VILLA RICA

DESIGN GUIDELINES

FOR

HISTORIC DISTRICTS & SITES

GEORGIA
Design Guidelines for Historic Districts & Sites
City of Villa Rica, Georgia

A Project of the Villa Rica Historic Preservation Commission
and the Villa Rica Department of Community Development
571 W. Bankhead Highway
Villa Rica, GA 30180
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SECTION I

INTRODUCTION AND PURPOSE
Introduction and Purpose

This publication is a guide to advance the goals of the Historic Preservation Commission (HPC) and property owners in Villa Rica’s downtown historic district area in order to preserve the existing stock of buildings and influence reconstruction and new construction throughout the district. It also should ensure consistency in local decision-making, and benefit property owners by clarifying community expectations. These design guidelines are the legally adopted standards against which the HPC will review proposed projects. They offer information on rehabilitation and appropriate new construction to assist property owners in planning and designing their building projects. As such, they provide a common body of knowledge for all participants in the review process – property owners, commission members, architects and contractors, and city planning and zoning officials.

Commercial and institutional buildings are the centers of a community and retaining their historic character is vital to maintaining the identity of an area. Commercial and institutional buildings tend to be characterized by their style, rather than their type. Historic commercial buildings generally consist of two main elements: a storefront and an upper façade. The interior of the storefront consists of a large, open space for the presentation of goods. Offices, storage space, and residential space are located in the rear or upper floors. Similarly, churches, halls and public buildings have a large room for services and meetings, and other functions are irregularly arranged around this primary service. The downtown historic districts contain a variety of commercial and institutional buildings that reflect the changing character and aesthetics of the city over time, as well as the efforts of merchants and institutions to establish their uniqueness and character through architecture.

The Historic Preservation Commission recognizes that administering these design guidelines is often a challenging task. Design guidelines can provide an objective basis for the Commission’s decisions, can increase public awareness of historically appropriate design, and discourage the worst kind of insensitive building. Design guidelines, however, cannot guarantee that all change and construction will be of good quality or meet the expectations of the Commission and city residents. Good architectural design cannot be achieved solely through the application of a set of rules. The challenge for the Historic Preservation Commission and property owners alike is knowing how to use the design guidelines to make good judgments that will preserve our historic resources, while allowing expressions of change and adaptation.

The historic architecture in Villa Rica is rich and varied, and the mix of old and new development contributes to the city’s past and future development. Villa Rica’s downtown has many different styles of architecture including, Spanish Mission, International, Italianate, late 19th century commercial buildings and early- to mid-20th century commercial buildings which reflects the downtown’s involvement with the economic and physical growth of the city and West Georgia area at-large. Villa Rica’s historic structures contribute to the overall integrity of the city, and with careful planning and design review guidelines, these historic structures will continue to contribute to Villa Rica’s future.
Secretary of the Interior’s Standards for the Treatment of Historic Properties

This guide makes use of the United States Secretary of the Interior’s Standards for the Treatment of Historic Properties, which promotes best practices on how to preserve, rehabilitate, restore and reconstruct historic properties under federal programs. States and municipalities nationwide rely on these standards in order to craft standards in our own communities. The following standards are general principles that the Department of the Interior recommends for consideration in the planning stage of rehabilitation:

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

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

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

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

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

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

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

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

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

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

The North Villa Rica Commercial Historic District, centered on Temple Street in Villa Rica, Carroll County, Georgia, was listed in the National Register of Historic Places on December 31, 2002. The Villa Rica Downtown Development Authority sponsored the nomination and property owners prepared the nomination materials.

Although Villa Rica was settled by farmers and gold miners around 1830, the town’s development did not coalesce until 1881 when the Georgia Pacific Railroad was laid. The next year, the town plan was established as a series of blocks laid out in a gridiron pattern with the railroad line running east to west through the center of the commercial district. The plan of streets, and the four intact blocks of commercial buildings north of the railroad.

The blocks within the district consist of mostly attached one-story brick commercial buildings constructed between 1900 and 1929. Typically, the buildings feature a center entrance flanked by display windows. Many of the commercial buildings are plain with little decorative detail but some, such as 141 Temple Street include arched windows and transoms and corbelled brickwork in the parapet. Villa Rica Lodge No. 72 is the only historic two-story commercial building in the historic district.

In addition to commercial buildings, the district contains several cotton warehouses. The Pope Brothers Warehouse at 301-319 Temple Street is typical. It is a large, one-story brick warehouse with pedestrian entrances and arched entrances for wagons. A brick addition that doubled the size of the Pope warehouse was built in 1949.

The National Register is the federal government’s official list of historic buildings, structures, sites, objects, and districts worthy of preservation. According to Richard Cloues, Deputy State Historic Preservation Officer, listing in the National Register recognizes a property’s significance and ensures that the property will be taken into account in the planning of federally funded or licensed projects. In addition, owners of income producing National Register properties may be eligible for rehabilitation tax incentives.
The South Villa Rica Commercial District

West Montgomery Street is the only street included in this district. By 1923, the road was fully developed with stores, restaurants, a bank, and a motion picture house, although the 1923 Sanborn maps noted that it was not being used for as a motion picture house during this time period. The 1933 map shows the development of Bankhead Highway, which caused the loss of a dwelling that once occupied the corner of Montgomery Street and Westview Drive. Next door to the dwelling was a hotel. By 1933 it had become a rooming house. By 1944, the hotel had been either totally remodeled or rebuilt as a duplex. There was an automobile service station on the corner of East Montgomery Street and Bankhead Highway (previously known as Chambers Gulf Service Station, also known as Butterball’s Auto Repair, now vacant). The 1933 map shows that the building on the corner of Candler and Montgomery (where the sports bar is now) was not only a movie theater, but also had an auto sales store in the front left corner of the store. The bank was attached to the movie house, and by 1933 a store had been built attached to the rear side. Berry’s Pharmacy appears as a drugstore on the 1933 map. The original Villa Rica City Hall building, located at 216 W. Bankhead Highway is on the 1923 map. The 1944 map along with photographs taken prior to the Berry’s Pharmacy explosion indicate the city hall building was a restaurant. Between 1923 and 1933, the buildings on both blocks of the district had been streamlined and attached, and some that had once been single retail had become double retail stores. The old bank building underwent a major renovation in the 1970s or 1980s. The bank has been severely compromised and does not retain any of its historic fabric. The rest of the buildings on this block have been compromised because of various renovation projects, particularly with the addition of stucco on the front façade of some of the buildings. The block with Berry’s pharmacy has seen changes as well, in particular the end with buildings that were rebuilt after the 1957 explosion. Although Berry’s has been remodeled to its original appearance, the buildings immediately adjacent to it retain their late-1950s appearance. Overall, the Berry’s block retains more of its historic appearance than the other block, but there have still been compromises with appearance and use of materials.
SECTION III

DEFINITIONS
Definitions

(a) Words given customary meaning. For the purpose of interpreting this chapter, certain words or terms are herein defined. All other words used in this chapter shall carry their customary meaning.

(b) Interpretation of certain terms and words.

- Words used in the present tense include the future tense.
- Words used in the singular number include the plural, and words used in the plural include the singular.
- The word "person" includes a firm, co-partnership or corporation.
- The word "lot" includes the words "plot" and "parcel."
- The word "building" includes the word "structure."
- The word "shall" is always mandatory, and not merely directory.
- The words "used" or "occupied," as applied to any land or building, shall be construed to include the words "intended, arranged or designed to be used or occupied."

(c) Definitions.

Addition. Any expansion of a structure beyond the original footprint thereof or alteration in the roof line of the original structure where such alteration is attached to the original structure.

Alley. A public or private vehicular driveway generally located to the rear of lots providing access to parking, service areas, and outbuildings. Alleys may serve more than one building.

Alignment, horizontal elemental. An architectural feature which is required for structures on interior lots so that building elements will remain comparably proportional to existing neighboring structures.

Architectural design guidelines. A set of building guidelines adopted by the city providing site planning, design, and building regulations under a unified plan to promote aesthetically pleasing and economical viable land utilization.

Articulation. Vertical or horizontal offsets in the roof or facade of a designed structure comprised of architectural features created to provide visual relief in nonresidential structures and to introduce architectural character and prohibit establishment of blank building facades.

Basement. A story partly underground but having at least one-half of its height above the average level of the adjoining ground.
Big Box Store. A retail establishment with a floor area greater than 25,000 square feet.

Build-to line. The line generally parallel to the front lot line to which buildings shall enfront to the extent identified in this chapter and the underlying zoning. It is a requirement, not a permissive minimum, as is a setback, however, where a minimum and maximum build-to line exists, the building may enfront anywhere between the two lines. The line shall be measured from the back of the required sidewalk clear zone along all street frontages and not from the front lot line. For the purposes of this chapter, the build-to line shall exist even when not enfronted by a building.

Building. Any structure having a roof and intended for the shelter, housing or enclosure of persons, animals or chattels (personal property).

Building, accessory. See definition of "Outbuilding."

Building, front line of. A line parallel to the street, intersecting the foremost point of the building, excluding steps.

Building, principal. A building in which is conducted the main use of the lot on which the building is located.

Bungalow. An architectural style characterized by: a long and low-form building, an irregular floor plan within an overall rectangular shape including such common features as an integral porch and low-pitched roof with wide overhang.

Bungalow, craftsman. An architectural style characterized by an asymmetrical open plan, emphasizing materials, especially woodwork, demonstrating how the structure is built, use of a wide variety of materials for the structure and detailing, a low-pitched roof, usually gabled, but sometimes hipped giving a horizontal effect, wide overhanging eaves with open exposed rafters, and large gables decorated and covered with half-timbered porches and short square columns of heavy masonry piers extending to the ground.

Carport. A roofed and open-sided structure that covers a driveway or other parking area.

Cellar. A story partly underground but having at least one-half of its height below the average level of the adjoining ground. See definition of “Basement”.

City council. The Mayor and Council of the City of Villa Rica.

Commercial, infill. A single structure built in an existing business development characterized by limited lot size, limited frontage, and construction on an existing lot of record.

Commercial/mixed-use area. Generally, properties zoned for commercial and mixed-use development.

Converted, infill. A single structure rehabilitated from one use to another such as from a home to an office located in an existing building development characterized by limited lot size, limited frontage and construction on an existing lot of record.
Curb cut. Any interruption, or break, in the line of a street curb in order to connect a driveway to a street, or otherwise to provide vehicular access to abutting property. Alleys shall not be considered curb cuts, nor shall the relocation of an existing curb for the purpose of creating on-street parking.

Demolition, multi-structure. The process of eliminating more than one structure per lot requiring including a consideration of existing conditions on site and proposed build back options.

Demolition, single structure. The process of eliminating one existing structure per lot excluding permitted accessory buildings, which requires a permit but does not trigger application of Historic Preservation Commission review except where such structures are otherwise regulated by the Uniform Development Code.

Design. For the purposes of this chapter only, any application or project requiring a building permit, site plan or landscape plan excluding single structure demolition permits and remodeling.

Destruction. The involuntary loss of a structure by fire, storm, flood, war or other catastrophic event.

Design review committee. A group of persons charged with the task of reviewing all development designs, when such designs are required, to determine whether or not the same are consistent with the architectural design standards and to make recommendations on said designs where appropriate.

Door, main entry. An entry portal of a structure allowing pedestrian access to the street and located along an enfronting facade.

Dwelling. A building, or portion thereof, designed, arranged or used mainly for residential occupancy, but not including trailers, mobile homes or recreation vehicles.

Dwelling, one-family. A building designed, arranged or used mainly for residential occupancy, but not including trailers, mobile homes or recreation vehicles.

Dwelling, one-family attached. A type of residential development which includes a dwelling unit on a subdivided lot usually individually owned, though attached by a common party wall to another dwelling unit on an adjoining lot.

Dwelling, two-family. A building designed, arranged or used for occupancy by two families living independently of each other.

Dwelling, multifamily. A multifamily dwelling is a residential building designed, arranged or used for occupancy by three or more families living independently of each other.

Dwelling unit. A dwelling or portion thereof providing complete living facilities for one family.
Eave. The overhanging lower edge of a roof.

Enfront. To place an element such as a building along a build-to line. In the absence of a zoning build-to line requirement, enfront shall also mean to place an element along the front setback or side setback abutting a street.

Facade. The exterior vertical portion of a building.

Fenestration. The arrangement, size, proportion and design of transparent windows, doors and other openings.

Fiber cement siding. A construction product made from silica, cement, wood fiber, water, and other ingredients also known proprietarily as "hardy board/plank" or cementitious siding.

Floodplain. An area identified by the [U.S. Army] Corps of Engineers or other surveying agencies as subject to flooding once every one hundred (100) years and necessary for the flow of floodwaters.

Floor area. The sum of the gross horizontal areas of each floor/story of a dwelling unit, exclusive of porches and balconies, garages, basements and cellars, measured from the exterior faces of the exterior walls or from the center lines of walls or partitions separating dwelling units. For uses other than residential, the floor area shall be measured from the exterior faces of the exterior walls or from the center lines of walls or partitions separating those uses, and shall include all floors, lofts, balconies, mezzanines, cellars, basements and similar areas devoted to those uses.

Frontage. The length of the front lot line.

Garage. An accessory building or portion of a principal building used for vehicular storage only, and having a capacity adequate to accommodate the automobiles or light trucks owned and registered in the name of the occupants of the principal building.

Grids between glass. Dual-paned windows having a grid (muntins) between the two panes of glass. The muntins are a series of thin bars that simulate the look of window made up of several panes of glass. The muntins serve no functional purpose and are simply cosmetic.

Height. A vertical measurement from the average adjacent grade of the ground to the ridge line of a structure.

Lintel. A horizontal support of timber, stone, concrete, or steel across the top of a door or window.

Lot. A portion or parcel of land devoted to a single principal use, or occupied by a building or group of buildings devoted to a common use, together with the customary accessories and open spaces belonging to the same.

Lot, corner. A lot fronting on two or more streets at their intersection.
Lot coverage. The total horizontal ground area of a lot covered by all buildings on the lot and which is not open to the sky.

Lot coverage, maximum. The maximum permitted ratio of lot coverage to usable area of the lot. Usable area shall not include flood plains or slopes in excess of thirty (30) percent grade.

Lot depth. The mean horizontal distance between the front and rear lot lines, measured perpendicular to the front lot line.

Lot, double frontage. An interior lot having frontage on two parallel or approximately parallel streets not intersecting at a point common with the boundary lines of lot.

Lot, interior. A lot other than a corner lot.

Lot line, front. The lot line coincident with a street right-of-way line.

Lot width. The horizontal distance between the side lot lines, measured at right angles to the depth.

Space able to be occupied. Covered floor area utilized for any principal permitted use of the underlying zoning except parking, storage, digital industry switchboards, power generators, and other relay equipment.

Outbuilding. A building subordinate in nature, extent or purposes to the principal building on a lot, and used for purposes customarily incidental to those of the principal building. Said building may be connected to the principal building by an enclosed breezeway, and may include garages, home occupation, storage buildings, work studios, or living space for a family member or guest. Outbuilding footprints in connection with a single-family structure shall not exceed the lesser of six hundred (1,200) square feet and are unrestricted in the RD Zoning District.

Planning Commission. A group of five persons appointed by the mayor and council with the powers, duties, and responsibilities of site plan review and recommendations regarding text and map amendments to the zoning ordinance.

Porch. The covered portion of a building, with the sides exposed to the weather, in which furniture and a sitting area might occur as opposed to a stoop which serves as a covered area in front of a door to a building. Porches with less than forty (40) square feet of floor area shall be considered stoops.

Porte-cochere. A roofed structure covering a driveway at the entrance of a building and structurally connected to said building to provide shelter while entering or leaving a vehicle.

Ranch. A housing style characterized by: long, narrow, rectangle shapes, with or without projections, bedrooms usually clustered at one end, principal entry and living spaces located near the center of the house with a garage or carport often at the opposite end of the structure, typically with a low-pitched roof, often one story with a brick exterior.
Remodeling. The process of altering or renovating any structure where such work does not expand the footprint or roof line of the structure in existence before the renovation.

Remodeling, commercial. The process of altering or renovating a structure used for any nonresidential function where such work does not expand the footprint or roof line of the structure in existence before the renovation.

Remodeling, exterior. The process of altering or renovating the portion of a structure designed to be exposed to the elements and subject to the architectural design standards.

Remodeling, interior. The process of altering or renovating a portion of a structure designed not to be exposed to the elements and not subject to the architectural design standards.

Remodeling, residential. The process of altering or renovating a structure used for a dwelling for human beings where such work does not expand the footprint or roof line of the structure in existence before the renovation.

Residential, infill. Small-scale single-family residential development consisting of a single structure in developed neighborhoods constructed on an existing lot of record.

Setback. The distance from the public right-of-way to the nearest point of a building.

Sidewalk, required. The new sidewalk that is required to be constructed by a developer in accordance with the architectural design standards or the underlying zoning. Where a conflict exists between the architectural design standards and the underlying zoning, the wider sidewalk standard shall constitute the required sidewalk.

Spandrel. The space between the top of a window in one story and the sill of the window in the story above.

The graphics above show spandrels on both contemporary building designs (left) and traditional designs (right) to demonstrate the different ways in which they may be designed.
Stoop. A small platform of less than forty (40) square feet, or a staircase leading to the entrance of a house or building.

Street. A public way for vehicular traffic which affords primary means of access to abutting property.

Street, centerline. A line surveyed at the direction of the mayor and council and designated as an official street centerline, or in the absence of such line, a line drawn parallel to and midway between the right-of-way lines of any mapped street.

Story. The portion of a building included between the surface of any floor and the surface of the floor next above it; or if there is no floor above it, the space between any floor and the ceiling next above it. A basement shall be counted as a story for height measurement if the vertical distance between the ceiling and the average level of the adjoining ground is more than five feet. A cellar shall not be counted as a story for height measurement.

Story, half. A story under a gable, hip or gambrel roof, the wall plates of which on at least two opposite exterior walls are not more than two feet above the floor of that story.

Structure. Anything constructed or erected with a fixed location on or in the ground, or attached to something having a fixed location on the ground. Structures include, but are not limited to, the following: site-built buildings, industrialized buildings, modular homes, manufactured homes, mobile homes, billboards, swimming pools, advertising signs, satellite dishes, fallout shelters, telecommunications towers and facilities, and satellite communication facilities.

Trash receptacle. A container designed for household or business garbage but not designed for hard goods, negative trimming, industrial debris or large unwanted items as opposed to a dumpster which is a device design to hold large amounts of household and other debris.

Use, accessory. A use subordinate in nature, extent or purpose to the principal use of a building or lot, and customarily incidental thereto.

Use, conditional. A use of a building or lot that is permitted only if the mayor and council specifically approve that use, and all plans, specifications, written conditions or written restrictions are complied with on a continuing basis.

Use, nonconforming. Any lawful use of a building or lot which does not comply with all of the regulations of this chapter governing the use at that particular location.

Use, principal. The main use of a building or lot.

Window, fixed. An opening in a building to allow the entry of air and light with non-movable glass fixtures inserted.

Window, movable sash. An opening in a building to allow the entry of air and light with a mobile structure holding glass.

Yard. An unoccupied space, open to the sky, on the same lot with a building.
Yard, front. A yard measured at right angles from the front lot line to the nearest point of the principal building, exclusive of steps, and extending the full width of the lot.

Yard, rear. A yard measured at right angles from a rear lot line to the nearest point of the principal building, exclusive of steps, and extending the full width of the lot.

Yard, side. A yard measured at right angles from a side lot line to the nearest point of the principal building, exclusive of steps, and extending the front yard to the rear yard.
SECTION IV

HISTORIC PRESERVATION IN VILLA RICA
Historic Preservation in Villa Rica

Reminders of the City’s past are evident today in its residential neighborhoods, churches, schools, civic buildings, parks and commercial areas. These historic resources are not just a legacy of the past, but assets for the present and future. In contrast to its recently constructed sprawling subdivisions, Villa Rica has all the basic ingredients so heralded in town planning – a strong core of well-constructed and architecturally distinctive buildings; a street system and lot sizes that were laid out with a pedestrian scale and a sense of neighborhood in mind; and a town center with shopping, civic and cultural activities, and are within proximity to the historic residential neighborhoods surrounding it.

Historic preservation should be a fundamental part of the City’s efforts to preserve its housing stock and neighborhoods, revitalize its downtown, and support dynamic cultural institutions. The community has recognized the importance of its historic resources through its comprehensive plan and zoning regulations, historic preservation commission, designation of historic districts and sites, and support for restoration of City-owned historic structures.

Spearheaded by citizen activists and neighborhood associations, the City Council enacted its first historic preservation ordinance in 2008 and officiated its first Historic Preservation Commission meeting on May 6th, 2008, in order to guide the City’s efforts in historic preservation. By 2002 the first historic districts had been designated – North Villa Rica Commercial District. This district was also successfully nominated to the Georgia Register of Historic Places and the National Register of Historic Places.

Recently, Villa Rica has established itself as a leader in West Georgia through expansion of its historic preservation program. With the help of the University of West Georgia, the City of Villa Rica commissioned a Historic Resources Survey, which was completed in November 2011. The historic resources survey is the foundation for municipal historic preservation planning. The city wide survey provides historical documentation for 600 structures, and recommends individual properties and historic districts for listing on the National Register of Historic Places as well as local designation under the City’s historic preservation ordinance. In 2016, Villa Rica was the 96th municipality in Georgia to be granted Certified Local Government status. The Certified Local Government Program, a federal program administered by the Department of the Interior through
the State Historic Preservation Office, affords eligible local governments preferential funding for historic preservation projects and participation in State and National Register reviews.

In addition, three new sites were added to the National Registers of Historic Places, including the Dorough Round Barn and Farm (1980), Williams Family Farm (2005), and Pine Mountain Gold Museum (2008).

In 2018 the City adopted a new Comprehensive Plan outlining several goals to preserve and protect Villa Rica’s historic and cultural resources, which are on equal standing with other community planning concerns. Today there are approximately 39 designated historic properties in Villa Rica that are protected and regulated by the City’s historic preservation ordinance. Many more properties are eligible for designation as historic districts and sites.

Two site markers are located in Villa Rica that commemorate a local historical event and a local musician. Thomas A. Dorsey, “the father of gospel music” was raised in Villa Rica and was born here in 1899. He created the gospel genre and composed over 400 blues and gospel songs, of which “Take my Hand, Precious Lord”, written in 1956, became the most popular gospel song of all time. A marker is present on W. Bankhead Highway and was commemorated in 1994 by the Georgia Historical Society.

The Villa Rica Explosion, which occurred in the present-day South Villa Rica Historic District at 130 West Montgomery Street, was listed by the Villa Rica Downtown Development Authority, Georgia Historical Society and the City of Villa Rica in 2007.

**Historic Preservation Commission**

The Villa Rica Historic Preservation Commission (HPC) was created in 2008 by municipal ordinance to promote historic preservation in Villa Rica, to advise the Planning Commission and City Council on applications for development within Villa Rica’s historic districts and sites, and to review building permit applications for proposed repairs, additions, alterations, new construction, demolition and relocation. Comprised of five volunteer citizen members appointed by the Mayor, HPC members have expertise in architectural design, construction, and local history. The HPC reviews all work that will change the exterior appearance of designated historic properties, including principal buildings, garages, carriage houses, gazebos and other auxiliary buildings, fences, walls, driveways, sidewalks, signs, and parking lots. The HPC issues Certificates of Appropriateness if it finds that the work proposed is appropriate to the historic district and conforms to the Design Guidelines. The Commission strives to assist applicants with their projects. Applicants are encouraged to schedule an informational meeting with the HPC prior to submitting an application, particularly if the project is a large addition or new construction.

The commission also has five overarching goals as outlined in the Villa Rica Unified Development Code:
• In support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of the City of Villa Rica is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people;
• In order to stimulate revitalization of the business districts and historic neighborhoods and to protect and enhance local historic and aesthetic attractions to tourists and thereby promote and stimulate business;
• In order to enhance the opportunities for federal or state tax benefits under relevant provisions of federal or state law; and
• In order to provide for the designation, protection, preservation and rehabilitation of historic properties and historic districts and to participate in federal or state programs to do the same;
• The Villa Rica City Council hereby declares it to be the purpose and intent of this Ordinance to establish a uniform procedure for use in providing for the protection, enhancement, perpetuation and use of places, districts, sites, buildings, structures, objects, and landscape features having a special historical, cultural or aesthetic interest or value, in accordance with the provisions of the Ordinance.

In addition, the commission is authorized to:

• Prepare and maintain an inventory of all property within the City of Villa Rica having the potential for designation as historic property;
• Recommend to the Villa Rica City Council specific districts, sites, buildings, structures, or objects to be designated by ordinance as historic properties or historic districts;
• Review application for Certificates of Appropriateness, and grant or deny same in accordance with the provisions of this Ordinance;
• Recommend to the Villa Rica City Council that the designation of any district, site, building, structure or object as a historic property or as a historic district be revoked or removed;
• Restore or preserve any historic properties acquired by the City of Villa Rica;
• Promote the acquisition by the City of Villa Rica of façade easements and conservation easements, as appropriate, in accordance with the provisions of the Georgia Uniform Conservation Easement Act of 1992 (O.C.G.A., Section 44-10-1 through 5)
• Conduct educational programs on historic properties located within the City and on general historic preservation activities;
• Make such investigation and studies of matters relating to historic preservation, including consultation with historic preservation experts, the Villa Rica City Council or the Commission itself may, from time to time, deem necessary or appropriate for the purposes of preserving historic resources;
• Seek out local, state, federal or private funds for historic preservation, and make recommendations to the Villa Rica City Council concerning the most appropriate uses of any funds acquired;
• Submit to the Historic Preservation Division of the Department of Natural Resources a list of historic properties of historic districts designated;
• Perform historic preservation activities as the official agency of the City of Villa Rica historic preservation program;
• Employ persons, if necessary, to carry out the responsibilities of the Commission;
• Receive donations, grants, funds, or gifts of historic property and acquire and sell historic properties. The Preservation Commission shall not obligate the City of Villa Rica without prior consent.
• Review and make comments to the Historic Preservation Division of the Department of Natural Resources concerning the nomination of properties within its jurisdiction to the National Register of Historic Places; and
• Participate in private, state and federal historic preservation programs and with the consent of the Villa Rica City Council, enter into agreements to do the same.

**Obtaining HPC Approval for your Project**

A Certificate of Appropriateness issued by the HPC is required if a property is located within a historic district, or is an individual historic site. Any change that will affect either the exterior architectural or environmental features of a historic property or any building, structure, site, object or landscape feature within a historic district, such as:

• A reconstruction or alteration of the size, shape or façade of a historic property, including relocation of any doors or windows or removal or alteration of any architectural features, details or elements;
• Demolition or relocation of a historic structure;
• Commencement of excavation for construction purposes;
• A change in the location of advertising visible from the public right-of-way; or
• The erection, alteration, restoration or removal or any buildings or other structure within a historic property or district, including walls, fences, steps and pavements, or other appurtenant features, except exterior paint alterations.

The following work on historic sites does not require HPC approval:

• Any work to the interior of buildings.
• Any work that is not visible from a public street.
• Ordinary maintenance that does not require replacement of existing materials.
Planning your Building Project

- Check Available Documentation. Knowing the history of your building can help you make informed decisions about your project. Check with the Carroll County Tax Assessor, Villa Rica Library and other sources to find out about your building’s origins and changes over time, and to see photographs and views of the building in the past.
- Consult Preservation Publications. There is a wealth of readily available material, in libraries and on the Internet, on preservation do’s and don’ts, as well as practical guidance on repair techniques and where to find products and materials for historic buildings.
- Evaluate the Historic Character and Physical Condition of the Building. Identify the materials and features of the building that contribute to its historic character, and that need to be preserved. Are there any physical problems that threaten the structure? Are there historic features hidden behind later alterations?
- Plan for the Work. Hire an architect or contractor who has experience with historic building work. Review the Design Guidelines, and consult with the HPC before you complete your designs to make sure that your project will meet the Design Guidelines.

To Apply for a Certificate of Appropriateness from the HPC:

The HPC holds regular monthly meetings, and the schedule is posted in City Hall and on the website. All required forms are available in City Hall, in the Department of Community Development. You may also download the forms from the HPC’s website at www.villarica.org.

- Plan your building project (see advice in Planning Your Building Project above).
- Gather a detailed list of all proposed work, building plans prepared by your contractor or architect, and photographs of the building and site.
- Apply for a construction permit (if required).
- Fill out the application for a Certificate of Appropriateness.
- When your application is complete, attend your scheduled HPC public hearing to present your proposed work. Bring plans, photographs, sample materials, catalog cut sheets and any documents necessary to illustrate the proposed design and construction details.
- Upon approval, the HPC will issue a Certificate of Appropriateness within 10 working days of the hearing. The Certificate of Appropriateness is required before a construction permit can be issued.
- When a structure or improvement requires immediate repair to preserve the continued habitability of the structure and/or the health and safety of its occupants or others, consult the Division of Planning to see if emergency repairs may be performed in accordance with city codes without first obtaining Certificate of Appropriateness. An application and an appearance before the HPC will still be required to document the emergency work.
APPLICABILITY
Applicability

These design guidelines are applicable in the North Villa Rica Commercial District and the South Villa Rica Commercial Districts, as well as all local, state and national individually-listed historical sites and residential historic districts. All property owners and businesses are expected to follow the specified standards and materials if possible. Please see the map on page 30 showing the historic districts.

Individually-Listed Historic Property Guidelines

A. All individually-listed historic properties as set forth in Section III Applicability that are used for commercial purposes and located in residential zones must follow the requirements set forth in the residential guidelines below. Individually-listed historic properties used for residential purposes and located in a commercial zone must follow the requirements set forth in the downtown historic districts (commercial) section below. See Table 1 in order to determine an individually listed property’s proper regulation.

<table>
<thead>
<tr>
<th>Property Use</th>
<th>Zone Type</th>
<th>Regulation</th>
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<tbody>
<tr>
<td>Residential</td>
<td>Commercial</td>
<td>Commercial/Downtown Historic District Design Standards</td>
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<tr>
<td>Commercial</td>
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<tr>
<td>Commercial</td>
<td>Commercial</td>
<td>Commercial/Downtown Historic District Design Standards</td>
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Should a property be abandoned or have a revoked Certificate of Occupancy, the last use of the property shall dictate the use for the purposes of these design standards.

B. All cemetery properties must come before the Historic Preservation Commission for approvals. Based on the style of headstone and placement of graves, all headstones should blend with the surrounding headstones in style, height, color and materials.

a. Style. The style of each headstone should have curved tops with flat bottom sections, and should exemplify a style pursuant to the time period of all surrounding tombstones, if possible.

i. All historic sections of the Hillcrest Cemetery should have tombs either in-ground or above ground and made of uncut rock.
b. Material. Each headstone must be made of a material that is durable, and consisting of granite, sandstone, or limestone.
c. Height. No tombstone may be taller than 4’ in height and no monument may reach a height exceeding 6’.
d. Color. The color of each tombstone should exemplify a naturally occurring color range found in stone materials, based on the material selected. No tombstone or monument shall be dyed.
   i. The New Hope Cemetery has elements of white granite style tombstones in the front of the cemetery. All new tombstones and monuments shall continue with a white and off-white material.
e. All plats shall be outlined with either handmade brick, machine cut brick, machine cut granite, or naturally occurring granite rock material.

C. Individually Listed Sites. The following sites have been individually listed on the local historic registers and the guidelines and standards found herein apply to each. Resolutions for each property were passed by the Villa Rica City Council on May 14, 2019:
   a. 727 Spring Street (Baptismal Font only, all other structures exempt)
   b. 614 Magnolia Street/605 Dallas Highway (Connelly- Marchman House only)
   c. 519 Main Street (First Presbyterian Church)
   d. 611 Rockmart Road (Fullerville Jail only, all other structures exempt)
   e. Parcel number: V070090005 (Hillcrest Cemetery, Chambers Burial Ground section only)
   f. 200 Old Liberty Road (New Hope Primitive Cemetery)
   g. Parcel Number: V05 0110055 (Old Villa Rica Cemetery)
   h. 318 Westview Drive (Powell-Marchman House)
   i. 631 Spring Street (Villa Rica City Hospital)
   j. 212 W. Wilson Street (Wicks Tavern)
Special Design Areas Map

Historic District/Special Design Area Map
Section VI: Commercial Design Guidelines
Downtown Historic Districts

The storefront is the most prominent architectural feature of most commercial buildings. Alterations to storefronts are common because storefronts play an important role in advertising and merchandising. These alterations, however, can completely change or destroy a commercial building’s historic character. Conversely, sensitive rehabilitation of historic storefronts will enhance the character of the overall building and make the storefront more attractive to shoppers.

The following standards are required in the North Villa Rica Historic District and South Villa Rica Historic District areas as identified in Section V: Applicability above.
Commercial Site and Setting

Commercial Streetscapes

Sidewalks

All new construction must include a sidewalk, matching the location, width and materials of adjacent sidewalks. If no sidewalks are located nearby, the regulations of the zoning district should be followed.

Curbing is to be made of concrete and should connect to and match existing curbing.

Modular masonry materials such as brick, slate, and concrete pavers, or gridded cast-in paving materials such as concrete slabs, should be used on sidewalks, pedestrian walkways, pathways, crosswalks, public or semipublic plazas, courtyards and open spaces.

The landscaped area shall be adjacent to the curb and is intended for the placement of trees, street furniture (including utility poles, waste receptacles, fire hydrants, traffic signs and newspaper vending boxes), bus shelters, bicycle racks, public kiosks and similar elements in a manner that does not obstruct pedestrian access or motorist visibility.

Sidewalks should maintain the overall streetscape by matching the location, width and materials of adjacent sidewalks.

All historic sidewalks should be maintained and preserved.

Street Furniture

Street furniture, such as trash receptacles and benches, should use compatible, simple designs that are appropriate to the district and easy to maintain. All patios, tables and chairs placed in the city’s right-of-way shall be subject to City Council review, whereas Historic Preservation Commission review is only necessary for permanent patios and not individual tables and chairs.

Patio Setup and Operation: These patio setup and operation guidelines shall be followed in order to ensure that the setup and operation of all sidewalk patios are to be an equally high standard for all proponents. The following guidelines address physical setup and maintenance.
Patio setup must always consider accessibility of the adjacent pedestrian path and of the patio itself; all citizens have the right to enjoy the City’s sidewalk patios.

Patios shall be situated in the public right-of-way without interfering with the free and comfortable movement of pedestrian and vehicular traffic.

Patio furniture shall not interrupt pedestrian or vehicular sightlines or block street signage.

Patios shall be situated so that the adjacent pedestrian path weaves as little as possible, and so that straight path alignment is maximized.

Patios shall not encroach upon the frontage of neighboring establishments, without explicit consent.

Patio design must be tasteful and compliment the façade of the building to which the patio is accessory, as well as the architecture of the surrounding buildings.

**Tables, Chairs and Benches**

All patio furniture used must be made out of sturdy and weather resistant materials (e.g., wrought iron, aluminum, steel, weatherproof fabrics); plastic/vinyl furniture is not permitted.

All street furniture must allow for a continuous 4’ wide adjacent path for pedestrian and ADA access.

Patio umbrellas may be added to a sidewalk patio design, but shall not extend beyond the designated patio area; umbrellas shall be tastefully designed and implemented, and shall display no permanent advertising or brand logos.

Patio tables, chairs, and other amenities shall never obstruct or protrude onto the pedestrian path, throughways, opens pace areas, or building entrances.

*A 4’ wide path shall be maintained for pedestrian and ADA access.*
Bike Racks

All bike racks shall be high quality and located in a covered, well-lit, publicly visible area.

Bike racks must be of a metal material and be powder-coated with black paint.

Fencing

Fencing enclosures shall generally be required for large patios, with 15 tables or more.

Where possible the requirement for fencing shall be minimized to reduce visual clutter.

Fencing shall be:

- 3’ to 3.5’ in high above grade;
- Have considerations for accessibility, with openings to accommodate a wheelchair at a minimum width of 4’;
- Be removable at all times;
- Free of jagged edges and other safety threats brought on by poor design or construction;
- Discrete and tastefully composed, with an infusion of heritage-inspired design; and
- Sturdily constructed with aluminum, steel, wrought iron, or other solid material; use of wood, chain-link, and vinyl fencing or fencing material is prohibited.

Sidewalk/Patio Amenities

Refuse Receptacles. No garbage or recycling containers shall be placed within a patio area. Refuse receptacles located on the street shall be made of a durable, metal material and black in color.

Signage. There is no advertising or signage permitted on patio fencing, furniture, umbrellas, or surrounding street furniture.
Patio Lighting. Pedestrian scale lighting is permitted within the limits of the patio area. Lighting must be directed downward, and shall not present a tripping hazard in any way. Electrical cords shall not be placed across the pedestrian pathway, without proper placement of cords in cable mats.

Outdoor Heating Devices: Heating devices may be permitted within the patio area. Additional insurance may be required for these items.

**Street Trees and other Plantings**

All planters shall be tasteful, well-maintained, and removable.

Larger planters may be used to help define patio area boundaries and fill void sidewalk areas.

No existing City planters or greenery may be moved, removed, or altered without explicit consent of the Villa Rica City Council.

Placement of planters in a patio area is encouraged as a means of enhancing the area and the entire streetscape.

Planters shall not encroach upon the required 4’ pedestrian right-of-way, and shall not impede free pedestrian movement or present a tripping hazard.

**Rear and Auxiliary Spaces**

**Alleys**

Rear alleyways downtown are readily visible to passersby and should retain and preserve historic features, such as windows, doors and architectural detailing.

If a solid door is necessary for security or safety, a solid metal door that is painted a dark color is the most appropriate option. A simple metal security door or a historic door is acceptable.
Exterior staircases, balconies, or additions should be located at the rear of the building. Alley and rear entrances can be developed as service and customer entrances, using small awnings and/or signs to indicate the business. Alley and rear entrances can also serve as a good location for handicapped-accessible entrances and ramps. Historic lighting elements and/or string lighting should be encouraged on alleyways to provide safe passage.

All alleys should be kept clean and tidy.

Parking

All on-site parking spaces should be placed to the rear of a commercial building.

No parking spaces shall be permitted on or over the public sidewalk or within a front yard setback area.

Parking areas should be screened from view by a fence or landscaping. Large parking areas should have landscaped islands to reduce the visual impact of pavement.

Mechanical Systems and Service Facilities

Mechanical systems, such as HVAC units, should be concealed by landscaping, framed lattice panels, or board-on-board privacy fences, painted a dark color.

Dumpsters should be similarly screened, and coordination between neighboring businesses to share a trash collection location is encouraged.

All dumpster areas should be located in the side or rear yard areas of the building and shall not be located beyond the front building setback line.

Dumpster facilities should be enclosed and out of view of the public.
Commercial Rehabilitation

Commercial storefronts were historically designed to be aesthetically pleasing to the pedestrian shopper and to enticingly display goods, drawing consumers into the store. The historic storefront was often one of the first features of a building to be altered, as shopkeepers attempted to keep in style. Retaining and repairing the functional and decorative features of the storefront, including windows, sash, doors, transoms, kick plates, rooflines, cornices, and signs are required where possible. All replacement features should match the size, scale, materials and design of the original. Accurate storefront restoration based on historical research and physical evidence are encouraged but no required. Where original storefronts no longer exist, or where there is no evidence to document the storefront’s original or early appearance, the design of a new storefront should be compatible with the size, scale, color, material and character of the building. Conjectural designs that have no historical basis, or designs that copy traditional features from other buildings, create a false historical appearance and are not permitted. Do not introduce inappropriate historical themes on storefront rehabilitations. Small windowpanes, colonial doors and mansard overhangs are examples of stylistic elements that do not belong on most 19th and 20th century storefronts.

Display Windows

Historic display windows should be preserved and maintained.

All display windows should maintain the size, shape, and spacing patterns on the façade.

Tinted glass should not be used on historic storefronts. Only clear glass is appropriate for historic commercial buildings. Awnings, interior blinds, or interior shades can be used for shade and privacy.
Window mullions or framing should be constructed of wood, copper, bronze metal, cast iron, or steel. Raw aluminum is generally not appropriate.

Raw aluminum may be appropriate in limited situations only for mid-20th century, International-inspired commercial buildings.

Replacement display windows should match the original in size and shape.

Replacement display windows should have a traditionally scaled and transparent appearance, with large lights and minimal structural divisions.

Transom Windows

Historic transom windows should be preserved and maintained.

Transom windows should not be obscured with air conditioning equipment or solid signage.

Doors

Historic doors and entries should be preserved and maintained.

Replacement doors and entries should match the original in design, materials, and placement.

Solid doors are not appropriate for historic commercial buildings.

The above storefronts all are tasteful, simple and compliment the building’s design. Show windows are clear and open for shoppers to look through and have tasteful building colors and elements that are appropriate for a historic building.
The style of the door should be appropriate to the style of the building. Highly decorative doors are rarely appropriate for a historic commercial building.

A wood door with a large single light is usually the most appropriate replacement for a historic commercial building. The size and shape of the glazing and the kick plate panel should be proportional to the rest of the storefront.

A metal door with a dark or bronze anodized finish and a wide stile is also acceptable. Raw aluminum or other silver metals are not appropriate.

Doors framed in raw aluminum are appropriate in limited situations, only for mid-20th century, International-inspired commercial buildings.

**Bulkheads**

Historic bulkheads should be preserved and maintained.

Replacement bulkheads should match the original in design, size, shape and materials.

New bulkheads should be constructed of wood, brick, painted metal or glazed tile. New bulkheads should be appropriate to the style of the building.

Historically significant features include the doors, bulkheads and transom windows on all historic buildings.
Lintels

Historic lintels should be preserved and maintained.
Lintels should separate the upper from ground floors clearly and consist of a durable brick, wood, stone or prestressed concrete.
All ornaments and arches on lintels should be preserved.

Upper Facades

The upper stories of commercial buildings were traditionally used as offices, residential and storage areas. Maintaining the character of these spaces is important to preserving Villa Rica’s distinctive atmosphere.

Windows

Upper façade windows should be retained and maintained.
Deteriorated windows should be repaired, rather than replaced.
Historic window surrounds and detailing should be preserved.
Windows should not be enclosed or covered.

Boarded or bricked windows should be reopened to reestablish the architectural rhythm.

When the historic window design is unknown, replacement windows should be appropriate to the architectural style and the historical period of the building. One-over-one, double hung wood sash are recommended for replacement windows in most buildings. The top section of all double hung windows should have the same or higher delineation of individual lights to the bottom section of such windows.

Installing or replacing weather-stripping is the recommended treatment to prevent air infiltration through windows.
The addition of storm windows can be used to seal windows and improve thermal efficiency. Storm windows provide superior energy efficiency, often surpassing new windows.

Replacement windows should fit the window opening. Arched openings should have arched windows.

**Window Accessories**

Screen or storm windows should either be full view or should have meeting rails that correspond to the meeting rail of the window. Raw aluminum storm windows are inappropriate. Wood or aluminum with an anodized or baked-on enamel finish are appropriate framing materials.

Interior storm windows can be used to maintain the building’s exterior appearance.

The addition of storm windows can be used to seal windows and improve thermal efficiency. Storm windows provide superior energy efficiency, often surpassing new windows.

Shutters should not be installed unless physical or photographic evidence indicates that the building had shutters in the past.

Shutters should be constructed of louvered wood, operable, and completely cover the window opening when closed.

**Cornices and other architectural features**

Historic cornices and other architectural features should be preserved and maintained.

Sensitive repairs should be made to historic architectural materials, such as masonry, wood, cast iron, pressed tin, decorative glass, and terracotta.

Historic cornices or other architectural features can be replaced based on a physical or documented evidence.
Cornices and other architectural features should not be added where none existed in the past.

Cornices should not be reconstructed with stucco materials, or covered with stucco.

Commercial Buildings

Exterior Building Materials

Historic exterior materials should be maintained and preserved. Most historic commercial buildings in downtown Villa Rica are constructed of brick or stone, and some buildings have been historically covered with stucco. Crumbling mortar should be repointed using a historic mortar mix with a low content of Portland Cement in order to prevent damage to softer masonry materials.
Repointed mortar joints should match the original in composition and appearance.

Deteriorated masonry units should be repaired rather than replaced. If replacement is necessary, the replacement should match the original in color, size, shape, texture, and chemical composition.

Painted masonry surfaces should remain painted and unpainted surfaces should not be covered with any material, including paint or stucco.

Masonry should be cleaned using the gentlest means possible. Sandblasting, pressure washing, or any other abrasive methods should not be used, as the masonry will be damaged.

Historic stucco should not be removed. Stucco repair should not use synthetic stucco.

If painting of unpainted brick is necessary due to severe deterioration, the paint color should match the natural color of the brick.
Where a windowless wall is necessary, the uninterrupted wall can be relieved by 12” offsets, masonry articulation, false windows, trellises, recessed or projecting display cases, and landscaping.

Masonry should be cleaned using the gentlest means possible. Sandblasting, pressure washing, or any other abrasive methods should not be used, as the masonry will be damaged.

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**Roofs**

Historic roofing materials, configuration, and details should be preserved and maintained.

Metal, slate or clay tile roofs should be preserved when possible.

New roofs of rolled or built-up asphalt are acceptable, as long as the roof is not visible from the street façade.

Roofs and their water treatment systems should be maintained.

Aluminum gutter and downspout systems should be avoided in favor of copper gutters and downspouts. Buildings with box gutter systems should continue to use the box gutters.

**Awnings**

Awnings are appropriate for both the storefront and upper façade windows.

Historic awnings should be retained and maintained.

Awnings can be added to historic buildings in traditional designs, materials, and locations.
Fixed or retractable awnings are acceptable on upper levels where appropriate, if they do the following:

a. Complement the building’s architectural style, materials, colors, and details;
b. Do not conceal architectural features, such as cornices, columns, pilasters, or decorative details;
c. Do not disrupt the balanced look of the façade;
d. Are designed as an integral part of the façade.

Canvas awnings are the preferred material, although other durable fabrics may be used. Metal or aluminum awnings are not recommended.

Awnings should be individually located within its respective bay, rather than covering architectural features.

Awnings should be placed between the display windows and a transom window.

Shed awnings are the most appropriate for most historic buildings. Bubble, concave, and convex forms are not appropriate.

Shed awnings should be installed to have an approximately 45-degree angle. Inappropriately angled awnings detract from the historic character of the district.

Arched awnings may be used in arched openings.

Internally lit awnings are not appropriate. Wood, vinyl, plastic, and fiberglass are inappropriate materials for awnings.

Awnings should be aligned with the bottom of awnings on adjacent buildings.
An awning should cover no more than 1/3 of the storefront, from the top of the display windows to the sidewalk.

An awning should not extend more than 2/3 the width of the public sidewalk in front of the building. The awning should not encroach on vegetation or trees located within the public right-of-way.

An awning cannot block or impede the flow of pedestrian traffic on the public sidewalk.

An awning cannot be supported by poles or any other material in the sidewalk. Awnings should be supported by the building to which they are attached.

**Signs**

Historically during the 19th and early 20th century, signs were a key feature of storefronts and continue today to shape the character of a business district. Within the General Business District, signage should be compatible in design with the historic character of the district and should be installed in a manner that does not diminish or damage important architectural features. Size, materials, graphics, and legibility of the typeface, color, and method of attachment must be considered when designing new signage for the historic commercial area. In commercial areas, signage is often multiplied by merchants’ perceptions that most signs and bigger signs will improve their business. In fact, legibility is often improved by sign controls that reduce the visual clutter and “noise” in the vicinity of the store. Limiting letter size and the number of signs permitted per establishment can further these goals.

**Sign Guidelines**

Preserve and maintain existing historic signs, including historic wall signs on masonry surfaces and historic mid-20th century signs.

New signs should use traditional designs and materials, as appropriate for the type and style of the building.

Appropriate materials include wood, glass, and brass or copper letters. Plastic, plywood or other unfinished wood products are not appropriate materials for signs.

Appropriate sign locations, size and installation considerations are summarized in the table on page 50-51.
Lettering should not exceed 18 inches. Simple, easy-to-read fonts are recommended. Lettering should not exceed more than 60% of the total sign area.

Internal or flashing lighting is not appropriate for signs within the historic district. Spot or up-lit lighting is appropriate to illuminate signs within the historic district. Exposed neon is acceptable for the downtown area.

No sign shall have a single face that is larger than 25 square feet in area.

Seasonal window signs are not subject to HPC approval, and do not need a sign permit.

Tasteful signage should be implemented on a storefront and be simple, with appropriate colors that complement the building. Plastic, plywood or other unfinished wood lettering are not appropriate materials.
**Sign Colors:**

The use of color is an important factor in effectively communicating a message. Colors have different meanings and work in various ways in contrast with each other and together. Contrast between the foreground and background is an important component in creating legibility. If colored text is used on a bright background the contrast will be weak. For optimal contrast results, white text against dark colored backgrounds works best. In sign design color can be a combining factor in harmonizing the sign with the environment. Color will distinguish signs from each other and can offer an indication of the message without having to be able to understand the language of the sign.

Sign colors should complement the colors of the building.

- The number of colors used on a sign should be limited. In general, no more than three (3) colors should be used, although accent colors may also be appropriate.
- Sign colors should be coordinated with overall building colors.
- Color should be used both to accentuate the sign design and message, and also to integrate the sign or lettering with the building and its context.

Strong primary colors should be used primarily as an accent.

- Sign panels should avoid the extensive use of primary color or significant areas of white or cream, which would have the effect of visually detaching the sign from the building.
- Primary colors should be used sparingly

It is preferred that dark or medium colors be used for the main, background part of the sign and that light colors be used for the lettering. Use of white or light colors for the background is discouraged, especially for larger signs, reflective signs, and illuminated signs.

Many signs use gold leaf for lettering. With a dark background, gold leaf can bring much beauty to a sign. One need not be concerned about the gold being scraped off as the amount that could be collected would be virtually worthless.

Use of the following colors is encouraged:

- Nature blending colors
- Earth tone colors
- Neutral colors
- Pastel colors
The following colors are generally best limited to accent areas:

- Bright colors
- Primary colors
- Metallic colors

Use of the following colors palettes is discouraged:

- High intensity colors
- Fluorescent colors

Suggested background colors are burgundy red, forest green, chocolate brown, black, charcoal, and navy blue. Suggested letter colors are ivory, white, or gold.

Form and Lettering:

Signs should be viewed as part of an overall graphics system for the building. They do not have to do all the “work” by themselves. The most effective signs work with the building, not against it. The Villa Rica Commercial Historic Districts contain buildings constructed over a long period of time, by different owners for different purposes; the buildings reflect different architectural styles and personal tastes. These factors are what give the districts a diverse and distinct quality that is unique to Villa Rica. Likewise, it is encouraged that designers and owners create signs that complement these different architectural styles and celebrate the diversity of the district.

- Letter styles and sizes should be selected that will be compatible with the building front.
- Except on large buildings along arterial streets, sign lettering should be determined based on the legibility from the pedestrian way, and not the street.
- A sign letter of lesser height will be appropriate depending upon the scale of the street frontage.

Letters that create signs that are out of character with the historic district or building, or that would alter the character of the historic district would be considered inappropriate.

- Use letters and fonts that enhance rather than detract from the historic design of the building.
- Lettering and fonts should emphasize legibility rather than any sort of stylistic agenda.
### Table 2 Sign Design Guidelines

<table>
<thead>
<tr>
<th>Location</th>
<th>Size Consideration</th>
<th>Size Rule</th>
<th>Installation Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Window (Seasonal)</td>
<td>Should not overly obscure the display window</td>
<td>May not cover more than 25% of the window on which it is painted and pertains to holidays and seasonal events are permitted. The signs may not be displayed more than 30 cumulative days per annum.</td>
<td>Should not damage the display window; should be removable.</td>
</tr>
<tr>
<td>Window (Permanent only)</td>
<td>Should not overly obscure the display window</td>
<td>May not cover more than 25% of the window area and only 1 permitted per tenant frontage.</td>
<td>Should not damage the display window or framing.</td>
</tr>
<tr>
<td>Cornice</td>
<td>Should be compatibly sized for the cornice. Should be incorporated into the cornice rather than covering the cornice.</td>
<td>Must fit within an existing signage location within an existing historic cornice or within a traditionally-scaled location of a restored cornice. The sign face area permitted is 2:1 Primary, 1:1 Secondary (Square Feet: Linear Feet).</td>
<td>Should not damage or obscure any existing architectural features.</td>
</tr>
<tr>
<td>Wall signs, Single Tenant</td>
<td>Should be located above the transom windows and below the beltcourse. Should be compatibly sized to building, location, and other signs on the block.</td>
<td>Must fit within the historic “signboard” location. May not extend into the second floor, cornice or storefront areas. The sign face area permitted is 2:1 Primary, 1:1 Secondary (Square Feet: Linear Feet).</td>
<td>Should not damage or obscure any existing architectural features.</td>
</tr>
<tr>
<td>Wall Sign, Multiple Tenant</td>
<td>Should be located above the transom windows and below the beltcourse. Should be compatibly sized to building, location, and other signs on the block.</td>
<td>Must fit within the historic “signboard” location. May not extend into the second floor, cornice or storefront areas. The sign face area permitted is 1.5:1 Primary, 1:1 Secondary (Square Feet: Linear Feet).</td>
<td>Should not damage or obscure any existing architectural features.</td>
</tr>
<tr>
<td></td>
<td>1:1 Secondary (Square Feet: Linear Feet).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>------------------------------------------</td>
<td>---------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Awning</strong></td>
<td>Should be painted or printed on the awning. Any graphics on the slope of the awning should be compatibly sized for the building and location.</td>
<td>No larger than 50% of the awning. Lettered printing on the awning valance is recommended.</td>
<td>Should not damage a historic awning.</td>
</tr>
<tr>
<td><strong>Projecting</strong></td>
<td>Should be small &amp; pedestrian scale.</td>
<td>No larger than 12 square feet. Should not project more than 4’ from front elevation.</td>
<td>Should be attached with wood or metal bracket. Should be mounted into mortar, rather than brick.</td>
</tr>
</tbody>
</table>

**Commercial Additions**

Additions to existing historic buildings are often a necessary feature, in order to allow the building to remain useful in the contemporary era, as safety and functional requirements for existing buildings are different than in the period in which they were built.

**Location**

New additions should be located on the rear of an existing building.
Size

A new addition should be smaller than the historic building.

A new addition should not exceed the height, width, or length of the existing building.

Building Material

New additions should use materials that are compatible with the historic building materials. In Villa Rica, most historic commercial buildings are constructed of brick.

Design

An addition should be designed to minimize the removal or damage of existing historic materials.

An addition should have a compatible design that complements the existing building without replication.

Commercial New Construction

The construction of new commercial buildings within the Villa Rica Commercial Historic Districts have a significant and long-lasting effect on the visual character of the city. Consequently, compatible new construction is key to maintaining Villa Rica’s built heritage for the future.

Key Elements of a Compatible Building

Placement: Setback, Orientation & Rhythm

New construction should have a setback that is consistent with the setback of other contributing commercial buildings on the same block, which will most
likely be a zero lot line setback.

New construction should follow the established pattern of buildings along the same block by maintaining the rhythm of side yard setbacks. Most commercial buildings should have no side yard setback.

New construction should have a floor-to-ceiling height that is compatible with other commercial buildings on the same block.

The main entrance of the new building should be oriented to the street façade and the pedestrian.

Parking should be placed at the rear of a new commercial building, in order to accommodate a zero lot line setback and a street façade orientation. A smaller rear entrance can be developed to accommodate customers.

Scale, Proportion and Massing

New construction should have proportions that are compatible with other contributing buildings on the same block.

New building should be no shorter than the shortest contributing building on the same block, and building height should not exceed the tallest contributing building by more than 5 feet.

The width of a new building should be compatible with the width and proportions of other contributing buildings on the same block.

If a new building will have a front façade longer than 50 feet or wider than nearby contributing buildings, the façade should be broken up into bays, using architectural features.

The proportions of a building should be appropriate to its design.

The ground floor area should be compatible with the ground floor area of contributing historic buildings on the same block. New construction may not have a ground floor area that is larger than 125% of the contributing building on the same block having the largest ground floor area.

Design
Contributing buildings along the same block should be used as inspiration for the design of new construction. Creative compatibility, without historic reproduction, is encouraged.

The new construction should not detract from the historic character of the district, but the new building should be easily distinguishable as a more recent construction.

New commercial construction should have a flat or shed roof concealed behind a parapet wall.

The front elevation should be divided into a storefront and an upper façade. The storefront should have large display windows in order to be compatible with the historic character of the district.

The placement and rhythm of door and window openings and other architectural features should be compatible with contributing historic buildings on the same block.

Window and door openings should not exceed the height to width ratio of nearby buildings by more than 10%.

Window and door designs should be compatible with contributing buildings on the same block.

If a new building spans several lots in width, the façade should be separated into bays or use other vertical divisions to be compatible with the rhythm of the historic commercial buildings.

**Building Materials**

New construction should use building materials that are compatible with the historic character of the Villa Rica Historic District.
Brick and cut stone are the most compatible building materials for new construction.

New construction should be compatible with contributing historic buildings in factors such as mortar joint width and shape, brick size, color and texture.

The material used should be compatible with the design of the new building.

Windows should not have flush or pop-in muntins. New muntins should create a textured plane similar to historic divided lights.
Section VII: Residential Design Guidelines
While Villa Rica does not have a residential historic district, it does have several individually-listed historic residential properties and also properties that were constructed as residences that are now used for offices and other commercial uses. Those structures shall follow the residential architectural design guidelines and standards. The style of each structure shall determine which guideline is required.

**Residential Home Types in Villa Rica**

Architectural Type refers to the interior floor plan of a building. The arrangement and number of rooms determines the type of a building. Cottage and house are the most common type classification: typically a one–story residential building is a cottage and a two-story residential building is a house. A double-pile building is two rooms deep, while a single-pile building is only one room deep.

Villa Rica has predominately Bungalow, American Small House and New South Cottage home styles in areas closest to the downtown historic district on both the north side of downtown and the south side of the downtown. These areas are being considered for future historic district designation. The following home types, amongst others, can be found within the future designation areas:

**New South Cottage**

Similar to the Queen Anne Cottage, the New South Cottage is also a double-pile cottage with a central block with projecting gables. The New South Cottage does have central hallway and a symmetrical arrangement of rooms. The building type was most popular in urban areas from the 1890s through the 1920s. Important characteristics of the New South Cottage include:

- Square central mass with projecting gables on the front and side.
- Symmetrically arranged interior floor plan with central hallway.
- Central entrance.
- Hipped or pyramid-shaped roof.
- Interior chimneys are most common.
- Front porch or wraparound porch.
- Often built in the Folk Victorian or Queen Anne styles.
**Georgian Cottage**

The Georgian Cottage is a double-pile cottage, consisting of a central hallway flanked by two rooms on either side. The building type was popular throughout Georgia from the 19th century through the 20th century. Important characteristics of the Georgian Cottage include:

- Central hallway flanked by two rooms on either side.
- Hipped or pyramid-shaped roof is the most common form.
- Usually has two interior chimneys.
- Front porch or wraparound porch.
- Often built in the Folk Victorian or Queen Anne styles.

**Hall-Parlor**

The Hall and Parlor style is a traditional British folk form that dominated pre-railroad folk housing over much of the southeastern United States. Houses were built in heavy timber framing in the Tidewater South and hewn log walls in the vast Midland region. The Hall and Parlor floor plan was relatively common in early colonial American houses, particularly during the latter half of the 17th and the early part of the 18th Centuries. Important characteristics of the Hall-Parlor include:

- Simple side-gabled.
- Typically, two rooms wide and one room deep, with the central front door opening into a small vestibule or interior porch.
- The vestibule has a stairway and two interior doors leading to the hall and the parlor, respectively.
- The hall typically served as the center of family activity, while the parlor usually housed the best furniture and the main bed.
- Prominent, large chimney located in the center of the house to serve both rooms.
**English Cottage**

The English Cottage has a cross-gabled roof that barely projects from the front façade. The cottage has an irregular floor plan, and the rooms cluster around the small entrance vestibule. The English Cottage type was popular in suburban areas during the 1930s and 1940s. Important characteristics of the English Cottage include:

- Cross-gabled, steeply-pitched roof with minimal projection from front façade.
- Prominent chimney.
- Lack of a front porch but often includes a side porch.
- Irregular floor plan, clustered around the entrance vestibule.
- Almost always constructed in the English Vernacular Revival style.

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**Bungalow**

The Bungalow is a long, low, rectangular residential building with an irregular floor plan. Bungalows were extremely popular throughout Georgia in the early to mid-20th century, in both rural and urban areas. Important characteristics of the bungalow include:

- Front or side-gabled roof types are most common.
- Wide, low-pitched gables.
- Long, low, rectangular form.
- Integral porches are common.
- Irregular interior floor plan.
- Most often constructed in the Craftsman style.
**American Small House**

Despite its misnomer, the American Small House is compact, double-pile rectangular cottage with an irregular floor plan of four to six rooms. The American Small House was developed immediately after World War II as an economical and modern building type to fulfill the need for large quantities of new housing, and the building type remained popular through the mid-1950s. Important characteristics of the American Small House include:

- Compact, rectangular form containing four to six rooms in an irregular floor plan; wings sometimes added to side elevations.
- Medium-pitched roof and minimal eaves.
- No front porch.
- Application of decorative shutters, especially on front elevations.
- Use of modern materials, such as metal-framed windows, metal balustrades, and asbestos siding.
- Often includes elements of the Colonial Revival or English Vernacular Revival styles.

**Queen Anne Cottage**

The Queen Anne Cottage is a double-pile cottage with a central block with projecting gables and an irregular floor plan without a central hallway. The building type was popular in both urban and rural areas from the 1880s through the beginning of the 20th century. Important characteristics of the Queen Anne Cottage include:

- Square central mass with projecting gables on the front and side.
- Asymmetrically arranged interior floor plan with no central hallway.
- Asymmetrically placed front entrance.
- Hipped or pyramid-shaped roof.
- Interior chimneys are most common.
- Front porch or wraparound porch.
- Often built in the Folk Victorian or Queen Anne styles.
Gabled Wing Cottage

The Gabled Ell Cottage is a T or L-shaped house that consists of two wings, attached at a right angle. Gabled Ell Cottages are also sometimes known as Gable Front-and-Wing Cottages. Common in both rural and urban environments, the Gabled Ell Cottage was common throughout the state from the late 19th century through the early 20th century. Important characteristics of a Gabled Ell cottage include:

- Two linear wings, attached at a right angle to form a T or L shaped cottage.
- Gabled roofs.
- Shed or hipped-roof front porch.
- Exterior and interior chimneys common.
- Often includes elements of the Folk Victorian style.

Central Hallway Cottage

The Central Hallway Cottage is a common housing type in Villa Rica. Central Hallway Cottages have a single entrance into a hallway that provides access to a room on either side. Central Hallway Cottages were a popular housing type throughout Georgia from the early 19th century up through the early 20th century. Important characteristics of a Central Hallway Cottage include:

- Central hallway flanked by a single room on either side.
- Central Entrance.
- Chimneys most commonly located on one or both ends of the house.
- Shed or hipped roof, full-façade, front porch.
- Often includes elements of the Folk Victorian style.
**Saddlebag Cottage**

The Saddlebag Cottage is an important historic housing type that can be found across Georgia in both rural and urban environments. A Saddlebag Cottage has two rooms, usually equally sized, with a central chimney. Most existing Saddlebag Cottages date from the mid-19th through the early 20th centuries. Important characteristics of a Saddlebag Cottage include:

- Two rooms, arranged side-to-side.
- Central Chimney.
- One or two front entrances.
- Side-gabled roof.
- Front porch is most often a shed-roofed full length porch.
- Sometimes includes elements of the Folk Victorian style.

![Saddlebag Cottage Image](image)

**Pyramidal Cottage**

A Pyramidal Cottage is a four-room house without a hallway and with one or two front doors and a steeply pitched pyramidal roof. It takes its name from its distinctive roof made of four equilateral triangles joined together in hip-roof fashion to form a pyramid. Important characteristics of a Pyramidal Cottage include:

- One-story, square house.
- Pyramid shaped roof.
- Always made of wood.
- Sometimes a chimney through the center of the pyramid roof.
- A cousin to the more imposing American foursquare in style and materials.

![Pyramidal Cottage Image](image)
Residential Home Styles in Villa Rica

Architectural Style refers to the exterior ornamentation of a building. A “High Style” example will have the appropriate form and decoration of a style applied in a systematic pattern across the building. Other buildings can have elements of a style, meaning that some decorative details correlate to a specific style.

**Folk Victorian**

The Folk Victorian Style was extremely popular across Georgia during the late 19th century. The Folk Victorian style is essentially the application of Queen Anne stylistic details to simpler house forms. The Folk Victorian Style can include:

- Decorative spindlework or jigsawn woodwork applied to the porch.
- Decorative brackets may be used under the eaves.
- Patterned shingles or other details may be applied to gable ends.
- Intricate brick work may be used on the chimney or foundation.
- Decorative front-facing gables applied to a simpler house form.

**Neoclassical Revival**

The Neoclassical Revival Style became popular in the early 20th century as a reaction against the picturesque Victorian styles that had dominated in the late 19th century. Although the style was largely derived from the earlier Greek Revival and Early Classic Revival styles, the Neoclassical Revival Style brought classical elements to residential architecture in new and interesting combinations. Features of the Neoclassical Revival Style include:

- Rectangular shape.
- Full-height front portico with classical columns.
- Symmetrical façade.
- Side porches and porte cocheres are common features.
- Elaborate entrance, including elements such as transoms, sidelongts, fanlights, pilasters and columns.
- Low-pitched hipped roof, which may have a balustrade.
- Cornice detailed with dentils or modillions.
Greek Revival

Popular roughly between 1810-1855, the Greek Revival style is considered to be a subset of the larger Neoclassical period.

- Gable or hipped, low-pitched roof.
- Dentil cornice emphasized with wide band of trim.
- Porches or porticos have square or rounded columns- typically four, six or eight columns.
- Temple-front entryway with entry door surrounded by rectangular transom and sidelights.

Gothic Revival

Popular in the 1840s – 1860s, and usually in a wood-frame form. The Gothic Revival can be traced back to England in 1749 to romanticize medieval styles there, and the romanticized simplicity of medieval times. The Gothic Revival style had the first appearance of picturesque (asymmetrical and unpredictable) floor plans, indicating the rise of the Romantic Era in America by the 1840s. Important features of the Gothic Revival include:

- Steeply pitched roof, cross-gabled.
- Decorated Vergeboards.
- Point-arch windows.
- Sometimes stained glass.
- Gothic window above entry.
- One-story porch with flattened, gothic arches.
**English Vernacular Revival**

The English Vernacular Revival Style drew upon the tradition of medieval and vernacular house forms in England. Most commonly applied to English Cottage type buildings, the style was popular in residential neighborhoods during the 1920s and 1930s. Features of the English Vernacular Revival include:

- Steeply pitched gable roof.
- Half-timbering in the gable.
- Masonry veneer walls.
- Variety of materials, including stone.
- Massive chimney, prominently displayed.
- Tall, narrow casement windows, often grouped together.
- Use of round arches within porches and doorways.
Residential Site Design

**Sidewalk and Streetscapes**

Historic walkways and other historic materials within the streetscape should be preserved and maintained.

New walkways are encouraged if possible to use appropriate materials, such as brick, or hexagonal pavers to create a more historic and more permeable surface.

New walkways should run to the street and the sidewalk, rather than be oriented towards a driveway. An additional walkway to the driveway is acceptable.

New construction should include a walkway.

Sidewalks should be maintained, and new construction should include a sidewalk of similar width, color and materials as nearby sidewalks or as delineated in the regulations of the zoning district.

Existing historic curbing, should be maintained and preserved. Any new construction or project that requires removal of historic curbing should reinstall the curbing after project completion. All curbing should be the same color and material as existing curbing.

**Driveways and Parking**

If a historic driveway and parking area exists, it should be maintained and repaired.

Parking should be located at the side or rear of a residential building. Parking in the front yard is not appropriate.

New driveways and parking areas associated with new construction should be placed to the side and rear of a building, respectively.

Gravel or pea stone are the preferred materials for driveways, as these materials are inexpensive, historically appropriate, and environmentally friendly. Concrete tracks are another driveway alternative that creates minimum intrusion and allows stormwater absorption. Poured concrete is a non-preferred option that may also be used for driveway construction;
However, the colors of all concrete driveways shall not conflict with the aesthetic quality of the site.

Parking areas should be screened through the use of hedges, shrubs, trees or fencing.

**Fences and Walls**

Historic fences should be preserved and maintained.

Front yard fences should be constructed of wooden pickets, white vinyl or cast iron, as appropriate for the residence and location. Front yard fences may not exceed 4 feet in height.

Front yard fences are discouraged for buildings that were constructed from c. 1920 to c. 1960, as these resources were designed to have open front yards.

Rear fences and fences along non-visible secondary elevations can be constructed of alternate materials, such as wooden planks, brick, stucco or chain link, up to a height of 6 feet. Rear and secondary elevation fences should start behind the house. Fences surrounding swimming pools shall be at least 5’ in height with either solid or nonsolid style fencing.

Vinyl-coating or natural vegetation can be used to improve the appearance of chain link fencing.

Historic retaining walls should be retained and repaired.

New retaining walls should be constructed of brick, constructed of concrete and faced with brick, or constructed of concrete and covered with stucco.

**Accessory Buildings and Recreational Structures**

Historic outbuildings should be preserved and maintained.

New accessory buildings are subject to design review by the Villa Rica Historic Preservation Commission.

New accessory buildings, such as sheds, should be placed to the rear of the residential building.
Garages and carports should be located to the rear of the residential building. Attached garages or carports are not permitted on historic properties dating earlier than 1920.

Just as residential new construction, new garages, carports, and sheds should be compatible in design and proportion to the existing historic structure. The accessory building or structure should be smaller than the historic building.

Recreational structures, such as a swimming pool or tennis court, must be located at the rear of the property and screened from view. Swimming pools must be surrounded by a wall or fence at least 5 feet high.

**Mechanical Systems**

Transformers, condensing units, and other modern mechanical equipment should be located at rear or secondary elevations for new installations where a unit is not being replaced. For replacements, the side, rear or secondary elevations are appropriate.

Mechanical equipment on a secondary elevation that is visible from the street should be screened with fencing or landscaping.

Roof-mounted mechanical systems should be located on the rear of the building.

Satellite dishes should not be installed on front elevations, within front yards, or on visible side elevations.

**Landscape Features and Plantings**

Historic landscape features and plantings should be maintained.

Plant materials should be kept away from building facades to prevent damage via moisture infiltration. Foundation plantings are not a historic feature of most buildings in the Villa Rica historic districts because of the moisture problems they create.

The planting of traditional and native plants is encouraged.
Residential Rehabilitation

According to the National Park Service, rehabilitation can be defined as the act or process of making possible a compatible use of a property through repair, alterations, and additions, while preserving those portions or features which convey its historical, cultural or architectural values.

**Foundations**

Foundations that retain their historic configuration should be maintained in their existing form. Historic foundations should not be replaced.

Crumbling mortar should be repointed with mortar joints that match the existing in color, texture, width, and profile.

Unpainted masonry should remain unpainted. Painted masonry surfaces should remain painted.

Historic foundation infill (more than 50 years old) should be maintained as part of the historic character of the foundation.

If the replacement of foundation members is necessary, the new masonry units should match the original in color, size, shape, texture, and chemical composition.

If supplementary foundation support is necessary, infill sections should be recessed behind the original pier foundation to reduce the visual impact. Brick is the preferred infill material within Subarea I. Painting or stuccoing concrete block infill will help to reduce the impact.

Lattice panels, set between or behind the existing piers, may be used to screen the foundation. Lattice panels should be painted a dark color to reduce their visibility. Sheet metal or corrugated fiberglass are not appropriate screening materials.

Masonry infill sections should include ventilation at regular intervals to avoid moisture and rot problems.

**Siding**

Wood siding should be retained whenever possible.

Damaged or deteriorated siding should be repaired or replaced in-kind.

Replacement boards or sections of siding should match the original in size, style, shape, proportion and reveal.
Repaired or replacement materials should be installed using similar construction methods as the historic siding.

The cause of the damage or deterioration of siding, such as faulty gutters, should be identified and rectified.

Small sections of siding, rather than an entire façade, can often be replaced.

Decorative wooden features, such as shingles, cornices or brackets, should be maintained, and deteriorated features should be repaired or replaced in-kind. The minor replacement of deteriorated wood is preferred.

Wood siding should not be covered with an alternative material, such as aluminum, vinyl, masonry veneer, or any other material.

**Masonry Walls**

Masonry should be maintained and repaired.

Crumbling mortar should be repointed using a historic mortar mix with a low content of Portland Cement in order to prevent damage to softer masonry materials.

Repointed mortar joints should match the original in composition and appearance.

Deteriorated masonry units should be repaired rather than replaced. If replacement is necessary, the replacement should match the original in color, size, shape, texture, and chemical composition.
Replacement masonry should be worked into the existing masonry pattern to reduce the visual impact.

Painted masonry surfaces should remain painted and unpainted surfaces should not be covered with any material.

Masonry should be cleaned using the gentlest means possible. Sandblasting, pressure washing, or any other abrasive methods should not be used, as the masonry will be damaged.

**Porches**

Existing porches should be maintained. Porches should be repaired rather than replaced.

Front porches or readily visible side porches should not be enclosed with windows, glass, siding or masonry.

Porches may be enclosed with recessed screens. Screens should be wood-framed and minimal framing should be used in order to preserve the open appearance of the porch.

Historic porch elements and details should not be removed. Deteriorated features, such as columns, brackets, spindlework or balustrades, should be replaced in-kind.

Metal, resin, fiberglass, or plastic replacements for porch elements are not appropriate. In limited situations, metal porch elements may be part of the historic design of a building.
Historic porch floors should be maintained, repaired, and replaced in-kind if necessary. Wooden porch floors should not be replaced with masonry. Porch steps should be maintained, repaired, and replaced in-kind if necessary. Precast concrete, concrete block, and metal stairs are not appropriate replacements.

The construction of porch balustrades and handrails are discouraged if they did not historically exist on the building, unless required for safety or access reasons.

No porches should be constructed on the front façade that did not historically exist. Side and rear decks or porches are permitted if they are not readily visible from the street. Roof decks are not appropriate.

**Roofs**

Historic roof shapes should be preserved. Roof replacement, repair or additions should not result in any change to the visible historic roof shape.

Historic roofing material should be maintained, repaired, and replaced in-kind.

Asphalt shingle roofs may be replaced as necessary. Rolled asphalt roofing is not appropriate and should be replaced with asphalt shingles.

Metal roofs may be used to replace asphalt shingle roofs, if appropriate to the house type and/or style. Craftsman bungalows, English Vernacular Revival cottages, and American Small Houses should not be covered with metal roofs.

An example of a poor replacement of slate shingles that is not “in-kind” with the original shingles. All shingles should be the same shape in this example.
Skylights, solar panels, roof decks, balconies, vents, and new dormers should not be placed on any readily visible roof elevation.

Decorative features, such as finials or balustrades, should be maintained and repaired.

**Chimneys**

Historic chimneys should be retained and maintained.

Historic chimneys should not be removed below the roof line.

Decorative features, such as corbelled brickwork, should be retained and maintained.

Repair and repointing of historic masonry should use a compatible mortar with a low content of Portland Cement in order to not damage softer historic masonry.

Chimney caps should not damage or cover historic features and should have a compatible design.

**Windows**

Historic windows and their surrounding features should be retained and repaired as needed.
Damaged or deteriorated windows should be repaired rather than replaced.
Repair work should match the historic features in design, size, dimension, scale, material and location.
Tinted, mirrored, or plastic glass in not appropriate for historic buildings.
Installing or replacing weather-stripping is the recommended treatment to prevent air infiltration through windows.
The addition of storm windows can be used to seal wood windows and improve thermal efficiency. Storm windows provide superior energy efficiency, often surpassing new windows.

**Entrainces and Doors**

Historic doors and their surrounding features should be retained and repaired as needed.
Damaged or deteriorated features should be replaced in-kind.
If a replacement door or surrounding feature is required, the new door or surround should relate to the historic character and style of the house and should use a complementary design.
Decorative features should be maintained and replaced in-kind.
Glazing for the historic door, transoms, sidelights, or other features should be replaced in-kind.
Tinted, mirrored, or plastic glazing is not appropriate for historic buildings.
Historic door hardware is a significant feature that should be preserved.

**Window and Door Accessories**

Installing or replacing weather-stripping is the recommended treatment to prevent air infiltration through windows.
Storm or screen windows should be framed in wood, baked enamel, or anodized aluminum. Raw aluminum is not appropriate for historic windows.
Storm or screen windows should either be full view or correlate with the meeting rail of the historic window.

The addition of storm windows can be used to seal wood windows and improve thermal efficiency. Storm windows provide superior energy efficiency, often surpassing new windows.

Avoid the use of metal bars over windows if possible.

Shutters should not be applied to any building that would not have had shutters in the past.

New shutters should be sized appropriately so that they would be able to cover the windows.

**Doors**

Screen or storm doors should be framed in wood, baked enamel, or anodized aluminum. Framing should be painted to match the door on which it is placed.

Full-view storm doors are the most appropriate for historic buildings. Screen doors are historic features, and a wider variety of styles are compatible.

The use of metal security doors is not recommended.

**Awnings**

Awnings are sometimes used within the historic district to protect entrances from rain or to shade windows.

Awnings should be canvas, vinyl-coated canvas or acrylic. Metal awnings may be appropriate on some residential buildings, dating from the mid-20th century.

An awning should fit the opening that it is covering. Shed or arched awnings are appropriate for the historic district.
Handicap Ramps

Ramps and any other equipment required for handicap accessibility should be placed at a side or rear entrance. If impossible, care must be taken to ensure that the character of the historic building is maintained.

Ramps or other equipment should be constructed of compatible materials, generally wood, that blend with the existing character of the building.

Landscaping can be used to conceal or minimize handicap ramps.

Exterior Stairs

Exterior stairs, sometimes required for access or safety in adaptively reused buildings, should be located to a rear or a side entrance that is not readily visible.

Exterior stairs should be constructed of a compatible material, generally wood, that blends with the existing character of the building.

Prefabricated metal stairs are not appropriate for the Villa Rica Historic District.
Residential Additions

Additions to historic residential buildings often become necessary to accommodate modern uses, contemporary interior aesthetics, and growing families. However, additions can be constructed to complement the existing historic building, rather than damage its historic character.

Additions

The design of an addition should minimize the loss of historic materials and architectural elements from the existing building.

Additions should not alter the historic character of the existing building.

Additions should be placed to the rear of a building.

The size and scale of an addition should be smaller than the existing building and should not obscure or overshadow the existing building or any of its significant features.

Additions on front elevations, visible secondary elevations or roof tops are not appropriate for historic buildings.

Additions should not alter the orientation of the existing building.

Additions should be compatible to the existing building in design and materials, yet contemporary. Additions should be representative of their period of construction and not a copy of the existing building.

Additions should be constructed of compatible materials. Fiber cement siding (i.e. Hardieboard) of a similar size, shape, and reveal as the existing wood siding is permitted for additions to a wood-sided building within Subarea II. Vinyl or aluminum siding is not appropriate. 6-inch fiber cement siding is usually more appropriate than 8-inch siding.

Garages should not be attached to historic buildings.
Residential New Construction

New construction within the Villa Rica Historic Districts can contribute to the vitality of the area, but the design of new residential buildings must be sensitive to the historic fabric of the existing neighborhood to preserve the character and heritage of the Villa Rica Historic Districts.

**Placement**

New construction should have a setback that is consistent with the setback of other contributing residential buildings on the same block or within 600’ of the subject lot. The prevailing setback should be calculated by adding together the setback

![Diagram showing setback calculation]

New construction should follow the pattern of buildings along the same block by maintaining the rhythm of buildings and side yards.

New construction should have a floor-to-ceiling height that is compatible with other residential buildings on the same block.

New construction should have a raised foundation that is compatible with other foundation heights along the same block. Foundation heights should be at least one foot above grade. No building should be constructed at grade. No foundation should extend outside of the exterior wall.

The main entrance of the new building should be oriented to the street façade.

**Scale**

New construction should have proportions that are compatible with other contributing buildings on the same block.

New construction should be no less tall than the shortest contributing building on the same block, and building height should not exceed the tallest contributing building on the same block by more than 5 feet.
The width of a new building should be compatible with the width and proportions of other contributing buildings on the same block.

The proportions of a building should be appropriate to its design.

The ground floor area should be compatible with the ground floor area of contributing historic buildings on the same block.

**Design**

Contributing buildings in the same neighborhood and block should be used as inspiration for the design of new construction. Creative compatibility, without historic reproduction, is encouraged.

The main entrance of the new building should be oriented to the street façade.

A porch should be included as part of the front elevation on most new construction. The porch should be appropriate to the design of the building.

Porches should have a depth of at least six feet.

A front porch is not required if the new construction derives its design inspiration from the English Vernacular Revival style or the American Small House.

An attached garage may not be included as a part of the design. Garages should be located within accessory buildings.

New construction should have a compatible roof form and slope to other contributing buildings on the same block.

The placement and rhythm of door and window openings should be compatible with contributing historic buildings on the same block. Window and door openings should not exceed the height to width ratio of nearby buildings by more than 10%.

Window and door designs should be compatible with contributing buildings on the same block.
Building Materials

New construction should use materials compatible with the historic materials used on contributing buildings in the same area as the new construction.

Clapboard is often the most appropriate exterior material for new construction, but fiber cement siding (Hardieboard) is an acceptable alternative. Vinyl or aluminum siding is not appropriate.

Brick or stucco may be an appropriate exterior material if the new design is derived from a 20th century style, such as Spanish Colonial Revival. The exterior material should correlate to the design of the new building.

New brick construction should be compatible with contributing historic buildings including factors such as mortar joint width and shape, brick size, color and texture.

New stucco construction should use a cement and lime-based mix. Synthetic stucco is not appropriate for the historic district.

New foundations of concrete or concrete block should be faced with brick or covered with paint or stucco.

Porches should be constructed of wood and brick. Stucco, metal, or other materials are only acceptable if the design of the new building is inspired by mid20th century resources and if the location of the new building is compatible with these materials.

Roofs should be constructed of asphalt shingles, clay tile, or metal.

Windows should not have flush or pop-in muntins. New windows should have muntins that create a textured plane similar to historic divided lights. Wood sash windows are most appropriate within the Villa Rica Historic District.
Section VIII: Relocation & Demolition
Relocation and Demolition

Moving a historic building to another location is seldom the most desirable form of preservation. Many of a building’s historic associations come from its physical setting and its relationship to other nearby buildings. Relocation severs those relationships and preserves only the form of a building. More drastic yet, demolition represents the irrevocable loss of a structure. Preservation of a building in its existing location is preferable to its relocation. When relocation is unavoidable, the building, as well as adjacent buildings, must be stabilized to protect important architectural and structural features.

Relocation and demolition both have important implications for adjacent building and landscape areas. Consequently, relocation – or finally, demolition and salvage – should be considered only as a last resort when preserving and rehabilitating a building in its original location and setting are not possible. The impact of demolition can be lessened by documenting a building’s appearance and salvaging historic materials.

General

Make every effort to preserve rather than demolish a historic building. Thoroughly evaluate all rehabilitation and use alternatives, including moving. Undertaking salvage operations prior to demolition can save important decorative features and building materials that may be useful in other rehabilitation projects.

Undertake thorough documentation of a building prior to its relocation or demolition, including:

- Professional photographic documentation of its present appearance,
- Dimensions of the overall building and its major features, and
- Relationship of the building to its site and adjacent buildings.

Submit a copy of all documentation to the Villa Rica Historic Preservation Commission (HPC) for archival purposes.

Relocation

Hire a licensed professional building moving contractor experienced in moving historic structures to undertake the relocation of a historic building.

Select a setting for a relocated building that is compatible with its character, even if the new site is not included in a historic district.

Comply with relevant guidelines governing the siting and design of infill construction when relocating a historic building to another site within the district.
Plan the relocation route carefully to:

- Avoid narrow, winding, or steeply inclined roads,
- Comply with height, weight, or size limitations, and
- Identify overhead utilities that might pose clearance problems.

Move buildings intact whenever possible. If the structural condition of the building or conditions of the relocation route preclude moving a building as a single unit, then partial disassembly into the largest workable components is preferable to total disassembly.

Historic structures should be moved intact with care by licensed professionals.
Protect buildings or building components from damage during the actual move. This may involve, for example, the boarding up of doors and windows or the provision of additional bracing to prevent racking.

Contact the Villa Rica Community Development Department or Georgia Historic Preservation Department for assistance when considering the relocation of a building that is listed in the Georgia Landmarks Register and/or the National Register to determine how to ensure that the building remains listed during and after its move.

The HPC must recognize the following items when reviewing a request for demolition:

- That the purpose and necessity of the demolition are in accordance with the district,
- That loss of the structure will not be adverse to the district or the public interest by virtue of its uniqueness or its significance,
- That demolition will not have an adverse effect on the character and surrounding environment of the district, and
- Where a development plan for a new use of the site is proposed and submitted, the board shall review the proposed development conforming to the regulations of the district.

Save important features of a historic building slated for demolition when efforts to relocate it fail. Important items to save may include:

- Windows, doors, and trim,
- Mantels and stairways,
- Columns, baseboards, and cornices,
- Paneling and decorative wall or ceiling finishes,
- Other decorative interior and exterior wood and metalwork, such as metal ceilings,
- Hardware and light fixtures,
- Flooring,
- Heavy timbers, and
- Bricks, stone, and other masonry elements.

Use salvaged elements for repair, maintenance, and rehabilitation projects involving similar buildings within the historic district whenever possible.