

COMMERCIAL DESIGN STANDARDS

DOWNTOWN MARTIN, TENNESSEE

September 12, 2022





Acknowledgments

This document was written in order to provide a guide for residents and developers in the City of Martin for the Historic Neighborhood Zone (H-D). The intent is to provide a better understanding of the unique character of the city's historic buildings and neighborhoods and how to incorporate that understanding into designs for alterations, additions, and new infill development. Before any exterior work visible from the roadway is done on any structure, a Certificate of Appropriateness is required. A Certificate of Appropriateness can be obtained by making an application and appearing before the Martin Historic Zoning Commission. For more information on this process contact: Brad Thompson, Director of Community Development, 731-587-3126.

The guidelines were originally reviewed and adopted in November of 1993. The current update has been a collaboration of the Martin Historic Zoning Commission, consultant and City of Martin Staff. The project was financed by a grant award from the Historic preservation Fund, administered by the National Park Service, Department of the Interior under Grant number P21AF10721-00. Any opinions, findings and conclusions or recommendations expressed in this material are those of the author(s) and or MHZC and do not necessarily reflect the view of the Department of the Interior.

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September 12, 2022



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1. Introduction

1.1 Statement of Significance

The City of Martin's historic buildings play a major role in the city's distinct sense of place and character. Built heritage provides a sense of continuity and community through the many memories people have associated with them. Preserving historic resources reinforces the unique qualities of a place. Moreover, Martin's built heritage is more valuable than the cost of the materials alone. Distinction and sense of place are marketing and economic tools to draw visitors and investors to Downtown Martin. Therefore, it is imperative that the community take appropriate steps to preserve and protect its historic buildings within Historic Downtown.

1.2 Purpose and Benefits of Design Standards

What are Design Standards?

This Design Standards document regulates historic and architectural standards for exterior changes and new construction to properties within Martin's Historic Downtown (see district boundaries on pg. 3). Standards are technical directives that architects, contractors, commission members, city staff, and property owners within the district will follow regarding proposed changes/additions to a historic property within the district. Standards protect the historic climate of Downtown Martin while allowing alterations to be compatible and architecturally appropriate to existing structures.

The Martin Historic Zoning Commission (MHZC) will use the outlined standards to evaluate the appropriateness of exterior changes and new construction within the district, which results in a Certificate of Appropriateness (COA).

Benefits of Having Design Standards

- Educates and equips the community with a strong tool for protecting the distinct identity of the district.
- Provides a framework for ensuring the compatibility of renovation, rehabilitation and new construction with the authentic character of the district.
- Establishes a climate of confidence for those who have invested (or plan to invest) in the historic district because of the appeal of its distinct atmosphere.



1.3 Secretary of Interior’s Standards for Rehabilitation

All standards presented in this document are based on the Secretary of Interior’s Standards for Rehabilitation. The National Park Service created these ten basic principles in 1976 to guide property owners in preserving the historic integrity of a building.

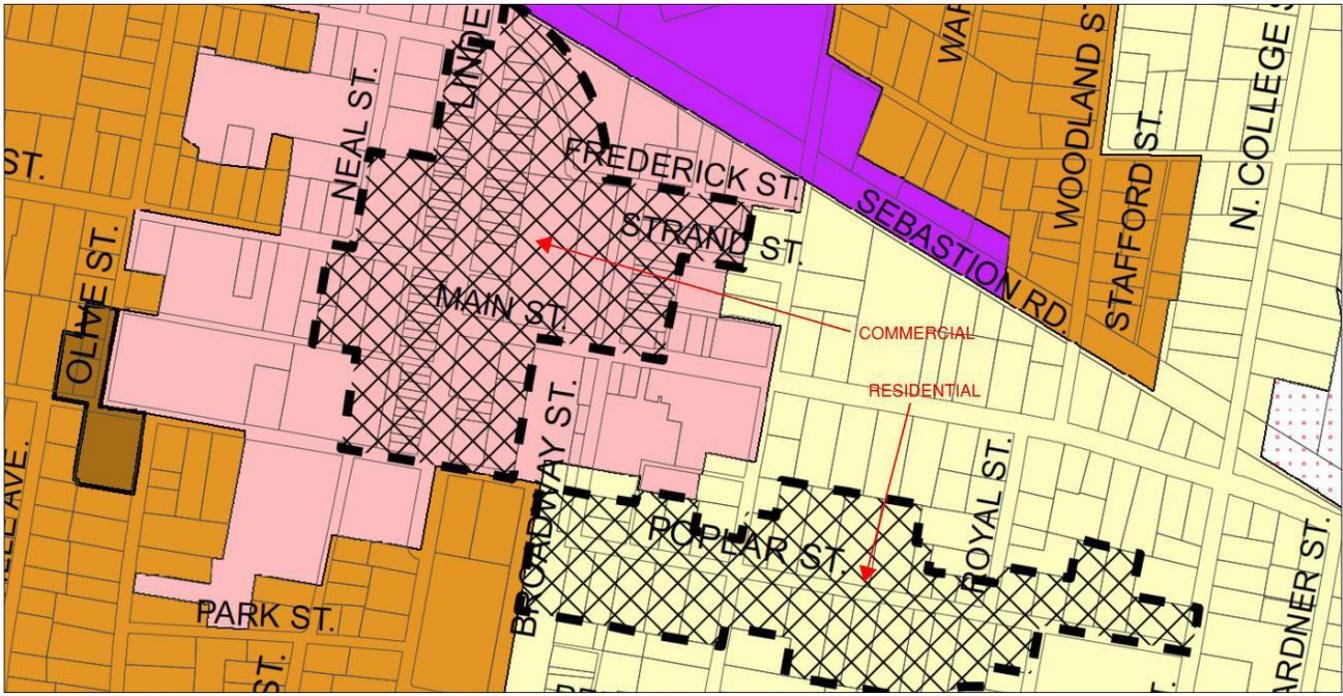
The Secretary of Interior’s Standards recognize the need for adapting historic structures to modern times and therefore allow for changes and new construction that are compatible with the building and/or the historic district. They are broad enough to apply to all architectural styles, time periods, and building types. While detailed standards are not included in this document, a summary can be found below.



| | |
|----|---|
| 1 | A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment. |
| 2 | The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided. |
| 3 | Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken. |
| 4 | Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved. |
| 5 | Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved. |
| 6 | Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence. |
| 7 | Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible. |
| 8 | Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken. |
| 9 | New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment. |
| 10 | New additions and adjacent of 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. |



1.4 Boundary for Historic Downtown Design Guidelines



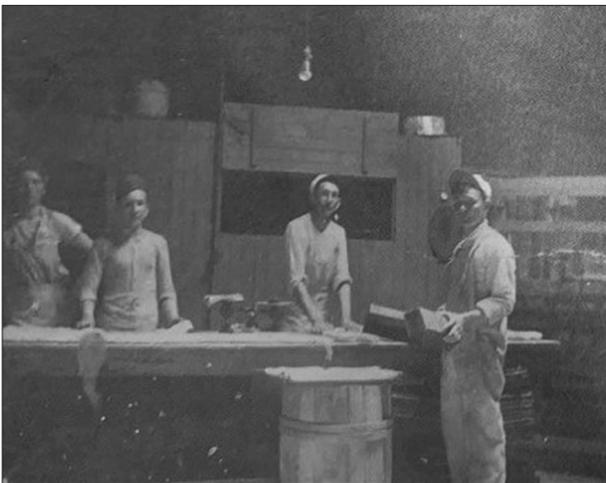
1.5 District Background and Fabric

Early Settlement

Weakley County, Tennessee, was created by an act of the General Assembly on October 21, 1823. It is bounded on the north by the State of Kentucky; east, by Henry County; south by Carroll and Gibson, and west by Obion. Rich in water sources and abundant wildlife, settlers flooded the newly designated land seeking new futures and fortunes. Most of the immigrants were from North and South Carolina, Virginia, Kentucky and Middle and East Tennessee. Among the early settlers of Weakley County, were Dudley Glass Sr. and his wife, Nancy Carr Glass who emigrated from Halifax, Virginia, around 1825. They settled on the Middle Fork of the Obion River in the new lands of the Jackson Purchase. In 1828, a young farmer with an entrepreneurial spirit, William Martin married their daughter, Sarah Glass and soon the couple left Halifax, Virginia, following her parents to Weakley County.



Pre 1907 Dental Parlor



Bushart's Bakery in 1912.



1922 City Drug Store

William was raised on a tobacco farm in Virginia and for generations his family had raised the cash crop, so he understood the process and profitability of it. When he arrived in Weakley County in 1832, he had two four-horse teams and wagons, five slaves, two thousand dollars and a precious pouch of tobacco seed. The Martins settled about six miles northeast of Dresden. The land was very unsettled and mostly covered in thick forests, so he had his work cut out for him to lay out his farmstead. Year after year, he grew more tobacco, grew his wealth, his family and expanded his influence within the county. Other farmers soon left the cotton fields for tobacco fields making it one of the leading crops for Weakley County by 1840. William Martin became known as the largest producer of leaf tobacco but soon realized, in order to continue to be competitive he needed to expand his market and be more efficient in delivery. He worked with the other tobacco growers in Weakley County to sell directly to New Orleans. They built flatboats from the abundant regional timber and floated their cargoes down the Mississippi to New Orleans. He even made additional income on moving timber in this same fashion and acting as a selling agent for other local tobacco farmers.

Railroad Development of Weakley County

Over the next decade, Captain Martin's wealth flourished. He grew his homestead into a 2,500-acre plantation with one of the finest Antebellum homes in the county (no longer standing). He not only influenced the local economy, but his political connections began early in his arrival to Weakley County being appointed one of the commissioners to assist in the decisions of Weakley County and the County Seat of Dresden. He was a well-known and respected Whig in politics. Recognizing the importance of the rising railroad industry to his agricultural pursuits, Martin became one of the earliest political activists to rally for the railroad in Weakley County, specifically across his land. In 1852, he campaigned to have the Hickman and Obion Railroad, an east-west route, add a connection to their proposed line to Union City, Tennessee. The Hickman & Obion Railroad was incorporated in 1853-1854 to build a line from Hickman, Kentucky to connect somewhere in Tennessee. Martin led the charge and personally donated five thousand dollars for the cause and offered to let the railroad build through his land. However, after the grading between Hickman and Union City was essentially complete, the property was sold to the Nashville & Northwestern Railroad in 1855. The Nashville and Northwestern continued to build its line from Union City through Martin



and Dresden, forming a junction with the Memphis and Ohio Railroad at McKenzie. In concurrence with this push, Weakley County continued efforts to extend the railroads by placing a proposition on the ballot to subscribe stock to the Nashville & Northwestern Railroad, to the amount of two and one-fourth per cent of the taxable property in the county. The votes polled were as follows:

"For Subscription- 1,177"

"No Subscription- 1,012"

In 1857 after much debate, the Supreme Court ruled the stock to the amount of \$100,000 was subscribed and the taxes to pay for the line were collected in three annual installments. The north-south railroad throughout the county was started in 1853 just after the start of the Civil War. Captain Martin's visionary efforts were groundbreaking for the advancement to bring the railroad to Weakley County and what would later become the City of Martin, Tennessee. Unfortunately, he never saw it come to fruition due to his death on January 17, 1859.

During the war, the Union Army continued building the Nashville and Northwestern Line connecting Nashville with the Tennessee River at Reynoldsburg (County seat of Humphreys County in 1812). After the war, a bridge was built across the river and tracks were extended to Hollow Rock to join the line of the western division from McKenzie. This gave Weakley County a direct route from Hickman, on the Mississippi to Nashville. (Vaughn, Weakley Volume 92) In 1872, the original rail line in Weakley was taken over by the Nashville, Chattanooga and St. Louis Railway.

American railroading in the 1850s, became an organized and fluid interstate system. Politicians in Tennessee understood that to capitalize on the revolutionary connectivity, they needed to develop a north-south railroad. In 1853, the Tennessee Legislature incorporated the Mississippi Central and Tennessee Railroad Company "to contract and maintain a railroad from a point where the Mississippi Central may touch or cross the state boundary of Tennessee to Jackson including branches to the Kentucky state line and to Nashville". In the spring of 1855, construction on the north-south railroad began and was able to finish the line from New Orleans to

Jackson, Tennessee before the Civil War brought it to a halt. The Mississippi Central Railroad began rebuilding in 1866 but was never able to recover financially after the war resulting in the acquisition of the stock by the Illinois Central Railroad in 1872. The first survey for the newly proposed railroad from Jackson north through Weakley County began immediately and routed through the town of Gardner which was about three miles west of the Martin Family estate.

The Town of Martin

At the time of initial survey of the new North-South railroad, George Washington Martin, Marshall Presley Martin and William Hartwell Martin, the visionary sons of William Martin, were operating a sawmill in Gardner. They strategically convinced the railroad to reroute the line through their land bypassing the town of Gardner. The Mississippi Central railroad which had been taken over by the Nashville, Chattanooga, and St. Louis Railway already ran through the middle of the Martin's land. It went beside the small village of Green Briar Glade later renamed Frost by the Mississippi Central Railroad honoring general superintendent E.D. Frost. The railroad accepted the Martin's counteroffer eager to intersect the line with an already established connection. In addition, part of the deal that was made, included a continuous strip of land for a right-of-way and a parcel of land west of the proposed route for a park which would become the center of a newly formed town. This was a much better deal for the railroad since they were being charged for the land in Gardner. Once the deal was verbally settled, the Martin brothers relocated their sawmill about 200 yards from the new railroad intersection anticipating the building needs for the future. Initial layouts of the town were laid out, streets were cleared, and the Martin's began selling lots to interested prospects. By year's end each railroad company had built a freight depot and telegraph office. On February 11, 1874, George, Marshall, and W. H. Martin sold the land to the Mississippi Central Railroad Company for five dollars. Each Martin brother wanted the town to develop on his land, so they compromised and designed the city to have two-story brick commercial buildings constructed on both sides of the Mississippi Central Railroad tracks. The original platting design continues to be represented and evident today in the City of Martin. As the city began to develop, the name was changed from Frost to Martin in honor of

Captain William Martin. On September 22, 1874, the town of Martin was officially laid out by surveyor, H.C. Draughn and on September 24, 1874, incorporation was filed, and a city government was formed with George W. Martin, H.C. Draughn, and A.M. Clemmons as commissioners. By 1878, the city of Martin had 710 citizens. The Martin brothers had donated land for a public school on the corner of Lindell and Mechanic (University) Streets and land to the east of Martin for the Primitive Baptist Church and Methodist Church buildings. By 1883, the town's population had grown to 1,200 citizens with two drug stores, eight dry goods stores, six saloons, a livery stable, ten groceries and an undertaker. The First National Bank opened in Martin in 1890 and along with several tobacco warehouses and a cotton gin.

The commercial district was fully developed along the blocks of Broadway, Lindell and Main Street by 1892. By 1897, Martin had 47 one and two-part commercial brick buildings and 23 wood frame commercial buildings. The population had risen to 2,000 citizens and the business community flourished in response to daily needs of the growing city. At this time, the City of Martin boasted three drug stores, eight dry goods stores, ten groceries, two hardware stores, two- barbers, five saloons, a bookstore, a tin shop and marble works business, two print shops, a livery stable and several boarding homes.

The enemy of the commercial downtown has always been natural disasters and devastating fires. Martin is no exception to these tragedies. In 1894, fire swept J.F. Baker's drugstore and took down three adjacent brick business buildings and one wood frame building on Broadway. In 1898, eight businesses on Lindell between Oxford and Church Street were lost to a fire.

In 1911, the most tragic fire occurred in the 200 block of Lindell Street. The fire began in Lawler's Granary and quickly spread to Murphy's stable which had horses and mules on the second floor. Panic quickly consumed the citizens as they bravely tried to save the animals. All but three horses and one mule were saved and a total seven buildings were lost. In 1982, Eddie Pearce's Tire Shop on the west side of Lindell was lost to fire.

The Commercial Architecture of Martin

The majority of the earliest extant architecture of

the Downtown Martin Commercial District were constructed between 1890 and 1920 reflecting the popular commercial architecture of the 19th and 20th Century. These buildings are primarily one and two-stories in height with brick construction and symmetrical facades. Many of the buildings continue to display their decorative cast iron storefronts provided by foundries in Union City, Paducah, Evansville and St. Louis. Other common traits are brick corbeling and banding, decorative cornices, corbels and pilasters.

Metal slipcovers were applied to many of the Martin downtown buildings in the decades after World War II, particularly from the 1950s to the 1970s. Slipcovers were most often made of aluminum or sheet metal. The panels were manufactured in industrial plants, shipped to the site, and erected over the existing facade. Aluminum companies began to produce and promote these large panels as a means to cover the entire front of a building. Often multiple business owners in the same area would cover their historic building fronts to create a noticeable "modernization" of the downtown streetscape. As a result, slipcovers changed the face of many downtown areas. The unintended result of these slipcovers was actually the preservation of many of the facades and historic materials. Fortunately, through the efforts of the Martin Historic Zoning Commission and the City of Martin the majority of these have been removed allowing the historic character of the district to be returned.

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1.6 Define Your Process

The first step when undertaking a project is to analyze the unique characteristics of a historic property before making decisions about rehabilitation, alterations, or the design of new construction. Depending on the significance of the property, its condition, and intent for use, one of these three different treatment strategies will be most appropriate:

- **Rehabilitation** – the 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 and features of the property which are significant to its historic, architectural, and cultural values.
- **Preservation** – focuses on sustaining the existing form, materials, and integrity of a historic property through ongoing maintenance and repair of historic materials/features rather than extensive replacement or new construction. New exterior additions are not consistent with this treatment approach. However, limited and sensitive upgrading of plumbing, electrical, and mechanical systems and other code-required work is appropriate.
- **Restoration** – involves accurately depicting the form, features, and character of a property as it appeared in a particular period of time. This typically involves the removal of features from other periods in its history and the reconstruction of missing features from the restoration period. Limited and sensitive upgrading of utility systems and other code-required work is appropriate.



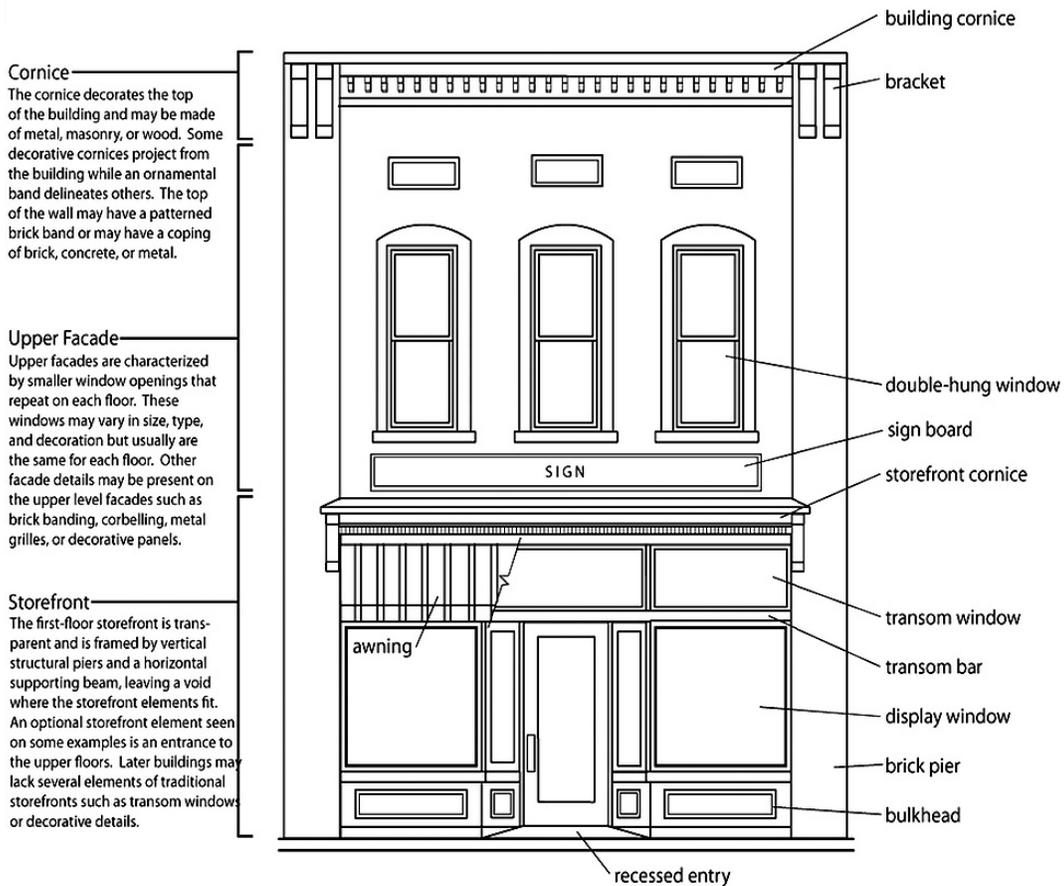
2. Design Review Standards:

2.1 Facades & Storefronts

The storefront is usually the most prominent feature of a historic commercial building, playing a crucial role in a store's advertising and merchandising strategy. Street level facades should provide visual interest to the passing public and be aesthetically and historically appropriate for the district and adjacent buildings.

The design of a historic storefront varies depending on the period, size and scale of the building, but it is usually composed of large glass display windows with transoms and a bulkhead or kick-panels below. Upper stories are visually related to the storefront through a unity of form and detail. The removal of inappropriate, non-historic cladding, false mansard roofs, and other later alterations can help reveal the historic character of a storefront. Protecting and maintaining masonry, wood, and architectural metals which comprise storefronts through appropriate treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems is recommended.

Typical Elements of a Commercial Facade & Storefront



2.2 Storefront, Windows and Doors Standards

General Standards

- Preserve existing original storefronts by maintaining and restoring, not removing or altering.
- It is always better to repair than replace deteriorated storefront features.
- If replacement is necessary due to severe deterioration, replace with features to match (accurately duplicate) in design and materials.
- In restoring a storefront altered after the 1940's, base design and features on pictorial or physical evidence of the original.
- Use a traditional storefront arrangement with features, materials, and proportions typical of similar structures of the same (not earlier or later) architectural style or period when the original design and features cannot be determined.
- Retain significant storefronts from the mid-20th century (such as those using decorative tile, glass, or marble) if such remodeling is architecturally important or noteworthy.

Storefront Materials

- Keep the storefront materials simple and unobtrusive
- If original materials exist, repair or replace with like material
- There is no need to introduce additional types of building materials that would have not originally existed on your building.

Entrances

- Preserve by maintaining, restoring or replacing (do not enclose, cover, or alter) the original entrance design, materials, depth, and placement (whether recessed, flush, or other).
- New entrance openings should not be added to storefronts. If an additional entrance is required by codes, place it on the rear or side facade. New entrance opening should be simple in design and match the design of the original door.

Doors

- Retain and maintain original doors.
- Replace missing doors to match original in design and materials. Do not install solid wood doors on front facades.
- If original design is unknown, replace the missing door with a plain wood door with plain glazing (glass area), not solid wood doors, decorative doors, or any kind of period reproduction door (i.e. six-panel Colonial style door).
- When the original front or secondary doors exist, they should be repaired, refinished and refitted with appropriate hardware.
- If the doors are to be replaced, new doors should closely resemble the design and proportions of the original door. Mirrored and deeply tinted glass should be avoided as well.
- Very lightly tinted glass or low-energy glass can be acceptable to offer some protection from heat gain.
- Avoid unfinished anodized metal, bright aluminum or stainless-steel frames. Residential type doors shall not be used.
- Adding new door openings or bricking over existing doors can alter historic character façade and is considered inappropriate.

Display Windows

- Preserve by maintaining, restoring or replacing (do not remove, reduce, cover or alter) original display window.
- To replace missing or damaged display window, match the original in location, design, size, and materials.

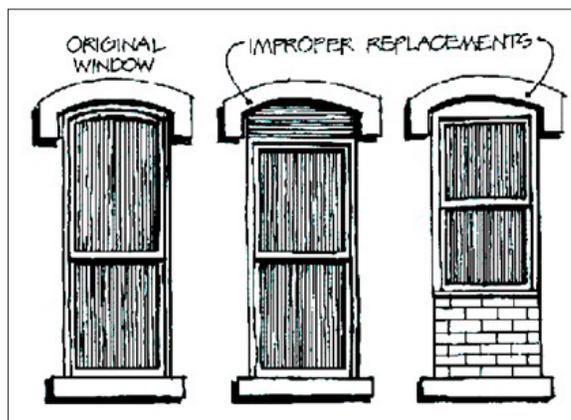
- If the original design is unknown, replacement windows should maintain traditional scale and be of solid glass with as few structural divisions as possible to maintain that traditional transparent storefront appearance.
- For mullions or framing, use wood, copper, or bronze metal.
- Glass should be clear, not tinted or decorative (such as glass blocks). If privacy or shade is required, other than that provided by an awning, use interior shades or blinds.

Transom Windows

- Preserve by maintaining or replacing (do not remove, conceal, enclose or alter) transoms where they existed.
- Retain historic transom materials (prism glass, leaded glass, etc.).
- When replacing missing or damaged transoms, replicate design and original configuration (whether it was a continuous band of transom windows, or each transom was individually located above windows and/or doors).
- Use glass when possible. If not possible, use the space for signage or a plain panel.
- When replacing missing transom glass or damaged glass, use clear, not tinted, glass if the original cannot be feasibly replicated.
- Do not cover-up existing transom windows.
- If original transoms are in place they should be retained and original materials repaired whenever possible.

Windows

- Whenever possible, retain and preserve original windows and doors including their size, number, and arrangement. Deteriorated window and door elements should be repaired rather than replaced whenever possible.
- Preserve original window and door details including sash, trim, muntins, clear glass, shutters, sills, mullions, side lights, and hardware.
- If replacement of an original window or door is approved, use materials that match the original as closely as possible in design, material, pane configuration, glazing, detail, and profile. Substitute window materials such as aluminum-clad windows may only be considered if it matches the original in its dimension, profile and finish.
- Removing an existing upper floor window for the installation of an inset balcony is inappropriate and shall be avoided.
- Enclosing an original window or door opening or adding a new window or door opening to a character-defining façade will alter the historic character of the building and is not appropriate. New or replacement windows should be designed to fit within the original window openings.
- Window and door openings on a primary façade should not be bricked-in or covered in plywood.
- Windows on secondary facades, if enclosed, should be done in a manner that is set-back within the window opening and can be removed in the future.
- Wooden shutters are permitted on those buildings which historically would have had shutters. Shutter dimensions should reflect the proportions of the window unit.
- Energy conservation is an important consideration for all buildings, including historic structures.
- Inset balconys shall not be allowed on existing buildings.





2.3 Paint and Color

- Unpainted historic brick and/or stone masonry shall not be painted.
- Keep color scheme simple, using no more than 4 colors.
- Use colors that are complimentary to the dominant neutral building material colors of the structure or others in the area (such as dark red or red-brown, or buff, taupe or gray tints of stone).
- Do not use loud, harsh or garish colors.
- Use softer, muted hues overall (those with gray or white added to basic hue, not pure hues to highlight architectural details (window frames, sills, cornices and detailing).
- Use milder brighter tones as subtle ways to bring attention to entrances, signs and awnings.
- Any technique that erodes the hard, outer surface, especially sandblasting, is prohibited. For pressure washing, 2000 psi or lower is mandated. Be aware that sandblasting will disqualify a project from consideration when applying for federal tax credits.
- See appendix for suggested paint color charts.



2.4 Signage and Awnings

Signage

- Preserve by maintaining or restoring (do not remove) existing historic wall sign on masonry walls.
- Use signs in historically traditional locations:
 - > On storefront beltcourses or on flat surfaces of building (attached or painted onto walls, not to exceed 20% of surface affixed to) or painted on glass elements;
 - > Hanging or mounted inside windows or door;
 - > Projecting, with wood or furnished metal brackets mounted into mortar, not brick, no higher than second-story window sill level;
- Use historic sign materials: finished, carved or sandblasted wood, glass, gold leaf, brass and copper letters, not unfinished wood, unfinished plywood or plastic. (Neon is appropriate only for interior use.)
- Use signs of traditional design:
 - > No more than 2 or 3 colors coordinating with overall building colors, (i.e. dark background with light letters);
 - > Compatible in scale and appearance, making them complimentary with signs on adjacent buildings for visual unity;
 - > Lettering not to exceed 18 inches in height, and not covering more than 60 % of total sign area;
 - > Not an earlier type than the building itself - not Colonial Williamsburg or New England type;
 - > With logos and symbols for easy, quick identification of business;
 - > No more than 2 signs per building, not counting window sign, no more than 1 freestanding sign per building front of shape and proportions to fit the building;
 - > Use incandescent spot or up-lit lighting, not floor, flashing, or internally-lit type, and lighting not readily visible from sidewalk level.



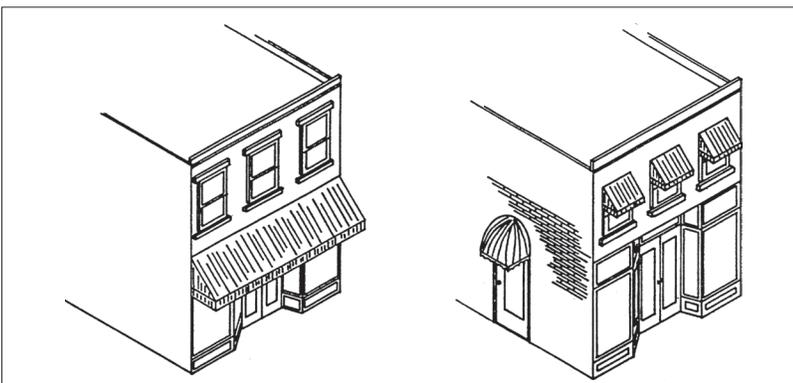
Ghost Signs

"Ghost Signs" are faded remnants of advertising that was historically painted on masonry.

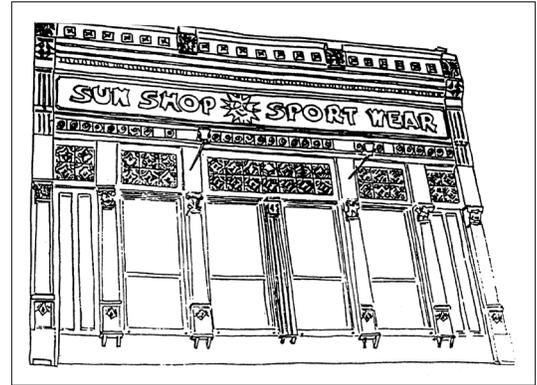
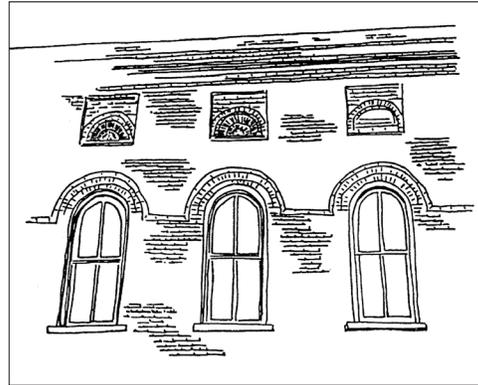
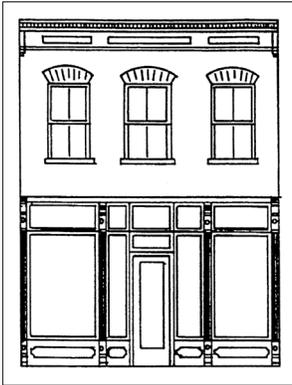
- While it may be tempting to touch or overpaint such signs to renew their appearance, this creates a false sense of history and diminishes the integrity of the commercial district.
- Such signs throughout Martin's historic business district are to be retained in place and allowed to age as part of the authentic patina of the area in which they are located.
- These standards shall not, however, preclude building maintenance that may involve masonry restoration. All such work shall be reviewed by the MHZC prior to undertaking.
- Overpainting, removing, or otherwise diminishing the visibility of currently visible "ghost signs" shall be avoided.

Awnings

- Preserve by maintaining or restoring (do not remove) historic awnings where they exist.
- For new awnings, use traditional types, materials, placements and forms. Traditional type awnings are:
 - > Retractable or fixed;
 - > Canvas, vinyl coated or acrylic material;
 - > Positioned individually within major bays, not covering architectural features;
 - > Designed to fit the opening (shed awning for rectangular opening, arched awning for arched opening);
 - > Flat or straight if a shed type awning, not bubble, concave or convex in form;
 - > To cover no more than a third of the opening (vertically, from sidewalk to top of opening);



- Wood awnings over storefronts are acceptable if they are based on photographic evidence and match the original in design and detailing.
- Do not use modern metal awnings or back lit awnings.
- If it is necessary to retain an existing metal awning, cover with canvas to conceal.
- Do not use canopies unless functionally required, such as for valet parking.



2.5 Decorative Features

Architectural

- Preserve by maintaining or restoring (do not remove, conceal or alter) original decorative features and detailing such as columns, plasters, brick corbelling or patten work, window hoods or lintels, and cornice ornamentation.
- Where placing missing or damaged features, base on original design, placement, materials, proportions and details.
- If missing features cannot be determined or replicated, use a simpler (but to scale) version of features from a similar building of the same architectural style or period.
- Do not add decorative architectural features where none existed originally.
- When repairing existing features, take care to avoid damage by using only compatible methods and materials.

Cast Iron

- Preserve by maintaining and restoring original cast iron columns and pilaster.
- Do not conceal or obscure original cast iron columns or pilasters.
- To remove paint from cast iron use chemical agents, paint removers designed for that purpose. The use of sandblasting or other abrasive cleaning methods is discouraged.

2.6 Murals

Notwithstanding anything to the contrary in these Historic Design standard, it is the policy of the Martin Historic Zoning Commission to not approve murals. Murals have not historically been a part of the Martin Historic District. Without historic precedence, the introduction of murals to the District would not serve the purposes of the District nor the Standards, including to:

- Preserve the historic, architectural, and aesthetic value, character, and significance of the District;
- Help ensure that changes in the District will be in keeping with its unique historic, architectural, and aesthetic value, character, and significance;
- To prevent changes that could be detrimental to the District's historic, architectural, and aesthetic value, character, and significance;
- And to protect the District's unique historic, architectural, and aesthetic value, character, significance, integrity, and compatibility as a whole and the buildings within it. As such, murals are not appropriate in the Martin Historic District.

2.7 Rear Entrances, Side Facades and Rear Facades

- Preserve original windows, doors, and architectural detailing on rear and side elevations.
- Rear and side entrances can be enhanced by adding simple signage, awnings, and lighting that is related to those of the front facade.
- Keep rear and side entrances clear and uncluttered.
- New windows and doors may be added when needed if in keeping with the size, design, materials, proportions, and location of the originals. Follow guidelines for windows and doors for new openings on rear and side facades.
- HVAC units and dumpsters placed at rear or side facades need to be screened by using landscaping, framed lattice panels, or flat wood board fences painted to be visually unnoticeable by blending with surroundings.
- Coordinate the treatment of rear and side facades with that of neighboring structures and businesses where possible for a unified look. Especially for such things as parking, paving, landscaping, and centrally located trash collection.
- Locate any necessary exterior staircases, balconies, elevator shafts, and addition on rear facades.



2.8 Lighting

- Preserve by maintaining or repairing (do not replace) original light fixtures where they existed.
- If replacement of or new light fixtures on buildings are needed use concealed fixtures, fixtures of a plain design or fixtures appropriate to the period of the building (not from an earlier period such as Colonial carriage lamps).
- If replacing or adding streetlamps, duplicate the original type and design if known; use historic type design for the period of the historic buildings; or use a simple contemporary fixture of quality design and materials.

2.9 Landscaping and Streetscapes

- Preserve original landscape patterns and features, both natural and man made, such as vegetation, street furniture, walks, drives, retaining walls, curbs, and paving materials.
- Follow recommended streetscape guidelines:
 - > Enhance streetscape through complimentary landscaping;
 - > Add or maintain low planters, flower boxes or low shrubs.
- Do not use solid walls or fences or chain link fences.
- Use simple iron fences, painted or stained picket fences, or shrubs to define spaces where separation is needed.

2.10 Parking

- Screen parking lots from street view with low shrubs and trees at edges, entrances, and in medians within.
- Do not use single, large expanses of parking (break parking lots into smaller, well-defined areas).
- If parking is provided on a vacant lot between buildings, align its buffer screening with the front facades of adjacent buildings (maintain existing setback).

2.11 Demolition

- Avoid demolition of any building or part thereof which contributes to the historic or architectural character of Martin, unless it is so seriously structurally unsound or deteriorated (as determined by a structural engineer, historic architect, or other historic preservation expert) that its retention absolutely is not feasible.
- Demolition may occur if required to ensure the public safety and welfare.
- Neglect in maintaining, repairing or securing a historic resource that results in the deterioration of an exterior feature of the resource or loss of the structural integrity of the resource is considered “demolition by neglect.”
- If the Historic District Commission finds that a historic resource is threatened by demolition by neglect, the Commission may do either of the following:
 - > Require the owner of the resource to repair all conditions contributing to demolition by neglect; or
 - > If the owner does not make the repairs within a reasonable time, the Commission or its agents may, after approval of the City Council, enter the property and make such repairs as are necessary to prevent demolition by neglect. The cost of the work shall be charged to the owner and may be levied by the City of Martin as a special assessment against the property.



Locate mechanical systems on rear elevations or behind parapet walls on the roof.

2.12 Utilities

Utilities are important to the functionality of buildings. Because utilities are modern, they should be placed along rear elevations or otherwise out of view from the main street, and visibility should be further screened through landscaping or fencing. Replacement does not require a COA but will be reviewed as part of an infill or addition project. Owners planning work on existing utilities should contact City of Martin before beginning work to ensure that a COA is not required.

- Screen HVAC units and service equipment through landscaping or wood and/or brick enclosures, or place units and equipment on roofs out of view from the street.
- Place garbage containers behind buildings. Screen garbage containers from view using plants or fencing.
- Locate mechanical systems behind or on top of buildings.
- Screen grounded mechanical systems from view using fencing or plants. Place roof-mounted systems such that distance or elements like parapets keep them from view.
- Use window mechanical systems only on side or rear elevation where they are minimally visible.
- Locate meters, conduits, and other equipment on rear elevations.
- Satellite dishes and solar panels may be placed on roofs where they are not readily visible from the street.

3. New Construction:

3.1 New Construction / Infill Buildings

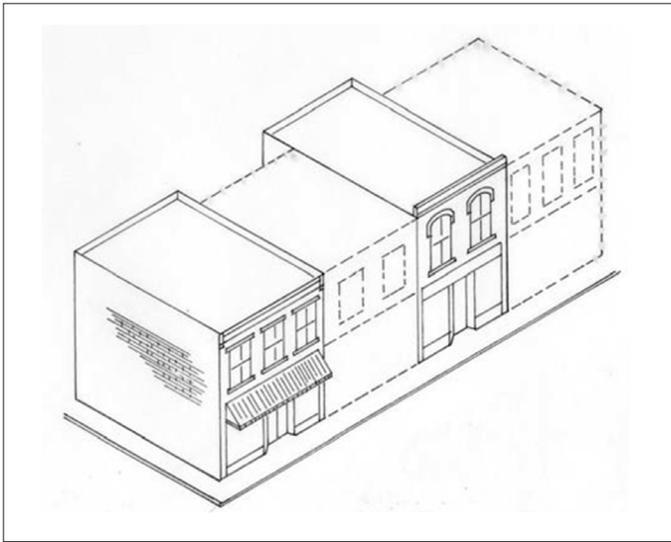
- The design of new building should be compatible with adjacent buildings. (not a reproduction or copy of old style). Differentiate new construction in the commercial area from the old.
- Make new buildings compatible with adjacent buildings through massing, size, scale, and architectural features, texture and placement.
- Align new construction with existing setbacks and spacing.
- Reconstruct historic buildings, only if on their original site and if a direct copy.
- Construct reconstructed buildings with compatible materials, detailing, and decorative features to match or closely approximate the original building.
- Move a historic building only under these circumstances:
 - > If the only alternative is demolition.
 - > When it does not involve the loss of a historic building to create space for it.
 - > When it will be architecturally compatible with adjacent buildings in style, height, scale, materials, shape and design.



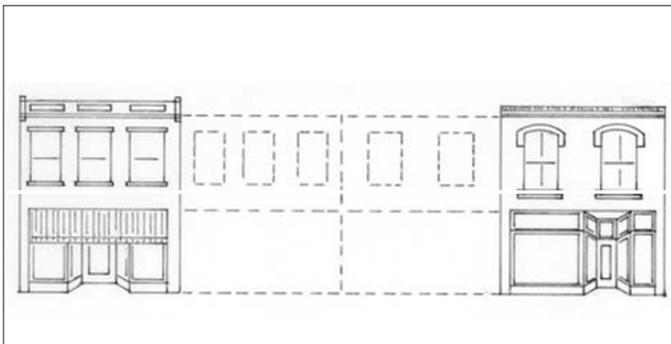
The building at the center of this row appropriately reflects historic trends in mass, scale, size, and features.



The new building at the center respects the traditional division of the façade into upper and lower sections and maintains the traditional arrangement of storefront and upper elements.



The width of these new buildings, shown with dashed lines, is appropriately similar to existing buildings.

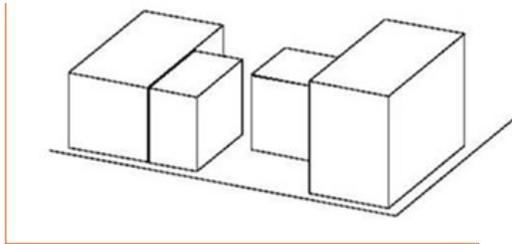


These new buildings respect the existing height pattern and horizontal & vertical window alignment.

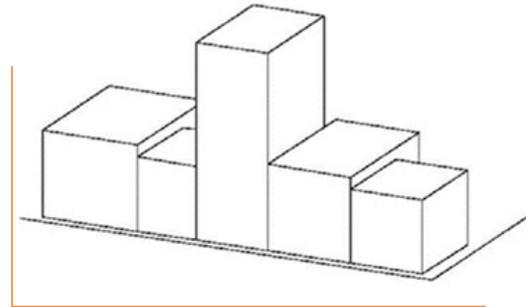


Shape & placement of upper windows & storefront elements do not reflect traditional patterns & are inappropriate.

- Retain and preserve freestanding façade walls which may be left following a fire or internal demolition and encourage new construction which maintains the original design and appearance of the building.
- Respect and maintain the existing configuration of storefront and upper façade arrangements.
- Reinforce the appearance and rhythm of historic vertical divisions to maintain consistent facade widths.
- Do not construct buildings with upper facades of solid brick, glass walls or strong horizontal lines.
- Build buildings which are constructed over several lots or are 50 feet or more in width with designs to reinforce the spacing and arrangements of adjacent buildings. New buildings in the center of this row appropriately reflect historic trends in massive, size, scale, and features.
- Continue the existing alignment and proportions of upper facade windows.
- Use appropriate window shapes, rectangular and arched with vertical, rather than horizontal, proportions on new buildings. Do not use square windows, narrow width horizontal windows, and other designs out of keeping with traditional window forms and shapes.
- Do not add historically typical details such as bay windows, window balconies, or sheet metal cornices to new buildings.
- Use minimal brick corbelling or banding of brick or concrete to define or decorate windows.
- Do not exceed the average height of buildings on a block or neighboring blocks by more than 10 percent.
- Use brick or masonry construction, not exterior surfaces of glass, metal, wood, vinyl or stucco.
- Use masonry materials which are compatible in size, profile and detailing with historic materials.



Inappropriate setback



Inappropriate scale

3.2 Additions to Existing Buildings

- Additions to existing buildings shall follow guidelines for new construction.
- Additions to historic buildings should be subtly distinguishable from the original while maintaining visual continuity through the use of design elements such as proportion, scale, façade set-back or materials that are of a similar color and texture.
- When design elements contrast too strongly with the original structure, the addition will appear visually incompatible. Conversely, when the original design is replicated, the addition is indistinguishable and the historical context of the original building becomes unrecognizable. Two of the Secretary of the Interior's Standards speak to this point.
 - > Standard #9 states that new additions, exterior alterations or related new construction shall be distinguishable from the historic structure. Generally, the addition shall resemble the original building, but be subtly different in proportion, scale, façade set-back or materials.
 - > Standard #10 states that if the new additions or construction were removed in the future, the historical form and integrity of the original building should be unimpaired.
- Roof Additions – New floors or rooftop patios should be set back at least one and a half bays from any street facing façade so that the original building height and façade are clearly distinguishable from the new upper floors as seen from the street.
- Mechanical & Communication Systems – Whenever installing mechanical equipment, such as HVAC or satellite dishes, use whatever means possible to minimize visual impact, and protect the historic character of the structure. Locate these systems on rear elevations or behind parapet walls on the roof. No systems should be visible from the public right-of-way.

3.3 Infill Building Materials

- Materials proposed for use should be of acceptable contemporary means.
- The façade of new infill development should be constructed of building components that reflect a human scale.
- A human scale will also maintain the integrity of the Downtown Historic District Review Area.
- Uniform building components, standard-size brick and standard window sizes are all items used to ensure proper scale.

Appendices

A.1 Glossary of Terms

ALIGNMENT (ARCHITECTURAL) The visual alignment and subsequent placement of architectural elements such as windows, cornice elements, soffits, awnings, etc. from one structure to adjacent structures in order to promote frontages continuity.

ARCH A curved structure supporting its weight over an open space such as a door or window.

ARTICULATION Describes the degree or manner in which a building wall or roof line is made up of distinct parts or elements. A highly articulated wall will appear to be composed of a number of different planes, usually made distinct by their change in direction (projections and recesses) and/ or changes in materials, colors or textures.

AWNING A fixed cover, typically comprised of cloth over a metal frame, that is placed over windows or building openings as protection from the sun and rain.

BALCONY A railed projecting platform found above ground level on a building.

BALUSTER The upright portion of the row of supports for a porch railing.

BASE The lowest part of a column, below the shaft.

BAY (STRUCTURAL) A regularly repeated spatial element in a building defined by beams or ribs and their supports.

BRACKET A small projection usually carved or decorated, that supports or appears to support a projecting eave or lintel.

BUILD-TO LINE When placing new buildings in an existing context, it is important to approximately align them with the buildings to its right and left. In these cases, the new building should be "built -to" the line of the existing buildings rather than being considered in terms of setback. See "Setback" herein.

BULKHEAD The space located between the pavement/ sidewalk and the bottom of a traditional storefront window. Sometimes referred to as "Kickplate."

CANOPY A projection over a niche or doorway; often decorative or decorated.

CAPITAL The top member of a column or pilaster.

COLONNADE A row of columns supporting a roof structure.

COLUMN A vertical support, usually cylindrical, consisting of a base, shaft and capital, either monolithic or built-up of drums the full diameter of the shaft.

CONTEXT The surrounding environment (streets, buildings, landscape) in which a building or site exists.

CONTRIBUTING Any building, object, or structure which adds to the historical integrity or architectural qualities that make the historic district significant.

COPING A covering (or capping) course on the top of a wall or parapet.

CORNICE The horizontal projection at the top of a wall; the top course or molding of a wall when it serves as a crowning member.

COURSE In masonry, a layer of bricks or stones running horizontally in a wall.

CURB CUTS The elimination of a street curb to enable vehicles to cross sidewalks and enter driveways or parking lots.

DENTIL A molding composed of small rectangular blocks run in a row.

DETERIORATION LEVELS

- **Mild Deterioration:** Do the surface materials need repair? Is paint flaking? Are metal components rusting? Do joints need re-caulking where materials meet glass windows? Mild deterioration generally requires only maintenance level treatments.
- **Moderate Deterioration:** Can rotted or rusted or broken sections of material be replaced with new material to match the old? Can solid material (such as Carrara glass) from a non-conspicuous location be used on the historic facade to repair damaged elements? Do stone or brick components need repointing? Is the storefront watertight with good flashing connections? Are there leaky gutters or air conditioner units which drip condensation on the storefront? Is caulking needed? Moderate

deterioration generally requires patching or splicing of the existing elements with new pieces to match the deteriorated element.

- **Severe Deterioration:** Have existing facing materials deteriorated beyond repair through vandalism, settlement, or water penetration? Is there a loss of structural integrity? Is the material rusted through, rotted, buckling, completely missing? Are structural lintels sagging? Are support columns settled or out of alignment? Severe deterioration generally requires replacement of deteriorated elements as part of the overall rehabilitation.

DORMER A structure containing a vertical window (or windows) that projects through a pitched roof.

EAVES The overhang at the lower edge of the roof which usually projects out over the walls.

FACADE The exterior face of a building which is the architectural front, sometimes distinguished from other faces by elaboration of architectural or ornamental details.

FASCIA The outside horizontal board on a cornice.

FENESTRATION The arrangement and design of windows and other openings in a building.

FRONTAGES The aggregated facade wall composed of uninterrupted placement of individual urban oriented structures located side-by-side along an entire block as opposed to individual buildings located within the block. The continuity of frontages contributes to what has historically been referred to as the "Main Street Wall of Buildings."

GABLE The triangular wall section, formed by ends of a sloping roof.

HISTORIC DISTRICT A designated geographical area recognizing a group of buildings, properties, or sites by one of several entities on different levels as historically or architecturally significant. Buildings, structures, objects and sites within a historic district are normally divided into two categories, contributing and non-contributing.

INFILL A newly constructed building within an existing development area.

KICKPLATE See "Bulkhead" above.

LINTEL A horizontal beam over an opening in a wall that carries the weight of the structure above.

LOT A parcel of land, in single or joint ownership, and occupied or to be occupied by a main building and accessory buildings, or by a dwelling group and its accessory buildings, together with such open spaces and having its principal frontage on a street, road, highway or waterway.

MASONRY Wall construction of such material as stone and brick.

MASS Describes three dimensional forms, the simplest of which are cubes, boxes (or "rectangular solids"), cylinders, pyramids and cones. Buildings are rarely one of these simple forms, but generally are composites of varying types. This composition is generally described as the "massing" of forms in a building. During the design process, massing is one of many aspects of form considered by an architect or designer and can be the result of both exterior and interior design concepts. Exterior massing can identify an entry, denote a stairway or simply create a desirable form. Mass and massing are inevitably affected by their opposite, open space. The lack of mass, or creation of perceived open space, can significantly affect the character of a building. Architects often call attention to a lack of mass, by defining the open space with low walls or railings. Landscape architects also use massing in design such as in grouping of plants with different sizes and shapes. Plant masses can be used to fill a space, define the boundary of an open area, or extend the perceived form of an architectural element.

MOLDING A decorative band or strip with a constant profile or section generally used in cornices and as a trim around window and door openings. It provides a contoured transition from one surface to another or produces a rectangular or curved profile to a flat surface.

MONOLITHIC A single large flat surface (facade) without relief. A massive unyielding structure that has no proportion for people to relate to, nor does it respond to the scale of adjacent buildings.

MUNTIN One of the members, vertical or horizontal that divides and supports the panes of glass in a window.

NON-CONTRIBUTING A classification applied to an individual property located within a designated historic district, signifying that the property does not contribute to the distinctive character of the district.

ORIEL WINDOW A bay window that projects from the building beginning above the ground level.

ORNAMENTATION Details added to a structure solely for decorative reasons i.e. to add shape, texture or color to an architectural composition).

PARAPET A low wall generally running around the outside of a flat, or low-slop roof.

PATINA A film on the surface of bronze or similar metals (produced by oxidation over a long period).

PATTERN The pattern of material can also add texture and can be used to add character, scale and balance to a building. The lines of the many types of brick bonds are examples of how material can be placed in a pattern to create texture.

PEDIMENT A low, triangular gable end often found in classical architecture.

PILASTER An engaged column or pillar that typically frames the storefront portion of a building, often with capital and base.

PRIMARY BUILDING FACADE The particular facade of a building which faces the street to which the address of the building pertains.

PROPORTION The concept of proportion deals with the ratio of dimension between elements. Proportion can describe height to height ratios, width to width ratios, width to height ratios, as well as ratios of massing. Landscaping can be used to establish a consistent rhythm along a streetscape which will disguise the lack of proportion in building size and placement.

RECESS A hollow place, as in a wall.

RHYTHM (HORIZONTAL, VERTICAL) The regular or harmonious recurrence of lines, shapes, forms, elements or colors, usually within a proportional system.

RUSTICATION A method of forming stonework with recessed joints and smooth or roughly textured block

faces. A regularly spaced recess in masonry work.

SASH Window framework that may be fixed or movable. If movable, it may slide, as in a double-hung window; or it may pivot, as in a casement window.

SCALE (HUMAN) Scale is the measurement of the relationship of one object to another object. The scale of a building can be described in terms of its relationship to a human being. All components of a building also have a relationship to each other and to the building as a whole, which is the "scale" of the components. Generally, the scale of the building components also relate to the scale of the entire building. The relationship of a building, or portions of a building, to a human being is called its relationship to "human-scale." The spectrum of relationships to human-scale ranges from intimate to monumental. The components of a building with an intimate scale are often small and include details which break those components into smaller units. At the other end of the spectrum, monumental scale is used to present a feeling of grandeur, security, timelessness or spiritual well-being. Building types which commonly use the monumental scale to express these feelings are banks, churches and civic buildings. Landscape or hardscape elements can also bring human-scale to a large building by introducing features such as a tree canopy, leaf textures, color and fragrance.

SETBACK The minimum horizontal distance between the lot or property line and the nearest front, side or rear line of the building (as the case may be), including porches or any covered projection thereof, excluding steps.

SHAFT The main portion of a column, between the base and the capital.

SILL The framing member that forms the lower side of an opening, such as a door sill. A window sill forms the lower, usually projecting, lip on the outside face of a window.

SPALLING The process, usually caused by moisture being trapped inside bricks, whereby the face of the brick falls off due to extreme changes in temperature.

STOREFRONT The traditional "main street" facade bounded by a structural pier on either side, the sidewalk on the bottom and the lower edge of the upper facade

on top, typically dominated by retail display windows. The parts of the building that face the street and connect with the sidewalk

STREET WALL The edges created by buildings and landscaping that enclose the street and create space. Sometimes called, " frontages."

STRING COURSE A thin projecting horizontal strip of masonry on the façade of a building.

SURFACE MATERIALS Can be used to create a texture for a building from the roughness of stone to the smoothness of marble or glass. Some materials, such as wood, may be either rough (such as wood shingles or re -sawn lumber) or smooth (such as clapboard siding).

TEXTURE The concept of texture refers to variations in the exterior façade and may be described in terms of roughness of the surface material, the patterns inherent in the material or the patterns in which the material is placed. Texture and lack of texture influence the mass, scale and rhythm of a building. Texture also can add intimate scale to large buildings by the use of small detailed patterns, such as brick masonry.

TRANSOM The horizontal division or cross - bar in a window. A window opening above a door.

TRIM The decorative finish around a door or window; the architrave or decorative casing used around a door or window frame.

A.2 FAQs Regarding Window Replacement

The information listed below can assist an owner in determining what replacement windows are appropriate for their property. If replacement is necessary, thoroughly document and investigate the structural and architectural detailing of the window and seek appropriate professional consultation.

Do I need a building permit to replace windows?

ALL replacement windows that are visible from a street or other public right-of-way require MHZC review. This includes: Windows on the primary elevation (commonly the street façade of the building). Please note that corner buildings are considered to have two primary elevations. Windows on the side of a building or in a visible recessed area near or next to the street. Windows on a back wall that can be seen from the street or another public right-of-way.

Can I replace windows with vinyl, fiberglass, or aluminum windows? Can't I get vinyl or aluminum windows that look virtually the same from the street as wood painted windows?

Wood windows were originally installed on the majority of residential buildings constructed up until World War II. In San Francisco, where most buildings are viewed at close range from the street, the differences between wood windows and substitute materials are almost always easily detectable. Particularly with older buildings, these alternate materials usually stand out visually, and rarely match the character of the neighborhood. They always look like what they are: plastic or aluminum – materials that are not architecturally compatible with the building.

Don't wood windows cost more and require more maintenance, as opposed to vinyl and aluminum windows?

It depends. The highest quality custom-made wood windows by major manufacturers may be more expensive than windows of other materials. But there are a number of manufacturers and local craftsmen that produce quality, double-paned, architectural grade, painted wood replacement windows that are competitive in price and also provide the beauty and authenticity that only comes with real painted wood sashes and assemblies. Also, while it is often desirable to have all wood replacement windows in your building or house, in many cases, you may choose to use replacement windows of a substitute material in light wells or rear facades that are not visible from the street or other public right-of-ways. The only instance when a property owner may be required to use historically appropriate windows on all elevations is when the subject property has been determined to have historic significance. Examples of these properties are those identified as part of Article 10 or 11 of the Planning Code or as an eligible historic resource for the purposes of the California Environmental Quality Act (CEQA). In terms of maintenance, wood windows do require painting every five to ten years, depending on their location, sun exposure, water exposure, paint quality, priming, wood quality, etc. Although vinyl and aluminum windows do not require painting, they are rarely maintenance free, and economy grade vinyl and aluminum windows can fail within a few years. Finishes on vinyl and aluminum can deteriorate through UV exposure, oxidation, and denting.

Quality wood windows can last indefinitely, depending on maintenance and the quality of wood used. Double-hung painted wood windows can also be installed with metal or vinyl tracks, making them easier to open and close as they age.

My windows are beyond repair and need to be replaced. What type of window is acceptable for my property?

If replacement windows are required due to deterioration, those that are visible from the street or other public rights-of-way should be replaced with windows that are appropriate to the time period your building was originally constructed. For example, if the building was originally constructed in 1908 with wood double-hung windows, then they should be replaced with wood double-hung windows with similar exterior dimensions. If the appropriate window type cannot be determined, then a window that is otherwise architecturally appropriate to the building and surrounding neighborhood character, in terms of style, material, visual quality, and detailing can be considered. For example, if the building was originally constructed in 1925 and currently has vinyl sliding windows but similar neighboring buildings from the same time period have their original steel casement windows, then the appropriate replacement window would be a metal casement window.

What is the importance of brick mold and other exterior millwork?

A brick mold is the exterior molding often used to trim the edge of windows in a masonry opening. On a wood frame building this window detail is referred to as millwork. A common practice when installing replacement windows is to replace only the sashes and cover the trim and framework around the exterior of the window with capping or panning to give the window a cleaner, "updated" look. This panning, whether vinyl, fiberglass, or aluminum, is used to cover over brick molds and other exterior millwork that frame the opening and makes up part of the exterior profile of the windows. The MHZC will not approve replacement windows where these elements are covered or obscured from view. Wherever possible, all surrounding millwork or brick molds should be retained and left exposed. When replacement is required due to deterioration or missing elements, these elements should be replaced in the original material, and a profile of the existing and proposed millwork should be included as part of the permit application drawings for review by MHZC staff.

Energy Conservation & Sustainability

Windows don't always require replacement in order to see and feel big results in reducing energy usage; however, energy conservation and sustainability is one of the primary reasons for replacing windows that are considered to be obsolete, particularly replacing single-glazed sashes with double-glazed sashes. Currently, most manufacturers' warranties for replacement windows are from 2 to 10 years; however, historic wood windows with minimal maintenance have a performance life of 60 to 100 years. Retaining and repairing existing windows also conserves embodied energy (i.e. the sum of the energy required to extract raw materials, manufacture, transport, and install building products). Replacement window materials – primarily aluminum, vinyl, and glass - possess some of the highest levels of embodied energy of all building materials.

What about wood windows that have vinyl, fiberglass, or aluminum clad exteriors?

For clarification, a clad window is part of a window system that is primarily constructed of wood but has an additional material, such as aluminum, applied to the exterior face for maintenance purposes. Generally, clad windows are not appropriate, especially on older residential and commercial properties. However, in some instances they may be acceptable, and if proposed, shall be reviewed on a case-by-case basis. Most clad window products do not have Ogee lugs, which are an important feature of older double-hung wood windows. In addition, a true divided light option is not offered for clad windows by any manufacturer. Another issue with vinyl-clad window systems is that they often show seams, as some of these windows are clad with vinyl strips on the outer surface. Aluminum and finishes can come in a variety of colors and often have a finish that more closely resembles a painted surface. There are a number of windows constructed of substitute materials on the market today that strive to match the styles and profiles of historic windows. The MHZC is always open to reviewing any new products for compatibility with older properties. A quick way to get initial feedback on a new product is to

bring the manufacturer's specification sheet to the MHZC for a planner to review. In some cases, the MHZC may consider approving clad replacement windows that are visible from the street or other public rights-of-way if their architectural compatibility can be adequately demonstrated in terms of overall, size, glazing, operation, finish, exterior profiles, and arrangement.

A.3 Tips for Planning the Rehabilitation of Your Historic Storefront

- Conduct pictorial research to determine the design of the original building or early changes, when necessary.
- Conduct exploratory physical investigation such as removing plywood from transom windows to see if the original windows still exist or removing metal from the façade to determine the condition of original masonry.
- Remove inappropriate features, materials, signs, or canopies that have been added over time and cover the original storefront.
- Determine condition of all original elements and retain materials that are original to the building if they can be repaired or replace with appropriate replacement (like-kind) materials.
- Reconstruct missing original elements such as cornices, windows, and storefronts if documentation is available. If not, design new elements that respect the character, materials, and design of the building and surrounding buildings.
- Avoid creating false historical appearances or other designs that include inappropriate elements such as pent eaves between floors, added elements at cornice, recessed balconies, plastic shutters, or shutters where they never existed previously.

A.4 Preservation Briefs

Preservation Briefs provide information on preserving, rehabilitating, and restoring historic buildings. These NPS Publications help historic building owners recognize and resolve common problems prior to work. The briefs are especially useful to Historic Preservation Tax Incentives Program applicants because they recommend methods and approaches for rehabilitating historic buildings that are consistent with their historic character.

Some of the web versions of the Preservation Briefs differ somewhat from the printed versions. Many illustrations are new and in color rather than black and white; captions are simplified and some complex charts are omitted.

Preservations Briefs can be found on the National Park Service Website (<https://www.nps.gov/tps/how-to-preserve/briefs.htm>). To order hard copies of the Briefs, see Printed Publications.

1. Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
2. Repointing Mortar Joints in Historic Masonry Buildings
3. Improving Energy Efficiency in Historic Buildings
4. Roofing for Historic Buildings
5. The Preservation of Historic Adobe Buildings
6. Dangers of Abrasive Cleaning to Historic Buildings
7. The Preservation of Historic Glazed Architectural Terra-Cotta
8. Aluminum and Vinyl Siding on Historic Buildings:
The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
9. 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
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 Rehabilitation of Historic Buildings
42. The Maintenance, Repair and Replacement of Historic Cast Stone
43. The Preparation and Use of Historic Structure Reports
44. The Use of Awnings on Historic Buildings: Repair, Replacement and New Design
45. Preserving Historic Wooden Porches
46. The Preservation and Reuse of Historic Gas Stations
47. Maintaining the Exterior of Small and Medium Size Historic Buildings
48. Preserving Grave Markers in Historic Cemeteries
49. Historic Decorative Metal Ceilings and Walls: Use, Repair, and Replacement
50. LightTennesseeing Protection for Historic Buildings

A.5 Exterior Paint Resources

Sherwin Williams American Heritage Color Collection



A.6 Resolution / Findings

A RESOLUTION CONSTITUTING THE FINAL REPORT OF THE HISTORICAL AND ARCHITECTURAL REVIEW COMMISSION ON THE PROPOSED CITY OF Martin ADVISORY DESIGN GUIDELINES FOR HISTORIC PROPERTIES.

WHEREAS, this Commission, at a meeting held on _____, adopted a policy to address design and appearance of new and existing structures in the historical neighborhood, as shown herein, and

NOW THEREFORE, BE IT RESOLVED BY THE HISTORIC AND ARCHITECTURAL REVIEW COMMISSION:

- Section 1.** That this Commission adopted a policy regarding vinyl siding, being more particularly described as follows:
- Section 2.** That this Resolution shall be treated as, and is, the policy of the Historical and Architectural Review Commission respecting the matters appearing herein.
- Section 3.** That if any section, paragraph or provision of this Resolution shall be found to be inoperative, ineffective or invalid for any cause, the deficiency or invalidity of such section, paragraph or provision shall not affect any other section, paragraph or provision hereof, it being the purpose and intent of this Resolution to make each and every section, paragraph, a provision hereof separable from all other sections, paragraphs and provisions.

_____Chairman

Adopted by the Historical _____20_____.

- A-1-b-iii Social - Population - Goal:** To increase the population of the City of Martin:
By retaining middle-class families through the adoption of ordinances which promotethe protection of residential neighborhoods.
- A-1-e-iii Social - Population - Goal:** To increase the population of the City of Martin through the redevelopment of blighted areas, which place emphasis on design, appearance, and infill construction.
- A-2-a-ii-iii Social - Housing - Goal:** To protect existing housing stock in the City, understanding that the housing stock is a viable asset to the City and needs protecting through residential stability and design character.
- A-2-c Social - Housing - Goal:** To protect existing housing stock in the City, by structuring creative housing techniques which will allow older neighborhoods an opportunity to redevelop, rehabilitate and reinvest.
- A-4-b Social - Cultural Facilities - Goal:** To protect and preserve the irreplaceable historical and cultural aspects of Martin by incorporating into the site analysis the following items: compatible design criteria, replacement standards and rehabilitation standards.
- B-2-a Environmental - Goal:** To understand the impacts which physical parameters have on development and reduce the adverse impacts, by defining the Urban Sensitive Area as a man-made or natural characteristic by one or more of the following standards: areas of unique, scarce, fragile or vulnerable natural habitat; physical features; historical significance; cultural value; and/or scenic importance.
- B-3-a,b,c&d Environmental - Goal:** To understand the impacts which physical parameters have on development and reduce the adverse impacts, by understanding the role and position Urban Sensitive Areas play in the City and addressing the fact that most urban sensitive areas can be enhanced by proper planning and design review.

Martin Historic Zoning Commission

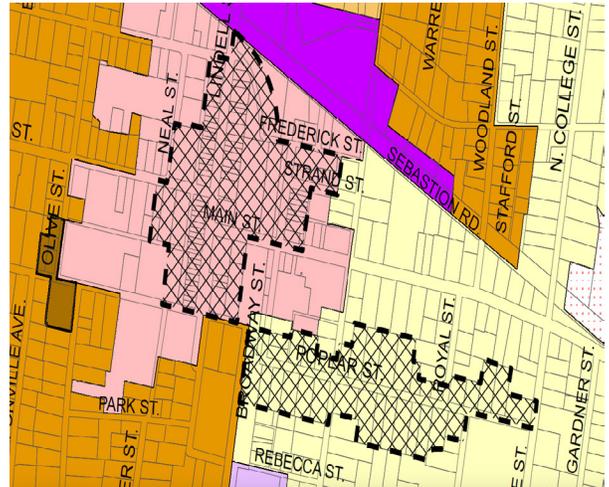
“CERTIFICATE OF APPROPRIATENESS”

City of Martin, Director of Community Development, 109 University Street, Martin TN 38237

(731) 587-3126

Please find attached information and procedures regarding the application process of a CERTIFICATE OF APPROPRIATENESS (COA)

- A Certificate of Appropriateness (COA) shall be required for any change in external appearance or external surface of existing structures; design of new structures; and/or for demolition of existing structures within the Martin Historic Districts.
- It is the sole responsibility of applicant to obtain a COA before applying for a building permit.
- The City's Historic Zoning Commission shall review each project to ensure that the work that is proposed complies with the standards of the City's Historic Preservation Ordinance. Some structures within the districts have had external changes prior to the Historic Zoning; these can remain until future changes are requested. (i.e. wood shed awnings). One purpose of the commission is to bring back original design and continuity to the street-scape.
- Application for COA and all required documentation shall be filed with City of Martin Director of Community Development 14 Days prior to the regular monthly meeting (3rd Tuesday of each month).
- After a **COMPLETE** application is received, the MHZC Chair shall determine if the work is a routine item or requires presentation to the MHZC Committee for review. If a meeting is required, applicant shall be notified.
- Property Owner or Representative attendance is required at the meeting. Applicants are invited to present information, ask questions, and respond to questions from the Commission. The representative attending the meeting should be familiar with the project and may be the property owner, architect, and/or contractor.
- If applicant wishes to meet informally with the chair and/or committee please make it known at time of submittal of application.



Martin- Historic District Zoning Map

Historic Zoning Commission Meetings

3rd Tuesday of each month @ 5:15pm
109 University Street
Applications can be submitted no later than 14 days
prior to the meeting date.

For general questions regarding procedure and application please contact: **Brad Thompson, Director of Community Development, 731-587-3126**

Additional information on Martin Historic Zoning Ordinance or Design Guidelines can be found on City's website at <https://www.cityofmartin.net>



DOCUMENTATION CHECKLIST:

Please fill out the following checklist and attach it to the submitted documents

If the information provided is not complete, the Historic Zoning Commission will table the COA request at the meeting and will not vote on the proposal.

General Submittal:

- Complete application for Certificate of Appropriatenes (COA)
- Attached documents are no larger than 11" X 17" printed size and are clearly legible

Project Specific:

New Construction or Extensive Exterior Alterations

- Site Plan with measured drawings
- Elevation drawings of each facade and specifications, which clearly show the exterior appearance of the project
- Specifications for all existing and proposed materials, labeled on plans or listed in a summary (Including siding/trim, roofing, doors, windows, ornamentation etc.)
- Photographs of the proposed site

Building Additions, Minor Exterior Alterations, Porches, etc.

- Scaled drawings of each affected elevation showing how the project relates to the existing structure
- Specifications for all existing and proposed materials, labelled on plans or listed in a summary (Including siding/trim, roofing, doors, windows, ornamentation etc.)
- Photographs of the existing building

Sign or Awning Permits

- Scaled elevation drawing showing the size of the sign face and letter; or an image with the sign properly scaled and digitally superimposed on a picture of the building
- Specifications for all sign and awning materials; information on sign mounting (if applicable)
- Information on any proposed illumination, including fixture details

Window, Door or Siding Replacement

- Photos and documentation of existing materials (condition, age, reason for replacement)
- Specifications/product information and images/details of the proposed materials (type/ design/dimension)
- Full details on installation methods and finishing/trim work

Note: -A site visit may be requested if documentation is inconclusive on the condition of existing materials.

Demolition or Building Relocation

- Photos of building
- Statement describing reasons for demolition or relocation
- Information on proposed use of site
- Documentation on the proposed relocation site

*Note: - A site visit may be requested if documentation is inconclusive on the condition of the existing building.
- Commission may request to verify if historical documentation exists on the building.*

Fences and Walls

- Scaled drawings and a plat of the survey showing the proposed location of the fence/wall
- Information on height, style, material, thickness or spacing
- Image or drawing of a typical fence section
- Photographs of the property showing where the fence is to be located



Martin Historic Zoning Commission
 Application for "CERTIFICATE OF APPROPRIATENESS"
 For Exterior Alterations



City of Martin, Director of Community Development, 109 University Street, Martin TN 38237

(731) 587-3126

Date Received at Martin City Hall _____

Received By _____

APPLICATION INFORMATION

Address of Property: _____

Use of Property: Commercial, business name: _____
 Residential Other: _____

Project Type:

- | | | |
|---|---|---|
| <input type="checkbox"/> Exterior Alteration/Repair | <input type="checkbox"/> New Construction | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Windows | <input type="checkbox"/> Primary Structure | <input type="checkbox"/> Primary Structure |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Additions | <input type="checkbox"/> Garage/Outbuilding |
| <input type="checkbox"/> Siding - Type: | <input type="checkbox"/> Deck/Porch | <input type="checkbox"/> Other _____ |
| Masonry Repair | <input type="checkbox"/> Garage/Outbuilding | <input type="checkbox"/> Relocation of Building |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | |
| <input type="checkbox"/> Awnings/Signs | | |

Description:

Applicant Information:

Name (print): _____
 Address: _____
 Phone: _____
 Email: _____

Applicant is (check all that apply):

- Property Owner
 Business Tenant
 Project contractor
 Architect/Designer

Property Owner Information (if not the Applicant)

Name (print): _____
 Address: _____
 Signature: _____

APPLICANT/AUTHORIZED AGENT SIGNATURE

I (we) the undersigned do hereby respectfully make application for a Certificate of Appropriateness and agree that all work shall be in accordance with the plans, specifications and conditions which accompany this application.

Signature: _____

Date: _____

Date Approved: _____

Approved By: _____

ADDITIONAL INFORMATION TO BE SUBMITTED WITH APPLICATION

I. Exterior Alterations or Repairs:

- A. Sketches, photographs, specifications, manufacture's illustrations or other descriptions or proposed changes to the building facade or roof, new additions, or site improvements. Drawings will be required for major changes in design for such items as roofs, facades, porches, or prominent architectural features.
- B. Color of brick or stone and type of mortar to be used for masonry work.
- C. Description of proposed materials including colors when the original material will not be retained.
- D. Site information including the location of driveways, parking areas, walls, fences, out buildings, or other landscape features of not where major site improvements are proposed.

II. New Construction:

Describe the nature of the proposed project. Include the following items where appropriate:

- A. Site plan with measured distances.
- B. Elevation drawings of each facade and specifications, which clearly show the exterior appearance of the project.
- C. Photograph of the proposed site.
- D. Landscape plan.
- E. Color schedule, if possible.
- F. Sample or other descriptions of materials to be used.
- G. Drawings or other descriptions of the site improvements: fences, walls, walks, lighting, pavement, patios, etc.

III. Demolition of Structures:

- A. Describe the structure and give the reason for the demolition. Include a photograph.
- B. Describe the proposed reuse of the site.

IV. Relocation of Structure:

- A. Give the reason for relocation. Include a photograph. If the structure is to be relocated within the district, describe any proposed changes.
- B. Describe any site features, which will be altered or may be disturbed including foundation, walls, and driveways.

BY-LAWS & PROCEDURES
MARTIN HISTORIC ZONING COMMISSION
CITY HALL
MARTIN, TENNESSEE

I. Purpose

To establish procedures for processing applications for Certificates of Appropriateness for (1) any changes in external appearance of existing structures; (2) design of new structures; and (3) for demolition of existing structures within the Martin Historic District.

II. General Rules

The Martin Historic Zoning Commission shall be governed by the terms of the Martin Historic Zoning Ordinance as contained in the Zoning Ordinances for the City of Martin, Tennessee.

III. Jurisdiction

The City's jurisdiction for requiring Certificates of Appropriateness as required by the Martin Historic Zoning Ordinance shall be delineated on the official zoning map on file at City Hall.

IV. Members, Officers, Duties

- A. The Commission shall be composed of nine (9) members, including an architect if available, a member of the Planning Commission at the time his/her appointment and a member of a local historical group. The members shall be appointed by the Mayor and approved by the Board of Aldermen. The majority of the members shall have demonstrated special interest, experience, or education in history or architecture.
- B. Chairperson. A chairperson shall be elected by the voting members of the Historic Zoning Commission. His/her term shall be for one year, and he/she may serve for no more than two (2) consecutive terms. The Chairperson shall decide all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Commission in session at the time. The chairperson shall appoint any committees found necessary to investigate any matters before the Commission.
- C. Vice-Chairperson. A Vice Chairperson shall be elected by the Commission from among its members in the same manner as the chairperson and shall be eligible for re-election. He/she shall serve as acting Chairperson in the absence of the Chairperson, and at such time he/she shall have the same powers and duties as the Chairperson.
- D. Secretary. A secretary shall be elected by the Commission for among its members in same manner as the chairman and shall be eligible for re-election. The Secretary, subject to the direction of the Chairperson of the Commission, shall keep all records and shall conduct all correspondence of the Commission. The Secretary shall be responsible for minutes and taping of the Commission meeting for the permanent record when necessary.
- E. Committees. Committees may be created by the Chairperson with the approval of the Commission members. At least one Commission members must be appointed to a committee, however, members of the community may serve on a committee. The Commission may create a Design Review Committee to serve as a counsel to the public for the Commission to expedite questions in design review. Three (3) members of the Commission must be appointed to the Design Review Committee.



- F. Elections. Terms of officers shall begin in November. Members shall be notified of the election of officers at least thirty (30) days prior to the regular November meeting.
- G. Terms of Appointments. Members shall be appointed to serve terms of five (5) years. Vacancies shall be filled for the unexpired term only.
- H. Attendance at Meetings. Any member of the Commission who misses more than three (3) consecutive regular meetings or more than half the regular meetings in a calendar year shall lose his/her status as a member of the Commission and shall be replaced or reappointed by the Board. Absence due to sickness, death, or other emergencies of a like nature shall be recognized as excused absences, and shall not affect the member's status on the Commission except that in the event of a long illness or other such cause for prolonged absence, the member shall be replaced. When a member has exceeded the maximum number of unexcused absences, the Secretary shall notify the full Commission and the Board of Mayor and Aldermen.
- I. Applications Involving Members. No Commission member shall take part in the hearing, consideration or determination of any case in which he/she is a party or has a financial interest.
- J. No Commission member shall vote on any matter deciding an application or a request to reconsider unless he or she shall have attended the Commission's previous deliberations on such application, or shall otherwise have the approval of the Chairperson to vote on such matter. The Chairperson's approval shall be contingent on the assurance by the member that he/she has familiarized himself/herself with the application and the minutes of any meetings at which the application was discussed.
- K. No Commission member shall in any manner discuss any application with any parties prior to the Commission's deliberations on such application, except as specified elsewhere in the Commission's By-Laws and Procedures.
- L. Members of the Commission shall not express individual opinions on the proper judgment of any application with any person prior to the determination of that application except in accordance with these rules. Violation of this rule shall be cause for dismissal from the Commission.
- M. Each member of the Commission shall thoroughly familiarize himself/herself with all statutes, laws, the ordinance, by-laws and procedures relating to Historic Zoning.
- N. Members of the Commission may be removed by the Board of Mayor and Aldermen for just cause.

V. Meetings

- A. Regular meetings of the Commission shall be held on the 3rd (third) Tuesday evening of each month at 5:15 PM in the Martin Public Library; providing, that meetings may be held at some other convenient place in the City if directed by the Chairperson in advance of the meeting.
- B. A meeting can be canceled by the Chairperson by contacting the members twenty four (24) hours prior to the scheduled meeting.
- C. Special Meetings. Special meetings of the Commission may be called at any time by the Chairperson. At least seventy-two (72) hours notice of the time and place of special meetings shall be given by the Chairperson to each member of the Commission; provided that this requirement may be waived by emergency request by action of a majority of all the members.
- D. Quorum. A quorum shall consist of fifty percent (50%) of the Commission.

- E. Conduct of Meetings. All meetings shall be open to the public. The order of business at regular meetings shall be as follows:
- a. call to order;
 - b. roll call;
 - c. reading and approval of the minutes of the previous meetings;
 - d. report of committees;
 - e. unfinished/old business;
 - f. new business;
 - g. motion to adjourn
- F. Review Criteria. In reviewing the application for Certificates of Appropriateness, the Commission shall take into account the historic and architectural significance of the structure. In its review, the Commission shall also take into account the following elements to ensure that the exterior form and appearance on the structure is consistent with the historic and visual character of the District:
1. The height of the building in relation to the average height of the nearest adjacent and opposite building.
 2. The setback and placement on lot of the buildings in relation to the average setback and placement of the nearest adjacent and opposite buildings.
 3. Exterior construction materials, including textures and patterns.
 4. Architectural detailing, such as lintels, cornices, brick bond, and foundation materials.
 5. Roof shapes, forms, and materials.
 6. Proportions, shapes, positioning and locations, patterns and sizes of any openings in the facade.
 7. General form and proportions of buildings and structures.
 8. Appurtenant fixtures and other features such as lighting.
 9. Structural condition and soundness.
 10. Architectural Scale.

The Commission may designate more formal design criteria as it deems necessary, such as shall be found in the Martin Historic Commission Design Guidelines.

- G. Consideration of Applications. Any party shall appear in person or have a designated agent or attorney at the meeting. The order of business for consideration of applications for Certificate of Appropriateness shall be as follows:
1. The Chairperson, or such person as shall direct, shall give a preliminary statement concerning the application.
 2. The applicant shall present the argument in support of his/her application.
 3. Persons opposed to granting the application shall present the arguments against the application.
 4. Statements or arguments submitted by any Official, Commission, or Department of the City of Martin shall be presented as directed by the Chairperson.
 5. The Chairperson or such person as he shall direct shall summarize the evidence which has been presented, by giving all parties an opportunity to make objections or corrections;
 6. The Commission shall thereafter proceed to deliberate whether to grant the application or to deny it.

The Commission may, in its discretion, view the premises and obtain additional facts concerning any application before arriving at a decision. All decisions of the Commission shall be based on the Martin Historic Zoning Commission's Design Guidelines.



VI. Application Process

- A. Application (Certificate of Appropriateness) must be filed with the City of Martin Director of Community Development fourteen (14) days prior to the regular monthly meeting date (third Tuesday of each month).

It is recommended that the applicant apply simultaneously for the building permit and an application for a certificate of Appropriateness. It is the sole responsibility of the applicant to obtain a Certificate of Appropriateness before applying for a building permit.

- B. The agenda for the Commission meetings where Certificates of Appropriateness will be discussed; shall be published in the local newspaper at least three (3) days prior to the Commission meeting.
- C. It shall be the policy of the Commission in regard to application involving new structure or extensive alterations and/ or additions to existing structures that a committee of the Commission shall be available to meet with representatives of the persons or organizations involved in the forthcoming application at some early state in the design process in order to advise them informally concerning the Commission's guidelines, the nature of the area where the proposed construction is to take place, and other relevant factors. This committee, collectively and individually, shall refrain from any indication of approval or disapproval, but shall not, for that reason be barred from a reasonable discussion of the applicant's proposals. No advice or opinion given, or reported as having been given, by any member of the committee at such an informal meeting shall be in any way official or binding upon the Martin Historic Zoning Commission at any time. Notice of the need for such a conference should be given applicants when applying.
- D. The Commission must issue or deny a Certificate of Appropriateness within thirty (30) days after the hearing of an application, except when the time limit has been extended by mutual agreement between the applicant and the Commission. Incomplete applications will not be considered for a Certificate of Appropriateness.
- E. The Secretary of the Commission shall notify the applicant of the disposition of the application by personal service or by certified mail and shall file a copy of the decision with the City of Martin Director of Community Development. If an application is denied, such notice shall include the reasons for such actions as defined in the Design Standards.

VII. Appeals Process

The Commission shall have exclusive jurisdiction relating to historic matters. Anyone who may be aggrieved by any final judgment of the Commission may appeal to General Sessions Court for a review of the judgment as provided for in the Tennessee Code Annotated, Section 27-9-102 and 27-9-103.

VIII. Amendments

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of not less than fifty percent (50%) of the members of the commission, provided that such amendment shall have presented to the membership in writing at a regular or special meeting preceding the meeting at which the vote is taken.

MARTIN ZONING ORDINANCE

SECTION B. HD (Historic) District

Within the areas designated HD (Historic) District on the official zoning map of Martin, Tennessee, the following regulations shall apply:

1. Intent of Historic Districts

It is the intent of this district to protect and preserve historic and/or architectural value; create aesthetic atmosphere; strengthen the economy; protect and enhance the city's attraction to tourists and visitors and the support and stimulus to business and industry thereby provided; and promote the education and patriotic heritage of the present and future citizens of the community. In order to achieve this intent a quality of significance to American history, architecture, archaeology and culture shall be present in the sites, buildings and structures of Historic Districts that:

- (a) are associated with events that have made a significant contribution to the broad patterns of our history; or
- (b) are associated with the lives of persons significant in our past; or
- (c) embody the distinctive characteristics of a type, period, or method of construction or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- (d) have yielded, or may be likely to yield, archaeological information.

2. Uses Permitted

The uses permitted and the area regulations of the existing district in which the site, structure or area is located shall govern.

3. How Zoning Map Amended to Designate Historical Districts

Any amendments to the zoning map of the City of Martin designating historic districts shall be subject to the provisions of Article XIII of the Martin Zoning Ordinance.

4. Administration

- (a) No building permit for construction, major alteration or rehabilitation, moving, or demolition to be carried on within the H-D District shall be issued by the Building Inspector until it is submitted to and receives approval in writing by the Historical Zoning Commission.
- (b) Administration shall be by the office of the Building Inspector and the Historic Zoning Commission, and all items regulated within the H-D District shall be submitted to the Historic Zoning Commission (through the office of the Building Inspector) for its review.
- (c) Within 90 days of designation of a Historic District, the Historic Zoning Commission shall prepare and submit to the Martin City Board design review guidelines which shall be used by the Historic Zoning Commission in the consideration of any application for certificate of appropriateness applied for under this Ordinance. No application may be considered by the Historic Zoning Commission until such time as said guidelines have received the approval of the City Board.
- (d) Building Permit Procedures. All alterations, additions or new construction which, previous to the establishment of this H-D District, required that application be made for a Building Permit shall continue to require that application be made for a Building Permit, and approval obtained before the work on such alterations, additions, or new construction can begin. In addition it shall be required that application be made in the same manner for any work, including but not limited to, alterations, additions, demolition, removal or new construction which alters or contributes to the exterior appearance of existing structures.

- (1) Applications for building permits within the District shall be made to the Office of the Building Inspector and all such applications shall be referred directly to the Historic Zoning Commission. The Historic Zoning Commission shall have broad powers to request detailed construction plans and related data pertinent to thorough review of any application.
- (2) Upon receiving an application for a Building Permit the Historic Zoning Commission shall, within thirty (30) days following the availability of sufficient data, issue to the office of the building Inspector a letter stating its approval with or without attached conditions or disapproval with the grounds for disapproval stated in writing.
- (3) The office of the Building Inspector shall additionally review applications for Building Permits (which have received written approval from the Historic Zoning Commission) in the same manner review is made of Building permit applications outside of the District and final issuance or rejection shall additionally be based upon the adopted Building Codes of the City of Martin. The fee charged for building permits within the District shall conform to existing fee schedules for Building permits in any other zoning district within the City of Martin.

5. Historic Zoning Commission

(a) Creation and Appointment.

In accordance with Tennessee Code Annotated 13-716, a Historic Zoning Commission is hereby established. The Mayor and City Board shall create a nine (9) member Historic Zoning Commission which shall consist of a representative of a local patriotic or historic organization; an architect, if available; a member of the Planning Commission, at the time of his appointment; and the remaining members shall be appointed from the community in general. Historic Zoning Commission member shall be appointed by the Mayor, subject to confirmation by the Martin City Board. Appointments to membership on the Historic Zoning Commission shall be arranged so that the term of one member shall expire each year and his successor shall be appointed in like manner in terms of five (5) years. All members shall serve without compensation. The members of the Commission shall elect a Chairman yearly from among themselves to preside over meetings.

(b) Procedure.

Meetings of the Historic Zoning Commission shall be held on the third Tuesday of each month or at the call of the Chairman or the majority of the membership. All meetings of the Commission shall be open to the public. The Commission shall give notice of the place, date, and time of any hearing which is called under the provisions of this Ordinance, by publication in an official newspaper or a newspaper of general circulation at least three (3) days immediately prior thereto. At least five (5) members of the Commission constitute a quorum for the transaction of its business. The concurring vote of five (5) members of the Commission will determine any matter before it. The Commission shall keep minutes upon each question and those members that are absent or failing to vote, indicating such fact.

(c) Powers and Duties.

The Historic Zoning Commission shall have the following powers:

- (1) To request detailed construction plans and related data pertinent to thorough review of any proposal before the Commission.
- (2) The Historic Zoning Commission shall within thirty (30) days following availability of sufficient data, direct the granting of a building permit with or without conditions or direct the refusal of a building permit providing the grounds for refusal are stated in writing.
- (3) Upon review of the application for a building permit, the Historic Zoning Commission shall give prime consideration to:
 - (a) historic and/or architectural value of present structure;

- (b) the relationship of exterior architectural features of such structures to the rest of the structures of the surrounding area;
 - (c) the general compatibility of exterior design, arrangement, texture and materials proposed to be used;
 - (d) to any other factor, including aesthetic, which is deemed pertinent.
- (4) Additional powers and duties.
- (a) It shall be the duty of the Historic Zoning Commission to make the following determination with respect to the historic district approved guidelines. Any approved changes by the Commission shall be published in the local newspaper within seven (7) days.
 - (i) Appropriateness of altering or demolishing any building or structure within the Historic District. The Commission may require interior and exterior photographs, architectural measured drawings of the exterior, or other notations of architectural features to be used for historical documentation as a condition of any permission to demolish a building or structure, such photographs, drawings, etc. shall be at the expense of the applicant.
 - (ii) Appropriateness of the exterior architectural features including signs and other exterior fixtures of any new buildings and structures to be constructed within the Historic District.
 - (iii) Appropriateness of exterior design of any new extension of any existing building or structure within the historic district.
 - (iv) Appropriateness of front yards, side yards, rear yards, off-street parking spaces, location of entrance drives into the property, sidewalks along the public right-of-way, which might affect the character of any building or structure within the historic district.
 - (v) The general compatibility of exterior design, arrangement, texture, and material of the building or other structure in question and the relation of such factors to similar features of buildings in the immediate surroundings. However, the Historic Zoning Commission shall not consider interior arrangement or design, nor shall it make any requirements except for the purpose of preventing extension incongruous to the historic aspects of the surroundings.
 - (b) Right of Entry Upon Land.
The Commission, its member and employees, in the performance of its work, may enter upon any land within its jurisdiction and make examinations and surveys and place or remove public notices as required by this ordinance, but there shall be no right of entry into any building without the consent of the owner.
 - (c) Liability of Historic Zoning Commission Members.
Any Historic Zoning Commission member acting within the powers granted by the ordinance is relieved from all personal liability for any damage and shall be held harmless by the city government. Any suit brought against any member of the Commission shall be defended by a legal representative furnished by the city government until the termination of the procedure.
 - (d) Jurisdiction.
The Historic Zoning Commission shall have the exclusive jurisdiction relating to historic matters. Anyone who may be aggrieved by any final order or judgment of the Commission may have said order or judgment reviewed by the courts by the procedures of statutory criteria as provided for in the Tennessee Code Annotated, Sections 27-902 and 27-930.
 - (e) Conflict of Interest.
Any member of the Historic Zoning Commission who shall have a direct or indirect interest in any property which is the subject matter of, or affected by, a decision of said Commission shall be disqualified from participating in the discussion, decision, or proceedings of the Historic Zoning Commission in connection therewith.



6. Maintenance and Repair of Improvements

Every person in charge of an improvement in a history district shall keep in good repair all of the exterior portions of such improvements and all interior portions thereof which, if not so maintained may cause or tend to cause the exterior portions of such improvement to deteriorate, decay or become damaged or otherwise to fall into a state of disrepair.

7. Remedying of Dangerous Conditions

In any case where a city enforcement agency shall order or direct the construction, removal, alteration, or demolition of any improvement in a historic district for the purpose of remedying conditions determined to be dangerous to life, health, or property, nothing contained in this chapter shall be construed as making it unlawful for any person, without prior issuance of a letter of approval pursuant to this Ordinance, to comply with such order of direction. However, the enforcement agency shall give the Commission notice of any proposed order to direction which affects or may affect the exterior appearance of any structure, or site, on or in the environs of a historic district. The Commission shall be afforded adequate opportunity to review and provide written comments upon any action proposed by an enforcement agency within a historic district prior to the initiation of any said action.

8. Injunctive Powers and Penalties

- (a) Where it appears that the owner or person in charge of an improvement of a landmark site or preservation site threatens or is about to do or is doing any work in violation of the ordinance, the City Attorney for the City of Martin shall, when directed by the Mayor or City Board, forthwith apply to an appropriate court for an injunction against such violation of this Ordinance. If an order of the court enjoining or restraining such violation does not receive immediate compliance, the city Attorney shall forthwith apply to an appropriate court to punish said violation pursuant to law.
- (b) A violation of this Ordinance is punishable by a fine of not less than two dollars (2.00) and not exceeding fifty dollars (\$50.00). Every day of violation may be held to constitute a separate offense.