



# Design Review Manual

## Eufaula Historic District

**CITY OF EUFAULA HISTORIC PRESERVATION COMMISSION**  
**Eufaula, Alabama**

April 2003 • Revised August 27, 2008

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## Acknowledgements

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This project was funded in part with a grant from the Alabama Historical Commission and by the City of Eufaula.

*Eufaula Historic Preservation Commission*  
David B. Schneider

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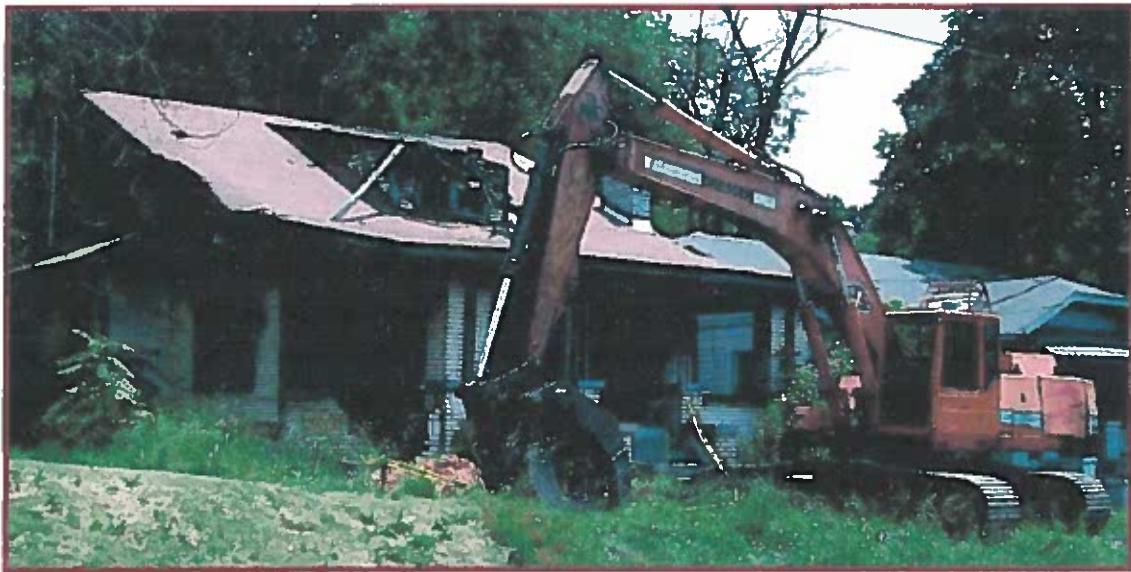
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Without historic district designation, Eufaula's rich collection of historic buildings would be at risk – at risk of being demolished or of being altered in such a manner that the city's distinctive character would be lost. Our generation is fortunate that these treasures have survived. We are now their stewards and it is up to us whether or not future generations will be enriched by them as we have.

# Why Design Review?

**The Only Real Investment.** Real estate is often the most important investment people make. In addition to economic value, the properties which we choose for our residences or for our businesses have value as expressions of our individuality and the role we play in our community. Additional layers of intrinsic value are added to historic properties such as their ability to tell something about the history of the community and its people, their patriotic value, the value of their design and materials, and their relative rarity.

**Empowering Property Owners.** Design review in historic districts is about enabling a community to protect and enhance the value of its historic districts. Rather than a set of rules to follow, the guidelines included in this manual are a set of tools property owners can use to preserve the historic character of their buildings. They are based on generally-accepted preservation principles and practices developed over more than seventy years of historic district designation in the United States. These guidelines are intended to help property owners in Eufaula's locally-designated historic district apply these principals in a manner that provides ample flexibility to meet most economic circumstances and personal preferences.

**Enhanced Property Value and Neighborhood Stability.** It is also important to note that the protection afforded by local historic designation stabilizes and enhances property values. In fact, several studies have shown that properties in locally designated historic districts appreciate faster than in neighborhoods without this protection. Similar findings were recently documented in a study by the Alabama Historical Commission entitled "Property Value Appreciation for Historic Districts in Alabama."\*

**An Investment in the Future.** While the maintenance of any piece of real estate carries with it a financial obligation for its owner, historic properties have their own characteristics which require a specialized understanding of the technology and materials with which they were built. Without this understanding, the cost of maintaining a historic building can often be comparatively higher than that of a non-historic building. The good news is that historic buildings were most often well built by skilled craftsmen using excellent and durable materials. For this reason, the cost of maintaining historic buildings can often be quite reasonable when care is taken to retain existing materials and features.

Eufaula's character, identity and sense of place are largely defined by its rich historic architectural legacy. Investment in the preservation of the city's historic districts will insure that this legacy is passed on to future generations.

**David B. Schneider**

\*A copy of "Property Value Appreciation for Historic Districts in Alabama" is available at the Eufaula City Hall along with other publications referenced in this design manual.

## Eufaula Historic Preservation Commission



The Eufaula Historic Preservation Commission was established by the City of Eufaula Historic Preservation Ordinance Number 2001-2, passed by the Eufaula City Council on July 10, 2001. The purpose of the Commission is to promote the preservation of buildings, structures and sites of historic and architectural value within the city. The commission accomplishes this purpose by recommending to City Council buildings, structures, sites and districts for designation as historic properties or districts; by documenting the city's historic resources; by conducting community education programs; and by reviewing proposed changes to the exterior appearance of buildings within the city's locally designated historic district(s) and working with property owners to insure that the changes are consistent with Eufaula's Design Review Manual.

The seven members of the commission are volunteers who are appointed by City Council. Each has a demonstrated interest or knowledge in historic preservation or related fields. As property owners and members of the community themselves, commission members recognize their responsibility to promote a broad community acceptance of the commission's purposes through a cooperative and reasonable approach to working with applicants and the owners of the city's historic resources.

***Protecting and Enhancing the Value of Eufaula's Rich Architectural Legacy***



# Design Review Manual

## Eufaula Historic District

### Historic Eufaula

Eufaula is one of Alabama's most historic communities and its rich history is today reflected by a nationally-recognized collection of historic buildings. Occupied by three Creek Indian tribes of the Muscogee Nation at least by 1733, the name Eufaula was that of one of the tribes and is thought to have meant "high bluff" in the Creek language. Almost a century later, European-American settlers from Georgia established a village here. The town prospered with General William Irwin, a hero in the War of 1814, serving as its most prominent early booster. It was for him that the town was renamed Irwinton. Settlers continued to move to the area, attracted by its fertile soils and, with its location along the river, Irwinton soon became an important regional trading center.

Renamed Eufaula in 1843, the local economy continued to prosper until the beginning of the Civil War in 1861. The town's many antebellum residences and commercial buildings are physical reminders of the wealth and prominence it achieved by that time. Fortunately, many of Eufaula's buildings survived the war and remain today. Additional buildings reflect the community's return to prosperity beginning with the arrival of cotton mills and railroads in the 1880s and represent its continued development into the twentieth century.

Historic preservation has been a long-established tradition in Eufaula. The Eufaula Heritage Association was created in 1965 to promote the preservation of the city's historic resources. Their purchase of the Shorter Mansion and their annual Eufaula Pilgrimage have played an important role in demonstrating the success of historic preservation. The community also provides support to Fendall Hall, an Alabama Historical Commission house museum.

The Seth Lore Historic District, listed in the National Register of Historic Places in 1973 and expanded in 1986 to become the Seth Lore & Irwinton Historic District, contains more than 700 historically significant buildings, making it one of the largest in eastern Alabama. The National Register is the Nation's official list of cultural resources worthy of preservation. Authorized under the National Historic Preservation Act of 1966, the National Register is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect our historic and archeological resources. Properties listed in the Register include districts, sites, buildings, structures, and objects that are significant in American history, architecture, archeology, engineering, and culture.

While the National Register recognizes Eufaula's rich architectural legacy, it provides no protection for any of its historic buildings from demolition or insensitive alteration.\* Such protection can only be accomplished through local ordinances which are enabled under Alabama law in Chapter 68 the Code of Alabama (1975).

\* The National Register of Historic Places does provide limited protection for historic resources where federal funding or licensing is involved.

# Eufaula's Historic District

Recognizing that Eufaula's historic district is one of Alabama's great architectural treasures, that its preservation is essential to the quality of life of its citizens and to the economic development of the city, the City of Eufaula has created a local historic district. The boundaries of this district have been established by City Council. Within the City of Eufaula Historic District, a *certificate of appropriateness* must be approved by the Eufaula Historic Preservation Commission before a building permit may be obtained for:

- changes to the exterior appearance of any building, structure or site within the historic district.
- demolition of a building, structure or site within the historic district; demolition by neglect and the failure to maintain a historic property or a structure in the historic district constitutes a change for which a certificate of appropriateness is necessary.
- the construction of a building or structure within the historic district; signs and fences are among the items considered to be structures.

**Goals of the Design Review Process.** The goals of the design review process in the Eufaula Historic District are:

- to promote the educational, cultural, economic and general welfare of the City of Eufaula, Alabama,
- to preserve and protect buildings, sites, structures, areas and districts of historic significance and interest,
- to promote the preservation and enhancement of the national, state and local historic, architectural, archaeological and aesthetic heritage found in Alabama,
- to promote and enhance Alabama's historic attractions to tourists and visitors,
- to recognize and commemorate the achievements of Eufaula's citizens,
- to promote the stabilization and enhancement of property values,
- to foster civic beauty and civic pride, and
- to strengthen the local economy.

**The Design Review Process.** In order to obtain a certificate of appropriateness, a property owner or their representative makes an application to the Eufaula Historic Preservation Commission. The Commission conducts regular public hearings at which time it reviews the applications, discusses the proposed work with the applicant, and either approves or denies a certificate of appropriateness. Please see Appendix A for a more detailed discussion of the design review process and guidance regarding the application process.

**Design Guidelines.** The Eufaula Historic Preservation Commission uses the design guidelines in this publication to review requests for certificates of appropriateness. The guidelines are based upon the Secretary of the Interior's Standards for Historic Rehabilitation which were developed by the National Park Service and are nationally accepted standards for design review in historic districts.

**Authority.** These design guidelines are in accordance with the City of Eufaula Historic Preservation Ordinance Number 2001-2, Section V, article H (Guidelines and Criteria for Certificates of Appropriateness).

## Planning a Project

Since the overall intent of these guidelines is to maintain the character of the historic district, it is essential that planning for all rehabilitation and maintenance work consider the impact of the work on the character of the building and its neighbors.

**Understand the Style and Period of the Building.** Numerous historic architectural styles and periods are found within the district. Since each has its own particular features, it is important to understand the style of a particular building and the features that are appropriate to that style. In many cases, features that are appropriate for one style may not be appropriate for another. For more information about the architectural styles found within the district, please refer to A Field Guide to American Houses by Virginia and Lee McAlester. Another useful source is the Alabama Preservation Manual. Both publications are available at the Eufaula Carnegie Library.

**Be Familiar With the Building's History.** Most historic buildings have seen some degree of change over time. Some of these changes may be significant in their own right. Being familiar with the history of the building can help answer questions about appropriate rehabilitation and maintenance strategies.

Within the district, buildings can be classified as follows:

**Contributing** - Contributing buildings are those which contribute to the district's overall historic character and that were constructed during the district's period of significance. Contributing buildings also retain integrity. A building has *integrity* if it retains sufficient historic fabric and features to continue to reflect the overall character it had during its period of significance.

**Noncontributing** - Noncontributing buildings are buildings that do not contribute to the district's overall historic character. Typically, these buildings were either constructed after the end of the district's period of significance or are earlier buildings that have lost integrity through alterations. Noncontributing properties can be either *compatible* with or *intrusive* to the character of the district in terms of scale, massing, materials and other architectural characteristics.

The goal of projects involving contributing buildings should be to maintain the primary character-defining elements of the building by retaining and repairing distinctive features and respecting historic alterations. When new additions or other alterations are required, they should be designed to be reversible in the future. The goal for a project involving compatible noncontributing buildings should be to retain those features that are consistent with the historic character of the neighborhood. When working with intrusive buildings, the goal should be to make the building compatible with the district to the greatest practical degree.

# Historic Conditions

While these guidelines are based on extensive documentation of the district and its resources, the wide variety of historic styles and building practices found throughout the city result in a rich collection of architectural details and features. The availability of accurate historical documentation should typically take preference in the application of these guidelines to individual building projects.

## Important Definitions

The following terms are used throughout these guidelines. The words "appropriate" and "inappropriate" are used because they relate to the city's ordinance which requires a "certificate of appropriateness" from the Commission before a building permit can be issued for exterior work in the locally designated historic district.

**Adaptive Use** - Adapting a building to a different use than that for which it was built or has historically been used.

**Alteration** - Any act or process that changes one or more of the exterior architectural features of a building, including but not limited to the erection, construction, reconstruction or removal of any building.

**Appropriate** - A proposed activity is consistent with the guidelines.

**Certificate of Appropriateness** - A document evidencing approval by the Historic Preservation Commission of an application to make a material change in the exterior appearance of a designated historic property or of a property located within a designated historic district.

**Demolition** - The removal of a building, or an portion of a building, either by direct action or by neglect.

**Inappropriate** - A proposed activity is not consistent with the guidelines and may result in the Historic Commission withholding a Certificate of Appropriateness.

**Neglect** - The failure to maintain a building's weathertight condition and/or the failure to prevent or correct deterioration of a building's structure, materials or finishes.

**Preservation** - To sustain the existing form, integrity, and material of a building or structure.

**Primary Elevation** - An elevation of a building that faces either a front or side street or that is otherwise prominently visible from public vantages within the district.

**Recommended** - A proposed activity is recommended but is not required.

**Rehabilitation** - Returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of a property which are significant to its historical, architectural, and cultural values.

**Restoration** - Accurately recovering the form and details of a building and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work to match documented conditions.

**Secondary Elevation** - An elevation of a building that faces a rear or side yard or that is otherwise not prominently visible from public vantages of or within the district.

**Stabilization** - To reestablish a weather resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining its essential form as it exists at present.

## Additional Information

These guidelines reference other publications that may be useful in providing additional background information and explanation. The Eufaula Historic Preservation Commission maintains a library of these publications at the Eufaula City Hall and they are available for you to review. The Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings and the National Park Service's Preservation Briefs series are also available for review on the National Park Service's internet website. They are also available for purchase from the National Park Service.



## Secretary of the Interior's Standards

*The Secretary of the Interior's Standards* form the basis for Eufaula's Design Guidelines. *The Standards* were developed by the National Park Service and are generally accepted nationwide as standards for the rehabilitation of historic buildings. The basic purpose of the *Standards* is to maintain the primary character-defining elements of a building by: recommending that distinctive features be retained and repaired rather than replaced, historic alterations be respected, and, where new additions or other alterations are required, they be made in such a way as to be reversible in the future. The *Standards* generally do not require the restoration of missing elements; rather, they are designed to allow for changes that are needed to adapt a building to a new function.

- Standard #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.
- Standard #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.
- Standard #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.
- Standard #4: Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- Standard #5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- Standard #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.
- Standard #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.
- Standard #8: Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- Standard #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.
- Standard #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.

For a more detailed description of the *Standards* and how to apply them, please see *The Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings* (Washington D.C.: U.S. Department of the Interior, 1992). Additional information can be found on the internet at the National Park Service website.

# Exterior 1 Siding



*Note how the varied patterns and textures of the exterior building materials are an important element of the design of this house.*

Wood is the most common form of siding traditionally found on Eufaula's historic buildings. Plain lapped wood siding, flush board siding (often within porches), beaded siding, novelty siding and a variety of shingles are common throughout the district. The variations of their textures and the evidence that remains of the craftsmanship that shaped them for use are often essential character-defining features of a building. Types of wood siding can give important clues to the date of a building or its alterations. For all these reasons, traditional wood sidings should typically be retained and repaired rather than replaced or covered.

## ***Visual Characteristics of Installation***

In addition to the visual character of the siding itself, the way that it was installed can also make important contributions to the character of a building. The width and depth of the lap of siding, the patterning of wood shingles, the use of corner boards or mitered corners, and other details have an impact on the texture of a building's surfaces. Likewise, the surfaces of the materials, whether smooth or exhibiting hand planing marks, and sometimes even the pattern of its nailing, are often recognizable features that should be retained.

## ***Types of Replacement Siding***

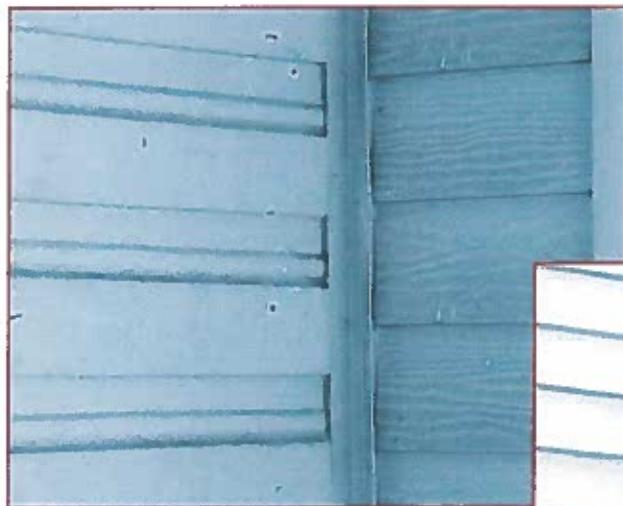
In more recent times, a variety of replacement siding materials have become popular. Each of these can change the character of a building in either subtle or dramatic ways depending on the nature of the material, the material it replaced, and the prominence of where the material is placed. In the mid to late 20th century, asbestos and cement fiber shingles came into common usage as did asphalt siding. These materials are usually inconsistent with the historic character of buildings in the district. In more recent times, aluminum and vinyl sidings and a variety of composition board sidings have been developed. While they more closely resemble traditional wood sidings, they often lack the subtle visual characteristics that can contribute to the overall historic character of a building.



*Left:* Note the use of wood shingles and wood weatherboards on this Victorian style house. *Right:* Note the use of wood shingles on this bungalow.



Note: The texture of this historic wood siding. Notice also that the corners are mitered and do not have corner boards – an important detail that would be difficult to match with synthetic materials.



Note: Many important visual characteristics can be lost through the application of synthetic siding including the width, shadow lines, nailing patterns and other features that define the character of historic siding materials. The application of synthetic siding materials can often conceal deterioration that is occurring to underlying conditions. By the time evidence begins to appear considerable damage may have already occurred. Note the staining on the photo at right indicating moisture-related deterioration below the synthetic siding.



## Exterior Siding Guidelines

1. **Retain and Repair Original Materials.** It is appropriate and recommended that historic exterior siding, shingles, banding, cornerboards and other siding details be retained and repaired as needed wherever practical. All repairs **should** match the original work in design, material, texture and workmanship.
2. **Replacement Materials.** Where the replacement of exterior siding, shingles, banding, cornerboards or other details is necessary due to excessive deterioration or damage, appropriate replacements **should** match the historic conditions in design, materials, appearance and workmanship to the greatest degree practical.
3. **Synthetic Siding.** The historic visual character of wood sidings are defined by the profile of the material, the reveals and shadow lines they create, the surface texture of the material and the expression of the craftsmanship of the installer (nailing patterns, etc.). Applied synthetic sidings, such as vinyl or aluminum, can change the visual character of a building and can conceal underlying problems (such as moisture penetration, decay and insect infestation). Likewise replacement of traditional siding with composition board (wood fiber, cementitious, etc.) or plywood type materials changes the visual character of a building. Therefore the application of synthetic sidings to historic buildings within the district is typically not appropriate.

Owners are encouraged to remove synthetic sidings where they have been previously installed and to restore the historic siding. However it is appropriate to replace previously applied synthetic sidings with new synthetic sidings as long as the new siding closely approximates the visual appearance of traditional historic siding.

Synthetic siding may be appropriate for use on ancillary buildings and for other new construction that is not readily visible from the street. Likewise, the use of other artificial siding products, such as boards composed of wood or cementitious fibers, is not recommended but may be appropriate for new construction, ancillary buildings and additions to historic buildings that are not readily visible from the street. Such materials should generally match the visual character of traditional wood sidings found within the district.

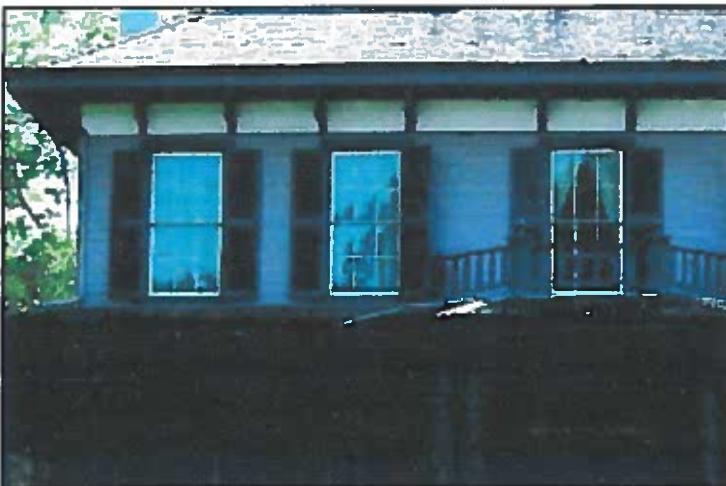
4. **Special Considerations for Noncontributing Resources.** Synthetic materials are generally not appropriate for primary elevations of noncontributing resources.

For additional information, please see the following Preservation Briefs: #06 Dangers of Abrasive Cleaning to Historic Buildings, #08 Aluminum and Vinyl Siding on Historic Buildings, The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings, and #16 The Use of Substitute Materials on Historic Building Exteriors.

## Painting Guidelines

1. **Surface Preparation.** All surfaces to be repainted should be carefully prepared by hand scraping, the use of appropriate chemical strippers or heat guns, and hand sanding. The use of abrasive cleaning methods such as sandblasting or the use of power rotary sanders is not appropriate and causes severe permanent damage to historic materials. In addition, the use of water should be carefully considered and should be conducted within the range of 20 to 100 psi at a range of 3 to 12 inches.
2. **General.** Historic materials that have historically been painted should remain painted. Likewise, historic materials that have not been previously painted should remain unpainted.
3. **Color.** Color schemes that are appropriate to the style, period or design of a historic building or that are generally consistent with the surrounding neighborhood or other buildings are recommended.
4. **Exposed Wood.** The use of unpainted wood is not appropriate at principal elevations unless it matches a documented historic condition. *Maintenance Tip:* Most modern pressure-treated lumber is intended to have an applied finish such as paint. Consult the manufacturer's specification for details.

For additional information, please see the following [Preservation Briefs: #10. Exterior Paint Problems on Historic Woodwork](#) and [#37. Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing](#).



Colors that are appropriate to the period and style of the building are recommended, as seen in this photo of Fendall Hall.



Colors that are visually incompatible with the historic character of the district, such as hot pink, are not recommended.

## 2 Masonry



*Note the varied coloration and use of contrasting materials that define this significant masonry dwelling.*

The visual pattern of the exterior materials of a historic building and the texture of those materials are typically major character-defining features. The design of some buildings is especially dependant on these visual qualities as seen in the photo above. In other buildings, materials are simpler in character and have less impact on the overall design.

Most of the buildings in Eufaula's commercial area are of masonry construction. Masonry buildings are also scattered throughout the residential areas.

### ***Types of Masonry Common in Eufaula***

**Brick:** The most common type of masonry construction in the city is brick. The character of the brickwork in historic buildings is most often defined by the color and texture of the brick, its bonding pattern, and the profile and material that it was pointed with. The illustrations on the next page give examples of these features.

**Stone:** Both natural stone and more modern cast stone (concrete based) are found in buildings in the district. Like brick, the character of stonework is defined by the color and texture of the stone, the pattern in which it is laid, and the profile and material that it was pointed with.

**Stucco:** In addition to brick and stone, stucco is also found in the district. Historic stucco has a variety of textures and finishes that define its character.

With all masonry finishes, it is important to understand the specific material and to be familiar with appropriate cleaning and repair methods. Properly maintained, masonry is a very durable finish. Inappropriate cleaning and repair methods can greatly increase its rate of deterioration however, so great care must be taken to select the appropriate treatment.

Figure 2.1  
Typical Brick Bonding Patterns

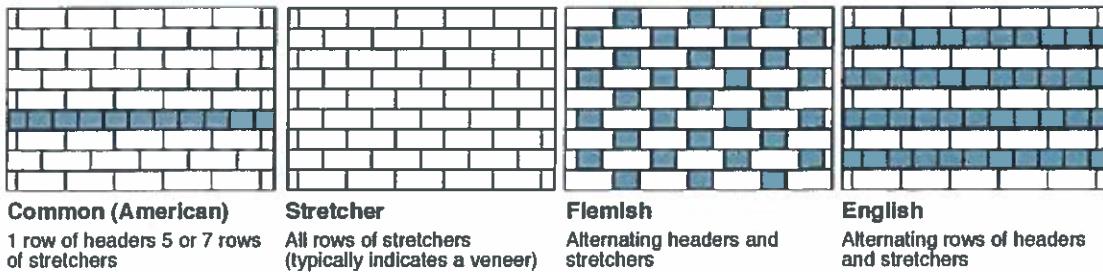


Figure 2.2  
Typical Decorative Brick Treatments

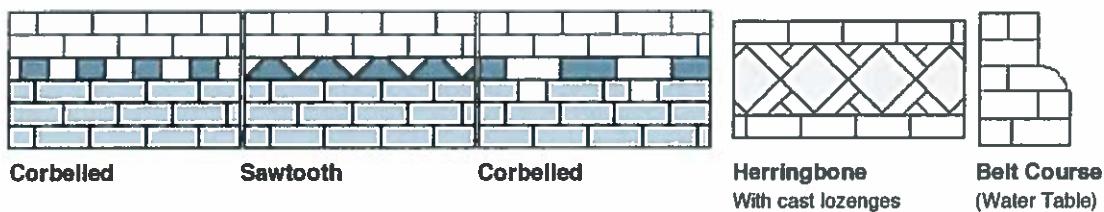


Figure 2.3  
Typical Pointing Profiles

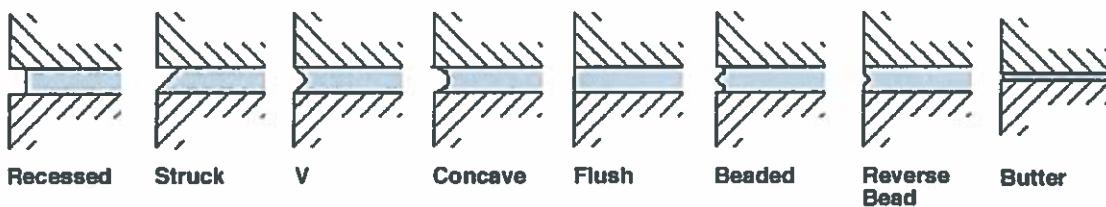
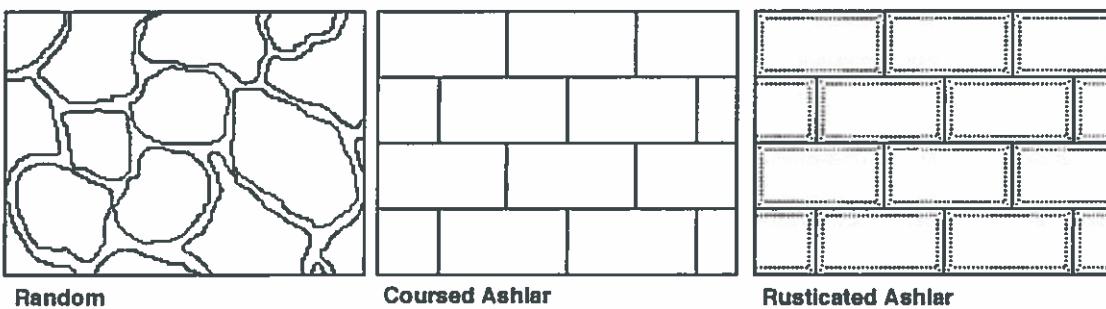


Figure 2.4  
Typical Stone Patterns



## Masonry Guidelines

1. Cleaning. It is recommended that *Preservation Brief #1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings* be reviewed prior to undertaking any masonry cleaning. Historic masonry **should** only be cleaned when necessary to halt deterioration or to remove heavy soiling. Always begin with the gentlest cleaning method possible and begin by cleaning a test patch in an inconspicuous area. The test patch **should** be observed over a period of time to assess both the immediate and longer term effects of the cleaning. Often a simple garden hose and soft bristle (nonmetallic) brush is sufficient. Low-pressure water cleaning **should** be conducted within the range of 20 to 100 psi at a range of 3 to 12 inches. Steam cleaning and the use of non-ionic detergents can also be effective. Chemical cleaning may also be acceptable for the removal of stains or paint. However, caution **should** be taken to insure that chemical cleaning methods are appropriate for the particular masonry surface. Cleaners such as muriatic acid, caustic soda, or lye **should** never be used on historic brick surfaces.

*Abrasive (such as sandblasting) or high pressure cleaning methods **should** never be used on historic masonry surfaces.*

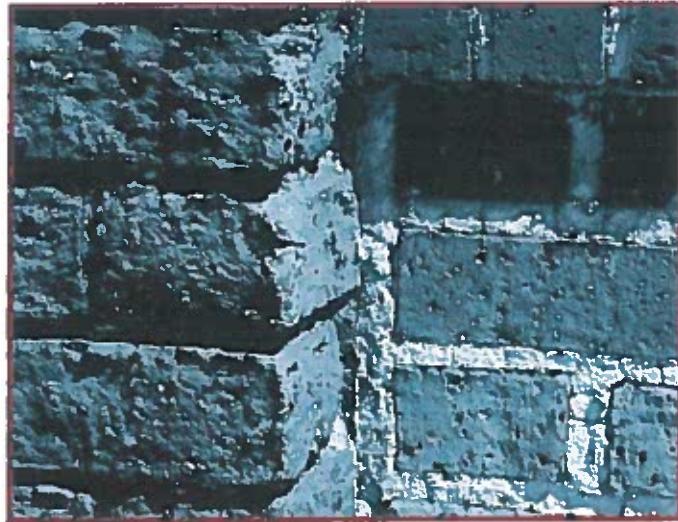
2. Details. Masonry details and ornamentation **should** never be removed or obscured.
3. Repairs. Masonry repair, replacement or repointing **should** match the original work in material, color, texture, workmanship and character. Repointing with inappropriate mortar can have both visual and physical consequences. The use of mortars with a high Portland Cement content or the use of most ready-mix mortars are generally inappropriate for historic masonry. Such mortars are typically harder than the surrounding masonry or stone materials and can result in considerable damage over time. Please refer to *Preservation Brief #2: Repointing Mortar Joints in Historic Masonry Buildings* prior to undertaking any repairs to historic masonry or stonework.
4. Do Not Cover. Covering historic masonry with artificial stone surfaces, synthetic (metal, vinyl, etc.) siding, stucco or any other type of applied siding is not appropriate.

*Inappropriate cleaning and coating treatments are a major cause of damage to historic masonry buildings. While either or both treatments may be appropriate in some cases, they can be very destructive to historic masonry if they are not selected carefully. Historic masonry, as considered here, includes stone, brick, architectural terra cotta, cast stone, concrete and concrete block. It is frequently cleaned because cleaning is equated with improvement. Cleaning may sometimes be followed by the application of a water-repellent coating. However, unless these procedures are carried out under the guidance and supervision of an architectural conservator, they may result in irrevocable damage to the historic resource.*

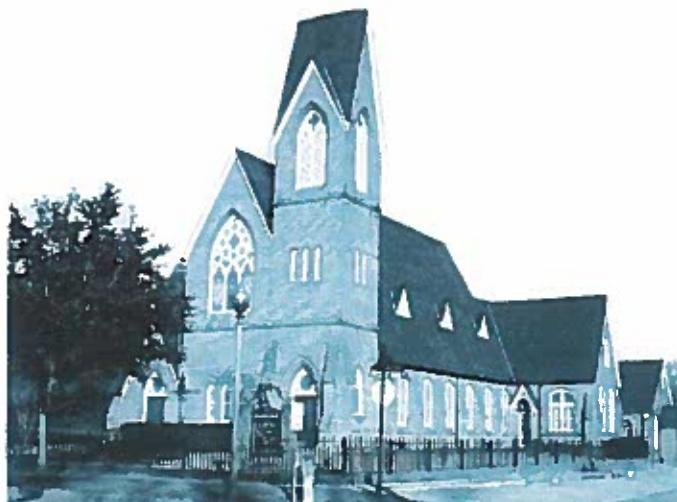
*Preservation Brief #1*

*Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings*

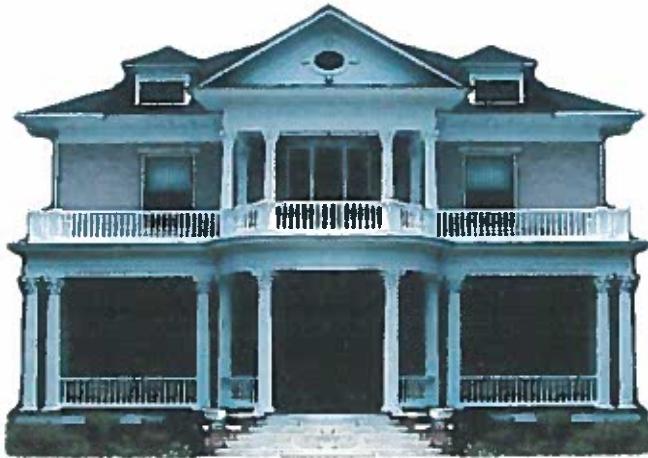
Abrasive cleaning of brick can remove the hard-fired surface coating that protects the brick resulting in accelerated deterioration. Note how sandblasting has resulted in the severe deterioration of the bricks in this photo.



5. **Painting**. The painting of masonry which has not been previously painted is not appropriate. When repainting masonry that has previously been painted, care **should** be taken to prepare the surfaces for new finishes in a manner that does not damage the underlying material. Nonhistoric paint finishes that have been applied to historic masonry may be only removed in manner that will not damage the underlying material. Please refer to the discussion of painting in Section 1.
6. **Sealants**. Masonry sealants such as silicone based products or the application of stucco over existing surfaces are typically not appropriate. Please refer to *Preservation Brief #1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings* for additional information.
7. **Special Considerations for Noncontributing Resources**. The general provisions of this section apply to existing buildings that are noncontributing to the district. Where masonry on such buildings is not visually compatible with the character of masonry typically found on historic buildings within the district (due to color, texture or other visual properties), painting or the application of alternate materials may be appropriate provided the work is visually compatible with the character of the surrounding neighborhood.



For additional information, please refer to:  
[Masonry: How to Care for Old and Historic Brick and Stone](#) by Mark London  
and the following Preservation Briefs:  
[#01 Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings](#)  
[#02 Repointing Mortar Joints in Historic Masonry Buildings](#)  
[#06 Dangers of Abrasive Cleaning to Historic Buildings](#)  
[#15 Preservation of Historic Concrete: Problems and General Approaches](#)  
[#38: Removing Graffiti from Historic Masonry](#)  
[#39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings](#)



# 3 Porches & Entrances

Porches are major character-defining elements of most of the residential buildings, and many of the nonresidential buildings, throughout the Eufaula Historic District. Especially when they are on the front elevation or prominent side elevations, porches are often prominent decorative and functional features. Most porches were constructed as part of the building's original design, or reflect important periods of historic remodeling, and are therefore important to understanding the architectural development of the building and the district.

## Porch Guidelines

1. General. Historic porches should be retained and repaired as needed. The removal of historic porches and their architectural elements that are visible from principal vantages is not appropriate.
2. Retain Historic Components. Historic porch columns, railings or other details should be retained and repaired as needed.

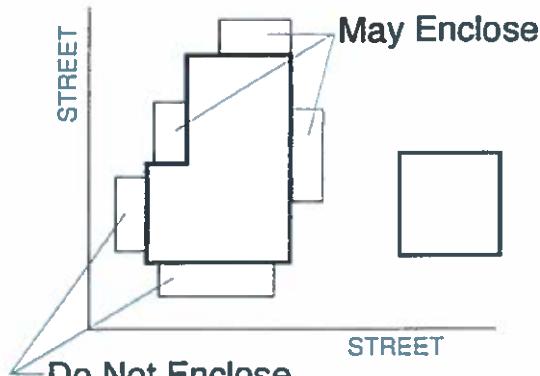
Figure 3.2  
Porch Enclosures, Appropriate Locations

Figure 3.1

Porch Enclosures, Screening and Glazing

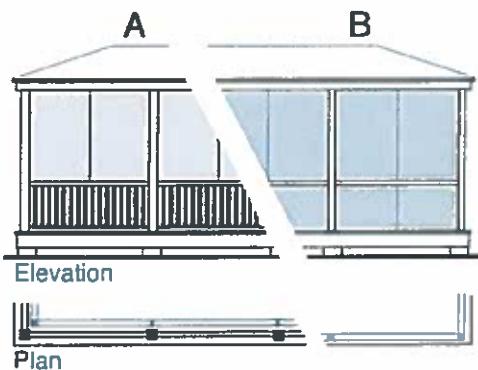


Porch enclosures should be recessed behind existing historic porch supports, rails and other framing components.



Enclosing porches that open onto principal streets is not recommended. Enclosures at secondary locations are acceptable.

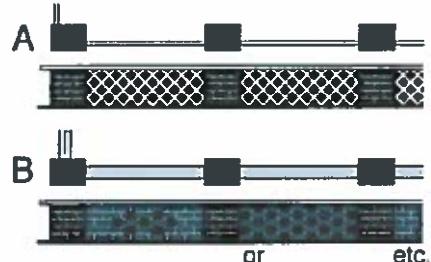
Figure 3.3  
Porch Screening and Glazing



A: Where historic porch supports, rails and other framing components remain, recess screening behind existing components and hide framing behind them to the greatest extent possible.

B: Where no historic components remain, new screen or glazing framing should approximate the visual pattern of appropriately-spaced supports and railings.

Figure 3.4  
Porch Foundation Infill

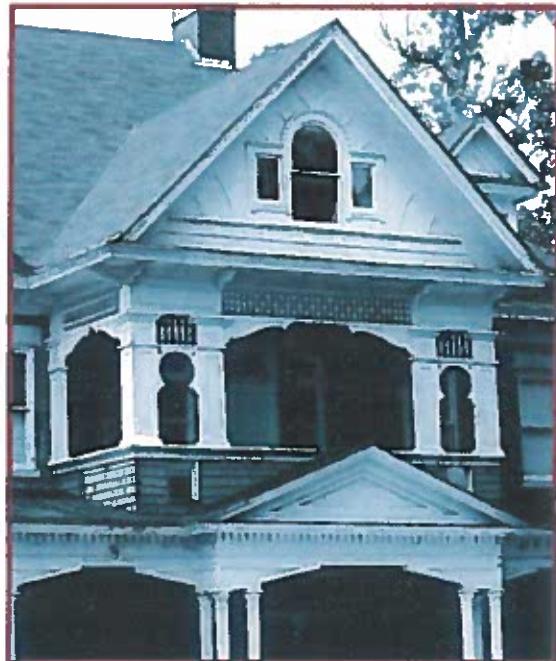


A: Lattice is an appropriate infill. It should be recessed slightly from the line of the face of the piers.

B: Brick is an appropriate infill if it is recessed from the line of the face of the piers and provides adequate ventilation.

3. **Replace Missing or Deteriorated Components in Kind.** Where porch columns, railings or other details are deteriorated or missing, new components should duplicate the historic components in design and workmanship. In cases where historic components are completely missing, it is recommended that new components match documented historic conditions based on historical documentation (photographs, etc.). If such documentation is not available, components should be chosen that are appropriate to the building and the surrounding neighborhood. Appropriate new and salvaged historic porch components are readily available from several companies in the region or from other national suppliers. The use of wrought iron porch supports, fluted metal columns or other synthetic components that do not replicate historic conditions is not appropriate.
4. **Enclosures.** Porches on principal elevations or secondary elevations that are readily visible from the street should not be enclosed. When porches are to be enclosed at secondary elevations, remaining historic components such as columns, railings, etc., should be preserved and the enclosure recessed behind them (please see figures 3.1 and 3.2).
5. **Screening/Glazing.** Porches on principal elevations should not be enclosed with glass. Screening should likewise be avoided at principal elevations. Where glazing or screening is installed, historic components such as columns, railings, etc., should be preserved and the enclosure recessed behind them (please see figure 3.3). Where this occurs, new framing members should be concealed behind the historic components wherever possible (please see figure 3.3). Where new framing members must be exposed, they should be of a dark color to help minimize their visual impact. Where screening or glazing occurs at secondary porches that do not retain historic components, new framing should approximate the visual pattern of appropriately-spaced supports and railings (please see figure 3.3).

6. **New Porches/Decks.** Porches should not be added to principal elevations on buildings which were constructed without porches at these locations. The addition of new porches or decks is appropriate on rear elevations which are not readily visible from major streets.
7. **Foundation Infill.** Wood lattice is recommended for the enclosure of areas beneath most porches. Brick infill is also appropriate if it is recessed from back from the exterior line of the piers and if adequate ventilation is provided (please see Fig. 3.4). Brick patterns in decorative open weaves are appropriate on foundations for new construction.
8. **Stairs.** Existing historic porch stairs and railings should be retained and repaired as needed. Where porch stairs or railings are later additions or are missing altogether new elements should be based on documentation of historic conditions. Typically, wood stairs are appropriate for the porches of frame residences and brick stairs are appropriate for the porches of brick residences. Where new brick stairs are proposed, they should match the color and texture of the adjacent foundation. Modern pre-cast concrete stairs are not appropriate on primary elevations.
9. **Special Considerations for Noncontributing Resources:** The general provisions of this section apply to existing buildings that are noncontributing to the district.

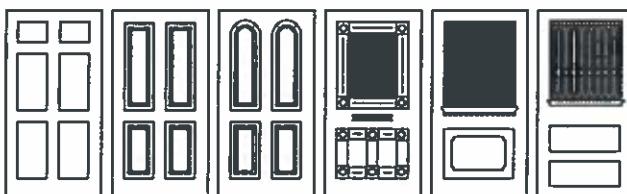


Porches are reflective of the diversity of building periods and styles within the historic district

## Entrance Guidelines

1. **General.** Original elements of entrances, including doors, door surrounds, transoms and sidelights should be maintained. Enclosing of transoms and sidelights is not appropriate (please see Figure 3.6).
2. **Openings.** Historic openings should be retained. It is inappropriate to reduce, enlarge or infill openings on principal elevations. Alterations at secondary elevations are not recommended but appropriate if not readily visible from principal street vantages.
3. **Doors.** Retain and repair original doors as needed. Historic hardware and locks should be retained and repaired if practical. Where new hardware is required, it should be appropriate to the style of the building. If replacement of an historic door on a primary elevation is necessary, it is recommended that a new door be installed to match the design of the original door. Other appropriate alternatives include: 1) relocation of an original door from the side or rear elevations providing the doors match in appearance; or 2) replacement with an appropriate historic door. Many architectural salvage companies specializing in historic architectural features have and/or antique stores sell appropriate replacement doors. If a historic door is not available, a modern door is appropriate as long as it is compatible with the architectural character of the building. Modern and flush doors, doors with ornate or elaborate metal designs, or other designs out of keeping with the character of the house are not appropriate
4. **Finishes.** Historic finishes should be retained wherever practical. Where later finishes have been applied, it is appropriate to retain those finishes (painted surfaces can be repainted, for example) or to restore documented historic finishes.
5. **Screen/Storm Doors.** Appropriate screen or storm doors for entrances that are visible from principal street views include doors that are consistent with architectural period of the house or that are of a simple design with as much open screen or glass area as possible. Framing should be painted to blend with color of the door and its surround. Aluminum screen or storm doors, or those with factory applied color finishes may be appropriate if they are finished to blend in with the color of the door and its surround. If horizontal rails and vertical stiles are built into the screen or storm door, they should be matched with the rail and stile design of the entrance door. Raw or unpainted aluminum frames should be primed and painted to match the surrounding trim.
6. **Security Doors.** Exterior metal security doors are typically not appropriate for use at entrances on primary elevations.

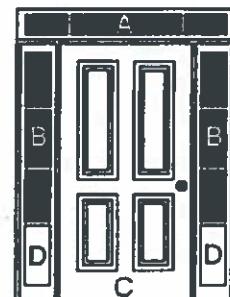
Figure 3.5  
Door Styles



Typical doors from the 18th to the 20th centuries (left to right)

Figure 3.6  
Entrance Features

A: Transom  
B: Sidelights  
C: Door  
D: Bulkhead

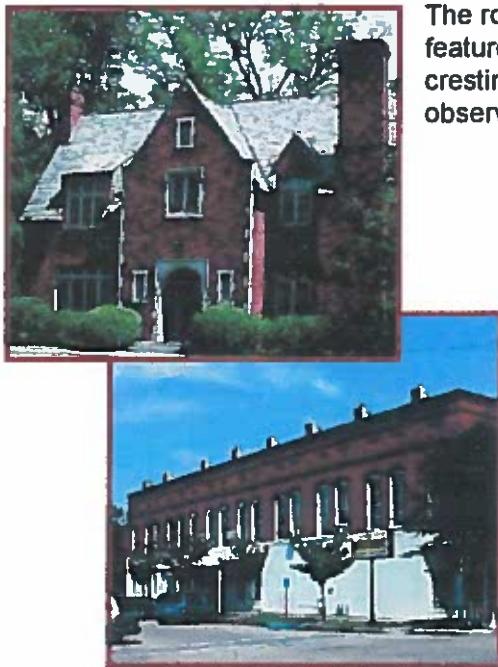


# Roofing

## 4

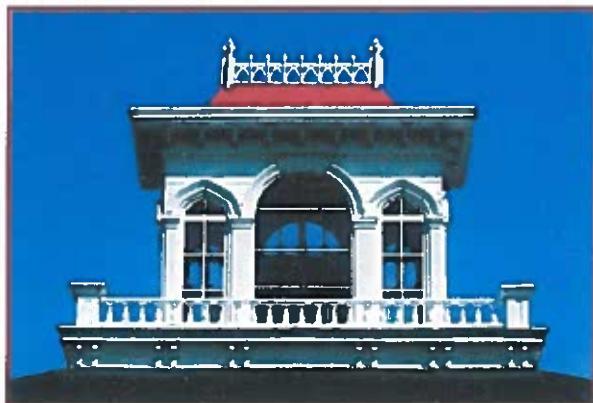


The shape of a building's roof is one of its most important character-defining features. The form of the roof and its features are also key elements of the building's style. Some roofs are more visually prominent than others and the materials of the roof can also be a major character-defining element. The slate roof in Example A below, for example, is an integral element of the building's design. In Example B, the roof material is not visible so its contribution to the architectural character of the building is minimal.



**Example A (top).** Note how the slate roof material is an integral element of the design of this house. **Example B (bottom).** Note how the roof is not visible and therefore its material is not a major character-defining feature.

The roofs of many Eufaula buildings also have significant features such as towers, dormers, "widow's walks," and cresting. Several also retain distinctive ventilation or observation cupolas.



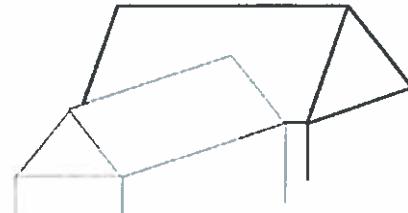
*The rooftop observation and/or ventilation cupolas found atop many Eufaula houses are a distinctive feature of the city's architectural character.*

## Roof Guidelines

The majority of residences have gable or hipped roof forms or a combination of the two. Many roofs no longer retain their original roof materials and having been replaced with asphalt or composition roofs. Surviving historic roofing includes pressed metals shingle, standing seam metal, clay tile and slate.

1. **Form.** Historic roof forms should be retained at principal elevations. Where additions are considered at secondary elevations, the roof form should be similar to those of the building and should be constructed in such a manner as to not obscure the overall form of the historic roof (please see Fig. 4.1).

Figure 4.1  
Roof Form



Roof forms for additions should be compatible with the historic roof and should be visually secondary to the principal roof.

2. **Historic Materials.** Historic roof materials, such as metal standing seam, pressed metal shingles, cement asbestos shingles or slate, should be retained and repaired where necessary. A variety of products are currently available that can extend the useful life of metal roofing. If it can be demonstrated that roof surfaces are deteriorated beyond the point of reasonable repair, replacement is appropriate. Replacement materials should approximate the visual characteristics of the historic roofing to the greatest extent possible.
3. **Replacement Materials.**

**Composition Shingles.** The application of composition shingles to replace deteriorated composition roofs is appropriate. Where documentation of original or historic roofing is not available, dark colors, including dark red, black and dark greens are recommended. Where documentation indicates that a building historically had wood shingle roofing, the use of a textured "architectural" grade composition shingles in a light gray or silver-gray color is appropriate. Where documentation indicates that a building historically had slate roofing, the use of a textured "architectural" grade composition shingles in a medium or dark gray or black color is appropriate. The use of patterned composition shingles based on historic patterns is appropriate (Please see Fig. 4.7).

**Wood Shingles.** Wood shingles or modern imitation wood shingles are typically not appropriate for buildings constructed after 1920 unless documentation for their original application exists.

**Metal Roofing.** Metal standing seam or patterned metal roofs are typically not appropriate for buildings constructed after 1920 unless documentation for their original application exists. The use of modern factory-finished metal roofing systems is typically inappropriate, but may be considered where pan-width, ridge details, seam profile and eave details can be modified to approximate the appearance of traditional standing

seam roofing (please see Fig. 4.3). The use of "V-crimped" or corrugated metal roofing is also typically not appropriate for residential buildings but may be considered for small-scale ancillary structures that are not readily visible from the street.

**Membrane or Built-up Roofing.** Modern membrane and built-up roofing is appropriate for flat roofs. Membrane systems may also be appropriate for use on low-pitched roofs at secondary elevations but should be either gray or red in color.



Figure 4.2 Note how the ridge and eave details on this traditional standing seam metal roof have been folded down and how the pattern created results in a softer visual character.

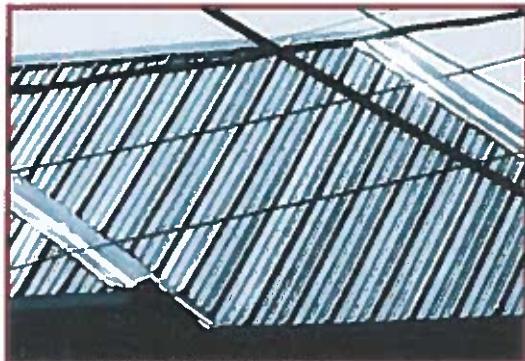


Figure 4.3 Note how the heavier ridge details and strong angular lines of this modern metal roof contrast with the softer appearance of the traditional roof.

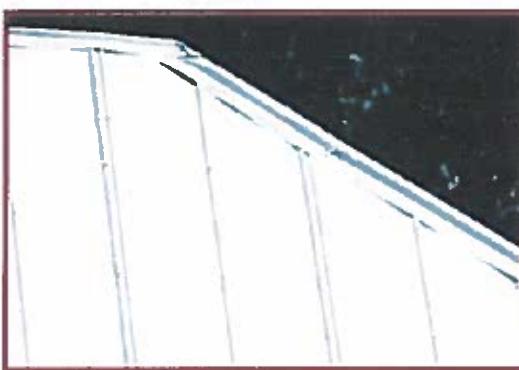


Figure 4.4 V-crimped metal roofing like this and other similar roofing (including corrugated) are not appropriate for most buildings in the district.



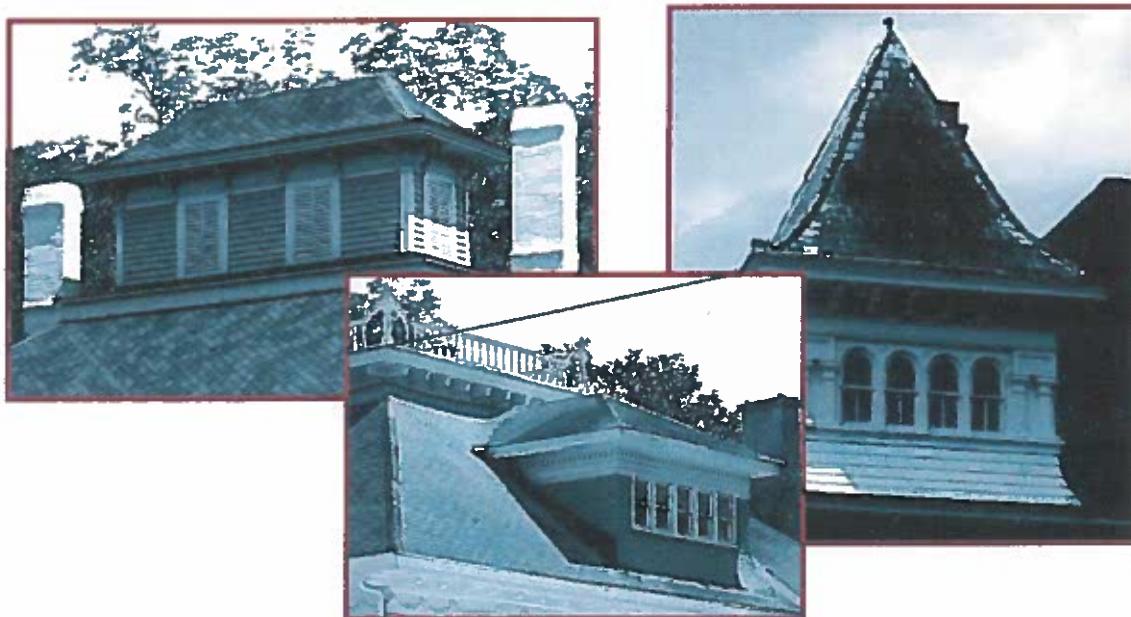
Figure 4.5 Patterned metal roofing like this can still be purchased today.



Figure 4.6 Patterned asphalt roofing similar to this can also still be purchased today and is an appropriate alternative to shingles on many buildings.

4. **Dormers.** Original dormers should be retained and repaired as needed. New dormers should only be considered at secondary elevations that are minimally visible from the street. Where new dormers are added, their design should be compatible with the historic character of the building in terms of scale, design and materials.
5. **Other Roof Features.** Roof ornamentation such as finials and balustrades should be retained and repaired as needed. Ventilation cupolas should be retained and repaired as needed.
6. **Gutters.** Historic gutters, box gutters, leaders and downspouts should be retained and maintained. The use of half-round gutters and round downspouts is recommended at all principal elevations. The use of architectural gutters and rectangular downspouts is not recommended unless documentation exists of their historic use on the subject building. Gutters and downspouts should be painted to match the adjacent exterior house color.
7. **Eaves & Soffits.** Historic eave and soffits should be retained and repaired as needed to match adjacent historic conditions. Synthetic materials should not be applied and historic design features such as exposed rafter ends, moldings, etc. should be retained.
8. **Skylights.** Skylights may be appropriate if they will not be readily visible from a principal street. In such cases, the use of low-profile flat skylights is recommended.
9. **Antennas.** Antennas should be located so as to be minimally visible from the street.

For additional information, please see the following [Preservation Briefs](#): 04: [Roofing for Historic Buildings](#); 19: [The Repair and Replacement of Historic Wooden Shingle Roofs](#); 29: [The Repair, Replacement, and Maintenance of Historic Slate Roofs](#); and 30: [The Preservation and Repair of Historic Clay Tile Roofs](#).



**Example A** (top left). This is an example of a ventilation cupola. **Example B** (bottom center). Note how the the "widow's walk" and dormer are character-defining features of this roof. **Example C** (top right). This tower visually dominates the corner of this house and helps to define its character. All of these features add architectural diversity and interest to the historic district.

# 5 Windows

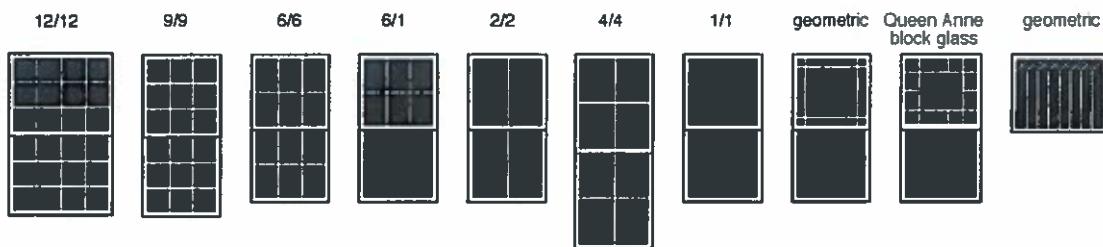


The size, placement and appearance of windows has always been a major architectural consideration in the design of houses. As technology has allowed panes of glass to become larger, the diversity of windows has expanded. Earlier buildings tended to have smaller windows with more numerous individual panes (or lights) while more modern buildings tended to have larger windows with less lights. This technological evolution was incorporated into the prevailing styles of buildings throughout the history of the district. Federal style buildings often had 9/9 or 9/6 light sash and Greek Revival buildings 6/6 light sash for example. During the Victorian period, 4/4, 2/2 and 1/1 light sash as well as stained glass windows tended to be popular. In the early 20th century, 1/1 light sash, leaded glass, and geometric patterned sash became commonplace. All of these window styles provide evidence of the architectural history and development of the building and the district as a whole.

## **Materials**

Most windows in the historic district have wooden frames and surrounds. The thickness and profile of these framing members also typically vary by architectural period and style and are also important aspects of the character of the windows. In the 20th century, metal window frames and surrounds became increasingly popular, especially for commercial buildings.

**Figure 5.1**  
**Window Styles**

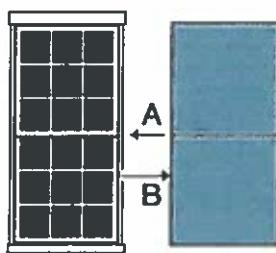


Windows are typically a major character-defining element of historic buildings. Each of these examples is appropriate for a particular style and period of house.

## Window Guidelines

1. **Retain Existing.** Existing historic windows should be maintained and repaired with matching materials when needed. It is often more economical to retain deteriorated windows than to replace them, especially since new technologies such as the use of epoxy consolidants aid in repair.
2. **Replacement.** The condition of windows should be evaluated on a window by window basis and replacement is only appropriate where the deterioration of historic window elements can be demonstrated to have exceeded the point of reasonable repair. New windows or window elements should match the historic windows in design and materials. Modern metal or vinyl-clad windows, different types of vertical or horizontal glazing arrangements and windows with snap-in muntins or muntins sandwiched within glazing are not appropriate on principal elevations and are not recommended on secondary elevations of historic buildings. Such windows are appropriate on secondary elevations of additions to historic buildings, additions to noncontributing buildings and new construction. When using such windows it is recommended that they approximate the visual character of windows in adjacent historic buildings in terms of their glazing pattern and the width, profile and finish of their framing members.
3. **Oversized Windows.** The addition of modern picture windows or other openings not in scale with the building should not be installed on principal elevations. Large windows may be installed on secondary elevations which are not readily visible from the street but their use is discouraged.
4. **Decorative Glass.** Historic stained glass, leaded glass or other decorative glass features should be retained, appropriately maintained or repaired as needed to match documented historic conditions. Where such features do not presently exist, their installation at principal elevations is not recommended unless they are being installed to match documented historic conditions.
5. **Specialty Windows.** Historic specialty windows such as bay window and bowfronts, should be retained, appropriately maintained or repaired as needed to match documented historic conditions. Where such features do not presently exist, their installation at principal elevations is not recommended unless they are being installed to match documented historic conditions.
6. **Glazing.** Replacement window glass at principal elevations should typically be a clear glass. The use of modern mirror glass, smoked glass or other glass with non-traditional reflective characteristics is not appropriate at principal elevations and is discouraged at secondary elevations.
7. **Storm Windows.** The use of interior storm windows is recommended. Exterior storm windows are appropriate as long as they meet the following characteristics: 1) framing members are minimal in width and profile; 2) any horizontal bracing or other divisions line up visually with the meeting rails of the underlying window sash; and 3) the framing is finished to blend in or match the surrounding trim color. Storm windows should also allow for ventilation along their bottom edge to allow condensation to evaporate.

Figure 5.2  
Exterior Storm Windows



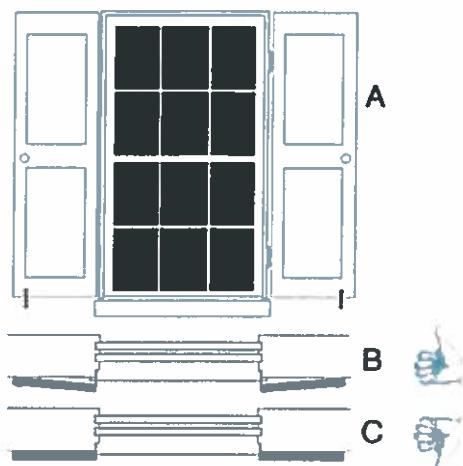
A: Align intermediate support of storm window to visually line up with meeting rail of window.  
B: Paint or finish storm window frame to match window trim.

8. **Special Considerations for Noncontributing Resources.** The general provisions of this section apply. The use of synthetic windows as replacements may be appropriate provided the new windows are compatible with the overall character of the building and the surrounding neighborhood. Windows should be finished to match adjacent trim. Windows should maintain the visual character of divided lights windows.

## Shutter, Blind and Awning Guidelines

1. **Shutters/Blinds.** Historic wood shutters or blinds should be retained, appropriately maintained or repaired as needed to match documented historic conditions. Where shutters or blinds are extremely deteriorated, it is recommended that they be replaced with shutters or blinds to match the historic ones in design, material and workmanship. An alternative in such cases is to simply remove the deteriorated shutters or blinds.
2. **Materials.** The use of synthetic materials such as aluminum or vinyl for replacement shutters on principal elevations is not appropriate. All replacement shutters should be sized to fit their corresponding opening. It is recommended that shutters or blinds at principal elevations be installed so as to be operable using appropriate hardware. An appropriate alternative is to mount the shutters or blinds so that they give the appearance of being operable. Typically, shutters or blinds at principal elevations should not be flush mounted to the adjacent wall surface.
3. **Proportion.** New shutters and blinds should be proportional to the window opening. They should be neither too wide nor too narrow to cover the window opening.
4. **Replacement.** Paneled wood shutters and louvered blinds are both typically appropriate for Eufaula's historic residences. However, shutters or blinds should not be installed on principal elevations of buildings where there is evidence that they never existed historically.
5. **Color.** Shutters and blinds should be painted a contrasting color to the body of a building.

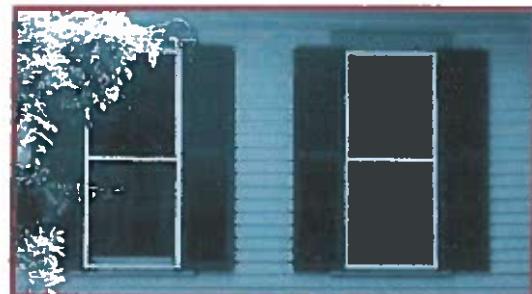
**Figure 5.3**  
**Shutter/Blinds Should Match the Opening**



A: Shutters should be sized to fit the opening.

B: It is recommended that the shutters be operable. If not, they should be fixed in place with spacers adjacent to the window to approximate the visual character of operable shutters.

C: Shutters should not be surface mounted unless this was a documented historic condition.

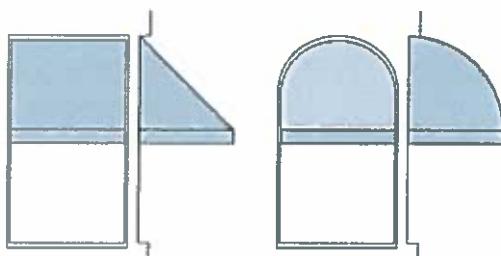


**5.4 Note how these shutters relate to the size of the window opening and appear to be inoperable.**

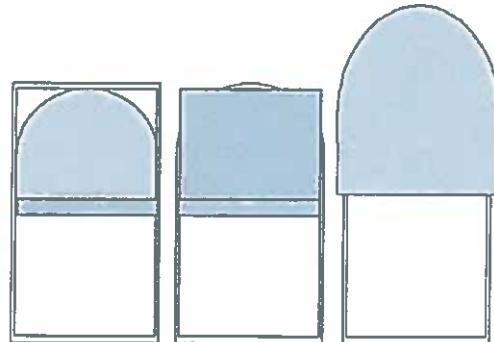


**5.5 Note how these shutters do not relate to the size of the window opening and that they clearly appear to be inoperable.**

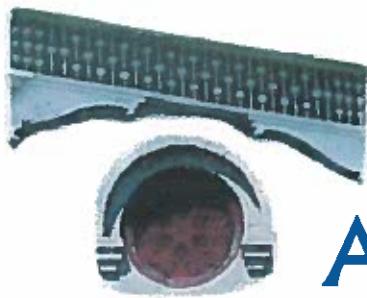
7. **Awnings:** Canvas awnings are appropriate if they are compatible with the historic character of the building and are sized and shaped to match the window opening. When installing awnings, care should be taken to minimize damage to the building. Framing should be bolted into mortar joints rather than into masonry surfaces, etc. Metal awnings should not be applied on primary elevations.



**Figure 5.6.** Awnings should match the overall shape and size of the window.



**Figure 5.7.** Awnings that do not match the overall shape and size of the window are not appropriate.



# 6 Architectural Details

Each period and style used architectural ornamentation as an integral part of architectural composition. While ornamentation was often subtle in earlier styles, relying on molding profiles and minimal trim to express design motifs, the use of ornamentation gradually increased until the Victorian period when its use was often anything but subtle. Like other aspects of architectural style, ornamentation therefore is important to the character of a building and the district.

Ornamentation most often occurs at rooftop structures (such as ventilation cupolas and dormers), or along cornices, around windows and doors and at porches. Within the district, a variety of different architectural moldings, trim and other ornamental features are found that illustrate all of the major architectural periods and styles. It is important to note that historic ornamentation also varies by quality and level of detail. Grander buildings typically had grander ornamentation and simpler buildings often had simpler ornamentation. This is also an important aspect of the character of the building.

Chimneys, while most often historically functional rather than ornamental, are also important architectural details for most buildings.

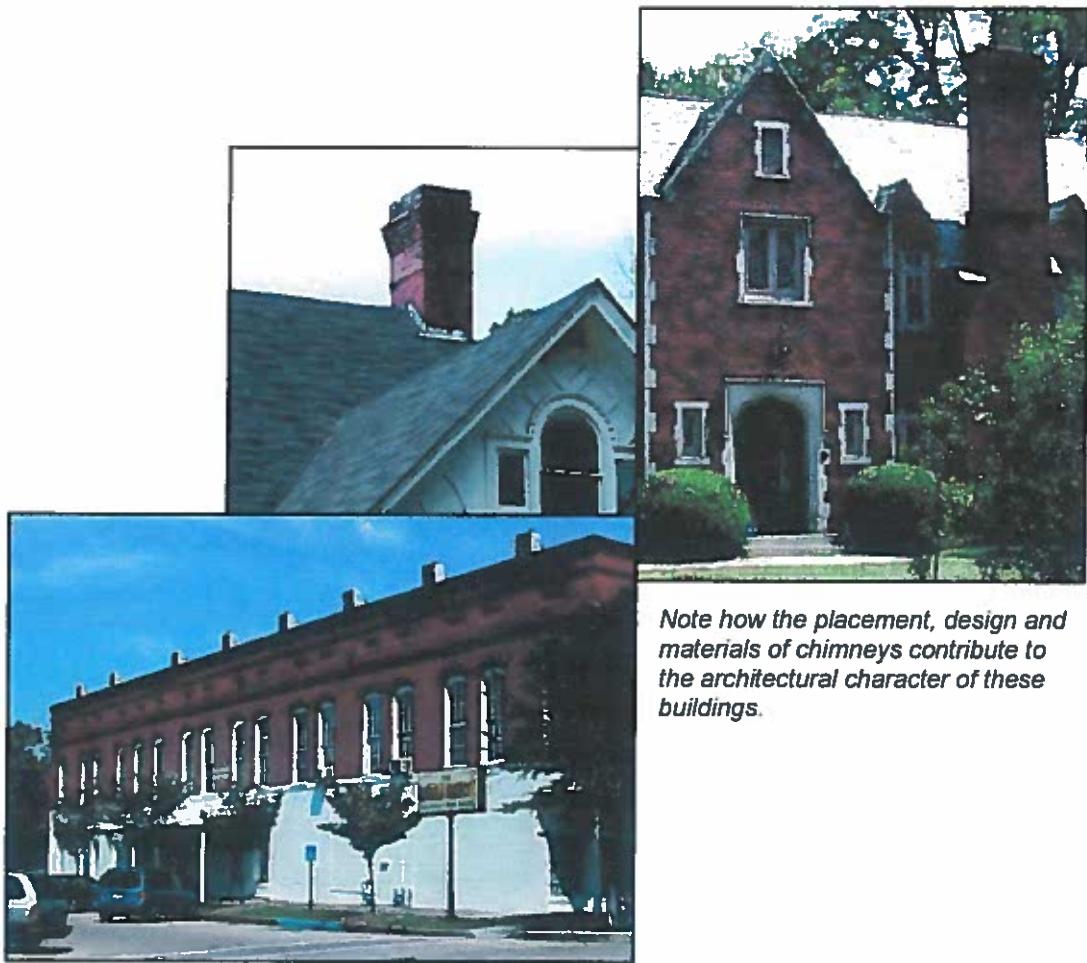
## Architectural Ornamentation Guidelines

1. **Repair**. Historic architectural ornamentation should be retained and repaired as needed. All repairs should match adjacent historic conditions in design, materials, and workmanship.
2. **Replacement in Kind**. Where architectural ornamentation must be replaced because it is missing or has deteriorated beyond reasonable repair, replacement components should match adjacent or documented historic conditions in design, materials, and workmanship. Conjectural restoration of missing architectural ornamentation is not appropriate. Likewise, the replacement or other installation of architectural ornamentation that is inconsistent with the style, period or design of the building is not appropriate.
3. **Adding Ornamentation**. Ornamentation should only be applied to a historic building where there is documentation that it once existed. It should be appropriate to the particular style or period of the building.
4. **Painting**. Please refer also to the discussion of painting in Section 1.

## Chimney Guidelines

*permissive -  
not mandatory -  
per Jimmy  
Carter  
opinion  
3/11/09*

1. General. Historic chimneys should be retained. Repairs should be accomplished to match adjacent historic conditions in design, materials and workmanship. All masonry repairs should match the historic color, texture and composition of the historic masonry and its pointing materials.
2. New Chimneys. The use of metal chimneys or chimneys clad with wood or materials of similar appearance is not appropriate. The use of stone is only appropriate where its historical use on the building can be documented or where it is compatible with the style of the building. The addition of new chimneys to historic buildings should only occur at secondary elevations that are not readily visible from the street. Such chimneys should be constructed or faced with brick or other appropriate material that are compatible with the historic character of the building. For new construction or additions, it is recommended that chimneys be constructed or faced with brick. The use of stucco may be considered if it is compatible with the overall design of the new construction.
3. Caps. Chimney caps of brick, clay and slate are appropriate and should be consistent with the architectural style and period of the building. If they are minimally visible, small scale metal caps finished to approximate the color of the adjacent chimney material may be considered. Large metal caps are not appropriate.



# 7 Commercial Buildings



While most of the design guidelines included within this publication apply generally to all types of buildings within the historic district, commercial buildings have some unique features. The most significant of these features is the storefront. Storefronts are typically the focal point of a commercial building's facade and often reflects its historic retail function. The upper level of most of the district's commercial buildings are architecturally related to the storefront and most have flat or monopitch roofs concealed by flat or shaped parapets, often with decorative cornices.

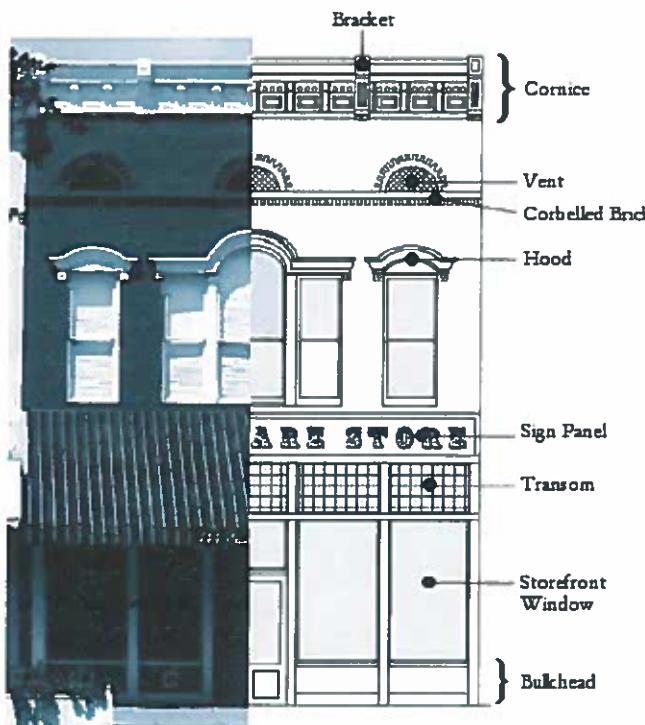


Figure 7.1  
Parts of a Traditional Commercial Building's Facade

The historic evolution of storefronts is similar to that of windows: as technology advanced, larger and larger storefront windows were possible with progressively smaller framing. Traditionally, historic storefronts in Eufaula had a central or off-center entrance flanked by display windows above low bulkheads. Typically a transom extended the full width of the storefront, as often did a canopy or awning. Signage was often located within a band atop the transom or above the awning. Entrances were often recessed. Transoms included a variety of glazing, including plain glass, prism glass or other patterned glass. Many of the districts commercial buildings also have decorative iron vent grilles at their attic levels.

1. General. Retain and repair as needed surviving historic features.
2. Cornices. Retain and repair historic cornices where they exist.
3. Vents. Many commercial buildings within the district retain decorative cast-iron attic vents. These are distinctive character-defining and functional features that should be retained and repaired as needed.
4. Awnings. Canvas awnings are appropriate for commercial buildings. The design of the awnings should be compatible with the historic character of the building and they should be sized and shaped to match the storefront. When installing awnings, existing hardware should be used or care should be taken to minimize damage to the building when installing framing. For example, framing should be bolted into mortar joints rather than into masonry surfaces, etc.
5. Canopies. Fixed canopies are appropriate where documentation exists that they historically existed on the building. The design of fixed canopies should match documented historical conditions where possible.
6. Storefront Systems. Historic storefronts are important character-defining features of commercial buildings and the surrounding area. Surviving storefronts or storefront elements should be retained and repaired as needed. Where no historic storefront remains, the design of new storefronts should be consistent with the historic character of the building. Designs based on documented historic conditions are appropriate and encouraged. The new storefront should relate to the scale, proportions and materials of the building.
7. Storefront Transoms. Storefront transoms and historic glazing should be retained. Where transoms have been covered, it is recommended that they be reopened. Where transoms have been removed, it is recommended that they be constructed to match documented historic conditions or to be compatible with the historic character of the building.
8. Storefront Windows. Historic storefront windows and bulkheads should be retained and repaired as needed. Where historic storefront windows no longer remain, it is recommended that new windows match documented historic conditions or be compatible with the historic character of the building.
9. Changes in Use. When commercial buildings are converted for non-retail use, their storefronts should be retained. It is inappropriate to infill storefront windows and transoms. It is appropriate to backpaint storefront windows or to install interior blinds to accommodate the new use.

For additional information, please refer to: Good for Business: A Guide to Renovating the Exteriors of Older Commercial Buildings published by the City of Milwaukee, Wisconsin. This useful publication that provides a discussion of the history and design of storefronts and their materials as well as detailed guidance for rehabilitating existing storefronts or designing new ones. Also refer to: Preservation Briefs #11: Rehabilitating Historic Storefronts.

# 8 Site & Setting



The relationship between a building and the landscape that surrounds it is an important character-defining feature of both the building and the overall historic district. Landscape features and appurtenant buildings and structures can impact the character of the site and its surrounding neighborhood and are therefore considered in the design review process. The intent of these guidelines is to provide basic guidance for features of the site to help insure that they are in keeping with the overall historic character of the district.

While few documented historic landscapes remain within the district, certain elements of traditional landscape design do remain. The width of front and side yards, the presence of fencing, curbs or retaining walls, and certain types of plant materials are examples of these elements.

## Landscaping Guidelines

1. **General.** Landscaping should complement a building rather than overwhelm it. Buildings should not be completely hidden from sight by trees and bushes. Plantings should typically be some distance from the base of a building to prevent holding excessive moisture against it. Likewise, climbing plants and vines can cause damage to the surfaces of historic buildings.
2. **Parking.** Parking areas should be located at secondary elevations wherever possible. Parking lots and driveways should be screened by fencing or shrubbery to separate them from the streets and adjacent properties.
3. **Trees.** The removal of existing trees with a base circumference of 20 inches or more is not appropriate unless the tree is diseased, has been extensively damaged, or is dead. Where such trees are removed it is recommended that new trees of a similar species be planted.
4. **Plants.** It is recommended that plant materials be native to this region of Alabama and the use of species of plant that have been traditionally used in the community is encouraged.
5. **Sidewalks.** Poured concrete sidewalks were introduced into the historic districts in the early 20th century and the continued repaired and reuse of concrete for sidewalks is appropriate. The use of brick paving for sidewalks, while not typically used here

historically, is also appropriate as is the use of fine gravel or stone pavers. Modern applied finishes to concrete are generally not recommended.

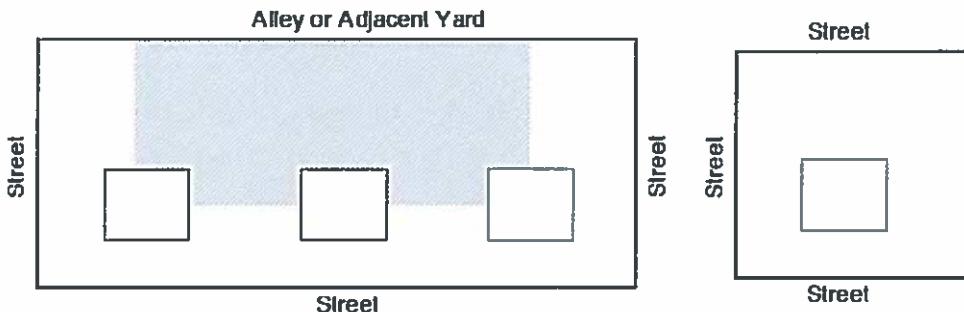
6. **Ornaments.** Garden ornamentation such as statuary, birdbaths, and other freestanding elements are appropriate. It is recommended that they be compatible with the overall historic character of the property and the district.
7. **Garden Structures.** It is recommended that garden structures such as gazebos, retaining walls, trellises, etc. be located away from principal street vantages unless they are replacing features documented to have historically existed on the property.

## Fencing Guidelines

The district retains many examples of historic fences and retaining walls. Historic fencing along principal street vantages is typically low in height (48 inches or less) and constructed of wood, cast iron and/or brick which is sometimes stuccoed. Historic fencing tends to be open in character in that it does not block views of the building from the street. Retaining walls are typically constructed of brick which is also sometimes stuccoed. Non-traditional fencing within the district, including wood privacy fences, chain link, wire, etc., is typically found in rear yards and along secondary street vantage

1. **Existing Fencing and Retaining Walls.** Where historic fences and retaining walls remain, especially along principal street vantages, they **should** be retained and repaired as needed.
2. **New Fencing and Retaining Walls.** Where new fences or retaining walls are desired along principal street vantages, they **should** be compatible with the principal building on the site and the surrounding neighborhood in both design and materials.
3. **Height.** Fences at principal street vantages should be low in height (typically no higher than 36-42"). Fences on readily visible secondary vantages should be no higher than six feet. Please note that fencing must also comply with any other applicable city building or zoning codes.
4. **Other Fences.** The use of chain-link, wire, wood plank, vinyl, solid brick or open weave fences along principal street vantages is not appropriate. The use of these fence materials is appropriate in rear or side yards at secondary vantages or where not visible from principal street vantages.

Figure 8.1  
Appropriate Locations for Other Fences



Nonhistoric fences should be limited to areas that are not readily visible from primary vantages.  
Right: Example of a typical block. Right: Example where rear yard backs up to a street.

## Exterior Lighting Guidelines

1. Historic. Historic exterior lighting should be retained and repaired as needed wherever practical.
2. Replacement. If retention of historic fixtures is not possible, contemporary fixtures that are compatible with the historic character of the building should be used. Lights which can be concealed in the porch ceiling or beneath eaves are appropriate.
3. Walkway/Street Lighting. For walkways small footlights are preferable to a large freestanding lights.

## Outbuilding and Ancillary Building Guidelines

1. Retain. Many garages, outbuildings and other ancillary buildings contribute to the character of the district and should be preserved and maintained.
2. Removal. Demolition of contributing buildings and outbuildings is inappropriate unless warranted by structural conditions, economic hardship or where the public safety is endangered.
3. New Construction. New outbuildings should be simple in design to complement and blend with the principal building on the site. Outbuildings constructed within street vantages should generally meet the guidelines for new construction or additions. While they are not encouraged, the use of modern metal or frame prefabricated outbuildings is appropriate as long as they are not readily visible from the street. Where such buildings are used, the installation of landscape screening is encouraged.

## Utility and Accessory Structure Guidelines

1. HVAC Units. All heating and cooling mechanical units, including window air conditioning units, ground and roof condensers, and exterior conduits and ductwork should typically be placed away from principal elevations. Where mechanical units must be located in areas that are visible from the street, they should be screened with landscaping, framed lattice panels, brick opened weave walls or other appropriate screening.
2. Satellite Dishes/Solar Units/Other Antennas. Satellite dishes, solar energy collectors or other antennas and/or their towers are appropriate as long as they are not readily visible from the street. Typically, such structures should be located so as to be screened from street vantages by the building or in an inconspicuous location removed from the street. Screening can be used to mitigate visual impact but should be permanent and appropriate to the character of the building and/or its landscape setting. The use of small 18 to 20 inch diameter dishes is encouraged.
3. Swimming Pools Swimming pools are acceptable and should be located in rear yards or to the rear of side yards. They should be concealed from public vantages through screening and/or fencing.

## Demolition Guidelines

1. **Not Appropriate for Contributing Buildings.** The demolition of contributing buildings is not appropriate. The Commission may only grant a certificate of appropriateness for the demolition of a contributing building where it finds that: failure to do so would result in an unreasonable economic hardship for the property's owner, the public safety is endangered, the building is no longer contributing to the district, and/or where demolition is necessary to otherwise enhance the historic district.
2. **Appropriate for Noncontributing Buildings.** Demolition is appropriate if a building is noncontributing or has lost its architectural significance or integrity and if its demolition would have a positive effect on the overall appearance and character of a district.
3. **Outbuildings Considered to be Contributing.** Outbuildings (such as kitchens, garages, carriage houses, barns, sheds, etc.) and permanent landscaping features (such as retaining walls, fences, gazebos, etc.) are considered to be contributing unless the Commission makes a determination that they are noncontributing, they are not visible from a public vantage, or the Commission determines that their removal would otherwise not be detrimental to the historic character of the district.
4. **Replacement.** In reviewing the appropriateness of any demolition request, the Commission may consider the proposed reuse of the property to determine if the demolition will have a positive effect on the overall appearance and character of a district. Accordingly, the Commission may withhold a certificate of appropriateness for a demolition request until such time as a certificate of appropriateness has been approved for any new construction on the site.



8.2 Note how outbuildings can be an important element of the overall character of a property in the district.

## Relocation Guidelines

1. **Relocation**. Because the significance of a historic building is related to its physical location and setting, the relocation of buildings within the district is generally not appropriate. Relocation may be appropriate if the Commission determines that it is the most reasonable alternative to the building's demolition or if the building has previously been moved within the past fifty years. Relocated buildings must generally comply with all other requirements of these guidelines. In its new location, the building should be compatible with the design, materials, height, massing, proportions, orientation, and siting of the buildings surrounding it. The building's new setting should be, to the greatest degree practical, similar to that of its historic setting.

For additional information, please see the following: [National Register Bulletin 15: How to Apply Criteria Considerations](#), see Criteria Consideration B: Moved Properties.

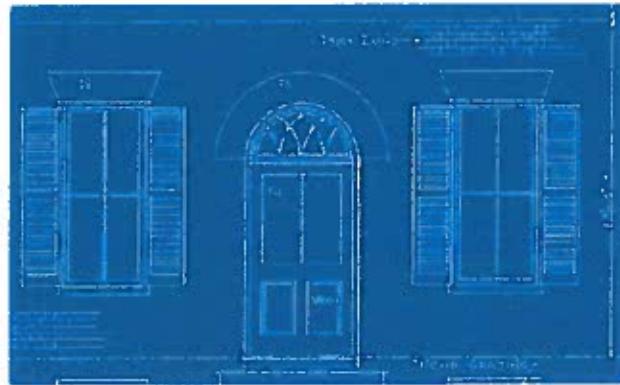
## Mothballing Guidelines

If a building becomes vacant or is abandoned, it is recommended that it be secured in order to prevent demolition by neglect.

1. **Security**. Secure the building against vandalism, break-ins, and natural disasters. Apply temporary coverings to window and door openings in such a manner as to not damage historic features or materials.
2. **Stabilize**. Structurally stabilize the building as needed and provide and maintain a weather-tight roof. Temporary roofing may be installed if needed. Discontinue all utilities and remove flammable materials and debris from the building.
3. **Ventilation**. Provide adequate ventilation to the interior of the building through the use of vents in the window and door coverings.
4. **Pest Control**. The building should be treated to prevent termite infestation.
5. **Monitor**. Periodically monitor the building to insure the effectiveness of the mothballing program.

For additional information, please see [Preservation Brief, #31: Mothballing Historic Buildings](#).

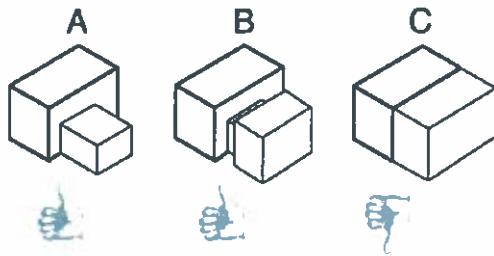
# 9 Additions



## Guidelines for Additions

1. General. Additions to all buildings within the districts shall be subject to review.
2. Size. New additions should be compatible with the size and scale of the building. The addition should be visually subordinate to the building, allowing the building to remain the principal focal point of the site.
3. Location. Additions should not be made to principal elevations. Additions at the rear of buildings, such as additional enclosed living space, wood decks, and porches are appropriate providing they are minimally visible from the street. Side additions may be appropriate if located toward the rear of the building and they are visually subordinate to the building.
4. Design. Additions should be architecturally compatible with the historic character of the building but typically should not seek to replicate its historic design. The use of accurate period designs can actually compromise the character of the historic building by confusing the visual record of its historical development. Contemporary designs for additions that meet the guidelines of this section and that draw from the architectural vocabulary of the building are encouraged. The intent is that additions blend in with the character of the historic building while at the same time expressing their contemporary construction. It should be recognized that additions to historic buildings represent an important design challenge that will have a lasting impact on the character of the district.
5. Shape. Additions should be compatible in shape with the existing historic building. Typically buildings in the districts are rectangular. Likewise, the shape of the roof of the addition should be compatible with that of the historic building and should have a similar pitch.
6. Rooftop Additions. Rooftop additions are not recommended. They may be appropriate if they are subordinate in size and scale to the historic rooftop. They should be located so as to not be readily visible from principal street vantages, should be compatible in design with the historic building, and should all other requirements of this section. Skylights are only appropriate where they are minimally visible from principal street vantages.
7. Reversibility. New additions should be constructed in such a manner that if removed in the future, the essential form and integrity of the historic building and its environment would be unimpaired.

Figure 9.1  
Additions, Massing

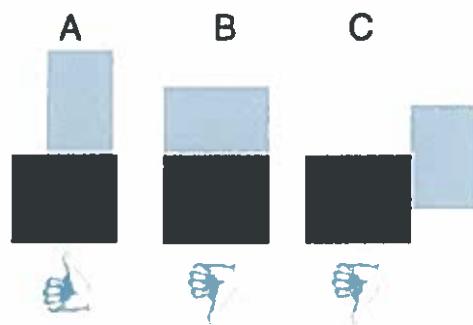


A: Additions that are clearly subordinate in size are appropriate.

B: Larger additions where mass is broken into smaller components are appropriate.

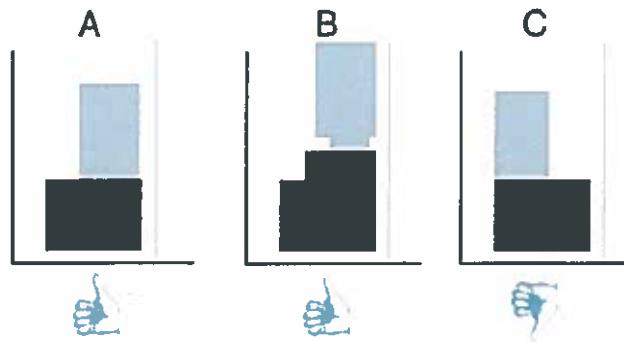
C: Additions that change the apparent mass of the building are not appropriate.

Figure 9.2  
Additions, Size



All three additions are the same size. Note how different placements can affect the impact of the addition on the house.

Figure 9.3  
Additions, Corner Lots



A & B: The addition is set back from the intersecting street thereby allowing it to visually recede from the building. These alternatives are appropriate.

C: Placing the addition closer to the intersecting street causes greater visual impact on the building and is not recommended unless site conditions make such a placement necessary and the addition is clearly smaller in scale.

# 10 New Construction



## Guidelines for New Construction

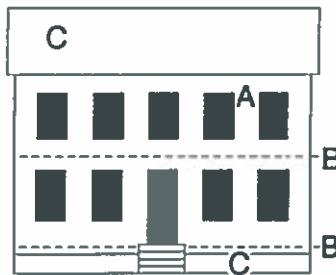
1. **General.** All new construction must conform with setbacks, density and other requirements as set forth in the zoning ordinance of the City of Eufaula.
2. **Height.** The height of new construction in the district should be compatible with the historic buildings in the surrounding area. New construction typically should not exceed the height of the tallest adjacent historic building nor be of lesser height than the lowest adjacent historic building. It is recommended that new construction range between ten percent more or less than the average of the heights of the adjacent buildings. In some cases, such as the presence of noncontributing adjacent buildings, corner lots or lots where there are no immediately adjacent buildings, it may be necessary to examine the average heights of other historic buildings within the immediate area of the proposed new construction.
3. **Proportion.** New construction should be consistent with adjacent buildings in proportions of width to height.
4. **Rhythm.** It is important that new construction in the historic district be consistent with adjacent historic buildings in rhythm of spacing and setback. This rhythm includes the size and placement of openings on principal elevations and the exterior visual expression of floor to floor heights, the presence of porches and the heights and forms of roofs. New construction should maintain the rhythm of porch orientation on each block and follow the size, height, and, placement of adjacent buildings.

Figure 10.1  
New Construction, Height



Height of new infill building (B) should be an average of surrounding houses (A) and (C).

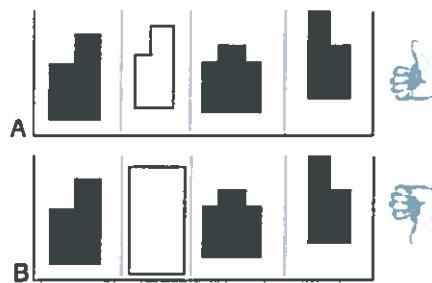
Figure 10.2  
New Construction, Scale



- A: The overall ratio and relation of window and door openings within the facade should be consistent with surrounding buildings.
- B: The floor to floor heights and elevation of the first floor should be consistent with surrounding buildings.
- C: The proportion of the foundation and roof to the facade should be consistent with surrounding buildings.

5. **Setbacks.** Setbacks for new construction throughout the district should be consistent with adjacent historic buildings. Generally, setbacks should be within more or less than ten percent (10%) of the average setback of the adjacent buildings.
6. **Design.** New construction should be architecturally compatible with the historic character of the district but typically should not seek to replicate historic designs. The use of accurate period designs can actually compromise the character of the district by confusing the visual record of its historical development. Contemporary designs for new construction that meet the guidelines of this section and that draw from the architectural vocabulary of the district are encouraged. The intent is that new buildings blend in with the character of the district while at the same time expressing their contemporary construction. It should be recognized that new construction within historic districts represents an important design challenge that will have a lasting impact on the character of the district. Eufaula's historic district derives its character from an assemblage of buildings representing a variety of historic periods and styles. New construction provides an opportunity to continue to add to this tradition while at the same time respecting the unique character of the district that this tradition had already created.
7. **Materials.** New construction should be compatible with adjacent historic buildings in terms of the composition, texture and finish of materials and the design and appearance of architectural details. It is recommended that traditional materials be used for all new construction. However the use of synthetic siding or other artificial siding products may be appropriate in new construction provided the material generally matches the visual character of traditional wood siding. The use of brick is also appropriate if it is generally consistent in appearance and size with brick traditionally used within the district. The use of stucco is also appropriate. The visual expression of expansion joints commonly used in modern stucco systems should be carefully considered.

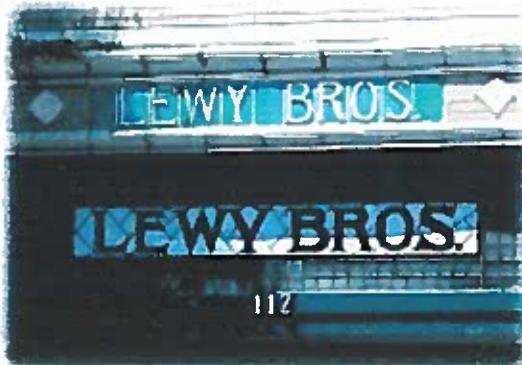
Figure 17.3  
New Construction, Size



A: New building footprint (A) is consistent with remaining houses on the block and is appropriate.  
B: New building footprint (B) is larger than remaining houses on the block and is inappropriate.

8. **Windows.** The use of synthetic windows may be appropriate provided the new windows are compatible with the overall character of the building and the surrounding neighborhood. Windows should have divided lights. The use of true divided lights is recommended as they are more visually compatible with traditional windows found within the district. However, modern internal and applied systems are appropriate. Windows should be finished to match the adjacent trim. Finishes (such as anodized finishes or bright aluminum) that are inconsistent with traditional finishes used within the district are inappropriate except for use on commercial buildings.
9. **Roofs.** Roof forms and pitches must be consistent with adjacent historic buildings.
10. **Porches.** Porches are a common feature of residences within the district and the use of porches on new residences is recommended. The design and detailing of porches should be compatible with the design of historic porches found on historic buildings that are similar in character to the proposed building.

# 11 Signs



Traditionally, the presence of signage within the historically residential areas of the district was very limited. The introduction of signage within these areas therefore must be given careful consideration if it is to be compatible with the overall historic character of the district.

Signage within the commercial areas of the district has traditionally been commonplace and followed the general trends in historic signage found throughout the country.

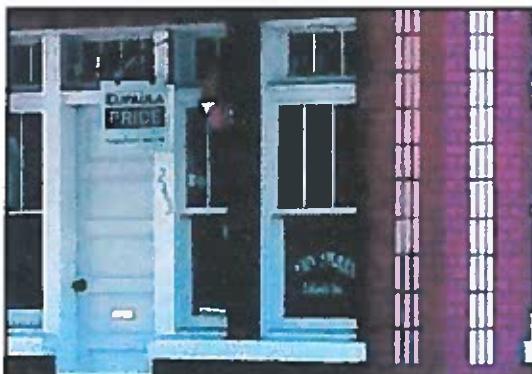
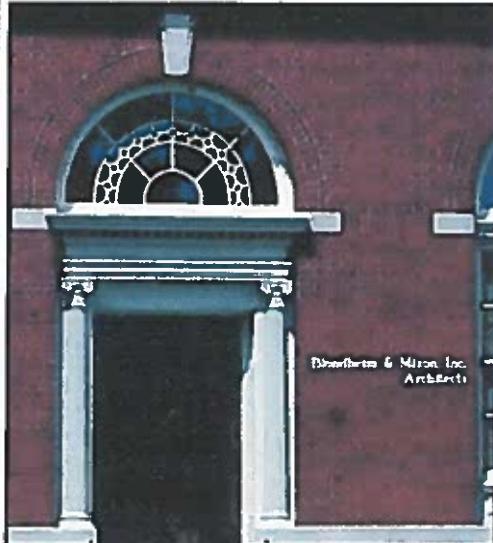
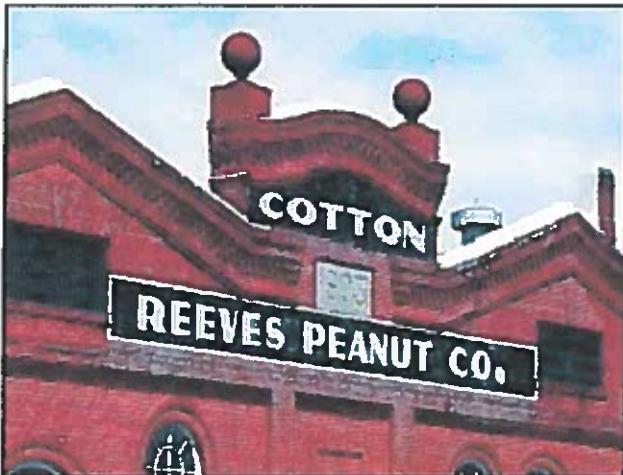
Please note that the City of Eufaula has a separate sign ordinance which complements the requirements of this section. The sign ordinance provides additional information and details about the types, sizes and location of signs that are permitted within the city. This section is intended to provide additional guidance and requirements for signage within the historic district.

## Sign Guidelines

1. **General.** Signage shall be consistent with the overall historic character of the building and its surrounding area. Therefore, signage shall be compatible in material, size, color, scale, design, and character with the historic character of the building and the other historic buildings within the district. Signage should compliment, rather than compete with the character of the building and the surrounding area.
2. **Placement.** Signs shall be mounted or erected so that they do not obscure the architectural details or openings of a building. No sign, or portion of a sign, shall extend above the bottom of the cornice at the top of the building face. Locate signs on flat, unadorned parts of the façade or paint directly onto the glass storefront. Hanging signs shall not project beyond the adjoining buildings so to obscure the view of the streetscape or the adjoining buildings. It is not appropriate to install a large, out-of-scale, projecting sign on a building façade. A hanging sign shall be at least 8 feet off the ground. Signs shall be aligned with others in the area in order to create a uniform appearance.
3. **Size.** The scale and proportions of the sign should be related to the scale and proportion of the building on which it is mounted. Signs shall not obscure or visually compete with the building's architectural elements.
4. **Materials.** Sign materials shall match or be compatible with the historic materials of the building. Traditional signs were often painted on finished wood or metal panels. Wood, metal, stucco, stone or brick is allowed. The use of resin to give the appearance of wood may be used as appropriate. The use of interior-grade wood, unfaced plywood, unfinished wood, plastic, vinyl or similar materials and other non-traditional materials is inappropriate and **should not be used**.

5. **Mounting.** Signs shall be mounted in such a way so as to minimize damage to historic materials. On masonry buildings, holes for fasteners shall be placed in the mortar joints, not in the masonry units. On frame buildings, mounting brackets and bolts shall be the minimum amount necessary to assure adherence to the surface while at the same time preventing excessive wood penetration.
6. **Design.** The overall design of all signage including the mounting framework shall relate to the design of the principal building on the property. Buildings with a recognizable style such as Greek revival, Italianate, Victorian, etc. shall use signage of the same style. This can be done through the use of decorative features such as columns, frames and brackets. For buildings without a recognizable style, the sign shall adopt the decorative features of the building, utilizing the same materials and colors. Signs shall be mounted with frames or painted borders. Signs should not attempt to look older than the building. For example, colonial type signs are not appropriate on Victorian buildings. The use of symbolic, three dimensional signs, such as red and white barber poles, is encouraged.
7. **Lettering.** Early photographs of downtown Eufaula show a wide variety of commercial signs. Many times lettering was painted directly on the window glass. If a building had a transom over the main entrance, street numbers were usually painted on the glass in that area. Lettering designs were usually in typefaces without serifs or with simple serifs and were styled in all capital letters. Fancy lettering, such as italics or ornate Gothic styles, was used as an accent or an emphasis in combination with plain lettering. The style of lettering used on signs and any other graphics used on the sign shall be compatible with the style and character of the building and the surrounding area. The use of plastic lettering is not appropriate and should not be used.
8. **Lighting.** Internally lit awnings and internally lit signs are prohibited. Lighted signs shall use focused, low intensity illumination. Such lighting shall not shine into pedestrian or vehicular traffic nor should it shine into adjacent areas. Light fixtures mounted on the ground shall be screened by landscaping or other appropriate screening. Flashing, blinking, revolving or rotating lights are not permitted.
9. **Old Signs:** Old signs that contribute to the overall historic character of the building or district shall be retained and preserved. Occasionally old signs can be appropriately restored for contemporary use.
10. **Neon Signs:** Neon signs may be appropriate for certain commercial buildings as long as their design is compatible with the historic character of the building and the surrounding area. The neon sign on the Martin Theatre is an example of the appropriate use of a neon sign.
11. **Multi-Tenant Buildings:** The Owner of a multi-tenant building shall submit an overall sign plan for the building addressing placement, size, materials, design and lettering. Signage for the building and tenants shall be consistent.
12. **Reusing Signs:** If the Owner/Tenant of a property changes and the new Owner/Tenant wants to reuse an existing sign at the property, the existing sign can be reused after completing and submitting a Sign Certificate of Appropriateness application without having to have the Owner/Tenant appear before the Commission if all of the following apply:

- A. The sign had previously been approved by the Commission.
- B. The reused sign shall use the same colors and same style of type.
- C. There are no logos or designs on the sign.



#### *Examples of Appropriate Signage*

Top: Signs have traditionally been painted on commercial buildings. Center: Appropriately scaled projecting and window signs. Right: The limited use of signage complements the building.

# 12

# Accessibility

Accessibility issues and health and safety requirements often require changes to a building.

Most of the residences in the district were built with raised foundations. Therefore, accessibility for persons with disabilities often requires the introduction of handrails, or a ramp, or lift to the first floor level.

Current codes may dictate additional exits and/or a fire stair in a building. The need for public access to historic building may necessitate that the building comply with current standards for safety and accessibility.

It should be noted that current codes and the Americans with Disability Act of 1990 include some flexibility in compliance when historic building are involved.

When changes to a building are necessary for accessibility or health and safety they should be incorporated without compromising the integrity of the building, its character-defining features or its site.

When considering changes to a building for accessibility or health and safety reasons the following apply:

## Accessibility Guidelines

1. General. Meet accessibility and life-safety requirements in such a way that the site and the building's character, defining facades, features and finishes are preserved.
2. Placement. Locate fire doors, exterior fire stairs or elevator additions on rear or non-character defining facades. Where feasible, locate ramps on side or rear elevations.
3. Design: Design such elements to be compatible in character, materials, scale, proportion and finishes with the building. The original design of an entrance or porch should not be compromised.
4. Landscaping: The use of traditional materials and details and the addition of landscaping screening can be used to integrate the new design elements with the building.
5. Reversible: Whether the modifications are large or small, with respect to long-term preservation of historic buildings, temporary or reversible alternatives are preferable to permanent or irreversible ones.

*(Note: Text for this section provided by the Eufaula Historic Preservation Commission)*



## Let's Move Forward

To preserve Eufaula's historic district and to enhance our properties and our community!



**SCHNEIDER**  
Historic Preservation, LLC

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## Appendix A

### Eufaula Historic Preservation Commission Procedures

#### Excerpts from City of Eufaula Ordinance 2001-2

An Ordinance to Establish a Historic Preservation Commission in the City Of Eufaula; to Provide for Designation of Historic Properties or Historic Districts; to Provide for Issuance of Certificates of Appropriateness; to Provide for an Appeals Procedure; to Repeal Conflicting Ordinances; and for Other Purposes.

#### Section I

##### **Purpose**

In support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of the City of Eufaula 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 historical 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 City Council of the City of Eufaula 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, landscape features and works of art having a special historical, cultural or aesthetic interest or value, in accordance with the provisions of the Ordinance.

#### Section V

##### Application to Historic Preservation Commission for Certificate of Appropriateness

###### A. Approval of Alterations, Demolitions or New Construction in Historic Districts or Involving Historic Properties

After the designation by ordinance of a historic property or of a historic district, no historic property may be demolished, no building or structure in a historic district may be erected or demolished and no material change in the exterior appearance of such historic property, or of a structure, site, object or work of art within such historic district, shall be made or be permitted to be made by the owner or occupant thereof, unless or until the application for a Certificate of Appropriateness has been submitted to and approved by the Commission.

**B. Approval of New Construction Within Designated Districts**

The Commission shall Issue Certificates of Appropriateness to new structures constructed within designated historic districts if these structures conform in design, scale, building materials, setback and landscaping to the character of the district specified in the design criteria developed by the Commission.

**C. Approval of Signs Within Designated Districts**

Signs shall be considered as structures and no sign on a historic property or in a historic district shall be changed, erected or demolished unless and until a certificate of appropriateness is approved by the Commission.

**D. Approval of Alterations or Demolitions of Public Property Within Historic Districts or Public Property Which Has Been Designated as a Historic Property**

The requirement of a Certificate of Appropriateness shall apply to public property which has been designated as a historic property or which is contained in a historic district, and shall apply to all actions by public authorities which involve historic properties and properties within historic districts.

**E. Approval of Painting Originally Unpainted Surfaces; Changes in Exterior Color**

The painting of originally unpainted surfaces, and changes in exterior color, shall require a Certificate of Appropriateness.

**F. Interior Alterations**

In its review of applications for Certificates of Appropriateness, the Commission shall not consider interior arrangement or use having no effect on exterior architectural features.

**G. Failure to Maintain a Historic Property**

Demolition by neglect and the failure to maintain a historic property or a structure in a historic district shall constitute a change for which a Certificate of Appropriateness is necessary.

**H. Guidelines and Criteria for Certificates of Appropriateness**

The Commission shall adopt rules and regulations setting forth the procedure for submission and consideration of applications for Certificates of Appropriateness. The Commission shall also adopt general design standards which shall apply in considering the granting and denial of Certificates of Appropriateness. Design standards shall be in compliance with the Secretary of the Interior's "Standards for Historic Preservation Projects" including the Secretary's "Standards for Rehabilitation."

**I. Submission of Plans to Commission**

An application for Certificate of Appropriateness shall be accompanied by such drawings, photographs, plans or other documentation as may be required by the Commission. Applications involving demolition or relocation shall be accompanied by post-demolition or relocation plans for the site.

J. Acceptable Commission Reaction to Applications for Certificate of Appropriateness

1. The Commission shall approve the application and issue a Certificate of Appropriateness if it finds that the proposed material change(s) in the appearance would not have a substantial adverse effect on the aesthetic, historic or architectural significance and value of the historic property or the historic district. In making this determination, the Commission shall consider, in addition to any other pertinent factors, the historical and architectural value and significance, architectural style, general design arrangement, texture and material of the architectural features involved and the relationship thereof to the exterior architectural style and pertinent features of the other structures in the immediate neighborhood.
2. The Commission shall deny a Certificate of Appropriateness if it finds that the proposed material change(s) in appearance would have substantial adverse effects on the aesthetic, historic or architectural significance and value of the historic property or the historic district. The Commission shall not grant Certificates of Appropriateness for demolition or relocation without reviewing at the same time the post-demolition or post-relocation plans for the site.

K. Public Meetings and Hearings on Applications for Certificates of Appropriateness, Notices and Right to be Heard

Applications for Certificates of Appropriateness shall be considered by the Commission at public meetings, held at 4:00 p.m. in the Municipal Court Room located in the Eufaula Police Department Complex, Eufaula, Alabama on the 2nd Tuesday of each month. At least seven (7) days prior to review of a Certificate of Appropriateness, the Commission shall take such action as may reasonably be required to inform the owners of any property likely to be affected by reason of the application, and shall give applicant and such owners an opportunity to be heard. In cases where the Commission deems it necessary, it may hold a public hearing concerning the application. The Commission may call additional public meetings provided that proper legal notice of the meetings time, location and agenda being given. Called meeting shall be held in the Municipal Court Room, if available or in such other locations as appropriat

M. Necessary Actions to be Taken by Commission upon Rejection of Application for Certificate of Appropriateness

The Commission shall approve or reject a properly completed application for a Certificate of Appropriateness (COA) within thirty-five (35) days of the first Commission meeting at which the application can be considered. Improperly completed applications or applications containing insufficient information to be acted upon, will be returned to the applicant by US Mail with a list of deficiencies that need to be corrected before the application can be considered. Failure of the Commission to act within 35 days on properly completed applications or failure to return the application to the applicant with a list of deficiencies with 35 days of the first Commission meeting at which the application can be considered shall constitute approval and no other evidence of approval shall be needed.

N. Appeals

Any person having a request for a Certificate of Appropriateness denied by the Commission, or Architectural Review Board as hereinafter provided, may appeal such denial to the circuit court.

**O. Recording of Applications for Certificate of Appropriateness**

The Commission shall keep a public record of all applications for Certificates of Appropriateness and of all the Commission's proceedings in connection with said application.

**P. Requirements of Conformance with Certificate of Appropriateness**

1. All work performed pursuant to an issued Certificate of Appropriateness shall conform to the requirements of such certificate. In the event work is performed not in accordance with such certificate, the Commission shall issue a cease and desist order and all work shall cease.
2. The City Council or the Commission shall be authorized to institute any appropriate action or proceeding in a court of competent jurisdiction to prevent any material change in appearance of a designated historic property or historic district, except those changes made in compliance with the provisions of this ordinance; or to prevent any illegal act or conduct with respect to such historic property or historic district; or to force compliance with the terms and conditions of an approved Certificate of Appropriateness(COA) or to enforce the provisions of this ordinance.

**Q. Certificate of Appropriateness Void if Construction not Commenced**

A Certificate of Appropriateness shall become void unless construction is commenced within six (6) months of date of issuance. Certificates of Appropriateness shall be issued for a period of eighteen (18) months and are renewable.

**R. Technical Advice**

The Commission shall have the power to seek technical advice from outside its members on any application.

## **Appendix B**

### **List of Preservation Briefs and Other Helpful Publications**

The Eufaula Historic Preservation Commission maintains a library of these publications that are available for public review. Many of these publications are also available over the internet.

**Caring for Your Historic House.** National Park Service, 1998.

**Good for Business: A Guide to Renovating the Exteriors of Older Commercial Buildings.** City of Milwaukee, WI, 2000.

**Handbook for Owners of Alabama's Historic Houses,** by Camille Agricola Bowman.

**Masonry: How to Care for Old and Historic Brick and Stone,** Mark London, The Preservation Press, 1988.

**The Secretary of the Interior's Standards for Rehabilitation with Illustrated Guidelines for Rehabilitating Historic Buildings.** National Park Service, 1992.

**The Windows Handbook: Successful Strategies for Rehabilitating Windows in Historic Buildings.** Charles Fisher, editor.

#### **Preservation Briefs**

Published by the National Park Service

- 01: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
- 02: Repointing Mortar Joints in Historic Masonry Buildings
- 03: Conserving Energy in Historic Buildings
- 04: Roofing for Historic Buildings
- 05: The Preservation of Historic Adobe Buildings
- 06: Dangers of Abrasive Cleaning to Historic Buildings
- 07: The Preservation of Historic Glazed Architectural Terra-Cotta
- 08: Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
- 09: The Repair of Historic Wooden Windows
- 10: Exterior Paint Problems on Historic Woodwork
- 11: Rehabilitating Historic Storefronts
- 12: The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)
- 13: The Repair and Thermal Upgrading of Historic Steel Windows
- 14: New Exterior Additions to Historic Buildings: Preservation Concerns
- 15: Preservation of Historic Concrete: Problems and General Approaches
- 16: The Use of Substitute Materials on Historic Building Exteriors
- 17: Architectural Character - Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character
- 18: Rehabilitating Interiors in Historic Buildings - Identifying Character-Defining Elements
- 19: The Repair and Replacement of Historic Wooden Shingle Roofs
- 20: The Preservation of Historic Barns
- 21: Repairing Historic Flat Plaster - Walls and Ceilings

- 22: The Preservation and Repair of Historic Stucco
- 23: Preserving Historic Ornamental Plaster
- 24: Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
- 25: The Preservation of Historic Signs
- 26: The Preservation and Repair of Historic Log Buildings
- 27: The Maintenance and Repair of Architectural Cast Iron
- 28: Painting Historic Interiors
- 29: The Repair, Replacement, and Maintenance of Historic Slate Roofs
- 30: The Preservation and Repair of Historic Clay Tile Roofs
- 31: Mothballing Historic Buildings
- 32: Making Historic Properties Accessible
- 33: The Preservation and Repair of Historic Stained and Leaded Glass
- 34: Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament
- 35: Understanding Old Buildings: The Process of Architectural Investigation
- 36: Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes
- 37: Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing
- 38: Removing Graffiti from Historic Masonry
- 39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings
- 40: Preserving Historic Ceramic Tile Floors
- 41: The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront
- 42: The Maintenance, Repair and Replacement of Historic Cast Stone