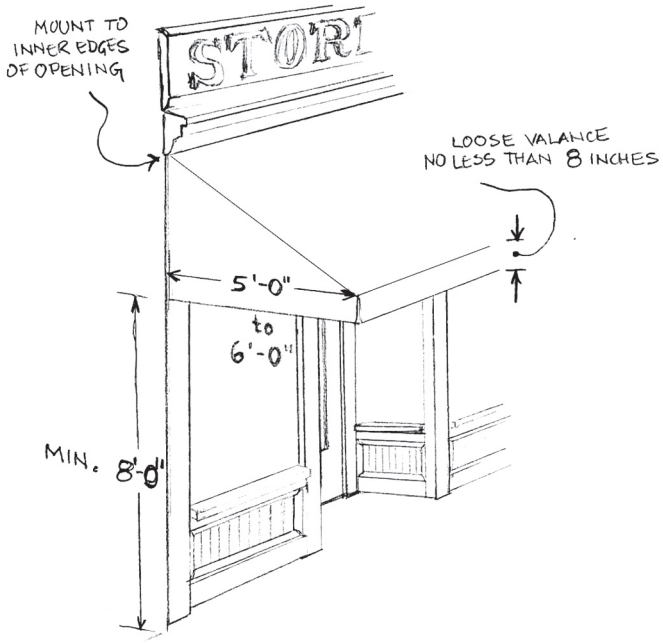
It is important that the decision to add an awning to a building be made with the historic appearance in mind. Not every historic building had an awning. If the building did not initially have awnings, the addition of such awnings may detract from or hide important elements of the facade. If it is decided that awnings are appropriate, a few more steps are necessary to use them correctly.

A rule of thumb is to add awnings or canopies if the building faces east, west, or south. You probably won't need one if it faces north.

Awnings may be fixed or operable (the awning opens and closes). Operable versions are more expensive but more versatile because they can provide shade when needed in the summer and sunlight in the winter, resulting in significant savings in heating and air conditioning costs.

Many of the awnings in Georgia's downtowns are poorly placed or improperly sized. It is common to see awnings standing too high over the storefront, usually obscuring important architectural details, or stretching across building piers. In some cases, awnings extend continuously across several different storefronts. While these may be functional, they seldom respect the historical character of the building.

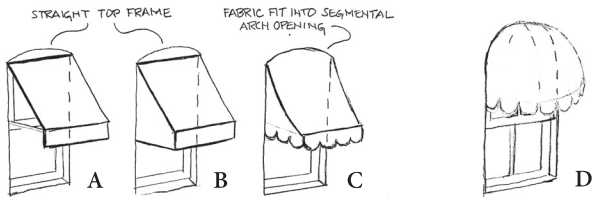
These awnings fit the storefront opening and do not hide architectural details on the buildings.



How to mount an awning under a traditionally designed and placed storefront cornice. Such cornices are important in shedding water. Larger cornices sometimes have small gutters to carry water to the sides.

The building on the left has an appropriately sized and placed awning. The center building has no awning, which is acceptable from a design standpoint. The rigid awning on the right-side building is far too large.

Flat metal canopies are often appropriate on many twentieth century buildings. They should be unobtrusive and solidly constructed.



These awnings, as shown, are for upper or side windows, but the shapes and mounting can hold true for any size opening or across a long storefront opening. A: sideless shed, contemporary; B: traditional straight edge; C: most traditional, fabric fit into opening, shed and scallop valances; D: half-dome, this shape is ONLY appropriate on true Roman arch openings.

Guidelines

- Canvas awnings typically last 5 to 8 years, often longer if well-maintained.
- Fixed aluminum awnings shouldn't be used on most old commercial buildings.
- Canvas is the preferred material. Don't use wood or metal. Vinyl is generally too shiny for historic downtowns.
- Installation should not damage the building or hide distinctive architectural features.
- New awnings should fit within individual window and storefront openings. If not placed within the opening, the awning frame should be located no more than an inch outside it.
- Look for old photos of the building or, if none can be found, photos of buildings of similar style and age.
- Awnings should not be placed high above the storefront transoms. When planning an awning, step across the street and look at neighboring buildings. The new awning should align with neighboring awnings in height of the valence above the sidewalk and distance of projection from the building.
- A continuous awning that spans building piers and multiple storefronts is seldom appropriate. Instead, install separate awnings.
- Don't use awnings that are illuminated from within.
- Colors should be appropriate to the design of the building.
- Traditional valance shapes include scalloped, wavy, and straight.

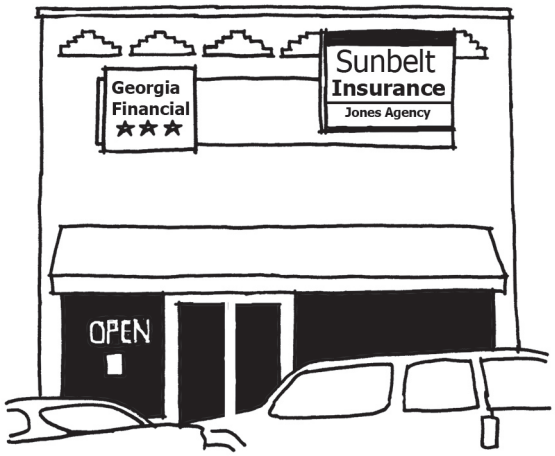
Signs

If everyone "shouts," will anyone be heard? That is the situation in some downtowns where dozens of big signs or hundreds of smaller signs compete for the public's attention.

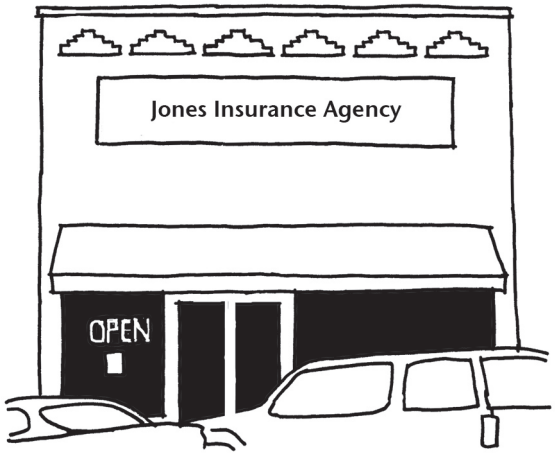
A better idea is for everyone to "speak" at the same moderate level while not trying to provide too much information at once. Too many signs are sized to be seen from distant autos and many others are cluttered with messages other than the name of the business. The combined effect is a mishmash of attempted communication.

Other common downtown sign problems are the use of cheap materials, sloppy workmanship, poor selection of typefaces, garish colors, interior illumination, and placement and sizing that bears no relation to the building's architecture.

Well-crafted sign ordinances can reduce the quantity and help to improve the quality of downtown signs. Solutions also include local facade loan and grant programs that require good sign design, the hiring of more professional signmakers, and promotion of good sign designs in the downtown.



An example of poor sign placement and the use of standardized signs that do not fit the building. A better approach is shown below.



The sign is placed in an area that was designed for it. The standard sign was rejected in favor of one that highlights the individual business.

Well-designed hanging signs add character to the street.

The space directly above an awning, transom, or storefront cornice or lintel is usually an appropriate place for a sign.

Guidelines

- Signs should not obscure or damage historic architectural features.
- Projecting and hanging signs should be encouraged but should be limited in size (generally no more than six square feet). They should hang at least seven feet above the sidewalk.
- Plastic signs illuminated from within should be avoided; they look out of place in downtown. (Exceptions might be made if an existing sign is a good example of 1950s or 1960s design, but there are few of these remaining.)
- Lighting for externally illuminated signs should be simple and unobtrusive.
- Use traditional materials commonly found on turn-of-the century commercial buildings such as wood, metal, or stone. As an alternative, use modern materials that have a traditional appearance.
- Signs can be painted directly on the inside of the display windows. Gold leaf is an effective material for such signs.
- Wall-mounted signs on lintels above storefront windows should be of an appropriate size and fit cleanly within the lintel surface. The space between the lintel and the bottom of second-floor windows is also a good location for these signs in most cases, but don't make the sign larger than necessary.
- It is often desirable to keep certain old signs in place because they have artistic appeal or are a relict of the community's history. Examples include business signs and advertisements painted onto building walls (typically on side walls), many old neon signs, masonry signs often found on cornices, and business signs set into the pavement at store entrances.

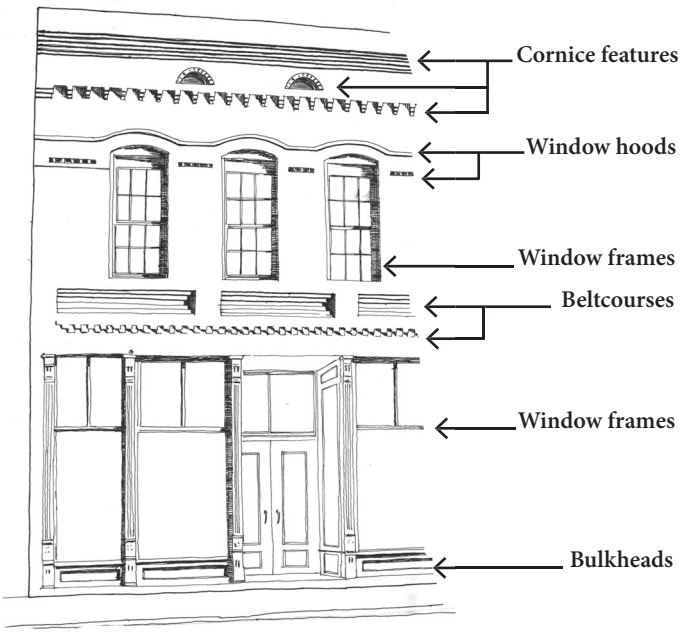
Paint Color

Building colors, like any other stylistic element, have varied in popularity over time. In the Victorian era dark, rich colors predominated; as the twentieth century progressed lighter colors became favored.

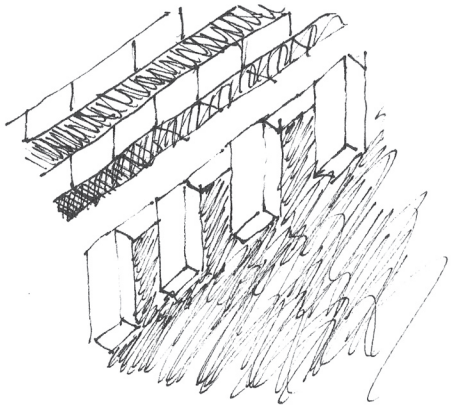
Many brick structures were never painted at all because their owners wished to avoid the expense and they preferred the low maintenance requirements of unpainted versus painted brick. They expressed their business's individuality with updated signs and with occasional storefront renovations instead.

If painted, a downtown building's color should fit its age and style and should also fit into the "neighborhood." The base color should be complemented with one or two trim colors that are significantly lighter or darker in tone than the base. For light base colors use dark trim colors; for dark base colors, use light trim colors.

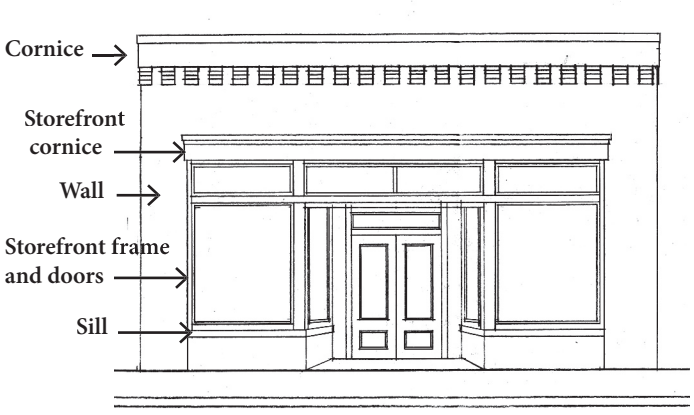
If you want to restore your building to its original color, the first step is to do a paint analysis. Carefully using a scraper or sandpaper, remove successive layers of paint from a small area of the wall. Wet the surface a bit; that helps bring out the true color.



Trim-paint possibilities on a two-story building. In most cases, window frames should be painted; the others are optional. Don't paint brick or stone that has never been painted and don't use more than two trim colors.



A possible approach to painting brick corbeling. (Trim color shown unshaded.) If the brick has never been painted it is best to leave it unpainted.



Paint example for a one-story building. If walls are painted in a light color, for example a light yellow-brown, choose a darker color, perhaps a medium brown, for the cornice, storefront cornice, and window sill. The storefront frame and doors could have a contrasting color, for example a dark gray blue.

Guidelines

- Building trim should be painted in a complementary color that is lighter or darker than the building color. The goal is to define the trim elements (window frames, cornices, storefronts, doors, etc.) without overpowering everything else.
- Don't overdo it on the trim. Use one main trim color with perhaps a secondary complementary color that helps define the details.
- Storefront colors may also be used on upper floor windows, cornice details, or ornamental features to unify the first floor with those above it.
- Avoid unpainted "raw" aluminum window frames on old downtown buildings. Use dark-colored anodized frames or paint them an appropriate color.
- Don't paint brick if it has never been painted. It creates a new maintenance issue. Conversely, if the brick has always been painted, don't remove the paint to achieve a natural brick finish. In many instances, because of the quality of the brick used in the building's construction, brick was intentionally painted to provide a finished appearance of the building.
- Don't add trim that never existed on the building. Shutters, for example, have been a popular addition in many downtowns but they typically are placed alongside windows that didn't originally have them. In cases where shutters are appropriate (for example where an old photo shows them on the structure), be sure that they are sized and shaped to match the windows.

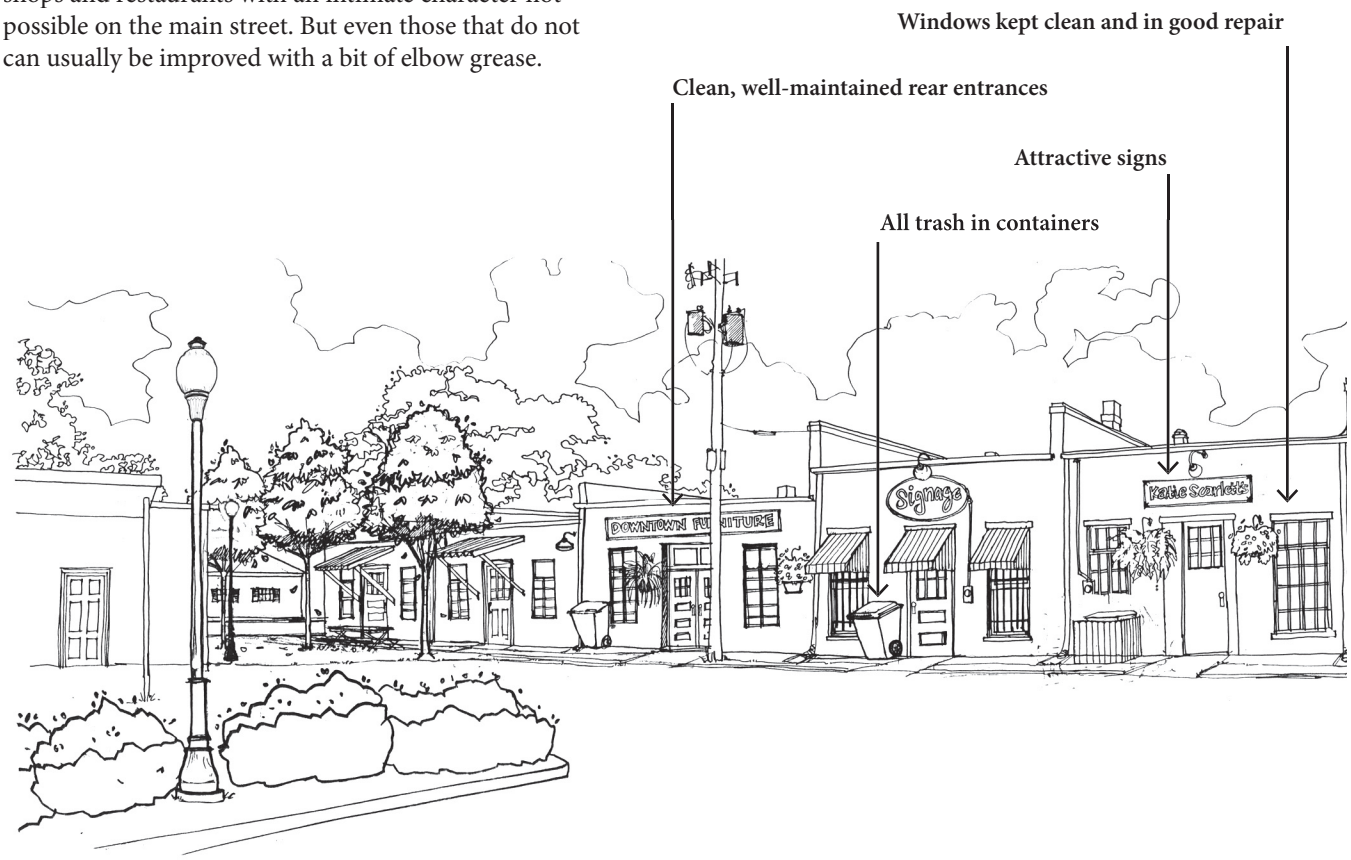
Rear Entrances & Alleys

Among the more underused assets of downtown are the areas behind its buildings. Often they are cluttered with rows of battered trash cans, rusting discarded equipment, loose trash, and tree-sized weeds. The ground surface typically has expanses of broken asphalt, haphazard patches of gravel, or scattered mudholes. Parking, if present, is often informal and inefficient.

Rear facades are usually marked by blocked up windows, mildewed brick walls, deteriorated stairs and loading docks, and doors in need of repair or paint.

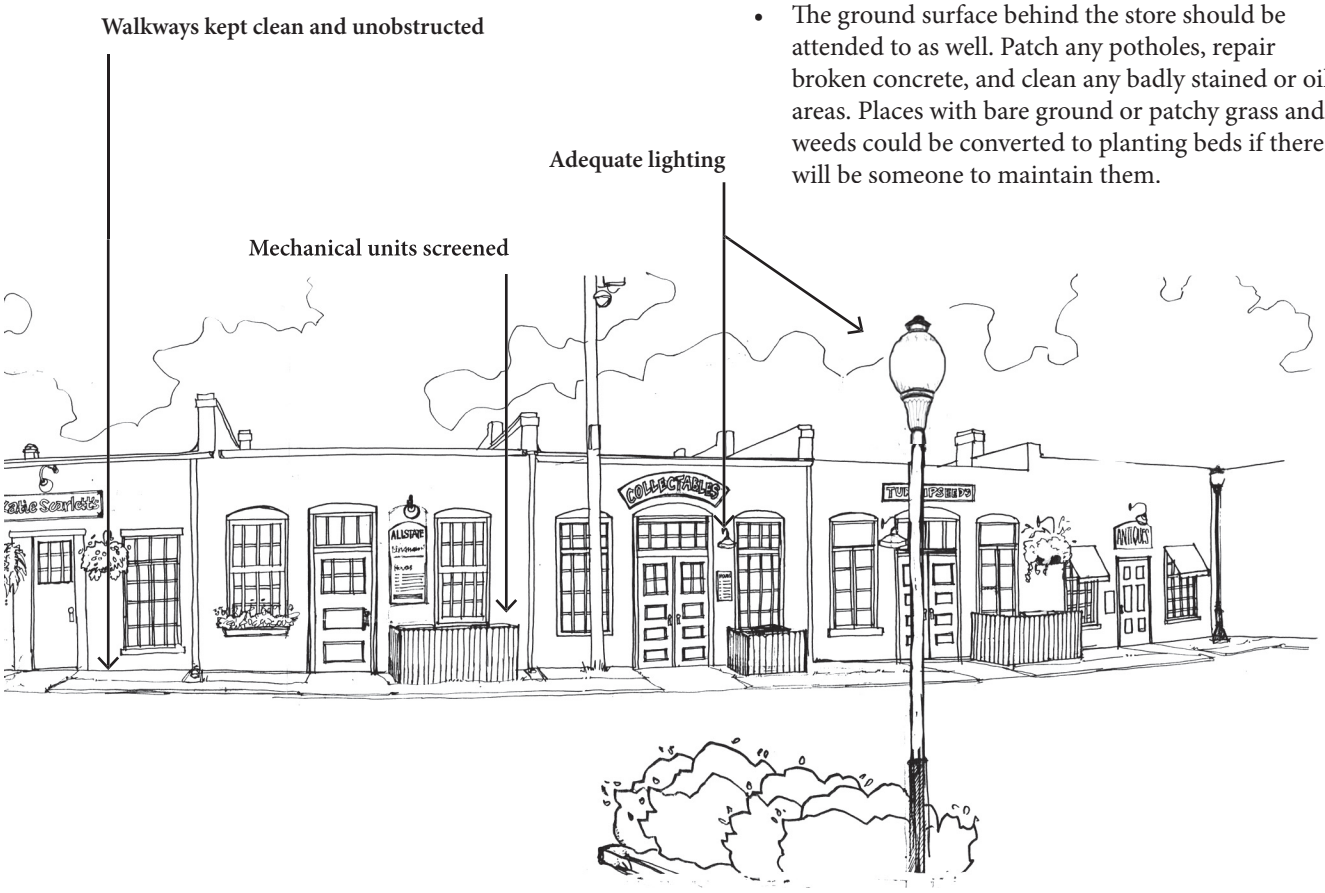
These neglected places could be made much more inviting and functional. Rear entrances can be convenient to shoppers and employees. Rear decks can provide outdoor seating for restaurants. Rear parking can be made attractive and efficient. Rear alleys can be attractive as downtown pedestrian pathways if they are kept clean and inviting. By providing shortcuts to the main commercial streets, they may encourage people to use outlying parking lots.

Some alleys have the potential to be delightful zones of shops and restaurants with an intimate character not possible on the main street. But even those that do not can usually be improved with a bit of elbow grease.



Guidelines

- Keep rear doors and windows clean and in good repair.
- Trash cans and dumpsters should be screened or kept in sturdy enclosures painted the same color as the building or a neutral color.
- Often the rear walls of downtown buildings have been damaged and discolored by moisture caused by decayed or broken downspouts. After the downspout is repaired, the wall should be scrubbed clean with a natural bristle brush. On brick walls the mortar should be repointed if necessary.
- If heating and air conditioning equipment are located behind the store, these should be screened. Paint the walls of the screen the same color as the building or a neutral color.
- If rear windows have been blocked up, consider reopening them and installing new replacement windows. New windows should fill the openings and should be appropriate to the age of the building.
- The ground surface behind the store should be attended to as well. Patch any potholes, repair broken concrete, and clean any badly stained or oily areas. Places with bare ground or patchy grass and weeds could be converted to planting beds if there will be someone to maintain them.



New Buildings

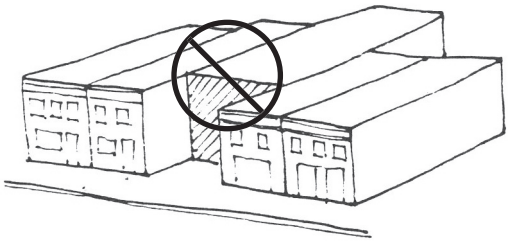
The typical downtown may have significant gaps in its built environment resulting from decades of losses by fire and demolition. Often these present an opportunity for new buildings. Such "infill" can add much to the economic vitality of downtown.

But any new structure needs to fit in with the surrounding buildings. In many downtowns this has not been successfully accomplished. Far too many buildings ignore their neighbors by being too low, too tall, too far from the sidewalk, or otherwise un-neighborly. Cheap construction is common, as are designs that are more appropriate for highway strips and industrial areas, such as standardized prefabricated metal buildings and standard chain store "boxes."

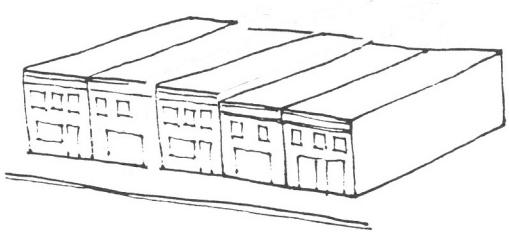
Take a look at early photographs of downtown blocks and you will usually see a certain orderliness in the buildings, a regularity that is less common today. Generally there is a harmony of window, awning, and cornice heights and a rhythm of windows and doors as one looks down the block. Proportions are similar and there will be an overall balance of decorative detail. Each building rises directly from the sidewalk and there will be few, if any, gaps between them.

For decades, new downtown buildings were constructed to be good neighbors in a visual sense. That ideal was lost in the mid-20th century. For the continued economic health of downtown, we need to bring it back.

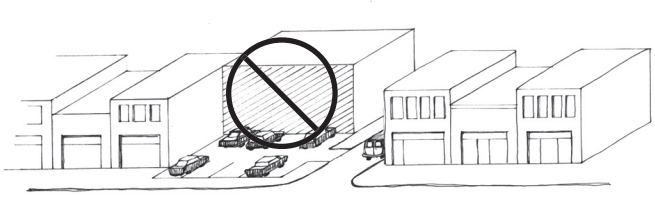
This new building (on the right) doesn't fit into the block because of its fake colonial front, mansard-type shingle awning, and low horizontal orientation. A better infill building would be two floors tall with materials and window heights similar to the building on the left.



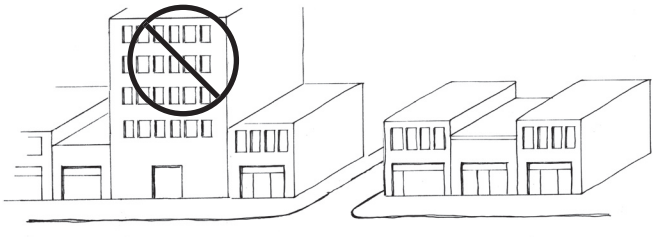
Maintain the existing building setback. Downtown commercial buildings almost always begin at the sidewalk.



Uniform setbacks create a pleasing "wall" along the street.



Because of their high visibility, downtown corners should have buildings on them and not parking lots.



Avoid new buildings that are out of scale with their neighbors.

Guidelines

- Don't surround a new downtown building with parking. Such buildings may be suitable for a highway commercial strip, but not downtown.
- Avoid placing a low one-story building on a downtown block made up of two-storey buildings. Similarly, don't place a tall building adjacent to one-story and two-story buildings. Such odd-height buildings may be more appropriate at the edge of the downtown core.
- Standard corporate designs that might fit well into shopping centers and highway strip commercial areas are usually out of place in downtown.
- New buildings should look new; that is, they should reflect their own time not some earlier historical period.
- A new building should "connect" in a visual sense with the older buildings around it. The new building should be of similar size, scale, and massing as its neighbors and it should have complementary architectural features. For example, cornice lines and window rhythyms might be carried over.
- When constructing an addition to a historic downtown building, don't simply copy the older structure. Aim for harmony, but not sameness.
- Building additions should be designed so that if they are removed in the future, the historic building is largely unaffected. For example, the exterior wall of the older structure might become an interior wall of the addition. If the addition is later removed, the old building still has its original exterior wall.
- Keep historic building materials in place if at all possible.
- At least half of the first-floor facade should be composed of clear glass windows and doors.
- Windows of new buildings should be of similar proportions and size as neighboring historic buildings.
- Don't use aluminum, vinyl, or plastic siding on downtown buildings.

Landscapes and Streetscapes

Why is walking a pleasure in some downtowns and a chore in others? The quality and appeal of businesses along the sidewalk is one factor, of course, but perhaps of equal importance is how the community rates the value of pedestrian movement compared to that of motor vehicles.

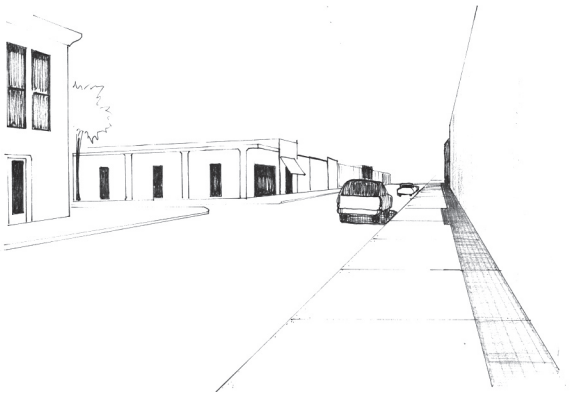
How does the pedestrian rate in the scheme of things? Is the automobile always given the highest priority? Look around. Are there far too many curb cuts for vehicle access, too many parking lots along the sidewalk, a lack of well-marked crosswalks, no traffic lights at some intersections, and overall traffic speeds that are too fast for safely crossing a street? Is there no on-street parking to buffer the pedestrian from moving traffic?

What about the sidewalks? Are they poorly maintained? Are there no trees or other shade? Oversized utility poles? Clutter and merchandise displays on sidewalks too narrow for them?

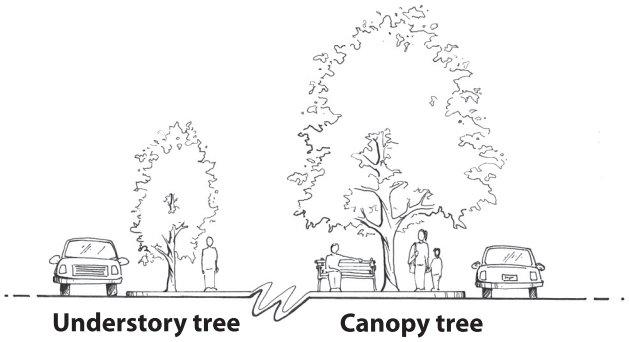
Among the most unpleasant sidewalks are those narrow passageways with a blank wall on one side and moving traffic on the other side. Add traffic engineering measures that speed up vehicle movement through town such as one-way pairs, elimination of on-street parking, overly wide lanes, and vehicle-preferred traffic light timing and one starts appreciating the pedestrian shopping mall.

In contrast, a pedestrian-friendly downtown environment allows vehicles but keeps them from being dominant. It may take a few more seconds to drive through downtown, but the entire community benefits.

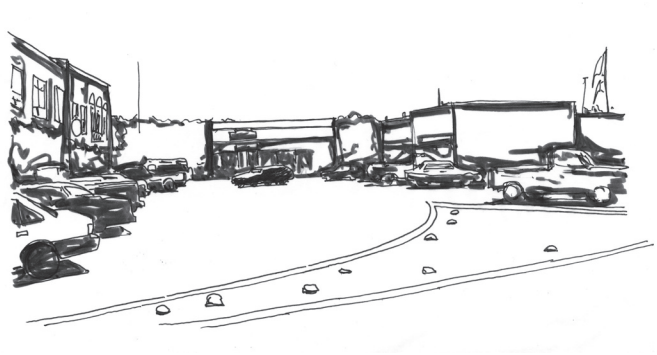
High-quality streetscapes have shade trees, well-maintained sidewalks, and attractive store windows and building entrances.



Hot, barren, and shadeless, with a long expanse of blank wall along the sidewalk, this streetscape is not likely to attract people.



Mature shade trees provide a canopy over the sidewalk and curbside. In the summer the sidewalk under the canopy tree will be much more pleasant than the one with only understory trees.



A city square with too much asphalt and not enough green space. The message here is clear: vehicles have priority over pedestrians.

Guidelines

- Streetscape designs should be oriented to providing pedestrian improvements while also reasonably accommodating vehicles.
- Maintenance is an important part of streetscape design and is often overlooked. For example, extensive planting beds may be attractive but someone must maintain them.
- People will walk substantial distances in downtown if their route is pleasant. In general, as they walk, they should pass by windows instead of blank walls, buildings instead of parking lots, and parked cars instead of rushing traffic.
- Parking lots should be behind downtown buildings. not in front.
- Where parking lots abut the street, they should be screened by low shrubs or low walls. The number of curb cuts should be kept to a minimum.
- Parking lots with more than ten spaces should have trees planted in islands to break up the asphalt-and-steel character of the lot. Trees also provide a measure of shade for the lot's users.
- Downtown streets converted to pedestrian-only malls have a mixed record of success. They are best avoided.
- Some downtowns have no parks and few attractive green spaces. It is not uncommon to see a city square largely given over to parking. Look for places to add some grass and trees.
- An incremental approach to enhancing downtown walkability can pay dividends over time. Many small improvements can be more effective than spending big bucks on a few blocks.

Sidewalks

Sidewalks serve a number of functions besides easing pedestrian access to businesses. They provide a place to put street lights, trash receptacles, newspaper boxes, parking meters, utilities (above or under ground), benches, trees, and other items whether necessary or optional. They provide a place to walk for exercise (for example, a stroll after having dinner in a downtown restaurant). And they encourage neighborliness and community cohesion by providing a good place for citizens to meet and greet by chance rather than by appointment.

In fact, sidewalks are so important they should be expanded wherever possible and appropriate. One common technique is to use "bumpouts," a kind of extension of the sidewalk into the street. Often used at corners and at mid-block crosswalks, they provide space for trees where the sidewalk is too narrow. Large bumpouts can also create an area for benches, trash cans, and other "street furniture." Bumpouts improve pedestrian safety by reducing the distance of street crossings.

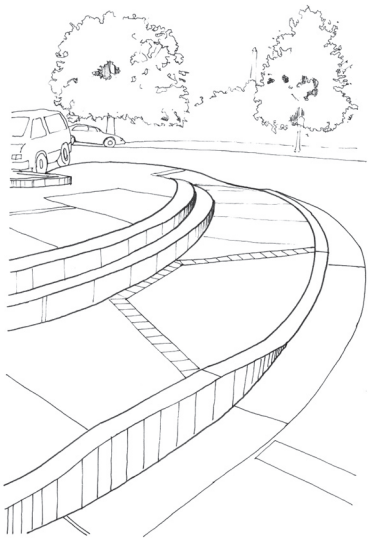
In recent years some downtowns have been installing all-brick sidewalks in attempts to create a more historic character. If the sidewalk was never paved in brick, however, the historic "feel" is not part of the true history of the downtown.

Rather than installing all-brick sidewalks, consider squares of concrete with brick edges. Another option is a main walkway of concrete with a strip of brick between concrete and curb. For corners or areas that the community wants to emphasize, consider tinted, stained or stamped concrete.

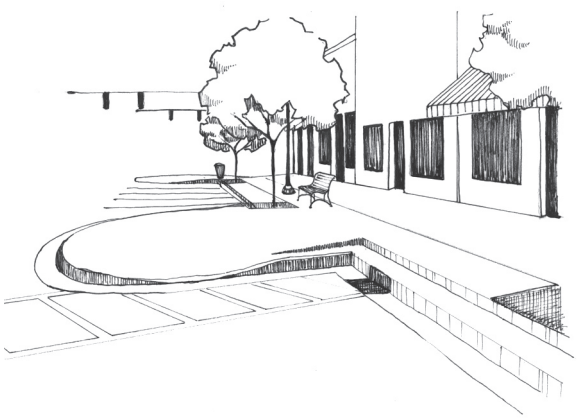
Concrete is the most common sidewalk material and is generally a good choice. Pavers, especially hexagonal pavers, are frequently found in Georgia's downtowns. The best approach is to determine the material historically used on the sidewalk and continue to use that. Where original materials still exist (granite curbing, for example), repair and preserve them.

Avoid asphalt and pebble-surface concrete for sidewalks.

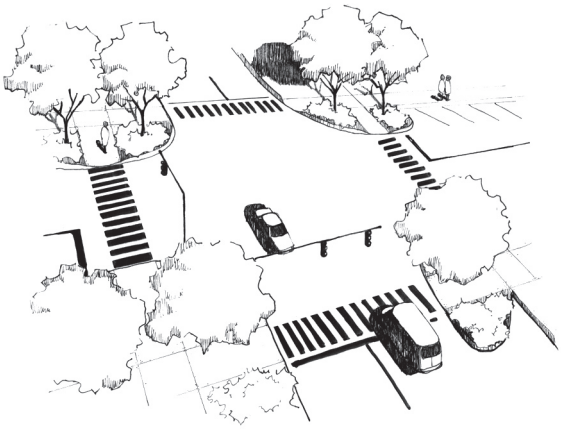
If wide enough, sidewalks can become popular gathering places in downtown, benefiting the overall downtown economy.



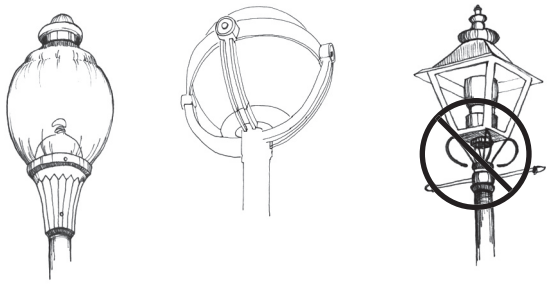
With properly designed ramps, stepped sidewalks can be made accessible to people in wheelchairs.



Bumpouts are sidewalk extensions that make it safer for pedestrians to cross busy streets.



Crosswalks should be clearly delineated but not obtrusive. Corner bumpouts help pedestrians get across.



In areas where the predominant architecture is comtemporary rather than historic in design, streetlights should also be contemporary. Avoid gas lamp and carriage lamp styles; these are not truly appropriate for downtown.

Guidelines

- **Trash receptacles**. Should be durable and easy to maintain. For efficiency place them on corners. Two per intersection is generally adequate if they are placed diagonally across the intersection. Do not place them next to the curb where auto bumpers can dent them.
- **Benches**. Should be durable. Strap metal benches, sometimes called "Bowery benches" are a good choice. Avoid bright colors; stick to black, green, dark blue, or neutral colors.
- **Sidewalk dining**. Where the sidewalk is wide enough and pedestrian flow is not hindered, sidewalk dining can add to downtown vitality. Be sure the dining area is well-defined.
- **Merchandise**. Store goods displayed on the sidewalk can sometimes be an asset, but the displays should be appropriate and the sidewalk must be wide enough for shoppers to pass by easily.
- **Bike racks**. Bike racks should be firmly attached to the sidewalk and placed so that the pedestrian path is not obstructed.
- **Clutter**. Utility and light poles, newspaper boxes, trash cans, fire hydrants, parking meters, signs, benches, bike racks, trees, planters, tables & chairs, and merchandise displays. The sidewalk may not be wide enough to accommodate all of them.
- **Street lights**. Should be compatible with the historic character of the district in which they're located. Avoid "colonial," "gas lamp," and carriage lamp styles in downtown. Lights should be spaced far enough apart that they provide adequate illumination for pedestrian safety but not more light than necessary.
- **Crosswalks**. Markings should be clearly delineated but not obtrusive. Bumpouts, extensions of the sidewalk from the corners, reduce the distance of street that must be crossed. On long blocks, mid-block crosswalks are often needed. Use brick pavers, concrete pavers (sometimes brick-colored), dyed and textured concrete or asphalt, or stone. Use paint if textured paving cannot be provided. (Note: DOT no longer considers standard brick to be acceptable for crosswalks.) Some cities have installed signs in the middle of crosswalks to remind motorists that pedestrians have the right-of-way.

Street trees

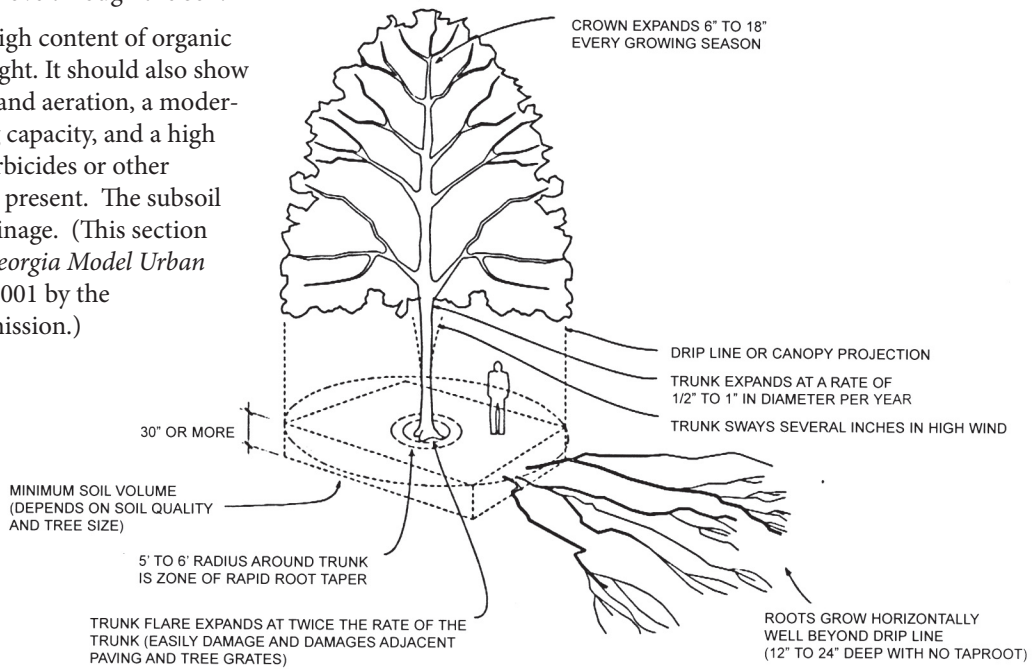
Trees provide shade and greenery, reduce glare, and form a buffer from the street that gives pedestrians a measure of safety. They can be used to help screen downtown parking lots while they make the lots more pleasant places to be. They improve any downtown area.

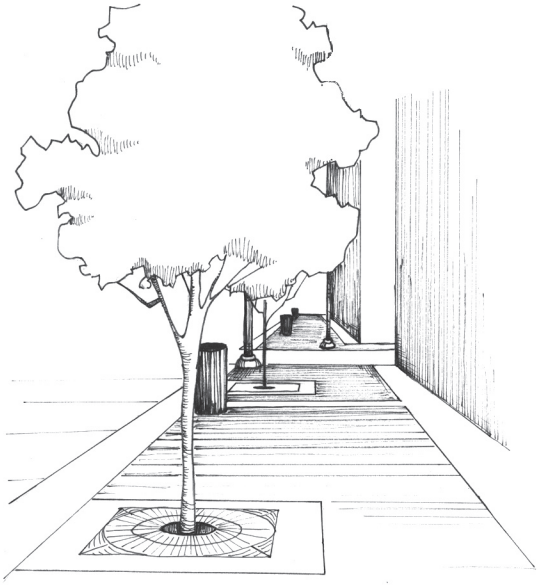
The most important requirements for growing large, healthy, and long-lived trees are the quality and quantity of the soil. Unfortunately, urban soils are typically terrible places in which to try to grow trees. The soil is broken into small areas by buildings, paving, or excessive grading. Topsoil, if not entirely absent, has been highly disturbed. The soil is frequently contaminated with rubble or toxic materials and often it has been highly compacted during development. In many cases, it is composed of fill dirt or heavy clay subsoil rather than topsoil.

It is estimated that up to 80% of all tree problems are soil related. The poorer the quality of the soil, the larger the prepared planting area should be, and the more the soil needs to be amended.

Although different tree species are adapted to different soil types, most trees will thrive in conditions where the topsoil has a silty loam texture (a maximum of 27% clay) and a granular structure. Such soils have pores or spaces between "crumbs" or aggregates which allow air, water, and roots to move through the soil.

The soil should have a high content of organic matter, about 5% by weight. It should also show good water percolation and aeration, a moderately high water holding capacity, and a high nutrient content. No herbicides or other contaminants should be present. The subsoil should permit good drainage. (This section was adapted from the *Georgia Model Urban Forest Book,* published 2001 by the Georgia Forestry Commission.)

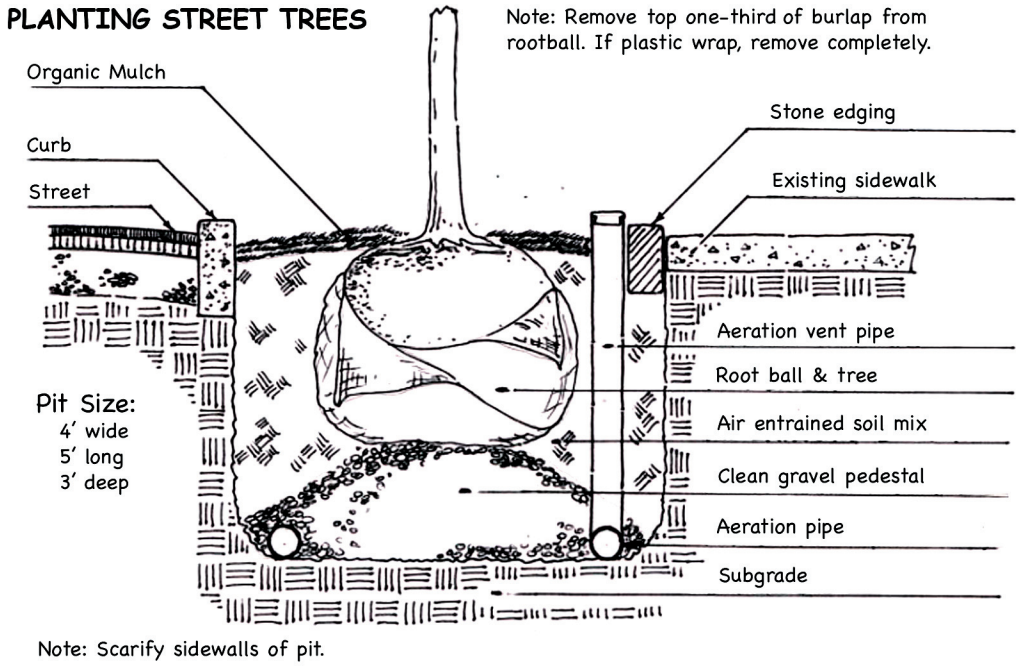




Tree grates help protect the soil around sidewalk trees from being compacted.

Guidelines

- Deep-rooted tree species will minimize heaving of sidewalks.
- In general, trees that produce large amounts of fruits and seeds should be avoided on downtown sidewalks.
- Trees should be located away from utility poles.
- Crapemyrtles are frequently used in Georgia's downtowns but they provide little shade.
- Bradford pear trees have been popular downtown trees in the past couple of decades but they often split in freezing weather. Also, because their foliage is so full, it tends to obscure attractive buildings.
- Tree wells should be large enough for the tree to grow and remain healthy.
- Consider using several different species to create a pleasing variety of downtown trees. (See Appendix for a list of recommended species.)
- A fortunate few Georgia cities have downtown streets with medians large enough for trees. Examples are Metter, St. Marys, Savannah, and Rome. Many other cities have wide main streets that could accommodate medians.



Parking

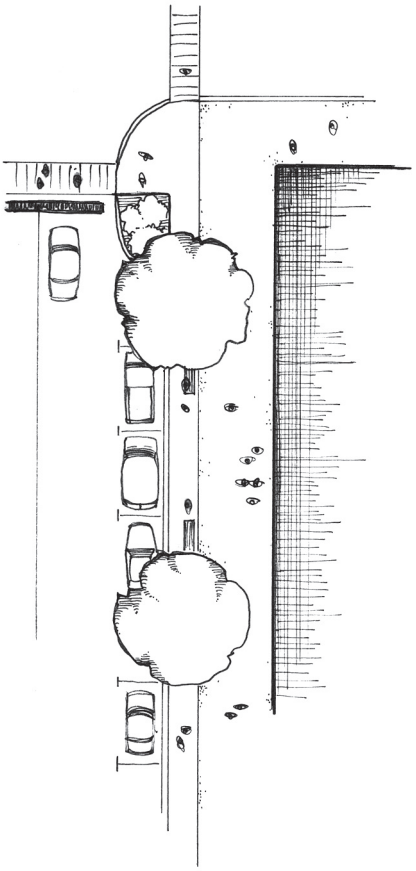
Parking is among the most discussed, and cussed, issues in the typical downtown. Generally the complaints involve the amount of parking, but more commonly the problem is its management.

There are two kinds of parking, on-street and off-street. On-street parking allows a limited number of people to park in front of their destination. Because of the high value of on-street parking, merchants and employees should be discouraged from parking there so that spaces can be kept available for shoppers. (A few on-street spaces should also be designated for disabled people.)

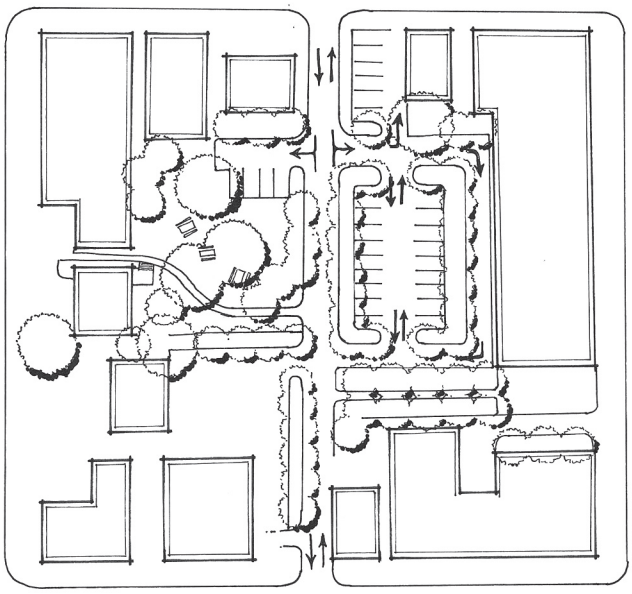
Besides providing a place to temporarily leave a vehicle, on-street parking brings a measure of safety for pedestrians walking along the sidewalk by shielding them from the moving vehicles in the street.

Off-street parking provides spaces for all-day parking by downtown employees as well as short-term parking for shoppers who cannot find an on-street space. In general, shopper-oriented lots should be closer to the downtown core than employee lots.

Off-street parking behind downtown stores. Trees provide shade and greenery, making the lot much more pleasant.



On-street parking. Parked cars and trees form a buffer between pedestrians and moving traffic.



A good approach to off-street parking. Note the shade trees and the walkways for pedestrians. Parking is on the inside of the block and not on a corner.

Guidelines

On-Street Parking

- Parking meters can help improve downtown parking efficiency, but remember that their main purpose is not to generate revenue but to encourage turnover of prime parking spaces.
- If a sidewalk is too narrow for street trees, conversion of a few on-street parking spaces to tree planting areas may be an option. Although not as many cars will be able to park along the block, the overall environment of downtown will be improved.

Off-street Parking.

- Most off-street lots can be made more inviting by adding trees for shade and plantings to soften the hard character. Landscape plants can also screen the view of the parking lot from the street; this is especially recommended for parking lots on corners.
- New downtown buildings should not be set back from the sidewalk with parking lots in front. In a historic downtown this design disrupts the character of the street. Parking lots should be behind downtown buildings to the extent possible.
- Off-street parking should not be located on corner lots because it leads to a "gap-toothed" downtown appearance. Corner lots are best used for buildings.
- Parking decks should be compatible in design with neighboring buildings by using, for example, similar materials. (But don't try to make them look like historic buildings.) Their first floors should be occupied by retail businesses or offices.
- The typical parking space is 18 feet by 9 feet. A lane of around 11 feet is needed to provide access to parking spaces.

Historic Landscapes

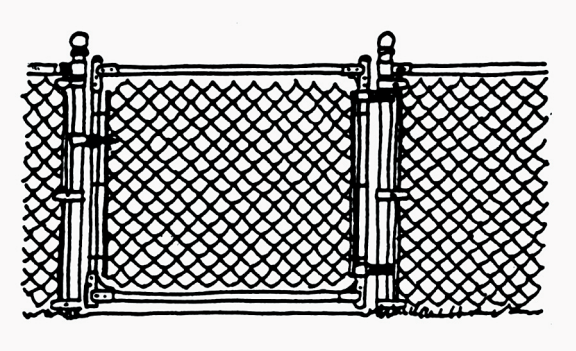
Imagine Savannah without its squares. It would still have hundreds of beautiful old buildings but much of the character of the city would be lost. Imagine city squares lost in Monticello, Eatonton, Greenville, Marietta, Cuthbert, or Newnan or the railroad corridors gone from Lyons, Suwanee, or Fairburn. Imagine any Georgia downtown being composed of nothing but buildings, streets, and parking lots and you begin to see the importance of these historic downtown landscapes.

Frequently, however, they are threatened. By parking areas, by new monuments sitting in paved plazas, by gazebos, by fountains, and by other well-intentioned additions. The spaces are usually too small and too few to accommodate all the demands made on them. The result is often a cluttered landscape rather than a historic one.

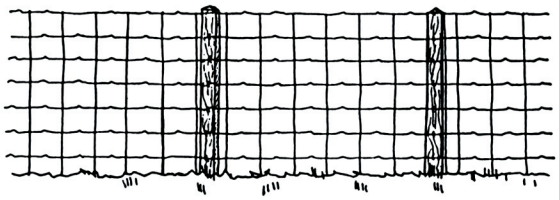
On the positive side, several downtowns have reclaimed lost green space in recent years. Formerly rounded-off corners of city "squares" have been restored to true squares; parking lots beside landmark buildings have been relocated or reduced in size; and parks (with actual trees and grass) have been constructed on vacant lots. Let's hope it becomes a widespread trend in our state.

The grounds around historic buildings should planted with trees and grass and not converted to parking lots or traffic lanes.

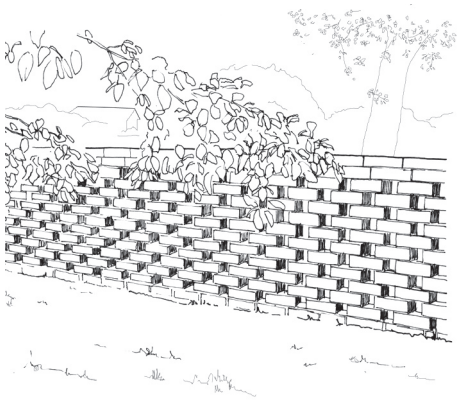
Important vistas should be preserved. Trees can help hide unattractive lots from view.



Chain-link fencing detracts from historic character.



Wire fences are often a better option; they can be especially attractive when planted with vines.



Pierced brick walls should also be considered. Like fences, they have an open feel that is more pleasing than found in solid walls.

Guidelines

- Don't clutter parks, courthouse grounds, and city squares with too many monuments, gazebos, fountains, etc.
- Preserve historic walls, fences, and gates. Don't use chain-link fences in downtown.
- Don't round off the corners of courthousse squares and city squares to speed up traffic flow around them. Pedestrians will be less safe and the downtown will lose much needed park space.
- Many downtowns were originally laid out with vistas to landmarks such as courthouses or monuments. There also may be attractive views to city halls, post offices, schoolhouses, or parks. These should not be obscured.
- Look for ways to accentuate important vistas. Examples include removing or relocating signs that detract from the view and screening intervening unattractive lots with plantings and trees.
- Consider removing or reducing parking areas that infringe on courthouse grounds and city squares.
- The grounds of former mills and early industrial complexes should be preserved along with their buildings where these have historic significance.
- Abandoned rail lines can be converted to walking paths and linear parks. This preserves the historic corridor even if the trains no longer run and it provides a recreation facility.

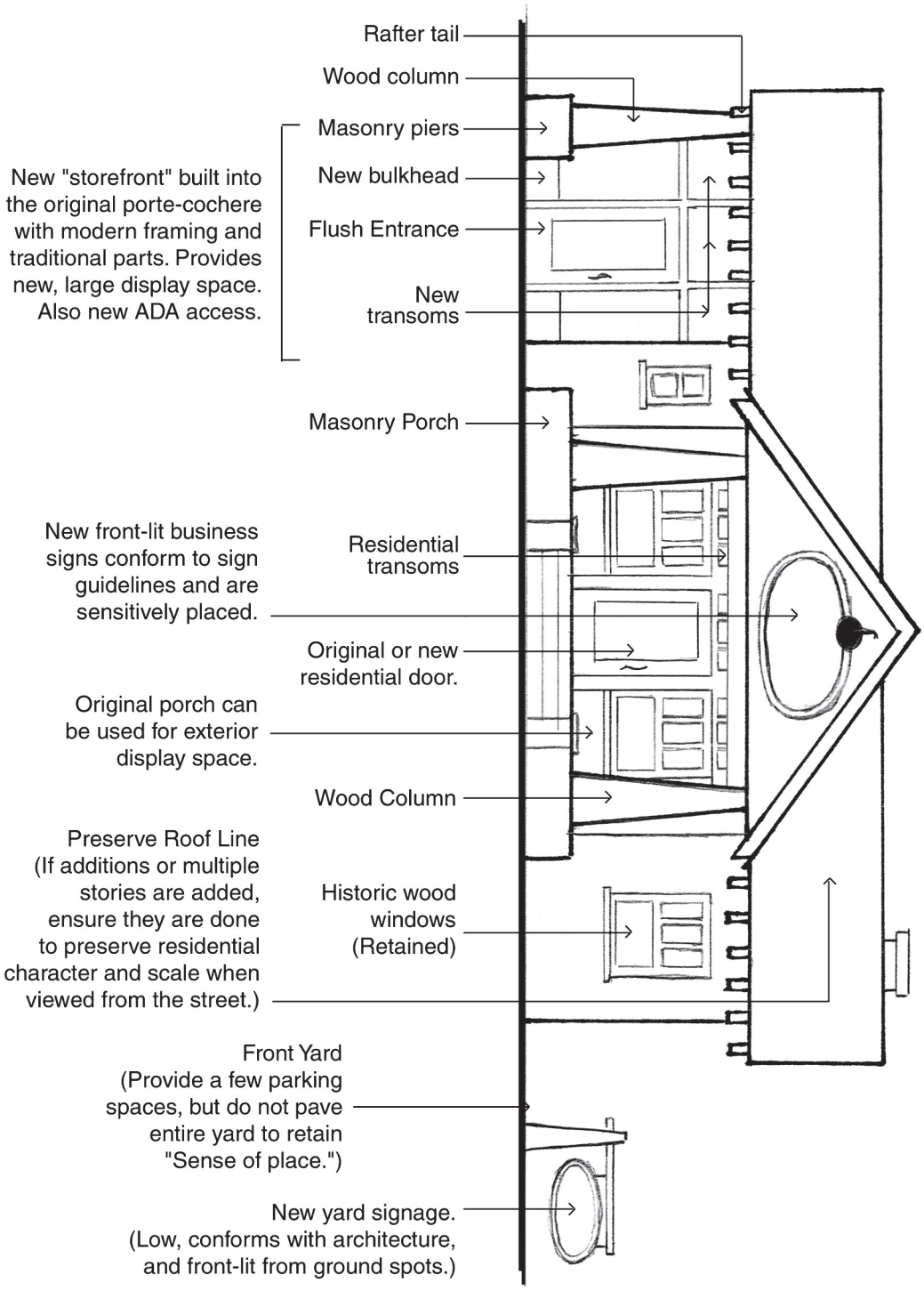
The Secretary of the Interior's Standards for Rehabilitation

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

Adapting Residences for Commercial Use

On the fringe areas of most downtowns there are often historically important residential areas that are under pressure to convert to commercial use. To keep the character of these neighborhoods intact, it may be possible to adaptively re-use some homes for businesses and professional offices while retaining their residential appearance.

The illustration to the right shows ways to keep the significant features, form, and style of a residence while converting it to commercial use.



Prepared by Paul Simo, Georgia Trust for Historic Preservation, 2004.

Some Recommended Trees for Downtown

Street Trees

Acer rubrum – red maple
Celtis laevigata – hackberry
Fraxinus pennslyvanica – green ash
Gingko biloba – gingko
Nyssa sylvatica – blackgum
Platanus occidentalis – sycamore
Quercus hemisphaerica – laurel oak
Quercus lyrata – overcup oak
Quercus nigra – water oak
Quercus palustris – pin oak
Quercus phelos – willow oak
Quercus virginiana – live oak
Sabal palmetto – cabbage palm
Ulmus parviflora spp. – Chinese elm, lacebark elm
Zelkova serrata – Japanese zelkova

Understory Trees

Acer buergeranum – trident maple
Cercis canadensis – redbud
Cornus florida – dogwood
Lagerstroemia indica spp. – crapemyrtle