

300-316.5 Historic District

A. INTENT

~~The intent of this Ordinance is to provide a legal framework within which the residents of the City of Augusta can protect the historic, architectural and cultural heritage of significant areas, landmarks and sites in Augusta, while accepting as appropriate new construction that is compatible. The intent of the ordinance is to safeguard, in the face of intensified growth pressures, the structures and areas that give beauty and pleasure to residents, attract visitors and new residents, give the City its distinctive character, and educate the community about its past. Once destroyed, historic architecture, areas, sites, and scenic resources cannot be replaced. To prevent such losses this ordinance endeavors to:~~

- ~~(1) protect the outward appearance and architectural features of designated sites or landmarks and structures within designated districts and individual historic properties;~~
- ~~(2) prevent the demolition or removal of designated historic properties, sites, landmarks and significant historic structures within designated districts;~~
- ~~(3) preserve the essential character of designated districts and historic properties by protecting design and spatial relationships of groups of buildings and structures;~~
- ~~(4) accept new buildings and structures in designated districts that are designed and built in a manner which is compatible with the character of the district.~~

The intent of this Ordinance is to provide a resource of information and expertise to help those interested in rehabilitation or new construction in a district or restoring a landmark within which the residents of the City of Augusta can protect the historic, architectural and cultural heritage of significant areas, landmarks and sites in Augusta. The intent of the ordinance is to safeguard, in the face of intensified growth pressures, the structures and areas that give beauty and pleasure to residents, attract visitors and new residents, give the City its distinctive character, and educate the community about its past.

This Ordinance applies standards of evaluation to prevent the unnecessary loss of the community's historical features and to ensure compatible new construction and rehabilitation in historic districts while not stifling change and development or forcing modern recreations of historic styles; in a reasonable and flexible manner, fosters civic pride in the city's history and development patterns as represented in such distinctive areas, sites, structures and objects.

Additionally, the ordinance protects and enhances the attractiveness of the city to its home buyers, home owners, residents, tourists, visitors, businesses and shoppers; encouraging preservation, restoration and rehabilitation that respects the historic, cultural, architectural and archaeological significance of distinctive areas, sites, structures and objects.

B. PURPOSE

It shall be the purpose of this Ordinance to permit the designation of lands, buildings

and structures within the City, as historic sites, historic districts, or individual historic properties, or historic landmarks.

C. USES PERMITTED

The uses permitted in historic districts and individual historic properties and at historic sites or historic landmarks shall be those set forth in the *Zoning Ordinance of the City of Augusta, Maine* for the zone in which such district, site, property or landmark is located.

D. Guidance Documents

The following are adopted as guidance by this reference and made a part of this ordinance. They do not have effect as standards and are not to be used as regulations.

- (1) Augusta Historic Preservation Design Manual .
- (2) All architectural and archaeological surveys conducted by architectural historians and archaeologists recognized by the State Historic Preservation Commission and on file in the City Office.
- (3) Reserved.

E. DEFINITIONS

- (1) **ARCHAEOLOGICAL SITE:** A geographic location of the remains of prehistoric life or of historic human beings. These include but are not limited to, structures, artifacts, terrain features, graphics (paintings or drawings, etc.) and the evidence of plants or animals.
- (2) **ARCHITECTURAL FEATURE:** Any feature that helps give a structure its distinctive architectural character. Such character defining features include but are not limited to columns, pilasters, cornice boards, brackets, balustrades, quoins, fanlights, corner boards, window and door frames, and transoms.
- (3) **AUGUSTA HISTORIC PRESERVATION DESIGN MANUAL:** A set of recommendations for guidance when evaluating proposed changes in historic properties, based on *The Secretary of the Interior's Standards for Rehabilitation*, for the use of the Historic District Review Board or other appointed body that has the responsibility of overseeing a specific local historic structure, area, site, or district.
- (4) **BOARD:** Augusta Historic District Review Board.
- (5) **COMPATIBILITY:** The relationship between buildings of scale, height, proportion and mass and their relationship to the viewscape. See §300-316.5.E(25) for definition of viewscape.
- (6) **CONTRIBUTING PROPERTY:** A contributing property means and includes any building, other structure or site that by age, location, design, setting, materials, ~~workmanship~~workmanship, feeling or and association adds to the district's sense of time and place and historical development or is capable of yielding important information about an historically significant period. The property shall retain some or all of its historic integrity, as defined in § 300-316.5.E(9). Ordinarily buildings that

have been built within the 50 years prior to the year of application shall not be considered to contribute to the district unless a justification concerning their historical or architectural merit is given by the referenced surveys, §300-316.5.D(2), or the historical attributes of the district are considered to be less than 50 years old. See § 300-316.5.E(20) for the definition of non-contributing properties. In the case of a disagreement, an architectural historian recognized by the Maine State Historic Preservation Commission shall be consulted.

- (7) DETERIORATION FROM NEGLECT:** Deterioration of any structural or exterior architectural feature of a property from inadequate maintenance to the extent that it creates an irremediably detrimental effect on the life and character of that historic structure or landmark and/or creates health and safety violations.
- (8) HISTORIC DISTRICT:** A geographically definable area possessing a significant concentration or linkage of sites, structures or objects united by past events or aesthetically by plan or physical development and designated in accordance with the requirements of this Ordinance as appropriate for historic preservation. Such historic districts may also comprise individual elements separated geographically, but linked by historical association.
- (9) HISTORIC INTEGRITY:** The authenticity of a property's historic identity as evidenced by the survival of physical characteristics (location, design, setting, materials, workmanship, feeling, and association) that existed during the property's prehistoric or historic period.
- (10) HISTORIC LANDMARK:** Any site feature or structure of particular, strong historic or architectural significance to the City relating to its heritage, cultural, social, economic or political history, or which is associated with historic personages or important events in local, state or national history which has been designated in accordance with this Ordinance.
- (11) HISTORIC PRESERVATION CERTIFICATE:** A document issued by the Historic District Review Board that assures compliance with the provisions of this Ordinance.
- (12) HISTORIC SITE:** A parcel of land of special significance in the history or prehistory of the City and its inhabitants, or upon which an historic event has occurred, or an historic site by virtue of usage and which has been designated as such in accordance with this Ordinance. The term "historic site" shall also include any improved parcel or part of it on which is situated an historic landmark, and any abutting parcel or part of it used as and constituting part of the premises on which the historic landmark is situated as may be designated in accordance with this Ordinance.
- (13) INDIVIDUAL HISTORIC PROPERTY:** A property that is worthy of preservation because it possesses historic integrity and local, regional, state, or national significance. Important properties may include structures, sites, and objects significant in American history, archaeology, architecture, engineering, or culture, which have been designated as such in accordance with this Ordinance.

- (14) **MAINTENANCE:** The keeping of a resource in good repair, e.g., painting, protection from weather and decay and replacement of deteriorating elements, to preserve its integrity.
- (15) **MAJOR CHANGE:** Major changes are additions or alterations to a structure or site, or a large-scale change that affects the character of the structure or the related viewscape.
- (16) **MINOR CHANGE:** Minor changes are small-scale alterations to a structure or site that do not significantly affect its appearance and are easily reversible. Minor changes may include improvement projects such as lighting, sidewalks, paving and curbing.
- (17) **NATIONAL REGISTER OF HISTORIC PLACES:** A register assigned by The National Historic Preservation Act of 1966 as amended that recognizes buildings, sites, districts, structures, and objects significant in American history, archaeology, architecture, engineering, or culture, and identifies them as worthy of preservation.
- (18) **NATIONAL REGISTER-ELIGIBLE PROPERTY:** An historic property that is eligible for inclusion in the Register because it meets the National Register criteria, which are specified in the Department of the Interior regulations at 36 CFR 60.4.
- (19) **NATIONAL REGISTER-LISTED PROPERTY:** An historic property that has been formally listed in the National Register of Historic Places and accepted by the Secretary of the Interior, who is represented for purposes of the decision by the Keeper of the National Register.
- (20) **NON-CONTRIBUTING PROPERTY:** A non-contributing property means and includes any building, other structure or site that does not add to the district's sense of time and place and historical development; or one where the location, design, setting, materials, workmanship or association have been so altered or have so deteriorated that the overall integrity of the building, structure, or site has been irretrievably lost. Although changes to a non-contributing property may not have historical significance, they may affect the historic integrity of the viewscape and the district as a whole.
- Ordinarily buildings that have been built within the 50 years prior to the year of application shall not be considered to contribute to the significance of a district unless a strong justification concerning their historical or architectural merit is given by the referenced surveys, §300-316.5.D(2), or the historical attributes of the viewscape are considered to be less than 75 years old. Age shall be determined based on the architectural surveys on file in the City Office. In the case of a disagreement, an architectural historian recognized by the Maine State Historic Preservation Commission shall be consulted.
- (21) **OBJECT:** A construction that is primarily artistic or utilitarian in nature or is relatively small in scale and simply constructed. Although it may be, by nature and design, moveable, an object is associated with a specific setting or environment.

- (22) **SIDING:** The covering of exterior vertical or nearly vertical wall surfaces, excluding architectural features.
- (23) **SITE:** The location of a significant object, structure, or event.
- (24) **STRUCTURE:** A building, or anything built for the support, shelter or enclosure of persons, animals, goods, or property of any kind, together with anything constructed or erected with a fixed location on or in the ground. The term includes structures temporarily or permanently located, such as decks, fences, and walls.
- (25) **VIEWSCAPE:** The public setting in which a structure, site, or landmark is located. It is the immediate visible neighborhood of the street or public land associated with such a structure, including such things as fences, sidewalks and lights. A viewscape is not synonymous with scenic views, for example water views possessed by individual property owners, but encompasses the public view of a street, neighborhood or public land. Every kind of structure is considered in the context of its viewscape. A district may include many viewscales.
- (26) **VISIBLE FROM THE STREET:** Any site or structure that can be seen from any public street or way abutting the subject property.

F. Augusta Historic District Review Board

- (1) **Augusta Historic District Review Board.** The Mayor will appoint and the City Council confirm seven (7) members to sit on the Board that administers the Historic District reviews. The City Council may remove members of the Board for cause by a 2/3 vote of the elected membership after notice and hearing. All Board members shall be residents of the City of Augusta.
- (2) **Composition of the Board.** All members of the Board shall have a demonstrated interest, knowledge, or training in historic preservation or closely related fields. Members are expected to come to the Board with varying expertise, and be able to make objective, unbiased, and independent decisions. The Mayor shall seek Board members with prior experience in one or more of the following areas: historic preservation, land use and zoning regulation, the law, neighborhood preservation, and other relevant areas. The Board shall consist of members from the following categories:
- (3) The Board shall consist of seven (7) members including: one (1) member that is also a member of the Augusta Historic Preservation Commission; two (2) members that are residents within the boundaries of an adopted historic district, as depicted in this ordinance; two (2) members that are business owners within the boundaries of an adopted historic district, as depicted in this ordinance; and two (2) additional members.
- (4) Members shall have prior experience in historic preservation or shall get training in historic preservation within one calendar year of being appointed.
- (5) **Terms of Membership on the Board.** The terms of the seven (7) members and subsequent appointees shall be for three years. All members shall serve until their successors are duly appointed and qualified. Initial terms for the first Board created

shall be three (3) members appointed to three (3) year terms; two (2) members appointed to a two (2) year term; and two (2) members appointed to a one (1) year term.

- (6) Vacancies on the Board.** A vacancy shall occur upon the resignation, death, or removal by the Council of any member. If a member fails to attend four consecutive regular meetings or fails to attend at least 75% of all meetings during any preceding twelve-month period, the Board may recommend to the Mayor that the member's position be declared vacant. Within 30 days of the Board's recommendation, the Mayor shall respond in writing either declaring the position vacant or rejecting the recommendation.

When one or more vacancies occur, the chairperson of the Board shall immediately notify the Mayor in writing. Within 60 days of receipt of such notice, the Mayor shall appoint, and the City Council confirm, such additional members as necessary for full membership of the Board.

- (7) Quorum.** The presence of five (5) Board members shall constitute a quorum. All members, other than the chairperson, are permitted to make and second motions; and all members present, unless abstaining, may participate in the discussion and deliberation. No meeting of the Board shall be held, or once begun, shall be continued, without a quorum as established in this section. The Board shall act by majority vote of the members present.

The chairperson is an authorized voter, but shall vote only when such vote could break a tie, create a tie defeating the motion, or create a required majority.

No member shall be authorized to vote on a matter if he or she did not attend a public hearing or hearings held on the matter.

- (8) Bylaws and Procedures.** The Board shall create bylaws for procedures to run meetings.

(9) Duties and Powers.

- (a) Review alterations, relocation and demolition of the designated historic and prehistoric properties under its jurisdiction.
- (b) Review all new construction affecting historic and prehistoric properties and/or districts within its jurisdiction to determine if a locally listed historic or prehistoric archeological site will be affected.
- (c) Review all proposed National Register nominations for properties within its jurisdiction. When the Board considers a National Register nomination or other actions which are normally evaluated by a professional in a specific discipline and that discipline is not represented on the Board, the Board shall seek expertise in that area before rendering its decision.
- (d) Conduct a survey of historic and archeological resources within Augusta according to guidelines established by the Maine Historic Preservation Commission and maintain a record of such.

- (e) Make recommendations for designation of local historic landmarks and historic districts to the appropriate governing body and keep records of such decision
- (f) Recommend to the City Council written guidelines for the preservation of designated local landmarks and historic districts to be used in decisions for requests for permits for new construction, alterations, demolition, relocation or additions to listed historic landmarks, properties and buildings within historic districts.
- (g) Act in an advisory role to other officials and departments of local government regarding the protection of local cultural preservation.
- (h) Act as a liaison on behalf of the local government to individuals and organizations concerned with historic preservation.
- (i) Work toward the continuing education of citizens regarding historic preservation issues and concerns.
- (j) Submit an annual report of the activities of the Board to the Maine Historic Preservation Commission.
- (k) Participate in at least one informational/ educational training workshop per year sponsored by the Maine Historic Preservation Commission.

G. CRITERIA FOR ESTABLISHMENT OF HISTORIC DISTRICTS, HISTORIC SITES, INDIVIDUAL HISTORIC PROPERTIES AND HISTORIC LANDMARKS

- (1) GENERAL.** One (1) or more of the following characteristics, without limitation as to cultural or chronological period, shall serve to qualify an historic district, historic site, individual historic property, historic landmark or archaeological site, as defined in Section 300-316.5.E of this Ordinance, to be established in accordance with this Ordinance.
- (2)** Structures or sites at which events occur or have occurred that contribute to and are identified with or significantly represent or exemplify the broad cultural, political, economic, military, social or sociological history of Augusta and the nation, including sites and buildings at which the public may gain insight or see examples either of particular items or of larger patterns in the North American heritage.
- (3)** Structures or sites importantly associated with historic personages.
- (4)** Structures or sites importantly associated with historic examples of a great idea or ideal.
- (5)** Structures or structural remains and sites embodying examples of architectural types of specimens valuable for study or representation of a period, style, or method of building construction, of community organization and living or of landscaping; or a single notable structure or a single site representing the work of a

master builder, designer, architect or landscape architect.

- (6) Structures contributing to the visual continuity of an historic district.
- (7) Structures or sites listed on or eligible for listing on the National Register of Historic Places and structures or sites listed as or eligible for listing as a National Historic Landmark.

H. ESTABLISHMENT OF HISTORIC DISTRICTS, INDIVIDUAL HISTORIC STRUCTURES, HISTORIC SITES AND HISTORIC LANDMARKS

- (1) **GENERAL.** Historic districts, individual historic properties, sites and landmarks shall be established by amendment to this Ordinance. Amendments may be proposed by the City Council, the Augusta Historic District Review Board, the Planning Board, or the property owner in the case of an individual historic property.

Recommendations for Historic Landmark status for individual structures or landmarks outside a designated Historic District shall be considered at the request of the property owner only.

An application for designation of sites, landmarks, districts and individual properties for historic preservation shall be in writing and shall include the information required by Sections 300-316.5.H(2) – 300-316.5.H(5) that is appropriate. The chairperson will call a meeting of the Board within thirty (30) days from the date of receipt of the application for the purpose of formulating the Board's recommendation concerning the proposed amendment.

Upon acceptance of the proposal to designate an historic site, landmark, district or individual historic property, the Board shall prepare a proposed amendment to Section 300-316.5.I of this Ordinance. The proposed amendment shall include a description of the historic district, site, landmark or individual historic property with the date it was adopted.

(2) HISTORIC SITES OR LANDMARKS.

- (a) A concise description of the physical elements, qualities, architectural style, period and historical significance represented by the structure or site, including a consideration of scale, materials, workmanship and spatial qualities, as relevant.
- (b) A concise statement of how the structure or site meets the review criteria of Section 300-316.5.G above.
- (c) A series of photographs of the structure, and/or a site map, illustrating significant details described in § 300-316.5.G(2) above.

(3) HISTORIC DISTRICTS.

- (a) A concise statement of the remaining physical elements that make this area an historic district and a description of building types and architectural styles

and periods represented.

- (b) A concise statement of how the district meets the review criteria of Section 300-316.5.G above.
- (c) A justification of the boundaries of the district.
- (d) A description of the types of structure that do not contribute to the significance of the district and an estimate of the percentage of non-contributing structures.
- (e) A map showing all district structures with the identification of contributing structures.

(4) EXPANSION OF EXISTING DISTRICTS

- (a) A concise statement of the physical elements that justify an expansion of an existing district, an explanation detailing how the expansion is consistent with the character of the district, and description of building types and architectural styles and periods represented.
- (b) A concise statement of how the expansion of an existing district meets the review criteria of Section 300-316.5.G above.
- (c) A justification of the expanded boundaries of the district.
- (d) A description of the types of structures that do not contribute to the significance of the district and an estimate of the percentage of non-contributing structures in the historic district's proposed expansion area.
- (e) A map showing all district structures in the proposed expansion area with an identification of contributing structures.

(5) INDIVIDUAL HISTORIC PROPERTIES

An amendment to establish an individual historic property may only be proposed by the property owner.

- (a) A concise statement of the physical elements that make this an historic property and a description of the building type, architectural style, and period represented.
- (b) A concise statement of how the property meets the review criteria of Section 300-316.5.G above.
- (c) A map showing the location of the structure.

(6) RESERVED

- (7) PUBLIC HEARING AND FINAL REPORT.** Before a final report is made to the Council, the Augusta Historic District Review Board shall hold a public hearing on the request, after due notice is published twice in a newspaper of general circulation in the City at least twelve (12) days and seven (7) days prior to the hearing. Written

notice of the proposal shall also be given at least ten (10) days prior to the hearing to the applicants, owners of all property abutting or to be included within the proposed designation, and all other persons found by the Board to have a special interest in the proposal. Failure of any such person to receive notice of the public hearing shall not necessitate another hearing or invalidate any action of the Board. A copy of the proposal shall be sent, at the same time, to the chairperson of the Planning Board for review and recommendation at the next regular meeting of the Planning Board. Not later than sixty (60) days after the public hearing, the Board shall submit a final report with its recommendations to the City Council.

(8) PROPOSED AMENDMENT. Upon acceptance of the proposal to designate an historic site, landmark, district or individual historic property, the Board shall prepare a proposed amendment to Section 300-316.5.I of this Ordinance. The proposed amendment shall include a description of the historic district, site, landmark or individual historic property with the date it was adopted.

(9) RESERVED.

I. HISTORIC DISTRICTS, HISTORIC SITES AND HISTORIC LANDMARKS DEFINED. All district, site, and landmarks are as depicted on the map entitled Historic Districts.

(1) RESERVED

J. ACTIVITIES REQUIRING AN HISTORIC PRESERVATION CERTIFICATE. A property owner shall obtain an Historic Preservation Certificate for any of the following activities within any historic district or activities at any historic site, landmark, or individual historic property.

(1) Activities that do not require building permits as specified in the *Land Use Ordinance of the City of Augusta*, but are covered by the provisions of this Ordinance.

(2) Reconstruction, restoration, renovation and alteration:

(a) Contributing properties: Any change in the exterior appearance, as visible from the street or associated public land, of an historic landmark, site, individual historic property, or any structure, as defined in § 300-316.5.E(25), in an historic district by addition, reconstruction or alteration, except for exterior painting.

(b) Non-contributing properties: Major changes, as defined in § 300-316.5.E(15).

(3) New construction of a principal or accessory structure visible from the street or visible from public land associated with the structure where such structure will be located in an historic district.

(4) Demolition of an historic landmark, individual historic property or any contributing structure in an historic district.

- (5) Moving an historic landmark, individual historic property or any contributing structure in an historic district.
- (6) Improvement projects and objects on contributing properties, such as lighting, sidewalks, raised walkways, handicapped access ramps, paving, curbing, signs, solar panels, heat pumps, and satellite dishes larger than thirty-nine (39) inches in diameter located beyond the right-of-way of any public street or way, but visible from the street, and located within an historic district or affecting any historic site or landmark.

K. ACTIVITIES REQUIRING AN HISTORIC PRESERVATION CERTIFICATE AND OTHER MUNICIPAL PERMITS

(1) ACTIVITIES REQUIRING A BUILDING AND USE PERMIT

When an activity requiring an Historic Preservation Certificate also requires a Building and Use Permit from the Code Enforcement Officer, the applicant shall obtain the Historic Preservation Certificate before the Code Enforcement Officer issues a Building and Use Permit.

(2) ACTIVITIES REQUIRING APPROVAL OF THE PLANNING BOARD

When an activity requiring an Historic Preservation Certificate also requires Site Plan Review and Approval by the Augusta Planning Board, a condition of such approval by the Planning Board shall be that the applicant obtains an Historic Preservation Certificate before the Code Enforcement Officer issues any permit.

L. ACTIVITIES NOT REQUIRING AN HISTORIC PRESERVATION CERTIFICATE. The following activities do not require a Historic Preservation Certificate:

- (1) The ordinary maintenance or repair of any exterior architectural feature of any structure or other improvement project when that repair does not involve a change in design, appearance, or materials.
- (2) Impermanent or reversible alterations such as storm windows, storm doors, window air conditioners, shutters, or paint color.
- (3) Lawn and garden objects and landscaping, including plantings, sculptures, walkways and walls of two feet or less in height.
- (4) Minor changes, as defined in § 300-316.5.E(16), to non-contributing properties.
- (5) Alterations to structures on non-contributing properties, which do not change the size or footprint of the structure.
- (6) The construction or alteration of any structure not visible from the street, as defined in §300-316.5.E(27).
- (7) The construction, reconstruction, alteration or demolition of any structure where construction is in accordance with a valid building permit issued before establishing new districts, sites or landmarks designated by adoption of or amendment to this Ordinance.

- (8) The construction, reconstruction, alteration, restoration or demolition of any feature which the Code Enforcement Officer shall certify is required because of an unsafe or dangerous condition to ensure public safety or when efforts to save such a feature have been declared impractical or uneconomic in response to concerns for public safety.

M. APPLICATION PROCEDURES

(1) GENERAL

An application for an Historic Preservation Certificate shall be submitted to the Code Enforcement Officer for any activity requiring a Certificate pursuant to Section 300-316.5.K. The application shall contain all information required by Section 300-316.5.M(2). The CEO shall forward the application to the Augusta Historic District Review Board and place the application on the agenda of the next regular meeting of the Board. The CEO shall inform the Board of applications proposing only minor changes, as defined in § 300-316.5.E(16). The meeting agenda shall be posted seven (7) days before the meeting. Work sessions shall be posted at least two (2) days in advance.

The Board shall consider the application at a regular meeting and, within fifteen (15) days of the date of the meeting, approve, approve with conditions or deny the application pursuant to § 300-316.5.N(4) and § 300-316.5.N(5). By mutual agreement of the Board and the applicant, either written or orally, on the record at a public meeting, the review period may be extended for a designated period.

(2) APPLICATION CONTENTS

On the application form supplied by the Board, the applicant shall state the location, use and nature of the matter for which a Certificate is requested. The application shall contain the following information or documentation unless the Board expressly waives an item.

- (a) The property owner's name and mailing address.
- (b) The applicant's name, mailing address, and interest in the property, if the applicant is not the owner.
- (c) The E-911 address and Tax Map and Lot number of the property.
- (d) The present use and zoning classification of the property.
- (e) A description of the activity requiring an Historic Preservation Certificate.
- (f) A drawing or drawings showing design and location of any proposed alteration or new construction that the Board may require. As it is used here, drawings shall mean plans and exterior elevations drawn to scale, with sufficient detail to show the architectural design, materials and visual textures of the exterior of the building(s), and including samples of materials. Drawing(s) are not required to be professionally prepared, but shall be clear, complete and specific.
- (g) Photographs of the building(s) involved and of adjacent buildings.

- (h) A site plan indicating improvements affecting appearance, such as fences and walls, walks, terraces, accessory buildings, lights, signs and other elements.

(3) REPRESENTATION

Property owners are strongly urged to be present when their application is being considered. They may, however, be represented by an agent or attorney at any meeting of the Board. If the property owner is not present, any person acting as the property owner's agent or attorney shall provide evidence of such authority.

N. ADMINISTRATIVE PROCEDURES

(1) NOTICE TO OWNERS

Before meeting to review an application for an Historic Preservation Certificate, the Board shall notify by U.S. Mail the applicant, abutting property owners, and the owners of property within five hundred (500) feet of the property that is the subject of the application. The notice shall be sent to the person who receives the property tax bills at the address shown in the municipal tax records. Failure of any person to receive notice shall not necessitate another public meeting or hearing nor invalidate any action by the Board.

(2) HEARING

At the request of the applicant or any other person receiving notice under § 300-316.5.N(1) above or when the Board deems it necessary, a public hearing on the application shall be conducted by the Board.

(3) PROCEDURE OF THE BOARD

The Board shall consider the application at a meeting. A minor change, as defined in § 300-316.5.E(16), shall ordinarily be approved and without conditions. The judgment of at least one professional consultant may be obtained in reviewing any major change involving issues of design. The Board shall approve, approve with conditions, or deny the application pursuant to § 300-316.5.N(4) and § 300-316.5.N(5). The review period may be extended by mutual agreement of the Board and the applicant, either written or oral, on the record at a public meeting.

(4) APPROVAL

If the Board finds the application meets the standards of evaluation as detailed in Section 300-316.5.O, it shall issue a decision to grant an Historic Preservation Certificate. Within seven (7) days of its decision, the Board shall furnish the applicant a copy of the application, a written decision including written findings of fact supporting the decision and any written recommendations. The Board shall also furnish copies of these documents to the Code Enforcement Officer for filing in the City Map & Lot files.

(5) CONDITIONAL APPROVAL AND DISAPPROVAL

If the Board does not find that the application meets the standards of evaluation herein, it shall either issue a decision to grant a Historic Preservation Certificate with conditions or issue a decision to deny an Historic Preservation Certificate. Within seven (7) days of its decision, the Board shall furnish the applicant a copy of the application, a written decision including any conditions of approval and written findings of fact supporting the decision. The Board shall also furnish copies of these

documents to the Code Enforcement Officer for filing in the City Map & Lot files.

O. STANDARDS OF EVALUATION

(1) GENERAL

The Board's areas of focus shall be matters affecting the maintenance of historic structures, the protection of archaeological resources, and the preservation of the historic character of viewscales.

The standards of evaluation described below and elsewhere in this ordinance are intended for the evaluation of contributing properties. Changes to a non-contributing property are considered only insofar as they may affect the historic integrity of the viewscale or the district as a whole.

(2) RECONSTRUCTION, RENOVATION AND ALTERATION

- (a) Except as specified in Section 300-316.5.L, a structure designated as an historic landmark or site or a structure located in a designated historic district, or related structures or improvements, such as walls, fences, light fixtures, steps, or paving located in a designated historic district, shall not be altered, and no Historic Preservation Certificate shall be issued for such actions unless these actions will preserve or enhance the historical and architectural character of the structure, and are visually compatible with the viewscale.
- (b) Every reasonable effort shall be made to use a property for its originally intended purpose or to provide compatible use for a property that requires minimal alteration to the character defining features of the structure or site and its environment. When NFPA Life Safety 101 code modifications subject to the Historic District Ordinance are made to a structure, every effort shall be made to accommodate the standards of the Historic District Ordinance while meeting the NFPA Life Safety 101 code requirements. The Board shall review the cost of complying with NFPA Life Safety 101 codes and determine that the changes made have the least impact possible on the historic characteristics of the structure, while still enabling the building to generate a reasonable return to the owner. In cases where the originally intended purpose of the structure has been modified over time, those changes shall be considered during the Board review of the application.
- (c) Rehabilitation work shall not destroy or displace the distinguishing features or character of a structure and setting. Distinctive stylistic features that characterize historic structures shall be preserved wherever possible.
- (d) All structures and sites shall be recognized as products of their own time. Alterations that have no historical basis or create a false sense of historical development, such as adding conjectural features or elements from other properties, shall be discouraged.
- (e) Changes that may have taken place in the course of time are evidence of the history and development of a structure or site and its environment. These changes may have acquired significance in their own right, and this

significance shall be recognized and respected. Features not original to the structure and that have not acquired their own significance are deemed non-contributing and, therefore, can be replaced according to standards under §300-316.5.O(2)(g) or §300-316.5.O(2)(j).

- (f) Distinctive stylistic features or examples of skilled craftsmanship that characterize a structure or site shall be treated with sensitivity.
- (g) Deteriorated architectural features of structures, or settings, shall be repaired rather than replaced whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplication of features, substantiated by historic, physical or pictorial evidence, rather than on conjectural designs or the availability of different architectural elements from other structures.
- (h) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other methods that will damage the historic building materials shall not be undertaken.
- (i) Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to any project.
- (j) Contemporary design for alterations and additions to existing properties is permitted when it does not destroy significant historical, architectural or cultural material, and the design is compatible with the size, scale, material and character of the property, neighborhood or environment. In particular, modern energy systems and their features (solar panels, heat pumps, etc) shall be allowed to be incorporated into properties with an effort to make them fit into the character of the property and neighborhood as best as possible. For examples see *The Augusta Historic Preservation Design Manual*, Pt. II, pp. 42-43 and Pt. III, pp. 53-55.
- (k) Whenever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

(3) CONSTRUCTION OF NEW BUILDINGS AND OTHER STRUCTURES IN HISTORIC DISTRICTS

- (a) The construction of a new building or other structure shall be in keeping with the surrounding area and compatible, as defined in § 300-316.5.E(5), with other structures in the historic viewscape to which it is related.
- (b) The Board shall review associated elements visible from the street, such as fences, walls, and signs to protect the district's viewscape.

(4) VISUAL COMPATIBILITY FACTORS FOR NEW CONSTRUCTION AND ADDITIONS

Within historic districts, historic sites or landmarks, all new construction and all new

additions shall be visually related.

(a) **Height**

The height of proposed buildings and other structures shall be visually compatible with adjacent structures.

(b) **Proportion of Building's Façade**

The relationship of the width of the building to the height of the front elevation shall be visually compatible with nearby buildings and open spaces.

(c) **Proportion of Opening within the Façade**

The relationship of the width of the windows to the height of the windows and doors in a building shall be visually compatible with the windows and doors of nearby buildings.

(5) DEMOLITION OR REMOVAL

An historic landmark, or any structure in an historic district or any attached structure, whether residential or commercial, shall not be demolished or removed and an Historic Preservation Certificate to do so shall not be issued unless one of the following conditions is met:

(a) the structure has been identified by the Board as non-contributing or incompatible with the historic district in which it is located, or

(b) the property owner can demonstrate that it cannot be renovated or reconstructed so as to earn an economic return on its value in its present location as determined by a qualified real estate appraiser.

P. MAINTENANCE AND REPAIR. The property owner or the person in charge of an individual historic property, a structure within an historic district or of an historic landmark shall not allow that structure or landmark to fall into a state of deterioration by neglect. This condition consists of the deterioration of any exterior structural or architectural feature to such a degree that it would produce, in the judgment of the Board, an irretrievably detrimental effect on the life and character of that historic structure or landmark and that could lead to a claim that demolition is necessary for public safety. When the Board acquires evidence of such deterioration, it shall notify the Code Enforcement Officer who will in turn notify the property owner of the potential violation of this ordinance. This condition of deterioration includes but is not limited to:

(1) the deterioration of exterior walls or other vertical supports;

(2) the deterioration of roofs or other horizontal members, including the ineffective waterproofing of exterior walls, roofs and foundations, as well as broken windows and doors;

(3) the deterioration of exterior chimneys;

(4) the deterioration of exterior plaster or mortar;

- (5) the deterioration of any feature to the extent that it would create or permit the creation of any hazardous or unsafe condition.