

Town of Georgetown, Colorado Design Guidelines



Book I Design Review in Georgetown

Revised
June 2010

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Georgetown, Colorado
Design Guidelines**



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in Georgetown**

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Acknowledgments

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Chapter 1

The Design Review Process

Introduction

This book, *Design Review in Georgetown*, is Book I of a three-book document entitled *Design Guidelines for Georgetown, Colorado*. It presents the following:

- A summary of the types of construction projects that are required to be reviewed by Georgetown's Design Review Commission (DRC), a list of the information that should be submitted for the DRC review and the criteria the DRC will apply when reviewing projects.
- The history of design review in Georgetown, why to have design guidelines, what they are, how they should be used and how they are administered by the DRC.

- The general history of development in Georgetown, which helps provide an understanding of the historic context in which the town developed.

This three-book document, *Design Guidelines for Georgetown, Colorado*, updates and replaces past design guidelines used by the Town of Georgetown.

These design guidelines apply to all exterior construction projects in Georgetown, with a few exceptions noted later in this chapter.

Book I
**Design
 Review in
 Georgetown**

*Includes
 procedural
 requirements*

Book II
**Design
 Guidelines
 Historic
 Design
 District**

Book III
**Design
 Guidelines
 for the
 Millsite,
 Meadows &
 Gateway
 Design
 Districts**

Design Districts and Character Areas

The Town of Georgetown is divided into four geographic “Design Districts”. Each of these design districts is further subdivided into component “Character Areas”. Design guidelines are different for each of the Character Areas; therefore, it is important to review those particular chapters that are applicable to an individual project.

The Design Districts and their component Character Areas are shown on the following map and are listed below:

- The **Historic Design District** includes:
 - Historic Residential Character Area
 - Historic Commercial Character Area
 - Historic Mixed-Use Character Area
 - Historic Hillside Character Area
- The **Millsite Design District** includes:
 - Millsite Residential Character Area
 - Millsite Hillside Character Area
- The **Meadows Design District** includes:
 - Meadows Residential Character Area
 - Meadows Multifamily Character Area
 - Meadows Hillside Character Area
- The **Gateway Design District** includes:
 - Gateway Commercial Character Area
 - Gateway Mixed-Use Character Area
 - Gateway Multifamily Character Area
 - Gateway Mountainside Character Area

What is Design Review?

The history and architecture of Georgetown are recognized as nationally significant in the preservation of American history by the 1966 designation of the Georgetown Silver Plume National Historic Landmark District. For this reason, Georgetown’s residents believe that its historical heritage and resources should be protected and designs for alterations and new construction should be compatible with historic structures. Design Review Guidelines, administered by the Town-appointed DRC, are the primary regulatory tool the Town has chosen to protect its historical heritage and resources.

The Town of Georgetown requires that property owners or developers with proposed new construction projects, such as exterior remodeling or rehabilitation, additions to existing buildings or construction of new buildings, obtain a Certificate of Appropriateness (COA) before they can obtain a building permit. **This requirement applies to construction projects regardless of where they are located in Georgetown.**

COAs are issued by the Design Review Commission if the proposed project is approved in the DRC’s design review process. The DRC relies upon the design guidelines when it reviews projects for “appropriateness” within the design context of Georgetown and its Character Areas. Design guidelines apply in addition to provisions in the zoning ordinance and building codes for construction of buildings, site work and signs.

Ordinance/Regulatory Document

The Design Review commission exists under the terms of Title 17, "Land Use Regulations", of the Georgetown Municipal Code. The ordinance outlines the powers and duties of the DRC. The ordinance also authorizes the commission, with the approval of the Town Board (by resolution), to establish written design guidelines to provide information on what "is and "is not" considered appropriate within the individual Character Areas.

Title 17 of the Georgetown Municipal Code provides the following:

- Enabling powers, calling for design review and establishing the DRC
- Design districts and regulations
- COA application requirements
- Criteria used by the DRC to evaluate applications

Criteria for Certificate of Appropriateness (COA) Issuance

As mentioned in Title 17 of the Municipal Code, Georgetown's DRC must use the following criteria for determining whether or not to recommend that a Certificate of Appropriateness be issued to a project;

1. The effect of the proposed change on the general historic and/or architectural character of the structure or the area.
2. The architectural style, arrangement, texture or materials used on existing and proposed structures and their relation to other structures in the area.
3. The effects of the proposed work in creating, changing, destroying, or affecting otherwise, the exterior architectural features of the structure upon which such work is to be done.
4. The effects of the proposed work upon the protection, enhancement, perpetuation and use of the structure or area.
5. The use to which the structure or area will be put.
6. The condition of existing improvements and whether or not they are a hazard to public health or safety.

The Design Review Commission

The Board of Selectmen of the Town of Georgetown appoints seven volunteer members to the Georgetown Design Review Commission (DRC). At least four members of the DRC must own real property within the Town, all members must have knowledge of or interest in historic preservation, and all members must be citizens and residents of the Town. A DRC-appointed architect serves as a non-voting consultant.

It is important to note that portions of the town are not historic but also remain subject to design review. Guidelines for these areas are primarily based on principles of urban design which respects the historic

context. Thus, the intent of the guidelines for the area outside the Historic Design District is to ensure that new construction maintains a traditional scale and character and uses appropriate materials.

DRC meetings are open to the public. Times and places are posted at the Town Hall, the Library and the Post Office. You are welcome, if you wish, to postpone your formal application until you have had a chance to watch the DRC in action, and to have an informal questions and answer session with the Commission after the "application agenda" is finished.

Types of Projects Reviewed by the DRC

Section 17.04.050 of the Municipal Code requires a COA for “. . . the erection, moving, demolition, alteration or addition to, or the external restoration or external reconstruction of any building or structure, inclusive of driveways, parking areas, patios, sidewalks and walkways, and fences and walls.”

In general, this means that all persons desiring to construct, demolish, move or in any way alter the exterior of a building or property must obtain a COA from the DRC. Repairs (exact replacement in size, shape, materials and texture) do not require DRC approval but may require a building permit. Property owners should check with the Georgetown Building Inspector to learn if planned repairs must be reviewed by the DRC.

The DRC must review the following types of work:

The DRC does not review routine maintenance which does not involve a change in design, materials or other aspect of the exterior appearance of the property. Such routine maintenance is considered work necessary to prevent building deterioration.

Rehabilitation and Alterations of an Historic Building

This includes any property designated as “historic” in the historic district. Any alteration to the exterior of an historic building, including the construction of an addition to it, is subject to review. *Book II: Design Guidelines for the Historic Design District* applies to such property.

Alteration of All Other Structures

This may be a property that is older but has lost its integrity as an historic structure, or it may be a newer building that has not achieved historic significance. *Section 1; Design Guidelines for the Character Areas* and *Section 3: Design Guidelines for Building Design* apply to such a property. (Note that either *Book II* or *Book III* may apply to such a property, depending upon its location.)

Site Work

This includes landscaping of grounds for new construction as well as new grading and construction of driveways and fences for all projects. *Section 1: Design Guidelines for the Character Areas* and *Section 2: Design Guidelines for Site Design* apply to such projects. (Note that either *Book II* or *Book III* may apply to such a property, depending upon its location.)

sign Guidelines for the Character Areas and *Section 2: Design Guidelines for Site Design* apply to such projects. (Note that either *Book II* or *Book III* may apply to such a property, depending upon its location.)

New Construction

Construction of any new, freestanding structure, either as a primary or an accessory structure, is subject to review. *Section 1: Design Guidelines for the Character Areas*, *Section 2: Design Guidelines for Site Design* and *Section 3: Design Guidelines for Building Design* apply to such a project. (Note that either *Book II* or *Book III* may apply to such a property, depending upon its location.)

Demolition

Demolition of whole or parts of buildings or accessory structures requires approval. Demolition of site features such as fences and walls also requires approval.

Public Sector Projects

Any public sector project that proposes to alter the historic and/or visual character of a street, streetscape, park or other publicly owned property is subject to review by the DRC.

Exceptions

The DRC has developed a list of exceptions that will be deemed “appropriate” upon a required review by the Building Inspector, instead of through review by the DRC, except as noted. This list will continue to evolve; however, currently “exceptions” are defined as the following:

- Maintenance and Repair** – Maintenance and repair generally are not reviewed by DRC. However, if the maintenance and repair activity changes the physical appearance of a building or involves the removal and replacement of significant materials and components on an historic structure, DRC approval may be required.
- Hot Tubs** – Hot tubs must be placed entirely within an enclosure and are not visible from any public way. Other hot tubs require Design review.
- Reroofing** – Any reroofing which uses small scale T-lock, 30-year or greater dimensional shingles or standard cedar shingles is appropriate. Modified bitumen rolled roofing is appropriate on secondary

roofs with a pitch of 3:12 or less when the roof is not visible from a public way and is less than 15 square feet in size. All other reroofing, including all metal roofs, requires Design Review.

- **Gutters and Downspouts** – Gutters and downspouts are appropriate if painted to match the house AND if no exterior trim elements are altered in any way. Historic homes should consider the half round gutter shape to accommodate molding and preserve the historic character.
- **Mechanical Installations** (air conditioners/condensers) - Small unit mechanical systems that are placed on side or rear facades, painted to match the existing structure, have no reflective metallic surfaces and/or are screened from view and do not exceed 3' by 2 ½' by 2 ½' are appropriate.
- **Signs** – All signs that meet all requirements of Chapter 18 of the Georgetown Municipal Code, including the size, materials, lighting and location, may be approved by Town Officials.
- **Patios and Walkways** – Patios and walkways are appropriate if they are (a) at ground level, and (b) made of brick or natural stone set in sand/gravel. In addition, patios must be (a) located in the back or side yard, and (b) cover not more than 10% of the lot's total surface area.
- **Storm Windows** – Storm windows are appropriate

if they are made of wood with sash matching that of the original window.

- **Landmark Sign** – Oval bronze plaques, 8" x 11" and inscribed with "Georgetown-Silver Plume National Historic Landmark District" and the construction date with the option of one of the following additional inscriptions: a house name, address or work "built", are pre-approved to be located anywhere on the property with a structure(s) listed as "contributing" to the Landmark District in the 1995 Cultural Resource Survey.
- **Window Frames and Sashes** – The materials of window frames and sashes in non-historic, non-contributing structures may be changed to wood, vinyl or aluminum provided that the window dimensions and number of lites remains the same. The Building Inspector may approve minor changes in the number of lites, but may not approve unpaned windows to replace paned ones. Aluminum must be painted.
- **Landscaping** – Live vegetation (trees, shrubs and flora), manmade landscaping structures less than 15 inches in height above grade and yard art are appropriate.

Getting Organized to Apply for a COA

The Design Review Commission will consider how each proposed project meets the guidelines and how the proposed work would therefore help to accomplish the design goals set forth in this document and in other relevant codes and regulations.

The design review process is "reactive", in that it only applies to proposed actions initiated by the property owner. While it guides an approach to certain design problems by offering alternative solutions, it does not dictate a specific outcome and it does not require a property owner to instigate improvements that are not contemplated. For example, if an owner plans to repair a deteriorated porch, the guidelines indicate appropriate methods for such work. If a porch repair is the only work proposed by the property owner, the process does not require that other building features that may be deteriorated,

such as roof in poor condition, be repaired.

Taking the following steps should result in an organized and, hopefully, more successful application process for a COA.

Consider Professional Design Assistance

These guidelines are not intended to take the place of professional design assistance, which is highly recommended, but rather to assist the owner and designer in creating the best project. Property owners are strongly encouraged to engage licensed architects and other design and planning professionals to assist them in developing their concepts. Doing so may facilitate a quick review process and often will save the owner time and money. *Please note that the DRC cannot design or assist in the design process of any project submitted for approval.*

Check Other Town Regulations

Remember that the guidelines supplement other adopted Georgetown ordinances. Town Hall can provide information about these regulations. These other regulations also may affect the design character of a project. Examples include:

- Land Use Code
- Sign Code
- Building Code

Become Familiar with the Design Guidelines

Review the basic organization of the guidelines book and determine which chapters will apply to the project.

Consider immediately adjacent properties and also the character of an entire block. In many cases, the character of a Character Area in general is also an important feature. Understanding the historic character of the area, as well as that of surviving historic resources, is vital to the development of an appropriate design.

Develop a Design Concept Using the Guidelines

The guidelines form the basis for the DRC's design review decisions.

At this point, you may wish to take your design to the DRC for a 10 minute concept review. No official action can be taken at this time. If your project needs more time, you must apply for a preliminary review.

Preliminary Review (optional)

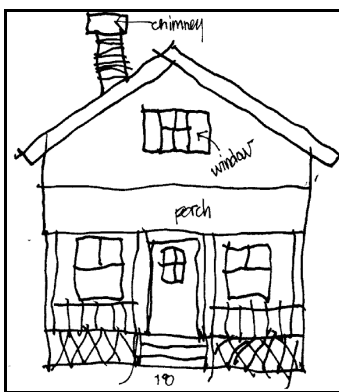
Prepare a packet for preliminary review by the DRC prior to the expenditure of drawings for final review. This step is highly recommended for new construction, accessory buildings, major alterations and additions.

Prepare and Submit a Complete Application Packet for Formal Review

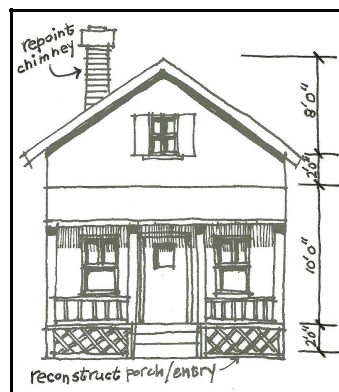
An application packet should be prepared (the contents of which are discussed in the following section) and submitted to the DRC for review. A presentation of the proposed project to the DRC is necessary to obtain a COA. The presentation should focus on how the proposed work complies with the design guidelines.

Submit the Design for Formal Review

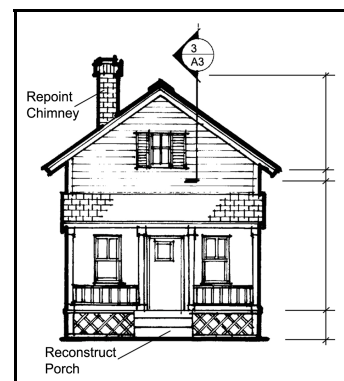
Presentation to the DRC is the culmination of the design review process. The presentation should focus on how the proposed work complies with the Guidelines.



Inappropriate drawing. The scale and character are not clearly conveyed, nor are there any dimensions.



Appropriate drawing. While in free-hand, this drawing does adequately convey the scale and character of the proposed work.



Appropriate drawing. Mechanically drafted to scale, this drawing best conveys the character of the proposed work.

The DRC has two categories for projects that must be reviewed: major projects and minor projects. Minor projects are those that do not add square footage or add less than 50 square feet; major projects include all else. The DRC has separate submittal requirements for these two types of projects.

A project is deemed to merit a Certificate of Appropriateness when the DRC determines that a sufficient number of the criteria have been adequately met.

Submittal Requirements

Applications must be complete and submitted to the Town Clerk a minimum of 14 days prior to the DRC meeting for which they are scheduled. Upon initial review and approval by the Town staff, additional copies will be required 10 days prior to the DRC meeting. Submittal requirements are addressed in the Town Code.

Major Projects

The following information should accompany the application:

- A completed application (available at Town Hall)
- Full sets of construction drawings, including
 - Dimensioned floor plans
 - Dimensioned elevations showing height, width, depth of building and dimensions of door and window openings
 - Site plan for new construction, additions, accessory structures, to include a topographical plan with a minimum of 2 foot contours for new construction and site grading. Setbacks must be indicated on the site plan
 - List of exterior materials (separate from the drawings) and samples of all synthetic materials
- Landscape plan for all new construction, accessory structures and additions to a building footprint

Preliminary Reviews

The following information should be submitted:

- Preliminary review request
- Scaled elevations and floor plans with dimensions
- List of exterior materials
- Site plan with topographical plan

Minor Projects

The following information should accompany the application:

- A completed application (available at Town Hall)
- Scaled drawings with dimensions
- List of exterior materials (product samples may be required)
- Site plan for fences, walls, patios and decks. Setbacks must be indicated on the site plan

Basic Design Standards

These design standards apply to all projects in the Town of Georgetown, including alteration to any existing property as well as construction of a new building. Taking on a project in an historic community can, at its outset, appear quite challenging. One of the purposes of this document is to help clarify the goals and objectives of the Town of Georgetown for enhancing its natural and historic sense of place. To assist in this endeavor, consider the following five “precepts” as you consider any potential project:

1. Keep it Simple

The image of Georgetown is that of a simpler time. Much of the built environment is composed of simple forms which reflect the climate, a “western” attitude, the town’s remoteness as well as the limitations of early transportation systems.

2. Keep it in Scale

Another aspect of Georgetown is its sense of scale. Much of the town is perceived from a variety of view points. This overall scale is reflected in the street layout and in the buildings which enhance a pedestrian environment.

3. Respect All Historic Resources

Georgetown’s historic resources are vast. While the mineral resources have been mostly extracted, the sense of history is evident through the integrity of the town’s many historic buildings. Typically, old buildings should significantly outnumber new structures in an intact historic district. The *sense of time and place* on the street is also important. One should be able to perceive the character of the neighborhood as it was historically.

4. Make All New Design Compatible to the Existing Context

While the historic resources are extensive, they must be balanced with a new project which reflects the dynamics of changing times. That is, while historic, the town is not frozen in time. For this reason, new construction should draw upon the design elements of the historic buildings, while not directly imitating them. Therefore, regarding this concept, consider the following as a general *STANDARD*:

New interpretations of traditional building types in the Historic Design District are encouraged, such that they are seen as products of their own time yet compatible with the history.

- 1) Historic details that were not found in Georgetown are inappropriate.
- 2) Historic proportions of height, width and depth are very important to be compatible with the historic mass and scale of Georgetown.

5. Read All Applicable Design Guidelines

Understanding the Design Guidelines Presented in Books II and III

A Typical Guideline

Guidelines are contained Books II and III of this document. A typical design guideline may contain some or all of five parts:

- The first is the design element category, such as retaining walls, windows, residential parking, under which the design guideline falls. These categories are numbered in Book II and in Book III.
- Second is an introductory discussion of the design element and why it is important. Included in this discussion is a policy statement that describes a desired state or condition of the design element being discussed. *Policy statements are shown in italics in the introductory discussion of the design element.*
- Third is the design guideline statement itself, which is typically performance-oriented, describing a desired design treatment. Design guidelines are listed as capitalized letters under each design element.
- The design guideline statement is followed by supplementary information that is treated as sub-points of the guideline. These sub-points may include additional requirements, or may provide an expanded explanation. These sub-points are listed as Arabic numbers under each design guideline
- Additionally, a photograph or illustration may be provided to clarify the intent of the guideline.

A typical design guideline used by the Design Review Commission.

6. Residential Parking/Garages/Driveways

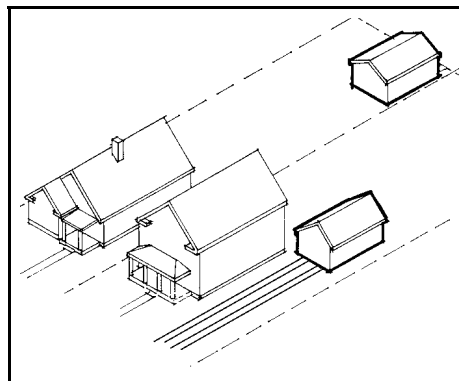
When the automobile and its associated storage were introduced, parking was an ancillary use and located to the rear of a site. *This tradition should be continued, and in all cases, the visual impacts of parking – which includes driveways, garages and garage doors – should be minimized.*

A. Avoid parking in the front yard.

- 1) Traditionally, front yards were not used as paved parking lots, and instead, yards provided views to facades and open space. Parking in the front yard is strongly discouraged because it would alter this established relationship.

B. A garage should not dominate the street scene.

- 1) A garage should be subordinate to the primary structure on the site.



In order to minimize the impact of a garage on the street scene, it should be detached and located to the rear of the building.

When referencing a design guideline, the Book number, chapter number, design element number, the design guideline's letter and sub-point should be used.

For example, the design guideline about garages in the Historic Design District (Book II) above would be referenced as: Book II, Chapter 6.6.B.1

It is important to note that all of the elements of the design guidelines, including the introductory and informational sections, the policy statement and the sub-points, constitute the material upon which the DRC will make its determination of the appropriateness of a proposed project.

The numerical ordering of the Guidelines does not imply a ranking of importance, although the DRC has attempted to organize the guidelines from bigger issues, the “macro”, to detailed concerns, the “micro”. The emphasis placed on individual guidelines varies on a case-by-case basis, depending upon the context of the proposed project.

Definitions of Key Terminology

The degree to which a property owner must comply with design guidelines varies from guideline to guideline. The degree of compliance required is dictated by the language used in the guideline itself. The following terms related to compliance are used in the design guidelines contained in this document. The definitions of these terms indicates the degree of compliance required.

In 1995, an historic survey was completed. The purpose of the survey was to record all of the major buildings in Georgetown, to update and expand the existing information from the previous survey (1976) and to record all previously unrecorded buildings. These two surveys, taken together, provide the DRC and property owners with a listing of “historic” and “non-historic” structures in the town.

means of meeting it.

Appropriate - In some cases, a stated action or design choice is defined as being “appropriate” in the text. In such cases, by choosing that design approach, the applicant will be in compliance with the guideline. However, in other cases, there may be a design that is not expressly mentioned in the text that also may be deemed “appropriate” by the DRC.

Consider - When the term “consider” is used, a design suggestion is offered to the applicant as an example of one method of how the design guideline at hand could be met. Applicants may elect to follow the suggestion, but may also seek alternative

Context - In many cases, the applicant is instructed to relate to the context of the project area. The “context” relates to those properties and structures adjacent to, and within the same block, as the proposed project.

Guideline - In the context of this document, a “guideline” is design directive that must be met in order to be in accordance with the intent of these guidelines.

Historic Structure - In general, an historic structure is one that is at least 50 years old or older, or is associated with significant people or events. In the context of this document, an historic structure is one that dates from the town’s historic period (1860-1915) of significance used for defining context and retains a significant amount of its physical integrity and character-defining features. However, other buildings may date from outside this period of significance and still be considered historic (e.g., the early ski period, Swiss Chalet architecture from the 1950s).

Imperative mood - throughout this document, many of the guidelines are written in the imperative mood. The applicant is often instructed to “maintain” or “preserve” an established characteristic. For example, one guideline states, “Maintain the original proportions of a door.” In such cases, the user shall comply. The imperative mood is used, in part, because this document is intended to serve an educational role as well as a regulatory one.

Inappropriate - Inappropriate means impermissible. When the term “inappropriate” is used, the relevant design approach shall not be allowed. For example, on guideline states, “A new addition that creates an appearance inconsistent with the historic character of the building is inappropriate.” In this case, a design out of character with the historic building would not be approved.

Non-Historic Structure - Recent buildings and those fifty years old or older that have lost their integrity are considered to be “non-historic structures”. These structures do retain value as residential or commercial properties, but do not possess the significance and/or physical integrity necessary to be listed as “historic”.

Preferred – in some cases, the applicant is instructed that a certain design approach is “preferred”. In such a case, the applicant is encouraged to choose the design option at hand. However, other approaches may be considered

Should – If the term “should” appears in a design guideline, compliance is strongly encouraged, but it is not required.

When physical conditions permit or when feasible – In some design guidelines, the applicant is asked to comply with the statement, “when feasible”. In these cases, compliance is required, except when the applicant can demonstrate that it is not physically possible to do so. For example, one guideline states, “Patch, piece-in, splice, consolidate or otherwise upgrade the existing material using recognized preservation methods when physical conditions permit, rather than remove the element.” In this case, the owner shall retain the original material unless they can demonstrate that it has deteriorated to the extent that it is not practical to do so.

Chapter 2

Design Review in Georgetown

Preservation and Design Review is Important in Georgetown

The historic significance of the Town of Georgetown is widely recognized - Georgetown is generally regarded as one of the best surviving examples of a Rocky Mountain mining-era boom town. Historic preservation is a well-established part of town planning and is important to the residents of Georgetown. Even those who live and work in the newer portions of town point with pride to the town's historic resources as evidence of the community's character. Although the town's historic character is recognized by many as an important asset, it is fragile and must be carefully managed and nurtured. If the town's genuine historic character is lost it cannot be replaced.

The town can be dynamic and change in response to changing community goals and economic conditions, however preserving Georgetown's heritage should remain a primary goal of the community. This was acknowledged by the Secretary of the Interior when the town was designated as part of the Georgetown-Silver Plume National Historic Landmark in 1966. Design guidelines are one of the most comprehensive, effective and objective ways to maintain the design character of a community and to protect its historic resources.

Historic Preservation

A sense of history is an important part of community identity in Georgetown. The historic buildings serve as reminders of the people who first settled and worked in the valley, and they offer suggestions of the historic lifestyles of these early citizens. In this sense, the buildings are a physical link to the cultural and social heritage of Georgetown.

The buildings also serve as records of building technologies and styles of earlier periods. As such, they contribute to the unique visual character of Georgetown. This visual character helps provide a sense of identity to residents and also adds to the attraction for visitors. Preservation of this connection with history is a high priority of most citizens in the commu-

nity. In general, there are three types of historic buildings that are valued in Georgetown:

- First, there are a number of major landmarks that stand out because of their size, unique design or special function.
- Secondly, there are vast numbers of primary buildings that combine in groups to form parts of the overall historic scene.
- Finally, there are secondary structures, such as barns and sheds, which contribute to the historic character of the town.

These three types of historic structures are identified in surveys of historic structures, in various categories of significance. Planning for each of these categories is important.



The Town of Georgetown was designated as part of the Georgetown-Silver Plume National Historic Landmark in 1966.

Urban Design

Residents are concerned about the general quality of design in the man-made environment and wish to promote good design that will enhance the quality of life in Georgetown and maintain its historical character. They wish to raise the level of community expectations for the character of the

See the “Summary of Characteristics” and “Design Goals” discussion at the beginning of each Character Area chapter for more information regarding the specific context which you may be asked to respect or relate to.

environment and wish to enhance the attractiveness and functional utility of the community as a place to live, work and visit. A significant portion of the elements that affect the design of the urban environment are already established in the historic buildings and site features within the Historic Design District, but urban design concepts extend beyond them, both geographically and conceptually.

A defined policy of using sound urban design principles can help citizens achieve the goal of ensuring the quality of development in Georgetown. In order to accomplish this goal, the following objectives apply:

- Alterations and new construction should be compatible with the character of the neighborhood.

Design Guidelines

Design guidelines form the backbone of the Design Review System. They are specific guidelines outlining the treatments that are appropriate and inappropriate for construction or renovation features, such as: building orientation, scale and mass, materials, architectural features, landscaping and site treatment, accessory structures (such as sheds, garages, trash receptacles, signs). Design Guidelines are for use throughout the Town of Georgetown, in the four Design Districts and within the twelve Character Areas they contain. They address a variety of construction and repair activities, including the rehabilitation of historic properties, alterations to “non-historic” structures and the construction of new buildings. They also provide guidelines for landscape and site design.

Purpose of Design Guidelines

One purpose of the design guidelines is to inform

- The design principles should encourage creative solutions that will enhance the character of the neighborhood. While compatibility is an objective, the intent is not to stop development or to freeze the neighborhood in time, making all buildings appear to be from a fixed period.
- Georgetown is diverse architecturally and has already experienced change. Continuing change is therefore expected and appropriate new design approaches should be encouraged while respecting historic resources.
- Private property values and investments should be protected.

Design Review

Georgetown has had a design review system for many years. This system uses a set of “design guidelines” to guide the review, modification and acceptance/rejection of applications for major modifications to existing buildings or the construction of new structures. Building owners and developers must apply for a “Certificate of Appropriateness” (COA) from the Town before they can proceed with their planned renovation or construction activity. The COA is granted by Georgetown’s Design Review Commission (DRC), a volunteer group that evaluates the application against the Design Guidelines in order to determine acceptance, rejection or modifications required.

property owners about the design policies of the town. These focus on preserving the integrity of the community’s historic resources and compatible new construction. They indicate an approach to design that will help sustain the character of the community that is so appealing to residents and visitors. Another purpose is to provide information that property owners may in making decisions about their buildings by addressing basic principles of urban design which promote an environment that is scaled to the pedestrian, maintains cohesive neighborhood identity and respects the unique natural setting of Georgetown.

The guidelines further provide the Town, through its DRC, a basis for making informed, consistent decisions about proposed new construction and alterations to buildings and sites in the community in its formal permitting processes. The Guidelines help

provide uniform review and increase predictability, and are a means to prevent delays and minimize added costs to developers and builders, when they are followed carefully. The Guidelines indicate the views held by the community and are administered by the DRC and the Georgetown Board of Selectmen so that applicants may understand Georgetown's standard for design in the early stages of project development.

Use of Design Guidelines

The Georgetown Design Review Commission (DRC) must issue all affected property owners who plan to make changes to the exteriors of buildings a Certificate of Appropriateness (COA). In order to review each project in a consistent manner, the DRC will use these guidelines as a basis for determining the appropriateness of the work proposed.

The guidelines are provided to property owners to aid in planning an approach to the development in the town. Property owners are encouraged to review the guidelines when planning an improvement project, to assure that the work contemplated will help preserve the historic character of Georgetown. Owners must comply with the guidelines prior to securing a building permit.

Although the design guidelines are written so that they can be used by the layman to plan improvements, property owners are strongly encouraged to enlist the assistance of qualified design and planning professionals, including architects and preservation consultants.

Development of These Design Guidelines

The policy and goals of the design guidelines presented in this document reflect Georgetown property owners' and residents' thoughts and ideas about design in the town, as formulated in two public workshops conducted in May and October of 1999. Their input provides the basis for making decisions about projects that may affect the appearance of individual properties or the overall character of the town.

These guidelines are intended to help property owners understand the building elements that make up their town and what it takes for a new building, or a substantially altered building, to respectfully relate to the context. This approach does not require residents to spend more money on their projects or to make their buildings "look old". Rather, it is a means to help construction activity more closely relate to the mass, scale, form and character of the context within which it is occurring.

History of Design Review

The Town of Georgetown adopted its first local preservation ordinance in 1970, which required that a Certificate of Appropriateness (COA) be obtained by a property owner before a building permit could be issued. While this made Georgetown an early pioneer in preservation in Colorado, its policies were founded on well-established precedent. In the late nineteenth century, a few U.S. cities established special committees to review the designs for public facilities. Around the turn of the century, laws mandating certain methods of construction appeared around the country. Today, more than 2,200 design review commissions have been identified across the country.

The rights of communities to guide design character through review systems have been upheld many times and at all levels of the courts. Consideration has focused on appropriate "due process" of review, on the scope of powers provided in empowering ordinances and in the design guidelines that have been applied. Georgetown encountered such a challenge in 1978, which led to the clarification of the boundaries of areas subject to design review.

Chapter 3

Historic Preservation in Georgetown

Basic Preservation Theory

The Concept of Historic Significance

What makes a property historically significant? In general, properties must be at least 50 years old before they can be evaluated for potential historic significance, although exceptions do exist when a more recent property clearly is significant. Historic properties must have qualities that give them significance. A property may be significant for one or more of the following reasons:

- Association with events that contributed to the broad patterns of history, the lives of significant people or the understanding of Georgetown's pre-history or history.
- Construction and design associated with distinctive characteristics of a building type, period or construction method.
- An example of an architect or master craftsman or an expression of particularly high artistic values.
- Integrity of location, design, setting, materials, workmanship, feeling and association that form a district as defined by the *National Register of Historic Places Standards*, administered by the National Park Service.

The Period of Significance

In most cases, a district is significant because it represents, or is associated with, a particular period in its history. Frequently, this begins with the founding of the community and continues through the peak of its historic activity. Buildings and sites that date from the period of significance are typically considered "historic" and contribute to the character of the district.

The Town of Georgetown, for example, has a period of significance that spans approximately 65 years (1850-1915). Most of the structures built during this period represent the town's mining era. Throughout this period, the town was witness to the construction of a number of buildings and alterations that have become an integral part of its character.

Conversely, a few structures have been built, or alterations have been made, after this period that are generally considered "non-historic" and may be

considered for removal or replacement. However, there are also examples of buildings that date from outside the period of significance that may be considered historic (e.g., the early ski period, Swiss Chalet architecture from the 1950s).

In 1995, an historic survey was completed. The purpose of the survey was to record all of the major buildings in Georgetown, to update and expand the existing information from the previous survey (1976) and to record all previously unrecorded buildings. These two surveys taken together provide the DRC and property owners with a listing of all contributing structures to the Historic Landmark District.

The Concept of Integrity

A district's integrity is derived from having a substantial number of historically significant structures and sites within its boundaries. Each of those properties also must have integrity, in that a sufficient percentage of the structure must date from the period of significance. The majority of the building's structural system and materials should date from the period of significance and its character defining features also should remain intact. These may include architectural details, such as dormers and porches, ornamental brackets and moldings and materials, as well as the overall mass and form of the building. It is these elements that allow a building to be recognized as a product of its own time.

Preservation Principles

The following preservation principles should be applied to historic properties in Georgetown.

Respect the Historic Design Character of the Building.

Don't try to change its style or make it look older, newer or more ornate than it really was. Confusing the character by mixing elements of different styles is also an example of disrespect.

Seek Uses That are Compatible with the Historic Character of the Building.

Building uses that are closely related to the original use are preferred. Every reasonable effort should be made to provide a compatible use for the building that will require minimal alteration to the building and its site. An example of an appropriate adaptive use is converting a residence into a bed and breakfast establishment. This can be accomplished without radical alteration of the original architecture.

Establish an Approach

The first step is to investigate the history of the property. This may identify alterations that have occurred and may help in developing an understanding of the significance of the building as a whole as well as its individual components.

This historical research should be followed with an on-site assessment of existing conditions. In this inspection, identify those elements that are original and those that have been altered. Also determine the condition of individual building components.

Finally, list the requirements for continued use of the property. Is additional space needed? Or should the work focus on preserving and maintaining the existing configuration?

By combining an understanding of the history of the building, its present condition and the need for actions that will lead into the future, one can then develop a preservation approach. In doing so, consider the terms that follow.

Adaptive Use

Converting a building to a new use that is different from that which its design reflects is considered to be

Note that the Design Review Commission does not review uses; however, property owners should consider the impacts that some changes in use would have upon their historic properties, since this may affect design considerations that are reviewed by the Commission. In addition, the zoning code provides some incentives associated with certain uses and these may require Commission comment.

When a more radical change in use is necessary to keep the building in active service, then those uses that require the least alteration to significant elements are preferred. It may be that in order to adapt your building to the proposed new use, such radical alteration to its significant elements would be required that the entire concept is inappropriate. Experience has shown, however, that in most cases designs can be developed that respect the historic integrity of the building while also accommodating new functions.

"adaptive use." For example, converting a residential structure to offices is adaptive use. A good adaptive use project retains the historic character of the building while accommodating its new functions.

Maintenance

Some work focuses on keeping the property in good working condition by repairing features as soon as deterioration becomes apparent, using procedures that retain the original character and finish of the features. In some cases, preventive maintenance is executed prior to noticeable deterioration. No alteration or reconstruction is involved. Such work is considered "maintenance." Property owners are strongly encouraged to maintain their properties in good condition so that more aggressive measures of rehabilitation, restoration or reconstruction are not needed.

Preservation

The act or process of applying measures to sustain the existing form, integrity and material of a building or structure, and the existing form and vegetative cover of a site is "preservation." It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building materials. Essentially, the property is kept in its current good condition.

Rehabilitation

"Rehabilitation" is the process of returning a property to a state which makes a contemporary use possible while still maintaining those features of the property which are significant to its historic, architectural and cultural values. Rehabilitation may include the adaptive use of the building with minor additions. Alterations that are made are generally reversible, should future owners wish to restore the building to its original design.

Remodeling

To remake or to make over the design image of a building is to remodel it. The appearance is changed by removing original detail and by adding new features that are out of character with the original. Remodeling is inappropriate for historic buildings in Georgetown.

Renovation

To renovate means to improve by repair, to revive. In renovation, the usefulness and appearance of the building is enhanced. The basic character and significant details are respected and preserved, but some sympathetic alterations may also occur. Alterations that are made are generally reversible, should future owners wish to restore the building to its original design.

Restoration

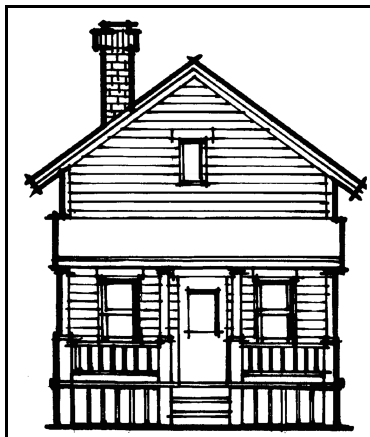
To restore, one reproduces the appearance of a building exactly as it looked at a particular moment in time: to reproduce a pure style—either interior or exterior. This process may include the removal of earlier work or the replacement of missing historic features. A restoration approach is used on missing details or features of an historic building when the features are determined to be particularly significant to the character of the structure and when the original configuration is accurately documented.

Combining Preservation Strategies

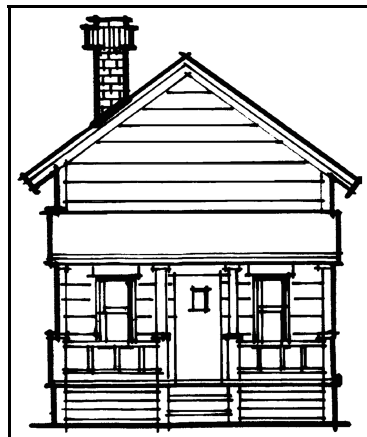
Many successful rehabilitation projects that involve historic structures in Georgetown may include a combination of preservation, restoration and other appropriate treatments. For example, a house may be adapted for use as a restaurant, and in the process, missing porch brackets may be replicated in order to restore the original appearance, while existing original dormers may be preserved.

The **primary objectives** of a preservation approach for your historic structure should be:

1. The preservation of a building's important or "character-defining" features;
2. The enhancement and preservation of the building's relationship to other structures in the historic district and its own site integrity; AND
3. Provision for an efficient contemporary use.



This property retains a high degree of integrity. Most of the original features and materials survive. It would be considered an "historic structure".



In this case, the building has lost some of its original features and materials and integrity have been compromised. Nonetheless, these losses are retrievable and, after a rehabilitation, it could be considered an "historic structure" once again.



A building in this condition has lost a substantial amount of details and materials. It is no longer possible to adequately interpret its historic character and, therefore, it would be considered a "non-historic structure".

The **contents** of a preservation approach should contain strategies for each of these three types of work:

- Protection and maintenance of historic features that survive in generally good condition.
- Repair of historic materials and features that are deteriorated.
- Replacement of historic materials and features with new materials where deterioration is so extensive that repair is not possible.

If your building is considered to be an **Historic** structure, the emphasis of your preservation plan should be on protection, maintenance and repair. For most historic structures, original details are intact, so replacement of historic materials will be less of a task.

If your building is considered to be a **Non-Historic** structure, your rehabilitation plan may well include significant efforts toward replacing historic materials and restoring original design elements that are

presently missing, as well as maintenance and repair work.

Alterations to primary facades that change historic configurations are generally discouraged for all historic buildings. Additions to these buildings should be clearly subordinate to the original and generally are appropriate only to the rear.

Each preservation project is unique. It may include a variety of treatment techniques, including the repair and replacement of features and maintenance of those already in good condition. Some of the basic preservation treatments are described in the section that follows. In each case, it is important to develop an overall strategy for treatment that is based on an analysis of the building and its setting.

Historic Overview

Prior to the advent of gold prospectors in the 1850s, the Front Range valleys were trading sites for the Ute Indians of the mountains and the Arapaho Indians of the plains. Trappers and explorers had wandered into the dense, beaver-laden forests, and the first gold seekers found an occasional reminder of the trappers' presence.

In 1859, major gold finds were made in the Central City and Idaho Springs areas, drawing a great number of fortune seekers. Among these, two Kentuckians, David and George Griffith, began prospecting up the creek from Idaho Springs.

At the confluence of two streams, in the area of Twelfth and Rose Streets in present day Georgetown, their pans revealed gold. Immediately they staked their claim and in 1860, the Griffith Mining District was established. Other prospectors flocked to the area and George's Town, laid out by David Griffith, began to grow. There was little placer gold in the Griffith discovery and the boom ended almost as abruptly as it had started.

The prospectors knew that the mountains surrounding Georgetown contained rich silver veins but these had been ignored in the search for gold. It was not until the staking of the Belmont Claim in 1864 that the silver boom began. It was to last for the next thirty years.

A silver camp named Elizabethtown grew up at the south end of the valley under the shadow of Leavenworth Mountain. By 1867, the focus of the valley had shifted there and to the rich mines above it. In 1868, the citizens of both towns—George's and Elizabeth's—met at the corner of Rose and Mary Streets and decided to form one town: Georgetown. In 1868 a territorial charter, under which the town still operates, established an "alcalde" form of government, one headed by a police judge, derived from the Spanish mining camps in California.

By 1870, Georgetown had 3,000 residents. The requirements of silver processing had spurred the construction of numerous mills with investors from Chicago, New York, Philadelphia and London providing the necessary capital.



*Upper Right:
Downtown, circa 1870*

*Lower Right:
Silver mill, circa 1900*

*Left:
Georgetown, circa 1878*

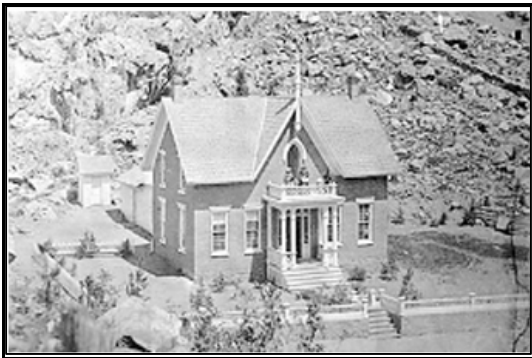


Within the old mining camp, log structures were covered with lap siding and embellished with carpenter's lace. Fine new residences were constructed. A school was first organized in 1867 and the large brick school built in 1874. Methodist, Congregational, Catholic, Lutheran, Episcopal and Presbyterian churches were established. Georgetown also offered luxurious lodgings in the Barton House, Hotel de Paris and several other hotels. Entertainment was available in the opera houses and the saloons. Volunteer fire departments were formed to protect, successfully, the wood frame town against the real threat of destruction by fire.

Georgetown continued to expand with the mining economy. Merchants, lawyers and newspapermen came in the wake of the miner. The first newspaper, *The Colorado Miner*, began publication in 1867. Stores of all types, from hat shops to liveries to bakeries, crowded the downtown area. Georgetown had become one of Colorado's major cities.

While the town was definitely settled, it was not always peaceful. Miners from the surrounding mountains descended on the town on Saturday night to enjoy a bit of the good life, returning to the mines by torchlight before dawn on Monday morning.

The peak of Georgetown's boom was reached in the late 1870s and early 1880s. Five thousand people were living in the valley, and the Colorado Central Railroad, which wound its way from Denver up Clear Creek Canyon, arrived in Georgetown in 1877. The mines and mills maintained full and profitable operation throughout this period. Fine brick buildings were built to replace some of the more temporary wooden ones. Flagstone sidewalks, granite walls and a city park added refinement. The Georgetown Loop, completed in 1884, connected Georgetown and Silver Plume with 4½ miles of track winding back over itself to climb the 600 feet in 2½ statute miles.



A house in 1875



A house in 1875



A house from the 1880s



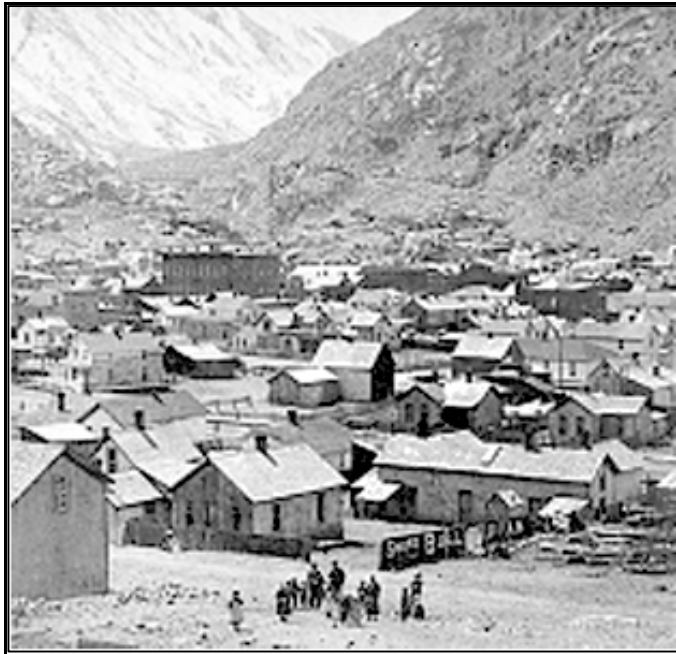
A house from the 1890s

Two decades of prosperity inspired a confidence in Georgetown that even the gradually declining price of silver could not shake. The town was still building when, in 1893, the United States Congress repealed the Sherman Silver Purchase Act and silver mining was no longer profitable due to lack of confidence and financing from east coast and overseas investors. For Georgetown, the Silver Queen, the thirty year boom was over. The mines, still containing now unmarketable silver, gradually closed. The population dwindled to 200 in the 1930s. Although never a true ghost town, many structures were abandoned and later demolished.

The post World War II years brought another boom to Georgetown. With easy access to Denver, the quiet charm of a proud mountain town rich in Nineteenth Century architecture and history has created a new life for the town.

Present day Georgetown contains more than 200 19th century structures, an incomparable collection of western bonanza architecture. The region's contribution to frontier mining history received national recognition when, under the Historic Preservation Act of 1966, the Georgetown-Silver Plume Mining District was designated a National Historic Landmark District by the U.S. Department of the Interior. A number of Georgetown buildings have also been designated individually as National Register sites.

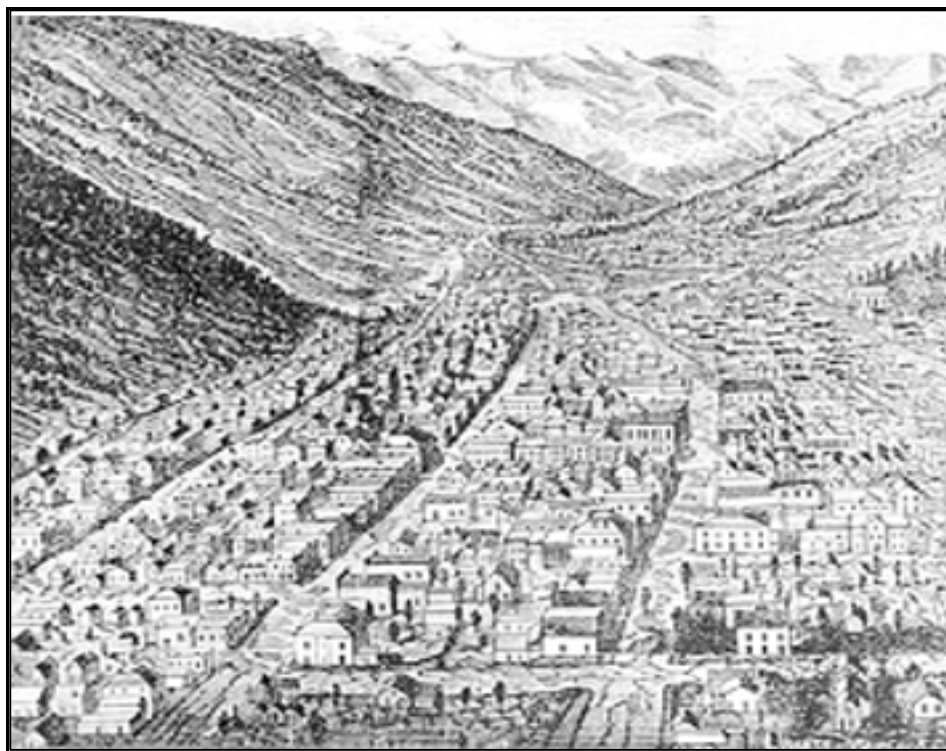
In May of 1970, the Town of Georgetown passed its first Historic Preservation Ordinance to assist the town in protecting its past while building its future. Design guidelines were developed in 1978 and were updated in 2000 and 2010.



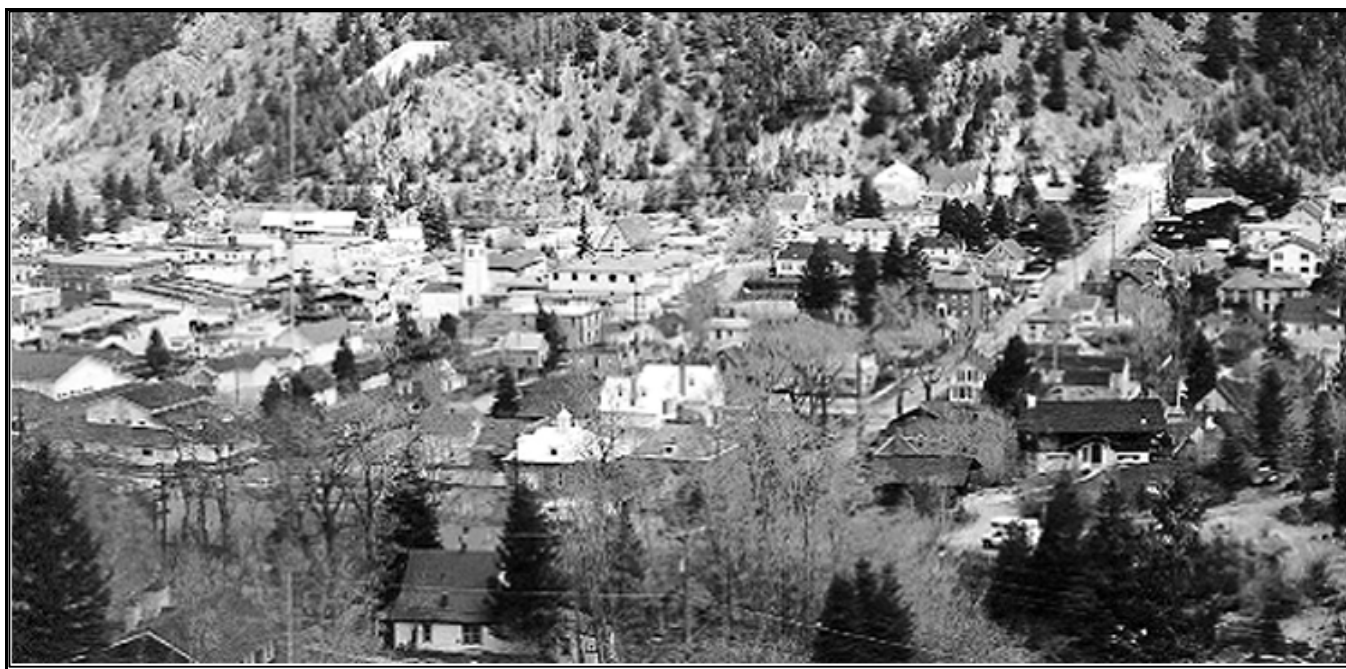
Georgetown, circa 1890



Georgetown today



An historic lithograph of Georgetown, circa 1880



Some new construction has been seen throughout town, but much of Georgetown remains the same today.

Appendix A

The Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings

The Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings are general preservation principles established by the National Park Service to guide preservation, rehabilitation, restoration or reconstruction projects. These standards also serve as the basis for many of the design guidelines presented in this document. The Secretary of the Interior's Standards state that:

1. A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, shall not be undertaken.
4. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
8. Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations or related new

construction shall not destroy historic materials, features and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

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

Design for alternations and additions to existing properties should not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material. Such design should be compatible with the size, scale, color, material and character of the property, neighborhood and environment.

Appendix B

Glossary of Terms

Alignment. The arrangement of objects along a straight line.

Appurtenances. An additional object added to a building; typically includes vents, exhausts hoods, air conditioning units, etc.

Asphalt Shingles. A type of roofing material composed of layers of saturated felt, cloth or paper, and coated with a tar, or asphalt substance, and granules.

Association. As related to the determination of “integrity” of a property, *association* refers to a link of a historic property with a historic event, activity or person. Also, the quality of integrity through which a historic property is linked to a particular past time and place.

Baluster. A short, upright column or urn-shaped support of a railing.

Balustrade. A row of balusters and the railing connecting them. Used as a stair rail and also above the cornice on the outside of a building.

Bargeboard. A projecting board, often decorated, that acts as trim to cover the ends of the structure where a pitched roof overhangs a gable.

Board and Batten. Vertical plank siding with joints covered by narrow wood strips.

Bracket. A supporting member for a projecting element or shelf, sometimes in the shape of an inverted L and sometimes as a solid piece or a triangular truss.

Building. A resource created principally to shelter any form of human activity, such as a house.

Character-Defining Features. A series of design features that, taken together, form the visual identity of an historic district, site or structure. On an historic structure for example, the character-defining features might include the size, materials, details and window and door openings of the building.

Clapboards. Narrow, horizontal, overlapping wooden boards, usually thicker along the bottom edge, that form the outer skin of the walls of many wood frame houses. The horizontal lines of the overlaps generally are from four to six inches apart in older houses.

Column. A slender upright structure, generally consisting of a cylindrical shaft, a base and a capital; pillar. It is usually a supporting or ornamental member in a building.

Composition Shingles. See asphalt shingles.

Corbelling. A series of projections, each stepped out further than the one below it; most often found on brick walls and chimney stacks.

Cornice. The continuous projection at the top of a wall. The top course or molding of a wall when it serves as a crowning member.

Design. As related to the determination of “integrity” of a property, *design* refers to the elements that create the physical form, plan, space, structure and style of a property.

Doorframe. The part of a door opening to which a door is hinged. A doorframe consists of two vertical members called *jamb*s and a horizontal top member called a *lintel*.

Double-Hung Window. A window with two sashes (the framework in which window panes are set), each moveable by a means of cords and weights.

Dormer. A window set upright in a sloping roof. The term is also used to refer to the roofed projection in which this window is set.

Eave. The underside of a sloping roof projecting beyond the wall of a building.

Elevation. A mechanically accurate, “head-on” drawing of a face of a building or object, without any allowance for the effect of the laws of perspective. Any measurement on an elevation will be in a fixed proportion, or scale, to the corresponding measurement on the real building.

Facade. Front or principal face of a building, any side of a building that faces a street or other open space.

Fascia. A flat board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal, or “eaves,” sides of a pitched roof. The rain gutter is often mounted on it.

Feeling. As related to the determination of “integrity” of a property, *feeling* refers to how an historic property evokes the aesthetic or historic sense of past time and place.

Fenestration. The arrangement of windows and other exterior openings on a building.

Form. The overall shape of a structure (most structures are rectangular in form).

Frame. A window component. See window parts.

Gable. The portion, above eave level, of an end wall of a building with a pitched or gambrel roof. In the case of a pitched roof this takes the form of a triangle. The term is also used sometimes to refer to the whole end wall.

Glazing. Fitting glass into windows and doors.

Head. The top horizontal member over a door or window opening.

Historic District. A significant concentration of sites, buildings, structures or objects united historically or aesthetically by plan or physical development.

Historic Resource. A building, site, structure or object adding to the historic significance of an historic district.

In-Kind Replacement. To replace a feature of a building with materials of the same characteristics, such as material, texture, color, etc.

Integrity. See “physical integrity”.

Kickplate. The horizontal element or assembly at the base of a storefront parallel to a public walkway. The kickplate provides a transition between the ground and storefront glazing area.

Lap Siding. See clapboards.

Location. As related to the determination of “integrity” of a property, *location* refers to an historic property existing in the same place as it did during the period of significance.

Mass. The physical size and bulk of a structure.

Masonry. Construction materials such as stone, brick, concrete block or tile.

Material. As related to the determination of “integrity” of a property, *material* refers to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic property.

Module. The appearance of a single facade plane, despite being part of a larger building. One large building can incorporate several building modules.

Molding. A decorative band or strip of material with a constant profile or section designed to cast interesting shadows. It is generally used in cornices and as trim around window and door openings.

Muntin. A bar member supporting and separating panes of glass in a window or door.

Non-historic Resource. A building, site, structure or object that does not add to the historic significance of an historic district.

Panel. A sunken or raised portion of a door with a frame-like border.

Parapet. A low wall or railing often used around a balcony or along the edge of a roof.

Period of Significance. Span of time in which a property attained its significance. In Georgetown, the period of significance is roughly between 1850 and 1915.

Property. Area of land containing a single historic resource or a group of resources.

Opaque Fence. A fence that one *cannot* see through.

Orientation. Generally, orientation refers to the manner in which a building relates to the street. The entrance to the building plays a large role in the orientation of a building; whereas, it should face the street.

Pediment. A triangular section framed by a horizontal molding on its base and two sloping moldings on each of its sides. Usually used as a crowning member for doors, windows and mantles.

Physical Integrity. Results when a sufficient percentage of a structure dates from the period of significance. The majority of a building's structural system and materials should date from the period of significance and its character-defining features also should remain intact.

Porch Piers. Upright structures of masonry which serve as principal supports for porch columns.

Post. A piece of wood, metal, etc., usually long and square or cylindrical, set upright to support a building, sign, gate, etc.; pillar; pole.

Preservation. The act or process of applying measures to sustain the existing form, integrity and materials of a building or structure, and the existing form and vegetative cover of a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building materials.

Protection. The act or process of applying measures designed to affect the physical condition of a property by defending or guarding it from deterioration, loss or attack or to cover or shield the property from danger of injury. In the case of buildings and structures, such treatment is generally of a temporary nature and anticipates future historic preservation treatment; in the case of archaeological sites, the protective measure may be temporary or permanent.

Reconstruction. The act or process of reproducing by new construction the exact form and detail of a vanished building, structure or object, or part thereof, as it appeared at a specific period of time.

Recessed Entry. A common component of an historic storefront. Display windows, which contained dry goods and other wares for sale, flanked the recessed entry historically.

Rehabilitation. The act or process of 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 the property which are significant to its historical, architectural and cultural value.

Renovation. The act or process of returning a property to a state of utility through repair or alteration which makes possible a contemporary use.

Restoration. The act or process of accurately recovering the form and details of a property 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.

Roof. The top covering of a building. Following are some types:

- **Flat roof** has only enough pitch so that rain water or melting snow can drain.
- **Gable roof** has a pitched roof with ridge and vertical ends.
- **Hip roof** has sloped ends instead of vertical ends.
- **Shed roof** (lean-to) has one slope only and is built against a higher wall.

Sash. See window parts.

Scale. The size of structure as it appears to the pedestrian.

Semi-Transparent Fence. A fence that one *can* see partly through.

Setting. As related to the determination of "integrity" of a property, *setting* refers to the physical environment of an historic property.

Shape. The general outline of a building or its façade.

Side Light. A usually long fixed sash located beside a door or window; often found in pairs.

Siding. The narrow horizontal or vertical wood boards that form the outer face of the walls in a traditional wood frame house. Horizontal wood siding is also referred to as clapboards. The term "siding" is also more loosely used to describe any material that can be applied to the outside of a building as a finish.

Sill. The lowest horizontal member in a frame or opening for a window or door. Also, the lowest horizontal member in a framed wall or partition.

Size. The dimensions in height and width of a building's face.

Stile. A vertical piece in a panel or frame, as of a door or window.

Stabilization. The act or process of applying measures designed to reestablish a weather resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it exists at present.

Standing Seam Metal Roof. A standing seam roof is a roof with vertical panels. Historically, the panels were fitted together with hand rolled seams.

Store Front. The street level façade of a commercial building, usually having display windows.

Streetscape. Generally, the streetscape refers to the character of the street, or how elements of the street form a cohesive environment.

Traditional. Based on or established by the history of the area.

Transom Window. A small window or series of panes above a door, or above a casement or double hung window.

Transparent Fence. A fence that one *can* see through.

Vernacular. This means that a building does not have details associated with a specific architectural style, but is a simple building with modest detailing and form. Historically, factors often influencing vernacular building were things such as local building materials, local climate and building forms used by successive generations.

Visual Continuity. A sense of unity or belonging together that elements of the built environment exhibit because of similarities among them.

Window Parts. The moving units of a window are known as *sashes* and move within the fixed frame. The *sash* may consist of one large *pane* of glass or may be subdivided into smaller panes by thin members called *muntins* or *glazing bars*. Sometimes in nineteenth-century houses windows are arranged side by side and divided by heavy vertical wood members called mullions.

Workmanship. As related to the determination of "integrity" of a property, *workmanship* refers to the physical evidence of the crafts of a particular culture, people or artisan.

