

CITY OF REMERTON

Downtown District Design Guidelines



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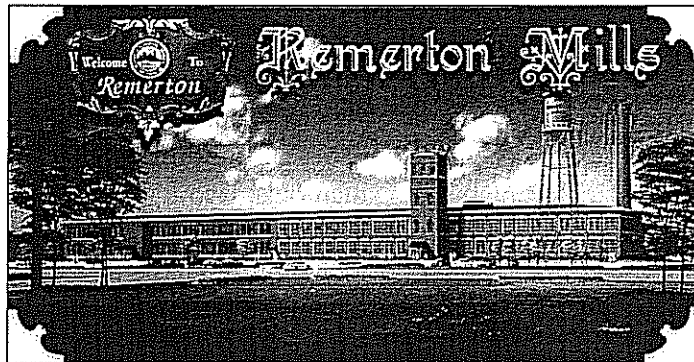
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I. INTRODUCTION

This document presents Design Guidelines for the Remerton Downtown District, an area that has been a significant industrial and cultural center in Lowndes County for over a century. The focal point of Remerton is the 1899 Strickland Cotton Mill, around which a village was built. The City of Remerton was incorporated in 1951. Due to a change in ownership and operations of the mill, it closed in 1979, and the city faced challenges with reinventing its identity from a textile center to a progressive, diverse city.

In recent years, Remerton has experienced new commercial and residential development. However, this new growth occurred without much consideration for the heritage of the city or for creating a sustainable community. In an effort to facilitate the revitalization of Remerton's downtown and recognize its local history, the South Georgia Regional Development Center assisted the Downtown Development Authority in creating design guidelines for both new construction and the rehabilitation of existing buildings within Remerton's Downtown District.



Artist's rendering of a mixed-use project adapted from the original Strickland Cotton Mill structures.

II. PURPOSE OF DESIGN GUIDELINES

The following Design Guidelines (the "Guidelines") provide criteria to be applied uniformly in the evaluation of proposed changes to properties located in the Remerton Downtown District (the "District"). The goal of these Guidelines is to protect the historic character and aesthetic qualities of the District. By creating and using such standards, the Downtown Development Authority (the "Authority") is able to guide development that promotes a safe, pedestrian oriented community, creates mixed use, humanly scaled buildings, and reflects Remerton's textile mill heritage.

Generally, design guidelines are part of the tradition of balancing the welfare of the public and the rights of individual property owners. In Remerton, zoning laws and building codes are other tools used to maintain this balance. The following Guidelines do not prevent property owners from making changes to their properties. Instead, they ensure that any changes made enhance the historic, small town character of Remerton. These historic and aesthetic qualities are enjoyed by all members of the community, and they help make the City of Remerton a special place to live, work, and visit.

The Guidelines shall:

1. Cover the land area known as the Remerton Downtown District, roughly defined as bounded on the north by Baytree Road, on the south by Poplar Street, on the east by Melody Lane, and to the west by the Georgia & Florida Railway (See Map, page 11);
2. Establish the acceptable physical characteristics of buildings, structures, and sites, and any modifications thereto, including building materials, layout and location;
3. Be applicable to the structure and/or site as visible from the public right of way;
4. Direct the future use and development of the District, discouraging alterations, modifications, and new construction that detract from the historic and aesthetic character of the District;
5. Encourage mixed-use development, pedestrian-friendly corridors, and a diverse community within a traditional setting;
6. Preserve and protect places of historic and cultural importance; and
7. Be created to provide as much flexibility as possible while continuing to promote stated objectives.

The development standards in the Remerton City Code as applicable to the District shall apply to all properties within the District. In the event of a conflict or in the absence of a specific directive in these Guidelines, the most restrictive of the provisions shall apply.

The Remerton Downtown Development Authority administers the guidelines for the District. For questions concerning these Guidelines, the Authority may be contacted by calling (229) 247-2320. The South Georgia Regional Development Center Historic Preservation Planner is also available to assist you at (229) 333-5277.

III. DESIGN REVIEW PROCESS

Design Review is the process by which the Downtown Development Authority (the "Authority") approves major changes that are planned for properties located within the Downtown District (the "District") and issues Certificates of Appropriateness ("COA") which allow the proposed changes to take place. Property owners, as well as the Authority, should follow the consistent design review procedures described in the following sections.

A. PROPERTY OWNERS' DESIGN REVIEW RESPONSIBILITIES

There is a five-step process that property owners should follow for considering and obtaining a Certificate of Appropriateness.

STEP 1: Routine Maintenance Requiring Verbal Administrative Approval Rather than a Certificate of Appropriateness

There are certain types of routine maintenance activities that property owners can carry out with the administrative approval of an Authority staff person. These routine maintenance activities do not require a COA. These activities are fairly narrow in scope, however, and depending on the extent of the maintenance effort, they could generate Authority design review if not carried out exactly as approved.

Property owners should call the Authority prior to initiating any routine maintenance on their property in order to obtain verbal administrative approval. A simple phone call can save a property owner both time and money during maintenance projects. The number for the City of Remerton's Downtown Development Authority is (229) 247-2320.

Routine Maintenance Not Requiring a Certificate of Appropriateness:

- Painting of original wood siding (weatherboard, drop/novelty siding), except in the case of a radical change of color. Routine maintenance does not include the painting of historically unpainted masonry.
- Demolition or removal of a non-historic or unoriginal addition to a building as long as the demolition will not have a negative impact on the original or historic portion of the building.
- Demolition or removal of a non-historic outbuilding or an outbuilding not original to the site.
- Small scale projects that involve the in-kind repair or replacement of deteriorated architectural features or exterior finishes.

- Repair or replacement in kind of a water-damaged fascia board on a cornice. However, if all of the fascia boards on a house need replacement, it is necessary to obtain a COA. Refer questions of this type to Authority staff.
- Replacement of a broken window pane, as long as the original window frame and muntins are undisturbed.

STEP 2: Determining Whether a Certificate of Appropriateness is Needed

A Certificate of Appropriateness is required before a building permit can be issued for any material change in appearance to a designated historic property. A material change in appearance is defined as a change that will affect the exterior architectural or environmental features of a historic property, or any building, structure, site, object, landscape feature, or work of art within the Downtown District, such as:

1. A reconstruction or alteration of the size, shape or facade of a historic property, including relocation of any doors or windows or removal or alteration of any architectural features, details, or elements;
2. Demolition or relocation of a historic structure;
3. Commencement of excavation for construction purposes;
4. A change in the location of advertising visible from the public right of way; or
5. The erection, alteration, restoration or removal of any building or other structure within a historic property or district, including walls, fences, steps and pavements, or other appurtenant features.

Application for a building permit will trigger the design review process.

Interior modifications and routine maintenance and repairs are not reviewed by the Authority and do not require a Certificate of Appropriateness.

Prior to the preparation of detailed specifications and plans, a property owner can request a meeting with the Authority to review the standards of appropriateness of design that will be required for the planned project.

STEP 3: Submitting an Application for a Certificate of Appropriateness to the Authority

Applications are to be submitted to the Remerton Downtown Development Authority. Applications are to be accompanied by scaled drawings, specifications, site plans or layouts, and photographs that illustrate existing conditions and adequately illustrate proposed plans.

Applications involving demolition or relocation require a post-demolition or relocation plan for the site, and additional documentation specified in the COA application.

STEP 4: Authority Review of the Application

When reviewing applications for alteration, new construction, relocation, or demolition, the Authority shall consider the criteria set forth in Chapter VI of this manual. Refer to the following section for information on the process used by the Authority in reviewing certificates of appropriateness.

STEP 5: Authority's Decision

The Authority shall approve or deny an application within thirty (30) days after it has been filed. Failure of the commission to act within this time period shall constitute approval and no other evidence is needed.

1. Application Approved – Certificate of Appropriateness Issued

If an application is approved, the Authority will issue a Certificate of Appropriateness to the applicant for the proposed work on the property. The Authority has the responsibility to follow up with the applicant after the work has been completed to ensure compliance with the Certificate of Appropriateness.

2. Application Denied – Certificate of Appropriateness Not Issued

If an application is denied, the Authority will notify the applicant in writing of its decision and state the reason(s) for the denial. The applicant may make modifications to the plans and may resubmit the application at any time after doing so.

Any person adversely affected by any determination made by the Authority relative to the issuance or denial of a Certificate of Appropriateness may appeal such determination to the Remerton City Council. Any such appeal must be filed with the Remerton City Council within fifteen (15) days after the issuance of the determination pursuant to Section 10 of the Remerton Zoning Ordinance or, in the case of a failure of the Authority to act, within fifteen (15) days of the expiration of the thirty (30) day period allowed for Authority action. Remerton City Council may approve, modify, or reject the determination made by the Authority, if the governing body finds that the Authority abused its discretion in reaching its decision.

B. DOWNTOWN DEVELOPMENT AUTHORITY'S PROCESS FOR REVIEWING CERTIFICATES OF APPROPRIATENESS

The Authority's procedure for reviewing Certificates of Appropriateness should be clear and consistent. One of the most important components of a smooth review process is an adequate

exchange of information between the applicant and the Authority. Ideally, the following things should take place before a review meeting in order to have the most efficient review process:

- Check that the proposed project requires review, and does not fall under routine maintenance, which requires only administrative approval.
- Check that notices have been sent and applications are properly advertised.
- Check that COA applications and provided documentation (photos, floor plans, drawings) are complete.
- Determine whether the structures under review are historic or non-historic. Generally, structures 50 years old and older are considered historic.
- Confirm that designated Authority member(s) have visited all the properties under review.
- Check that any fees required are paid and paperwork is in order.

At the review meeting, the applicant (or a representative of the applicant) and/or the Authority's staff will present the proposed project to the Authority. Clarification of any parts of the work proposal should be made at this time. Planning staff, the audience, or any public agency can make comments as well. At this time, the Authority should critique the proposal. This process should involve the consideration of some of the following standard questions:

- How old is the building or structure?
- How significant is the building? Has it retained its architectural integrity?
- What is the context of the individual or group of buildings under review? What is the character of the surrounding block/adjacent buildings? (Remember that the review is of the impact of the proposed design upon its specific site, as well as upon its surroundings).
- How significant is the surrounding building and landscape environment? (If nearby buildings are especially important or if the project is in a concentration of historic structures, you may be more stringent in applying certain guidelines than you would if the same project were proposed in another area of the district).
- What are the basic elements of the design? How would you describe the character of the proposed design?
- What is the anticipated impact of the proposal upon the site and its surrounding area? Does it strengthen the design goals for the area or weaken them? If the design is for a renovation of a building with historic significance, how does the proposed design affect its integrity?
- Does this design set a precedent for others? Is this a precedent that should be established?

IV. DESIGN CHARACTER OF THE DOWNTOWN DISTRICT

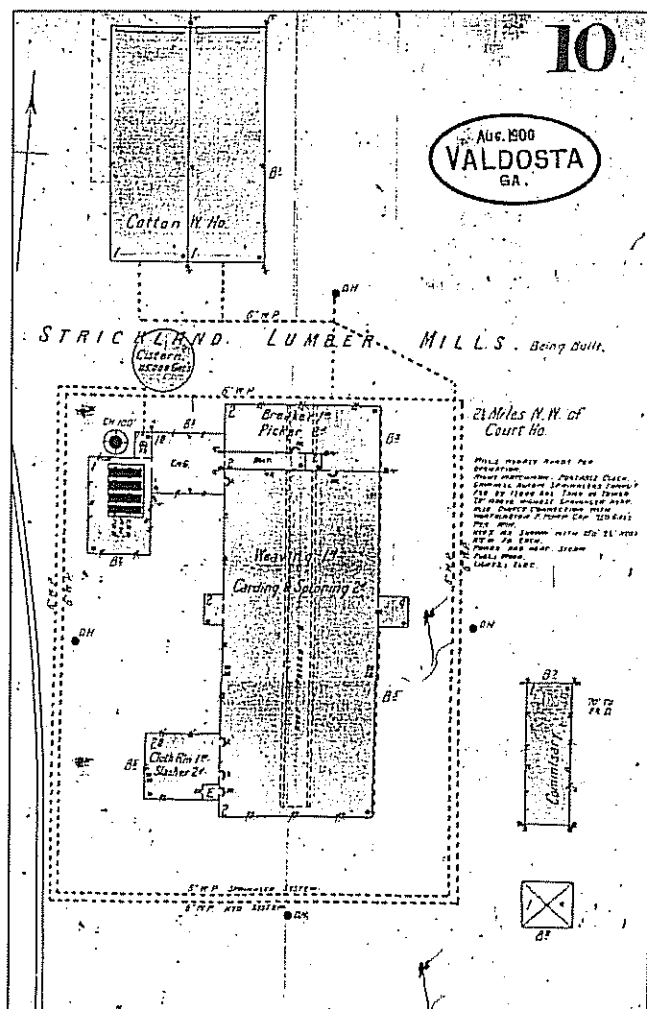
Historical Character

Remerton's history is inextricably linked with both the Cotton Industry and the nearby city of Valdosta. Following the Civil War, the "New South Movement" encouraged the modernization and industrialization of the South's mostly agricultural economy. The greater Valdosta area excelled at growing and trading Sea Island cotton, a very valuable commodity in the late nineteenth and early twentieth centuries, and one on which local leaders sought to capitalize. In fact, at one time, the downtown Cotton Exchange in Valdosta traded 20,000 bales each growing season. A regional leader in cotton production and an emerging financial center, Valdosta was ripe for the formation of a textile mill company.

In 1899, thirty eight Valdosta merchants, bankers, and business men established the Strickland Cotton Mills, Inc. Among the corporation's founders were Remer Y. Lane, his son Mills Lane, and A.J., Charles, Joseph, and B.F. Strickland. Because the Strickland family had controlling interest in the new corporation and was instrumental in building the mill, the company assumed their name. Remerton, however, would later be named to honor Remer Young Lane, who was also the president of the Merchants Bank of Valdosta, and a major financial supporter of the mill.

The site of the mill and village (later the City of Remerton) was chosen due to its proximity to the Georgia Southern Railroad, the levelness of the land, and abundant pine trees, from which workers' housing was built. Located two and one-half miles northwest of Valdosta's downtown, the mill's site also provided a safe distance from the city in case of a possible boiler explosion.

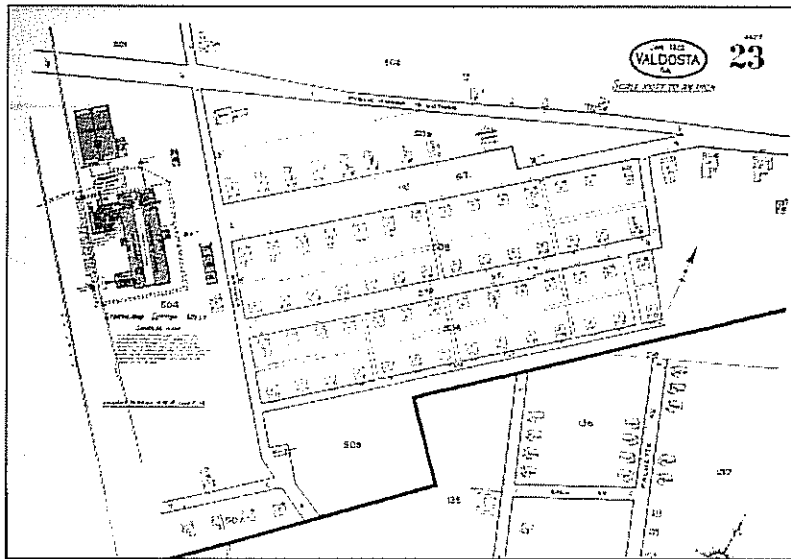
Constructed in late 1899, the Strickland Cotton Mill began production in 1900. In his history of Remerton, author Barry S. Herrin describes the original mill and accessory buildings:



1900 Sanborn Fire Insurance Company Map showing the newly-constructed Strickland Cotton Mill.

"The original mill building was a two-story brick structure with a five-foot skylight running the length of the second floor. Opening, picking, carding, and spinning were on the first floor and the weave shop was on the second floor. The warehouse for raw cotton was detached from the mill building to the north, and the mill office and company store shared a building east of the mill."

The original mill building also featured a prominent smokestack and a large four-story tower that housed an 11,000 gallon water tank vital for providing fire protection. In 1930, a 50,000 gallon water tower was built on the east side of the mill, which still exists today.



1922 Sanborn Fire Insurance Company Map of Remerton.

As one of the largest employers in Lowndes County, Strickland Cotton Mills, Inc. provided housing within walking distance for its workers. The houses were constructed by local carpenters and from local materials while the Strickland Mill was being built. Located east of Gordon Street, the workers' houses were constructed on modest lots along Sycamore (now Baytree Place), Poplar, and Plum Streets immediately adjacent to the mill.

Alleys running north-south separated blocks at regular intervals, and footpaths running east-west allowed direct pedestrian access from Gordon to Myrtle Streets between the rows of houses on each block. By 1920, a total of sixty-five houses were built ranging in all different sizes. The mill village expanded in the early 1940s, with the building of several houses on Victory and Pine Streets. Because of the accessibility offered by the automobile, however, no further workers' houses were built after World War II.

Life in early Remerton was somewhat rough; electricity and running water inside homes was not available until the late 1940s. Mr. Woodrow Stephenson, who was born in Remerton in 1911, described living conditions in the mill workers' housing:

"The (mill) company provided you with a house. The houses were twenty-five cents per room per week or so in 1925. There was no electricity, just kerosene lamps and outdoor privies. The houses were all old frame houses made by any carpenter that could build a house. They were all built in about the same style, except some were bigger and had more rooms than others. They had nine or ten foot ceilings. Everybody had a fireplace. Some people had a double fireplace. They were wood fired. You bought the wood from the company."

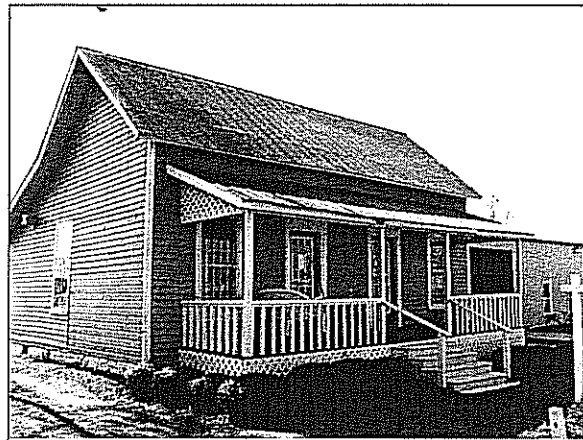
Developed similarly to a company town, Remerton was self sufficient, with a school, three churches, and a village store. Ironically, much of the town's self-sufficiency came from its relationship with the Strickland Mills, Inc. company. Mill workers spent most of their earnings in Remerton, paying rent to and purchasing items from the company. Remerton enjoyed a stable financial economy, due partly to mill workers' reinvestment in their community, but also due to the Strickland family's conservative operation of the mill. In fact, mill expansion was slow for the first forty years. The only major additions to the complex before 1946 were additional water storage, waste handling facilities, and a folding room off of the cloth room. In 1947-48, the size of the mill doubled, as a new addition was added to the south end of the original mill building. Two additional warehouses and additions to the weave and spinning shops were constructed by 1950. Expansions to the mill were completed by 1966.

In 1952, the Strickland mill and village became the incorporated City of Remerton, which allowed for much needed federal and state aid. Following Remerton's incorporation, economic factors caused the Strickland family to slowly lose control of the mill. The Strickland family had controlled the mill company from its founding in 1899, and the company's presidency had been passed down from father to son to brother, from one generation to the next. In the late 1960s, A.J. "Bubba" Strickland, III took over leadership at the mill following his brother Frank's death.

Unlike past presidents, Bubba Strickland brought in mill supervisors from out of state, instead of promoting from within, and lacked the hands-on leadership role his predecessors carried. The familiar, family atmosphere of the mill disappeared, causing low morale among the mill's workers. After several years during which the mill lacked cohesive leadership and conservative business practices, the Strickland Cotton Mill finally closed in 1979.

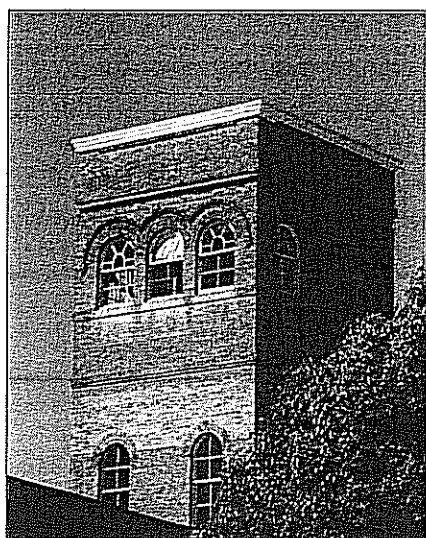
A few years later, Wipo Industries, a cloth manufacturing company, bought the mill building and renamed it Sugar Creek Textile Mill. They then sold the building in 1985 to Fred Wilkinson of Wilkinson's Textile Company, who owned and operated it until November 2005.

Once a small, close-knit community where several generations of mill-worker families lived and worked, Remerton faced many challenges in the 1970s and 1980s as it endeavored to change its image from a textile town. Many of the historic workers' houses were demolished, along with one of the churches and the schoolhouse, to make way for a strip shopping plaza. In the mid-1990s, the city began to revitalize. With an almost built-in customer base in nearby Valdosta State University, several hospitality, professional office, and retail businesses adaptively used former mill worker housing. The Downtown Development Authority has made several capital improvements to the area, such as the installation of decorative lighting, sidewalks, parking, and stormwater gutters.



1821 Plum Street. An original example of the typical mill worker's residence.

Additionally, there are plans to rehabilitate the old mill buildings into a mixed-use complex, where professional offices, retail shops, and residences will bring new life to Remerton.



Italianate tower of the original Mill.

of the second floor. Large brackets can be seen under the eaves of the flat, aluminum roof, which replaced the original shallow-pitched gable roof. On the east side of the original building, a four-story tower, which used to house a water tank, features triple, arched windows with a joined, brick hood. Belt courses can be seen on the tower above and below the windows, with the upper belt course containing a small dentil band.



Folk Victorian architectural details can be seen on this mill worker's house at 1909 Baytree Place.

cities at the turn of the last century. The mill foreman's and superintendent's houses (now Allstate Insurance and Zaxby's, respectively) are of particular note for their Queen Anne and

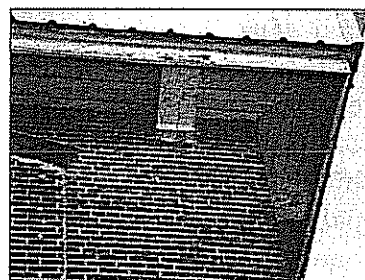
Folk Victorian stylistic elements, square plans, and larger size that differentiate them from the mill workers' houses. To the locals, the foreman's and superintendent's houses were known as Remerton's "big white houses."

Architectural Character

Historically, the architectural styles of Remerton are indicative of late nineteenth century trends nationally, as well as traditional Southern building forms. Two general styles dominate Remerton: Italianate and Folk Victorian, with the major architectural references being the historic mill village houses and the mill itself.

The original mill building (circa 1899) features Italianate styling elements. Mainly a long, rectangular, two-story building, the mill is constructed of red brick with segmental-arched windows lining both floors (most of the windows were bricked in at a later date).

Oriented north to south, a five-foot skylight once ran the entire length



Prominent roof brackets can be seen on the original Mill building.

The surviving mill workers' houses (circa 1899-1920) are wood-frame vernacular construction and can be described as variations of the saddlebag and double-pen building types, depending on where the chimney is located. Nearly all of these houses feature gable ends, front porches, double front doors, and shed-roofed rear extensions. Stylistically, Folk Victorian accents, such as gingerbread, decorative brackets, and porch spindlework can be seen on a few houses. Such

construction was common to mill villages in the outlying fringes of Georgia's towns and



The Mill Foreman's house, now a professional office, is a frame vernacular building with Folk Victorian stylistic elements.

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VI. DESIGN GUIDELINES

The primary concern of the Downtown Development Authority is to preserve the overall character, identity, and presence of the Historic Strickland Mill and Remerton Village. Buildings, sites, and landscapes help create the identity and character of a city, and therefore, the following actions shall require the review by the Authority and must receive a certificate of appropriateness prior to the issuance of any permits within the Downtown District:

1. Demolition or relocation of existing structures found to be original to the site and considered contributing to the overall character of the District;
2. Construction of a new structure on any site;
3. Construction of an accessory structure or addition to an existing structure visible from the public right of way or which may be considered by the Authority to significantly alter the character of the structure or site; and
4. Alterations to the primary façades of a historic structure which significantly change the design or materials of the structure or site or which may be considered by the Authority to significantly alter the character of the structure or site.

All other alterations, construction, or action which affects the exterior of a structure within the District shall be reviewed for their appropriateness to these Guidelines and may be approved, approved with conditions, or denied by the Authority prior to the issuance of any permits that may be required. Where an application is denied by the Authority, the applicant may request an appeal for the application to the Remerton City Council within thirty (30) days of the Authority's decision.

A. GENERAL CRITERIA

New construction and additions, including the construction of any free-standing building or structure on any lot, or new construction that utilizes existing party walls, or any addition to existing buildings or structures, shall be accomplished as outlined in these Guidelines. In general, the scale, mass, volume, period and style of any new construction or addition shall be compatible with existing buildings or structures in the District of similar period and style.



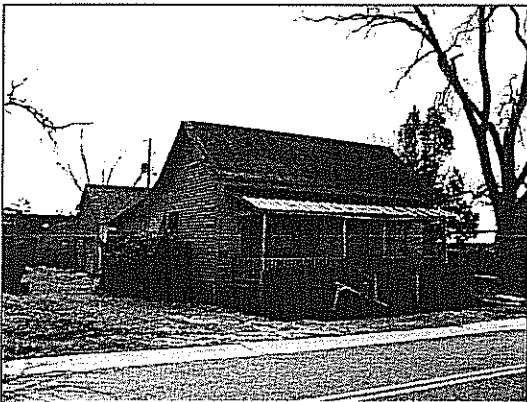
New professional office construction replicating vernacular architecture in the Downtown District.

Height:

- All new buildings and additions shall be constructed to a height and number of stories that is consistent and compatible with the heights and number of stories of existing historical buildings or structures within the District.

Building Setback and Orientation:

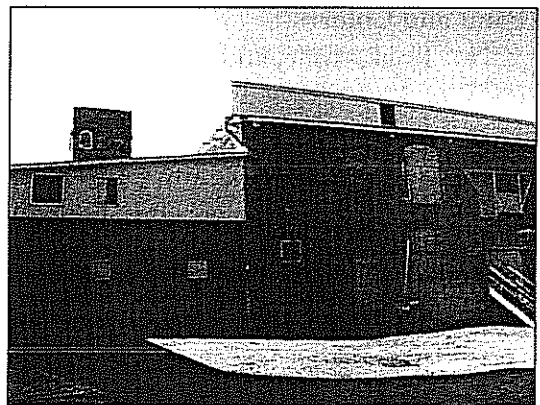
- All new construction shall maintain the established setbacks within the block face, thereby being visually compatible with the surrounding buildings or structures and maintaining the established rhythm and setback spacing.
- The site orientation of new buildings or structures shall be compatible and consistent with the orientation of existing buildings or structures on the next adjacent lots within the block face.
- Consideration shall be given to historic precedence for previous site configuration. In as much as out buildings such as garages and storage buildings are historically set upon the lot line in the District, these Guidelines shall consider this configuration to be proper for new additions, alterations, infill and new infill construction.



Wood siding is an appropriate façade material.

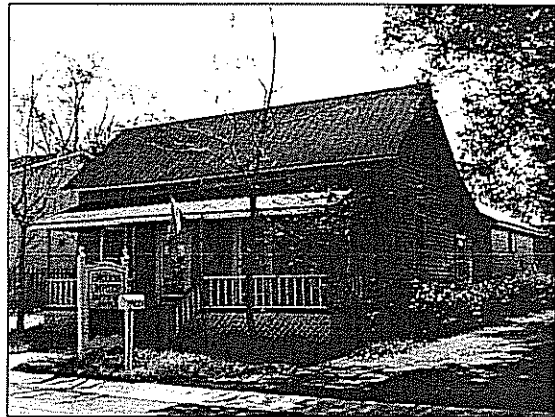
Building Facades and Materials:

- Exterior building façade materials in the District generally are wood and brick masonry. All wood and masonry materials and their use must be compatible to the style and period of the building or structure and adjacent buildings or structures.
 - The existing building façade materials shall be respected and shall not be changed or concealed by the introduction of a different material.
- When the existing façade materials have been introduced to the building at a later date and are not the original material type, then such materials may be removed so long as the resulting façade material is returned back to the original material type.
 - Exterior building columns must be of a style and material typical of the period and style of the building.



Brick masonry is an appropriate façade material.

- All new chimneys shall be of a style, proportion and material compatible with the period and style of the building and adjacent structures. Any new construction or additions shall not conceal or destroy existing chimneys.
- Materials, structural and decorative elements, and the manner in which they are used, applied, or joined together, must be typical of the style and period of the existing structure or, in the case of new additions, alterations, and new construction, shall be compatible with other structures on the block face.
- All windows and doors must be typical of the style and period of the structure. The overall relationship of the size, width, height, proportion, location, and number of doors and windows on the exterior building facades shall be visually compatible with those of the adjacent structures, and with other structures typical of the style and period.
- Storm doors and storm windows shall be permitted so long as they do not damage or conceal significant features and are visually compatible in size, style, and color with the structure and adjacent structures. Metal storm doors and storm windows shall have a factory painted finish or shall be painted to match the window color. Aluminum or bronze anodized finishes are not recommended.
- The shape, size, and color of awnings shall be compatible with the structure and not conceal or damage any significant architectural details on the structure. Metal and corrugated or slatted plastic awnings are not recommended.
- Crawlspace beneath frame vernacular structures may be enclosed with vented brick or lattice.



This retail shop (former mill worker's house) shows compatibility with several guidelines: façade materials, roof form, landscaping, and paving.

Paint and Color:

- Brick, stone, and other naturally unpainted materials are not to be painted.
- Paint color is not subject to prior review by the Authority. The Authority is available to give guidance to any District resident or business in choosing appropriate paint colors. Appropriate colors are those that are complimentary to the style, period, and overall character of the District.

Roof Form:

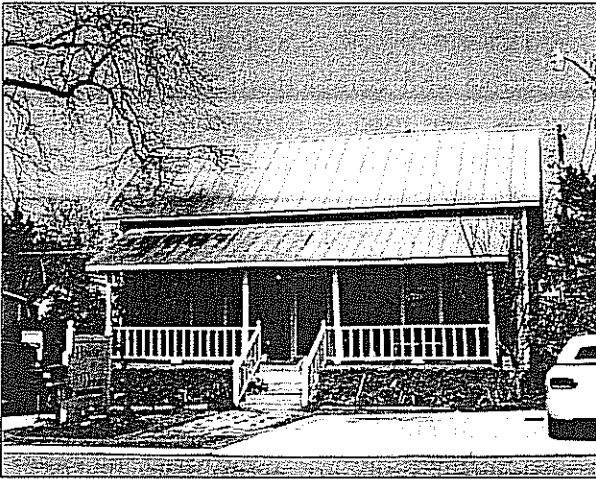
- Roof shape, form and design shall be typical of existing buildings or structures in the District of similar period and style.

- The permitted roof overhang for a new structure shall be equal to the typical overhang of a structure of similar style and period. A roof replacement, addition or alteration to an existing structure shall have an overhang equal to the overhang of the existing roof but shall not overhang property lines.
- The eaves or soffit heights of a structure must be consistent with the heights of existing buildings on the block face, or closest block face containing buildings of a similar period and style and having the same number of stories.
- Roof materials and colors must be visually compatible and complement the style and period of the structure. Historically, metal roofing has been used in Remerton. However, over the years, many metal roofs have been replaced with asphalt shingles. Although both applications are acceptable, metal roofing is preferred.
 - Metal roofing is largely a development of the 19th century. The use of tin plate roofing was widespread in the U.S. beginning in the 1820s. Galvanized metal roofs were common on train sheds and industrial structures by the 1850s. In the 1920s and 1930s, standing seam roofs became the norm. Other variations of roofs, such as V-crimp and corrugated metal are often found in South. Because of their popularity historically, metal roofs are appropriate in the District and should, when possible, be maintained.
- The degree and direction of roof slope and pitch must be consistent with the style and period of the structure and compatible with existing adjacent roof forms.
- Skylights should not draw attention or detract from the historic roof features such as dormers, nor should they interrupt the overall lines of the historic roof shape. Skylights should be located on the rear façade, away from public view. The number and shape of skylights should be sensitive to the existing roof. Bubble-type skylights are usually inappropriate unless concealed.
- Historic dormers should be maintained as an integral part of the roof. These features affect the appearance of the roofline and, in turn, the building as a whole. Consequently the removal of dormers is discouraged as is the addition of dormers unless there is physical or photographic evidence to the historic existence of dormers. If dormers are being reconstructed, the location, style, size materials should match the original dormers if possible or, alternatively be appropriate for the style and period of the building.

Porches:

The front porch has played an important cultural, architectural, and social role in the United States, particularly in the South. It provides shelter from the elements, but is also serves as an outdoor living space. The word “porch” derives from the Latin word *porticus*, which was a roofed area surrounded by columns. It is now defined as a covered platform that is placed at the entrance

to a building. Many historic buildings have porches; they were common to several different house styles, and also to vernacular houses. In the late 1800s, porches with decorative details like gingerbread were common on Folk Victorian houses. The incorporation of porches into new construction declined in the twentieth century. Still, many structures built before 1940 have porches that contribute to the character of their houses and are important design elements. Their maintenance and preservation is important to the integrity of their properties.



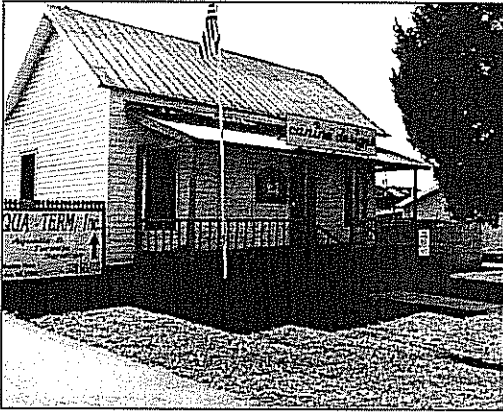
The front porch on this former mill worker's home (now a retail store) is an integral feature of the building.

- Porch columns, balusters, rails, height, and spacing shall be typical of existing buildings or structures in the District of similar period and style.
- Porch columns, balusters, and rails should be repaired and maintained as necessary, rather than replaced with new material. Simple, two dimensional lumber is recommended for replacement of porch balusters, columns, and railing when the original material is damaged beyond repair.
- Embellishment of the porch structural elements with other styles is inappropriate and will not be permitted.
- The use of metal or wrought iron for balusters, columns, or rails is inappropriate and will not be permitted.
- Porch Enclosures:
 - Porches may be enclosed with glass or screen. Framing for the screen or glass should be set back behind the plane established by the rail and baluster and it should follow the existing structure of the porch. The framing should not obstruct the open sections of the porch or should do so minimally. The framing should always be located behind the balustrade and it should not cause irreversible damage to the original fabric of the building.
 - Opaque, solid materials (cement block, brick, wallboard, etc.) may not be used to enclose porches.

Front Yards:

- The front yard shall be defined as yard across the full width of a lot extending from the front line of the main building to the front street line of the lot.
- The use of the front yard shall be reserved for landscaping.

- The only paving allowed in the front yard shall be:
 - A paved walkway from the front line of the lot to the front entry of the structure or, on a corner lot, from the exterior lot sideline to a side entry of the structure. In all cases, the walkway shall not be wider than the width of the entry steps and in no



A former mill worker's house, now a business, shows compatible front yard landscaping and paving.

- instance shall the walkway be wider than ten (10) feet.
- A paved walkway shall be allowed from the driveway to the front and/or side entry walkway. Such walkway shall be a maximum of three (3) feet in width.
- In no instance shall the front yard of any lot be paved or graveled except for a single driveway or walkways.

Side Yards:

- The side yard shall be defined as a yard between the building and the sideline of the lot extending from the front yard to the required rear yard.
- The use of the side yard shall be reserved for landscaping.
- In no instance shall the parking of vehicles on the side yard be allowed, other than on the allowable paved driveway areas as outlined in the "Driveways" Section below.

Rear Yards:

- The rear yard shall be defined as a yard extending across the full width of the lot and measured between the rear line of the lot and rear line of the main building.
- Garages, storage buildings, and any other accessory structure shall be allowed in the rear yard to the extent permitted by the Remerton Zoning Ordinance. These structures should reflect the character of the existing primary structure and adjacent structures, and shall be compatible in terms of scale, height, size, roof shape, materials, and detailing. The scale, height, size, roof shape, materials, detailing and location of such out buildings shall be sensitive to the character, site and environment of the adjacent structure when the rear yard is on a corner lot visible from public rights-of-way.

Fences:

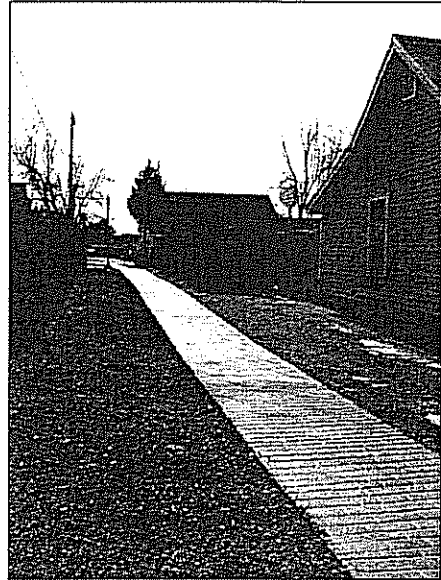
- A fence in the front yard must meet all applicable city codes. Any fence must be architecturally compatible in terms of height, materials, color, texture and design with the style and period of the main structure on the lot and adjacent lots.
- Chain link fence material is not recommended for any property.

Paving Materials:

- All new sidewalks and driveways shall be constructed to be compatible in texture, color, style and size with the main structure and existing paving on adjacent lots.

Driveways:

- The purpose of the driveway shall be to create a paved surface for the movement of vehicles to their designated parking areas. The driveway shall be defined as the paved area within the property line extending from the back of the sidewalk or lot line to the garage, or out building.
- The driveway shall extend along the side of the residence or structure to the garage or out building or to the rear yard.
- No driveway shall be permitted to extend within the main sidelines of a residential structure; thus, it may only extend outside and parallel to the main sidelines of the structure and continue on around or behind the building.
- On a corner lot, the driveway may extend from the side street to the garage provided that the garage is oriented toward the side street. All other width and approach regulations shall apply to driveways on corner lots.
- Any new driveway constructed through a front yard must be spaced a minimum of one (1) foot from an existing driveway on the adjacent lot.



This alley between Baytree Place and Plum Street is a good example of paving compatible with the Guidelines. Also note the decorative streetlamp in the background.

Lighting:

These Guidelines regulate the spillover of light and glare on operators of motor vehicles, pedestrians, and land uses in proximity to the light source. Both the nuisance and hazard aspects of glare are regulated.

- No flickering or flashing lights shall be permitted.

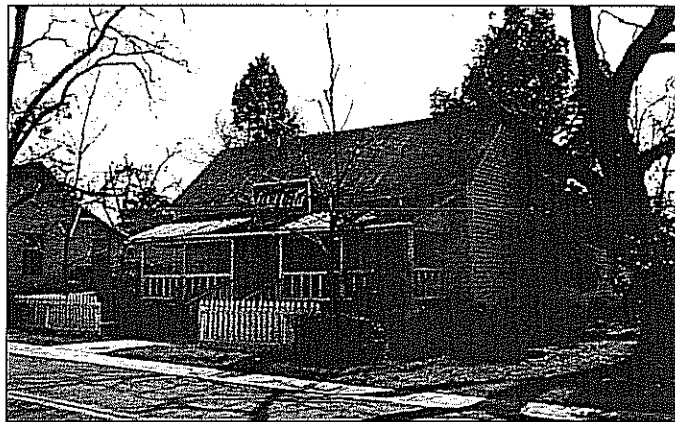
- Light sources shall not be located in buffer areas except on pedestrian walkways. No light shall spill across the property line of an adjacent property used for residential purposes.

Utilities and Mechanical Equipment Placement:

- It is recommended that all utilities and mechanical equipment (i.e. satellite dishes, HVAC equipment, trash receptacles) be located to the side or rear of the primary building or attached to the side or rear of the primary building, either on the side or rear walls or on the side or rear slopes of the roof. The Authority will not require review of the placement of such equipment in these circumstances.
- Incompatible locations for utilities and mechanical equipment include: the front yard, on the front of a building, and in the side yard of a corner lot. Placement of equipment in or on these areas results in a negative visual impact on the District. While not recommended, if the only possible location for a dish is one of these areas, then the placement of the dish should be next to the primary building and every effort should be made to screen the equipment so that it is not readily visible from the street. Screening material may include evergreen vegetation material, lattice, fencing, or other compatible material. If one of these locations is proposed, the applicant must submit for review by the Authority the equipment design and location, as well as the design and location of the screening material.

Signage:

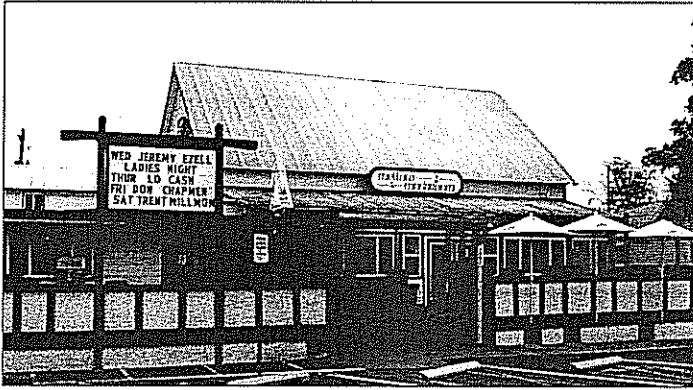
- Signs shall not obscure significant architectural features of a building. The material, shape, color, design and lettering style of all signs shall be compatible with the style and period of the building and District as a whole.
- Size of signs shall be in proportion to the architecture and scale of the building.



Centrally located sign on porch roofing.

- Lighted signs must receive approval from the Authority on a case-by-case basis. All lighting elements such as wires, junction boxes, transformers, ballasts, switches and panel boxes shall be concealed from view.
- Flashing, flickering or moving signs shall not be permitted.
- Temporary signs and banners shall be permitted for no longer than thirty (30) days.

- Display window signs shall not occupy more than twenty percent (20%) of the window area.



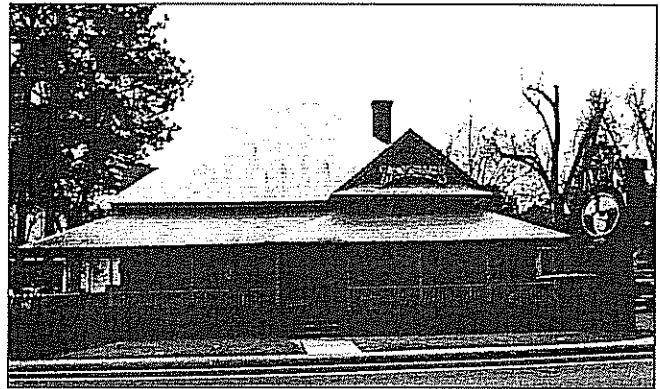
Both of Mellow Mushroom's signs comply with the Guidelines.

- Signs on a residential structure that has been converted to commercial use shall be located either centrally on the porch roof or free standing where possible. Porch roof signs shall be no larger than twenty four (24) square feet. No more than two (2) signs per commercial property are recommended.

- Location:
 - In a building of more than two floors, it is recommended that no sign be permitted above the second floor.
 - A horizontal sign shall not cover the tops of first floor windows. Horizontal signs should not project more than twelve inches (12") from the surface of the building.

~~X~~ Franchise Architecture:

- To maintain the unique character of the District, buildings should not be branded using a corporate architectural style.
- Franchise architecture (building design that is trademarked or identified with a particular restaurant/retail store chain or corporation and is generic in nature) is not permitted in the District.



Zaxby's restaurant chain correctly adapted the Mill Superintendent's home into one of their restaurants.

Franchises or national restaurant/retail store chains must follow these Guidelines to create a building that is compatible with the District.

Landscaping:

- Landscaping treatments should be used to enhance the pedestrian experience and aesthetic value of the property, complement architectural features, and/or screen utility and parking areas.

- The use of plants and planting materials native to southern Georgia is strongly encouraged.

Screening of Parking Areas:

- All parking lots containing five or more spaces that front a public street should be screened by an evergreen hedge, an earth berm, or brick masonry wall or combination thereof. The hedge, berm, or wall must be no lower than two feet and no higher than four feet in height.
- Hedges, berms, and walls should not be closer than four feet to an entrance or exit serving the parking lot to permit safer vision of traffic as vehicles enter and leave.

Streetscape:

- Streetscapes should be uniform to provide uniformity and consistency throughout the District.
- Property owners should match the approved District styles for installation of streetscape elements, such as benches, trash receptacles, fencing, bike racks, and trash enclosures.

B. RELOCATION CRITERIA

Relocation of structures in the District shall be defined as moving a structure from one site to another, or moving a structure from outside the District into the District, or moving a structure outside of the District boundaries.

Relocated structures shall be in compliance with these Guidelines to maintain and retain original architectural details, materials, design, and character.

A structure may be relocated into the District if it possesses similar architectural character in terms of period, style, height, scale, material, and texture, with existing structures on a block face.

A structure may be moved from one site to another in the District if:

- The integrity of location and setting of the building in its original location has been lost or is seriously threatened; and
- The new location will be similar in setting and site; and
- The structure will be compatible with the buildings adjacent to the new location in style, height, scale, materials and setback; and
- The relocation of the building will not result in a negative visual impact on the site and surrounding structures from which it will be removed.

C. DEMOLITION CRITERIA

The demolition of a building that contributes historically or architecturally to the District shall be prohibited.

Demolition of a building will not be allowed if:

- The building is of architectural or historical interest and value or its removal would be detrimental to the character of the District
- The building is of old, unusual, or uncommon design and materials, and it could not be reproduced without great difficulty and expense; or
- A proposed replacement would not make a positive visual contribution to the District, would disrupt the character of the District or would be visually incompatible.

Demolition of a building may be allowed if:

- The building has lost its architectural and historical integrity, and its removal will not result in a negative, less appropriate visual effect on the District; or
- The property owner can prove that the building:
 - Is a threat to the safety of the public, or
 - Cannot be reasonably rehabilitated either structurally or economically.

CITY OF REMERTON
Downtown Development Authority
Application for a Certificate of Appropriateness

For staff use only	
COA# _____	Date Received: _____ Meeting Date: _____
DDA Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approved with Conditions: _____	_____

_____	_____
Downtown Development Authority Chair	Date

Instructions: Your application cannot be evaluated unless it is complete and all required supporting documentation is provided. Type or print clearly. If additional space is needed, attach additional sheets.

Applicant Information

Applicant's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Property Owner's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Applicant is the: Owner ☐ Contractor ☐ Architect ☐ Consultant ☐
 Other (describe) ☐ _____

Property Information

Address: _____

City: _____ State: _____ Zip Code: _____

Parcel ID # _____

Project Information

Type of Request:

- ☐ Exterior Alteration of a Building/Structure
- ☐ New Construction
- ☐ Relocation
- ☐ Demolition
- ☐ Other (Sign, fencing, driveway, etc.)

Proposed Use:

- ☐ Single Family Residence
- ☐ Multi-Family Residence
- ☐ Professional Office
- ☐ Commercial
- ☐ Restaurant

APPENDIX A

Describe the Proposed Work:

Include with this application color photographs showing the front and sides of the property that will be altered. Also include color photographs of any adjacent properties. Explain what changes will be made and how they will be accomplished in the spaces provided below. Submit scaled drawings, detailed plans, and any specifications to support the written description (plans and drawings may be hand sketched).

Exterior Building Features:	
Structural Systems:	
Windows and Doors:	Roofs and Roofing:
Porches and Steps:	Materials (masonry, wood, metal, etc.):
Site Features (landscaping, parking, signs, etc.):	

Owner Attestation: The information on this application represents an accurate description of the proposed work and the undersigned has omitted nothing which might affect the decision of the Downtown Development Authority. The undersigned hereby certifies that the proposed work described in this application, as detailed by plans and specifications attached, will be constructed in exact accordance with aforesaid plans and specifications. It is understood that approval of this application by the Downtown Development Authority in no way constitutes approval of a building permit or other required City permit approvals.

Signature (Owner)

Signature (Owner's Agent)

Date: _____

Date: _____

GLOSSARY

Addition — a non-original element placed onto an existing building, site or structure.

Alteration — any act or process which changes the exterior architectural appearance of a building.

Appropriate — suitable to or compatible with what exists. Proposed work on historic properties is evaluated for “appropriateness” during the design review process.

Certificate of Appropriateness — a document giving approval to work proposed by the owner of a property located within a locally designated district. Specific conditions, set forth by the Downtown Development Authority and to be followed during the project, may be specified in the document. Possession of a Certificate of Appropriateness does not remove any responsibility on the part of the property owner to acquire a building permit prior to beginning the project.

Character — the individual qualities of buildings, sites and districts that differentiate and distinguish them from other buildings, sites and districts.

Compatible — not detracting from surrounding elements, buildings, sites or structures; appropriate given what already exists.

Component — an individual part of a building, site or district.

Contemporary — of the current period; modern.

Context — the setting in which a historic element or building exists.

Demolition — any act or process that destroys a structure in part or in whole.

Downtown District — a geographically definable area designated as possessing a concentration, linkage, or continuity of sites, buildings, structures, or objects of historic, cultural, architectural, or aesthetic value.

Element — an individual defining feature of a building, structure, site or district.

Historic Site — a site worthy of protection or preservation, designated as historic for its historic, cultural, archaeological, or aesthetic value.

Historic Structure — a structure worthy of preservation, designated as historic for its historic, cultural, archaeological, architectural, or aesthetic value.

House Type — a definition based on floor plan, height and sometimes roof shape, having nothing to do with architectural style. Most houses that fall into a particular type are of vernacular design, meaning that their designs are based on regional tradition and utilize regional materials.

APPENDIX B

Infill — new construction within a historic district, generally situated on the site of a demolished structure but possibly on a site never previously developed.

In-kind Replacement – using like or similar material in the replacement of deteriorated, original material (i.e. replacing rotted wood siding with new wood siding that has similar dimensions as the original).

Landmark — a building, structure, object or site worthy of preservation, designated as historic for its historic, cultural, archaeological, architectural, or aesthetic value.

Maintenance — routine care for a building, structure or site that does not involve design alterations.

Material Change - a change that will affect the exterior architectural or environmental features of a historic property, or any building, structure, site, object, landscape feature, or work of art within the Downtown District, such as:

1. A reconstruction or alteration of the size, shape or facade of a historic property, including relocation of any doors or windows or removal or alteration of any architectural features, details, or elements;
2. Demolition or relocation of a historic structure;
3. Commencement of excavation for construction purposes;
4. A change in the location of advertising visible from the public right of way; or
5. The erection, alteration, restoration or removal of any building or other structure within a historic property or district, including walls, fences, steps and pavements, or other appurtenant features.

Neglect — failure to care for a property in such a manner as to prevent its deterioration. Neglect is often not intentional, but may lead to very serious deterioration of materials and even structural systems.

New Construction — the construction of a new element, building, structure, or landscape component; new construction involves the introduction of designs not original to the building, structure or site.

Preservation — the process of taking steps to sustain the form, details and integrity of a property essentially as it presently exists. Preservation may involve the elimination of deterioration and structural damage, but does not involve reconstruction to any significant degree.

APPENDIX B

Reconstruction — the process of reproducing the exact form of a component, building, structure or site that existed at some time in the past.

Rehabilitation — the process of returning a building to a state of utility while retaining those elements essential to its architectural, historical and/or aesthetic significance.

Repair — any minor change to a property that is not construction, removal, demolition or alteration and that does not change exterior architectural appearance. Repairs are usually considered part of the routine maintenance of a building.

Restoration — the process of returning a building to its appearance at an earlier time (though not necessarily to its original appearance). Restoration involves the removal of later additions and the replacement of missing components and details.

Setting — the immediate physical environment of a building, structure, site or district.

Significant — possessing importance to a particular building, structure, site or district; essential to maintaining the full integrity of a particular building, structure, site or district.

Site — a place or plot of land where an event occurred or where some object was or is located.

Stabilization — maintaining a building as it exists today by making it weather-resistant and structurally safe.

Streetscape — all physical elements that may be viewed along a street.

Structure — anything constructed or erected which has, or the use of which requires, permanent or temporary location on or in the ground, or which is attached to something having a permanent location on the ground, including, but not limited to, the following: buildings, gazebos, signs, billboards, tennis courts, radio and television antennae and satellite dishes (including supporting towers), swimming pools, light fixtures, walls, fences and steps.

Style — showing the influence of shapes, materials, detailing or other features associated with a particular architectural style.

Vernacular — based on regional tradition and utilizing regional materials. Also an architectural style exemplifying the commonest building techniques based on the forms and materials of a particular historical period, region, or group of people.

APPENDIX C

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