

RESIDENTIAL DESIGN STANDARDS

HISTORIC 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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Martin Historic Zoning Commission

September 12, 2022



The History of the Historic Zoning Commission of the City of Martin, Tennessee

In the fall of 1983, the Martin Regional Planning Commission requested the services for Miss Cate Hamilton, Community Development Planner with the Northwest Tennessee Development District, to contact the University of Tennessee at Martin's History Department concerning a survey of the cultural heritage resources of Martin. Her report was to include an achievable plan for the implementation of historic district zones. Dr. Charles Ogilvie, of the UTM History Department, enlisted the aid of two senior history majors, Stephanie J. Mueller and Martha C. Wherry, to assist in the survey and preparation of such a plan.

The project began in December of 1983 and was concluded in June of 1984. A survey was made of the architectural resources in a geographical area composed of University, Oxford, Church, Mill, Olive, Lindell, Broadway, College, and Main Streets. Every building, structure, object, and open space was photographed and an historic-architectural inventory form was completed on each property within the survey area. The completed forms and photographs were studied and the properties evaluated for their age, architectural and historical significance, and potential for preservation. The report also included an historical overview of the City of Martin, an explanation of the benefits and advantages of historic zoning and recommendations for the implementation of the plan.

The report of Stephanie Mueller and Martha Wherry was published in June of 1984. It emphasized that historic district zoning would contribute significantly to awareness of Martin's important cultural heritage and lay the basis for future community development plans that would ensure the ability of Martin to progress economically while retaining the core of its proud past.

Miss Cate Hamilton, member of the Martin Planning Commission, and State Planner Stan Harrison kept the Planning Commission informed of the survey as it was being conducted. She presented the plan in June of 1984 and the study was approved unanimously by the Planning Commission.

Although concerned citizens kept inquiring about historic zoning, no affirmative action was taken until April of 1986, when the Martin Planning Commission authorized State Planner Stan Harrison to prepare a sample ordinance for creation of a historical zone. Passage of the ordinance by the Commission, after a public hearing, would establish an historic zoning commission, which would adopt and enforce guidelines for preserving the integrity of structures within the new zones.

In early June of 1986, after a considerable amount of debate, the Martin Planning Commission decided to hold a public hearing on whether or not historical zoning should be established in the City of Martin. The hearing was held June 26, attended by about thirty people, mostly from the Poplar and McCombs Street areas. Many spoke in favor of historic zoning and no one spoke against it.

The Planning Commission, however, was not unanimous in its decision to create a historic zoning commission. Two of the members voted against it. The matter was passed on to the Martin City Board of Mayor and Aldermen which did not take action until October of 1986. At an informal session of the Board, concerned citizens urged the Board to accept the recommendation to the Planning Commission, and in regular session Mayor Virginia Weldon, Alderman Rex Pate, Bob Peeler, Willard Rooks, and Larry Taylor voted unanimously to create a five (5) or nine (9) member historic zoning commission.

By mid-October, Mayor Weldon appointed Dr. Jim Johnson, Professor of Mathematics and Computer Science at UTM, Chairman of the newly created Historic Zoning Commission. Others of the five (5) member group were Baxter Fisher, Chairman of the Planning Commission and a member of the UTM Engineering School faculty; Odell Jones, retired UTM Department of Engineering Chairman; Marvin Alexander, local realtor; and Virginia C. Vaughan, Weakley County Historian and retired Tennessee history teacher.



The organizational meeting of the Martin's Historic Zoning Commission (MHZC) was held at 5 :00 PM, Tuesday, November 18, 1986 in the City Hall Chambers. Chairman Johnson conducted a meeting in which meeting date and times were established, priorities were evaluated, guidelines for procedures of business and length of members' terms were discussed. The time of meeting was set for 5: 00 PM, the third Tuesday of each month at City Hall. Mayor Weldon appointed terms for members in mid-December. Approved by the Board of Aldermen, they were: Jim Johnson, Chairman, 5 years; Baxter Fisher, 4 years; Odell Jones, 3 years; Marvin Alexander, 2 years; and Virginia Vaughan, 1 year. The length of terms was established as five (5) years, and reappointment was possible.

By the end of 1986, the members of: MHZC were becoming more aware of different architectural styles and were beginning to shape standards consistent with those in the Secretary of the interior's Standards for Rehabilitation. During 1987, the MHZC established Standards, defined and approved an Historic Zoning ordinance, established Design Guidelines and defined different types of zones for Martin. The Ordinance and Standards were presented to the Planning Commission in October for their approval. These were accepted in December. In November of this year Virginia Vaughn was reappointed for a five (5) year term.

In 1988, Ms. Shain Dennison, Executive Director of Metropolitan Historic Zoning Commission of Nashville, conducted a workshop for: MHZC members concerning historic zoning, surveyed the town, and submitted a report in regard to recommendations. Historical Zoning Guidelines were completed and the size of zones, established. A petition concerning the zoning of properties adjoining Poplar Street was accepted and approved. Martin's first historic zone was established by the action on January 17, 1989.

During 1988, Baxter Fisher resigned from the MHZC and was replaced by Stan Johnson of the Martin Planning Commission. Richard Kelly was appointed to succeed Marvin Alexander, whose two (2) year term had expired, and Janice Peeler was appointed to succeed Odell Jones' position, vacated by death.

In May of 1989, the City of Martin's Historic Zoning Commission was presented a Certificate of Merit from the Tennessee Historical Commission, Nashville as part of National Historical Preservation Week. The Certificate honored the local group for its efforts in preservation in the City of Martin.

Written By
Virginia C. Vaughan



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Why Preserve Old Buildings

These Design Standards are intended to encourage residents of Martin to appreciate local history and the historic character of the neighborhood and city. They are written to be general enough to apply to all historic structures in the city. They also address design for infill construction that is compatible with the character of surrounding historic neighborhoods. As the guidelines come to be used and accepted by citizens they can be applied to other new construction.

Treatment Strategies

The first step in this process is to analyze the unique characteristics of your historic property before making decisions about rehabilitation, alterations, or the design of new construction. Depending on the significance of the property, its condition, and how you intend to use it, one of three different treatment strategies will be most appropriate:

- **Rehabilitation** - allows for alteration or addition to a historic property to accommodate continuing or changing uses while retaining the property's historical, cultural, and architectural values. This method focuses on repair and replacement of deteriorated features, and ensures that any alterations or additions are compatible with the character of the property and its setting.
- **Preservation** - focuses on sustaining the existing form, materials, and integrity of a historic property through ongoing maintenance and repair of historic materials and 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 to make the property functional, is appropriate.
- **Restoration** - involves accurately depicting the form, features, and character of a property as it appeared at a particular period of time. This typically involves the removal of features from other periods in its history, and reconstruction of missing features from the restoration period. Here again limited and sensitive upgrading of utility systems and other code-required work is appropriate.

Typically rehabilitation is the most appropriate treatment strategy for a property, and therefore is the primary focus of this document.



Residential Development of Martin, Tennessee

The county of Weakley, TN 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. In 1828, a young farmer with an entrepreneurial spirit, William Martin and his wife, Sarah Glass relocated from Halifax, VA to Weakley County, TN. 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 (non-extant). 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 1872, the Illinois Central Railroad acquired the stock of the Mississippi Central Railroad, and an initial survey was completed for the North-South railroad. William Martin's sons were dedicated to continuing their father's efforts for the development of the region and their lands. George Washington Martin, Marshall Presley Martin and William Hartwell Martin strategically convinced the railroad to reroute the new 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. 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.

The growth of Martin and its residential development is directly tied to the development of the railroads and prominent institutions and businesses that were established in Martin. The population trends are indicative of this commercial growth as shown in the below table.

CENSUS YEAR	POPULATION
1878	710
1890	1580
1910	2228
1920.....	2837
1930	3300
1940.....	3587
1960	4750
1970	7781

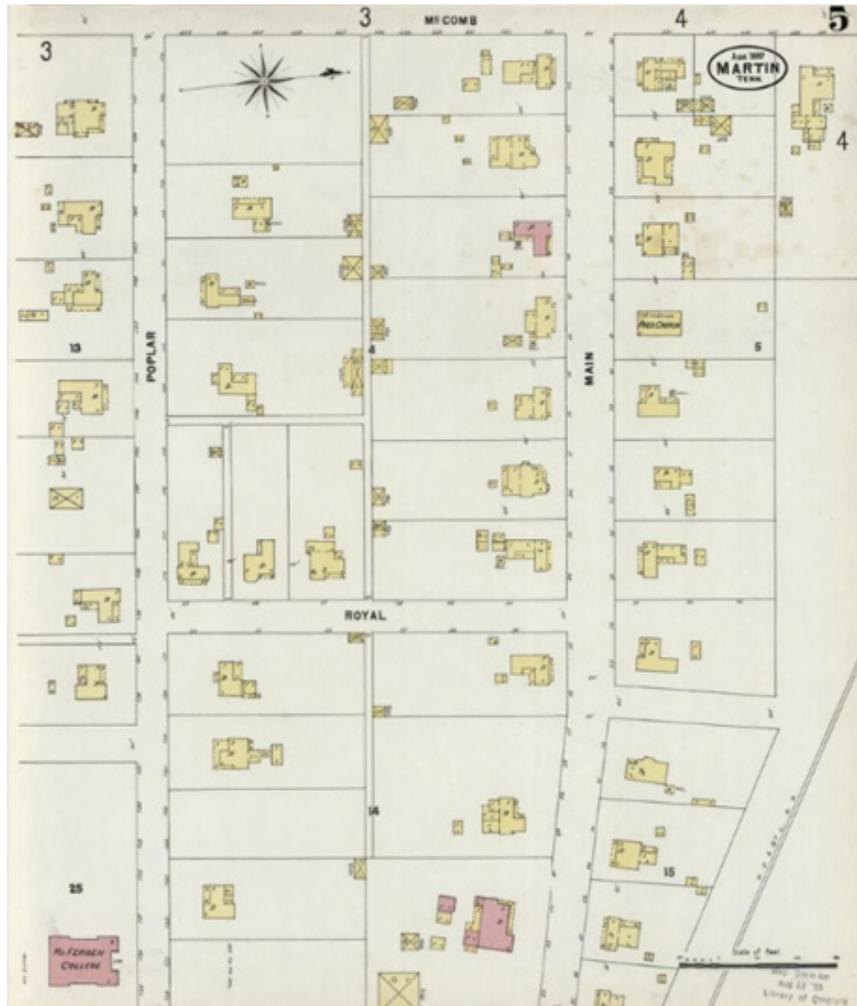


Figure 1 - 1897 Historic Fire Insurance Sanborn Map

By 1883, citizens were able to access 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 along with several tobacco warehouses and a cotton gin. The residential development flourished in the late 1890s to early 1900s along the streets of Main, McCombs, Poplar, and Strand. See Figures 1 and 2. By 1913, the majority of the lots along Poplar Street were fully developed.

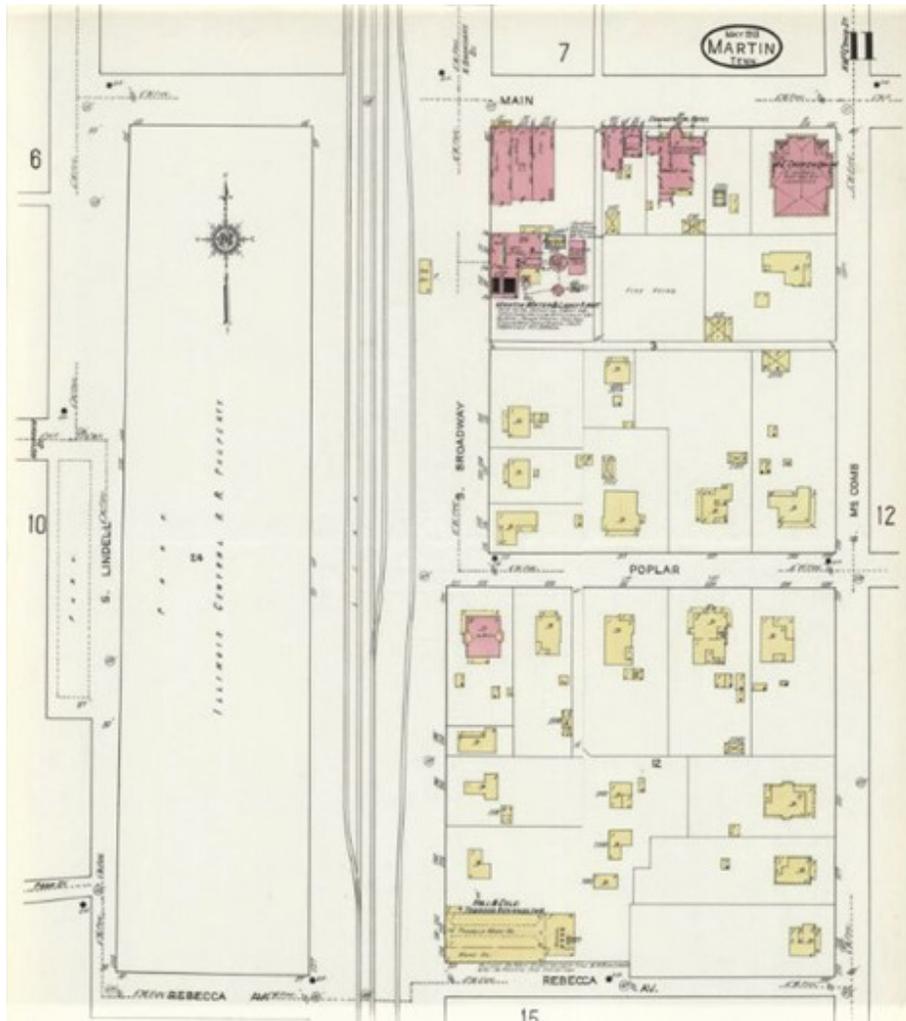


Figure 2 - 1913 Historic Fire Insurance Sanborn Map

The Poplar Street Residential Historic District continues to display many of its original architectural styles such as the Folk- Gable and Wing, American Four-Square, Craftsman Bungalow and Tudor Revival. Many of the homes have had alterations and material updates, but the original intent of the architectural design is still prevalent and does not detract from the historic neighborhood. The district also shows the evolution in residential trends after the Depression and WWII, with the use of the Minimal Traditional Design and the Ranch Style.



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

The Secretary of the Interior's Standards for the Rehabilitation of Historic Properties were developed to serve as a national set of guidelines for rehabilitation work on any type of historic property. As legally defined, historic properties can include buildings, sites, structures, objects, and districts. Put more generally, a historic property could be a house, commercial building, a garage, or a landscape. The Historic Neighborhood Design Standards follow the recommendations set forth in the Secretary's Standards, but are written to be more specific and applicable to Martin's Historic Neighborhood Zone. The ten standards are interpreted below:

- 1. A property will be used as it was historically or be given a new use that requires a minimal change to its distinctive materials, features, spaces, and spatial relationships.**

This standard is most significant if you are converting a house to commercial or office use. When a house remains in residential use this is less of an issue, though modern residential needs are quite different from those of, say, the 1900s.

- 2. The historic character of a property shall be retained and preserved. The removal of distinctive materials or alterations of features, spaces, and spatial relationships that characterize a property shall be avoided.**

The first step in evaluating your historic property is identifying its distinctive materials, features, and spaces. Evaluate the condition of existing historic materials to decide whether materials will be repaired, maintained, or replaced. This will help you understand what is important to preserve as you prepare your plans for future repairs, maintenance, or alterations. Aim to preserve the functional and decorative features that define the character of the building, such as historic windows, doors, columns, balustrades, stairs, and porches. Also, consider the relationship of the structure and outbuildings to paths, sidewalks, and significant historic landscaping.

- 3. Each property shall be recognized as a physical record of its time, place, and use.**

Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, shall not be undertaken.

Another important element of understanding and protecting the historic character of your structure is learning its date of construction, its architectural style, and the stylistic features that are characteristic of that style. Keep this information in mind when making decisions about replacing missing elements or adding to the house. For example, if you own a Greek Revival, Craftsmans Bungalow, details like dormers, battered columns or significant changes in roof form are not appropriate for your house. Similarly, avoid installing "gingerbread" or fancy cut out work to your porch or gable unless you have a Gothic Revival or Queen Anne style house. (See pages 7 thru 8 for description of historic styles)

- 4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.**

A house constructed in 1890 will almost certainly have been altered. A porch in Martin, Tennessee could need major repairs, or even replacement, in ten years if it has not been well maintained. Some such alterations may now be historically significant themselves.

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

Every historic house contains materials and finishes that are unique to its style and period of construction. This might be the tongue and groove board floor, or an octagonal window on the front of a house.



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

Historic images of your property will help you identify if the structure has been altered, and is missing a distinctive feature like a bay window or eave brackets. You may also be able to find clues on the building itself, such as paint shadows, nail holes, or patching in the siding, suggesting that a historic feature has been removed. Previous owners, the Public Library, and the archives at UT Martin are good sources to find historical photographs of your structure. When you replace missing or heavily deteriorated features, use materials of the same size and shape as the originals.

7. **Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.**

Never sand blast historic building materials to remove paint. This will result in pitting and texturing of the materials, particularly wood and brick. Sandblasting has been known to hasten deterioration of historic materials. Pressure washing with water at a low pressure can be an effective method to clean a historic house and prepare it for painting. Avoid pressure washing at a high pressure because it can damage historic materials, or force water into the interior cavities of a building, particularly around windows.

8. **Archaeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.**

You might find evidence of an outbuilding foundation, or a past burn barrel on your property. It is important to recognize and document, with photographs and drawings, such discoveries.

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

Additions to historic properties require special consideration for how the addition will complement the historic building, the site, and neighborhood in which it is constructed. The design can be contemporary, or reference historic elements of the building. Contemporary style additions are sometimes used effectively with large commercial or institutional projects, but are used less often with residential projects. Residential additions should differentiate themselves from the historic building, while being compatible in terms of mass, materials, color, and relationship of solids to voids. Typically, a new addition should be placed on a rear or side elevation to limit the visual impact from the street. The size and scale of new additions should harmonize with the historic building.

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

An addition should be designed so that it will become a significant part of the building's history over time, which means using quality design and materials. A new addition respects the historic building to which it is attached, and does not obscure, damage, or destroy character-defining details, like a bay window or brackets in the eaves. Keep in mind the idea that if the addition is removed in the future, it should be possible to rehabilitate the building to its original form. Martin's historic residential architecture reflects the regional construction trends of during the various periods of development. The section offers photographs and brief descriptions of the main styles of architecture built between 1830 and 1910. Buildings are not always clearly representative of a single style, but instead often incorporate elements of several styles. There are some historic buildings where a pure stylistic term is not appropriate. This section was designed to help you appreciate the variety and beauty of Martin's historic architecture.



Martin's Architectural Styles

- Greek Revival (c. 1825-1860):** Primary features are a gabled or hipped roof of low pitch with an entry or full width porch supported by prominent square or rounded columns, typically of Doric style. Front entries have narrow sidelights and rectangular line of transom lights above door and multi-pane windows. There are several sub-types to this style which are distinguished by form. The style moved with settlers from the older states into Kentucky, Tennessee, and the Midwest. This style led to the popular front-gabled house; a popular American domestic architecture popularized into the early 19th century.
- Folk-Gable Front and Wing (c. 1850-1890):** Popular in rural areas of the country, this style features a one or one and half story, front facing gable creating a E-ll-shape wing, shed roof porch, popular during the early railroad era. Many of them were unadorned but later were ornamented with Victorian features.
- Tudor Revival (c. 1890-1940):** This style has a steep gabled roof with a facade dominated prominent cross gables and often features a tall, elaborated chimney. Exterior treatments are patterned brick or stone and many have decorative half-timbering on the second story. windows are usually tall and narrow and found in groups.
- Craftsman Bungalow (c. 1890-1940):** These styles are usually one-story homes known with wider and larger windows, broad, gabled roofs with low-pitched and wide, unenclosed eave overhangs, exposed rafter tails under the eaves and exposed beams and/or knee braces in the gables. The porches usually have with battered (tapered) piers which are partial- or full width, upper double-hung windows of single or grouped, multi pane wooden sashes over larger-paned, single wooden sash windows as well as gabled or shed dormers, and use of unpainted wood, stone, river rock or brick on foundations, and exterior chimneys.



- **American Four-Square** (c. 1900-1920): The hallmarks of the style include a basically square, boxy design, two-and-one-half stories high, usually with four large, boxy rooms to a floor. Exterior features include a symmetrical facade with primary entrance focal point flanked by sets of windows, a center dormer, and a large front porch with wide stairs. Roof style usually includes a low-pitched hipped roof, shed dormers are common.
- **Minimal Traditional** (c. 1935-1955): Loosely based on the previously dominant Tudor style of the 1920s and 1930s and borne of the Great Depression, this early form of the Modern style became popular for its lack of decorative detailing. Plain facades are often asymmetrical but have at least one dominant, front-facing gable with square or rectangular columns in partially enclosed front porches. Houses are small, single story, rectangular with minimal, simplified details or decoration. Roofs are low-pitched or intermediate hipped or gabled, and the rake of the roof is joined closely at the tops of walls with little or no overhanging eaves. Wooden sash windows are double-hung with large picture windows in the front facade. Chimneys are often massive. Siding is horizontal and detached garages appear circa 1950. This was the dominant style during the 1940s to the early 1950s.
- **Ranch** (c. 1935-1975): Houses are low to the ground, single story, asymmetrical and have very low-pitched roofs. The facades are elongate and of maximum width for their lot sizes. Attached garages or carports are an integral part of most Ranch homes. Eaves have moderate overhang, massive chimneys are may be present, window fenestration includes large picture windows.



Rehabilitation & Alterations

Facade Orientation & Setbacks

The main facade is the exterior face of a building, which is considered to be the architectural front. It is sometimes distinguished from the other sides by the use of more elaborate architectural detail and ornamentation.

The facade oriented to the street or corner should be maintained in the historic manner, respecting details of the historic period and style. Rehabilitation work should be based on sound pictorial or documented evidence. Avoid creating a false historical appearance that is inappropriate to the historic architectural style.

Additions and structural alterations should be limited to the rear or sides that are minimally visible from the public right-of-way. Original features of the facade, like balconies, porches, bay windows, siding, trim details and dormers are to be retained and rehabilitated.

Original building materials include wood, brick, stone, terra cotta, and stucco.

Roof Form

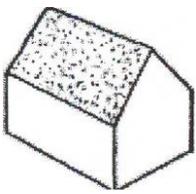
The repair and alteration of roofs should match the original shape and pitch. Distinctive decorative features of the roof should be retained.

Hipped roofs have a solid appearance and can be less steep than gabled roofs. Structural and decorative features like dormers, chimneys, exposed rafters, and decorative work should be retained and rehabilitated.

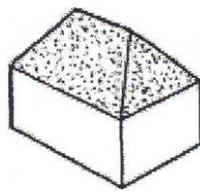
Original building and roofing materials should be retained. If replacement is necessary, should be with original materials or close visual approximation of the original. Original roof materials include slate, metal, and on twentieth century buildings asphalt shingles.

Dormers open up a second floor or an unused attic space to create another room, and provide much needed light. They should be designed in proportion to the roof area and to other windows in the house. Dormers that did not exist historically should be kept to the rear of the house and out of view from the public right-of-way whenever possible.

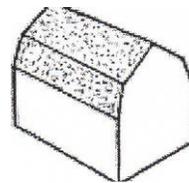
- **Protection:** Regular maintenance and repair of flashing, gutters, siding, and caulking in joints and seams is vital. Anchor roof material adequately to prevent wind and rain damage. Do not allow a leaking roof to go unrepaired, as it accelerates the deterioration of a structure.
- **Alterations:** Do not install roof features that never existed or that create a false historical appearance. This can include cupolas, cresting, or ornate and corbeled chimneys. Dormers, skylights, roof vents, plumbing vents, wood stove flues, mechanical systems and roof decks need to be inconspicuous from the public right-of-way. Avoid damaging distinctive architectural features when making these installations.
- **Gutters:** Half round gutters were popularized in the early 1900s when metal roll machines came into regular use. They are, just as the name implies, a half round design with either a single or double bead rolled edge for added strength.



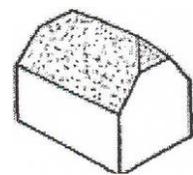
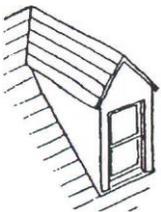
Gabel



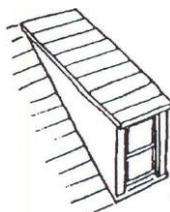
Hip



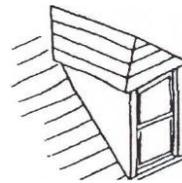
Gambrel

Clipped Gable
(Jirkenhead)

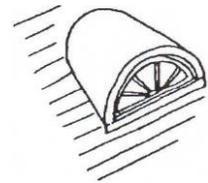
Gabel Dormer



Shed Dormer



Hipped Dormer



Eyebrow Dormer

In their heyday at the beginning of the 20th-century (until the K-style gutter rose to popularity in the late 1940s) the half round gutter was commonly found in a multitude of materials readily available at the time. Today they are mainly made from painted aluminum for performance and cost purposes. Below are some of the various materials found with half round gutters historically.

- **Galvanized Steel** – The most affordable option these gutters only lasted about 5-10 years before rust began being a problem
- **Galvalume** – Steel gutters dipped in molten zinc and aluminum for strength and corrosion resistance this extended the life of gutters to 30 years and beyond
- **Zinc** – A premium price and for a premium corrosion resistant material
- **Copper** – The gold standard for metal gutters lasting easily 100+ years with minimal to no maintenance

Exterior Siding & Details

Original siding should be retained or restored, and maintained rather than be replaced.

Wood and bricks were the predominant building materials used. It was abundant, cheap, and easily worked to produce siding, moldings, decorative features and interior finishes. It is important to identify and protect character defining wood and masonry features on the primary facades, such as cornices, brackets, or window moldings. Destructive paint removal methods, like propane or butane torches, sandblasting, and high pressure water blasting, should not be used, as they can permanently damage historic woodwork and masonry. Keep in mind that original wood is often of higher quality than replacement products available today.

Horizontal siding comes in four distinct types: clapboard, weatherboard, shiplap, and tongue and groove. It is important to maintain the same siding width. Avoid unpainted and stained wood because siding appears to have been consistently painted in the historic period.

Architectural details on a historic structure are often found at the roof peak, the tops and bottoms of porch posts, above windows, at the corners of houses, and in porch railings. Moldings are located where a vertical and horizontal surface meet (like where the wall meets the roof). The ends of fascia boards and rafters can be shaped to lend a distinctive and friendly character to the house.

- **Protection:** Regular maintenance and repair of flashing, gutters, siding, and caulking in joints and seams is vital. Vines growing on a house, and plant material that is positioned too close, can cause damage to wood siding. Fungus and insect infestations should be kept in check. Paint application should follow proper surface preparation. Manufacturer's instructions, and application instructions, should be adhered to when applying new paint.
- **Alterations:** Avoid covering wood with stains or clear varnishes that create a "natural look" if this was not the original finish of the building. Wood siding and details should not be removed and replaced with materials that create a different appearance. New materials used on additions should match or be compatible with existing siding. Horizontal wood siding is the most common, and vertical board and T -1 11 sheathing should be discouraged. Other siding materials that are usually inappropriate include plywood, cement, stucco, aluminum, and vinyl.

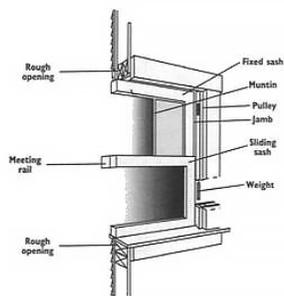
Windows & Doors

Retain and preserve existing windows and distinctive decorative features like frames, muntins, sills, and moldings.

Windows provide for light and ventilation in the historic structure. Their design and arrangement is usually the primary decoration of an old building. If original windows are irreparable, or replacement windows are desired, the new windows need to be compatible with original windows in form, materials, type, pattern, size, and placement of openings. Double-hung, one light over one light wooden windows are the most common window type. Windows should be trimmed with wood, following the proportions and detailing that exist, or that are appropriate for the style of architecture. The most common door type is a square or rectangular glass, solid wood door. Awnings were made of canvas and were operable. Awnings should fit with the style of window and should be made to look compatible with the architecture in color and design.

- **Protection:** Deterioration of windows usually begins on horizontal surfaces where water collects. Annually, ensure that materials such as the frame and glazing are maintained and protected from the elements. A properly painted and glazed window is the best protection from the weather. Use of storm windows is not discouraged. However, the least obtrusive style of storm window possible should be used.

- **Alterations/Replacements:** Removing a historic window and blocking the opening, or replacing it with a new window conveying a different appearance than the original is strongly discouraged. If new windows are approved, they should be compatible with the historic character and details of your house. The decision process for selecting replacement windows should not begin with a survey of contemporary window products, which are available as replacements, but should begin with a look at the windows, which are being replaced. Attempt to understand the contribution of the window(s) to the appearance of the facade including:



1. The pattern of the openings and their size;
2. Proportions of the frame and sash;
3. Configuration of window panes;
4. Muntin profiles;
5. Type of wood;
6. Paint color;
7. Characteristics of the glass; and
8. Associated details such as arched tops, hoods, or other decorative elements

Develop an understanding of how the window reflects the period, style, or regional characteristics of the building, or represents technological development. All requests for replacement windows should be put before MHZC in the form of a formal application. Repair of existing windows does not require MHZC approval.

While replacement of historic windows in good condition is discouraged, replacement windows are allowed. The form and style of the replacement windows should closely match the detailing of the original windows including the wood trim, sash sizes, muntin/light configuration, and other parts of the window visible from the roadway. Replacement windows should be constructed of solid wood only (no exterior cladding is allowed); with true divided lights or simulated divided lights with permanent, built-in muntins. Permanent, built-in muntins mean that the simulated light dividers are fixed to, and are part of the window and cannot be removed. The muntins should be present on both sides of the window. The windows should match the existing openings. All replacement windows are to be trimmed with wood to match the original trim.

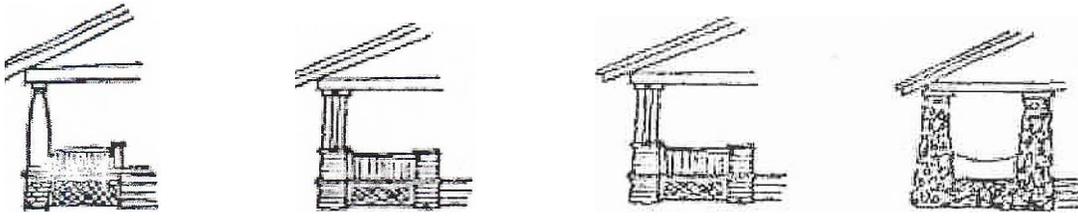
As with windows, we encourage the maintenance and repair of original doors when present or feasible. However, replacement of doors is generally allowed. If evidence of the original door style exists, applicants should make an effort to match the original style. If no evidence of original style exists, then owner should seek a period door compatible with the architectural style of their structure and maintain original opening sizes and configurations of transoms and sidelights. Replacement doors should be constructed of wood or smooth-faced fiberglass. If coming is proposed in the window of the door, it should be a dark nickel, patina, or other similar period coming color.

Porches

Avoid removing or replacing original doors and porches and distinctive decorative features like columns, balustrades, and stairs.

The front porch is a characteristic feature of many styles of historic residential architecture. A historic porch serves as the transition from the street to the interior of the house. Porches can be energy saving because they shade the house and protect the entry from the weather. Porches provide a cool place to sit when it is hot, and a dry place when it is wet.

Porches can be as wide as the house, or cover only part of a house's front. A veranda is a porch that wraps around two or more sides of a house. Roofing material of the porch typically matches the roof of the house, as do the details of a porch's eaves. Porch floors are an element that is often lost in rehabilitation projects. Porch floors on historic houses were commonly made of tongue and groove lumber.



Columns define a porch's character and style of detailing. Trim moldings at the top and base of columns are also important elements. Railings vary, but are the feature that defines the porch space. The drawings below illustrate a range of materials and forms of a bungalow porch.

- **Protection:** Keep materials clean and painted to preserve them from deterioration that results from weathering and continued use.
- **Alterations:** Replacing an entire porch is not appropriate when viable historic material exists. Porch decking should be constructed of wood. Avoid replacing wood porch decks with poured concrete slabs. Do not cut new entrances into character-defining facades that are visible from the public right-of-way. Do not enclose porches in a manner that creates a look that is incompatible with historic structures, such as using stucco, or installing aluminum storm windows to enclose the space.

When trying to replicate a historic porch that has been removed, base your construction drawings on historic photographs and sound historic research. If you can't find historic photographs, use a period design that is suitable for the style of architecture. Replicate trim details and siding material of the house. Never construct new porches that destroy or cover up character-defining features of the architecture.

Foundations

Changes to foundations should match or be compatible with original foundations in height and use of materials.

Foundation height helps to establish the design of a structure. Porch steps, water tables, ventilators and access doors or windows are features that are considered to be part of foundations. Every measure needs to be taken to preserve these details with the replacement of a foundation.

Where buildings are on wood post and masonry pad foundations, concrete block and poured concrete wall foundations are acceptable replacements. Decorative concrete block should be avoided, as they have no relationship to historic materials. Often foundations were covered with traditional brick veneer. If skirting exists make every effort to replicate the historic look and material after the masonry foundation is installed. The height of the replacement foundation should consider stairs, access doors, windows, and ventilators; and ensure that the installation of the foundation will not detract from character defining features of the structure. These might include unique moldings or the water table that runs horizontally around the base of many older houses.

Paint Schemes

The restoration of original colors on historic architecture is desirable, but not always feasible. Colors appropriate to the style and era are encouraged. Avoid painting originally unpainted surfaces like brick.

Paint provides protection for all the elements of an old building. Original colors can often be determined by careful investigation of peeling paint or by sanding an inconspicuous area protected from the weather to reveal the color layers.

Prior to 1860, white was the most common color of paint on American houses. Early homeowners depended on painters who mixed dry colors with lead and oil for each job. Between 1860 and 1890 the paint industry developed machinery to grind pigment in oil and containers were produced for the transportation of paint. By the 1880s buildings were painted in a palette of greens, grays, yellows, and browns.

At the end of the nineteenth century the fashion returned to simpler decoration and styles inspired from the country's colonial past. Pale colors were used, and often white was used for trim. The early 1900s came a renewed interest in earthy tones, light browns and grays.

The choice of color for a structure greatly affects how that building will fit into a neighborhood. While color choice typically is a personal decision for a building owner, colors typical of different historic building styles in your neighborhood block should be considered. Colors are regulated by the MHZC. A color scheme typical of the period before World War II should be considered. Sample of colors from this period are available for comparison with any historic color chart appropriate to the era of the house.

Solar Panels & Other Utility Systems

Position mechanical systems so they are not visible from the public view.

Property owners who wish to install solar panels on historic architecture need to ensure that the panels will not be placed on the primary facade or front roof of the building. Solar panels, mechanical systems, and piping are best positioned at the back or side of the structure, out of the public view.

The satellite dish is also common, so care should be taken to not place them in prominent view on the structure. Heat pumps are an effective alternative heat source and the mechanical systems (similar to an air conditioning unit) need to be positioned to the back or side of the building, out of the public view.

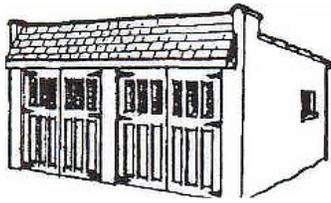


Garages & Outbuildings

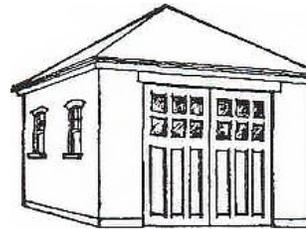
Garages and outbuildings should not be overlooked as important components of historic properties.

America has had a love affair with the automobile from the beginning. No single invention has changed the way we live and how our environment looks more than the "horseless carriage." In the 1890s the automobile was a novelty of the rich, but by 1910 auto ownership was so widespread that a new building type had to be invented. For a period, carriage houses were converted to accommodate the car. With the building boom of the 1910s the single-car detached garage was constructed with measurements of 12 x 18 feet. Multi-car garages were built by repeating these proportions.

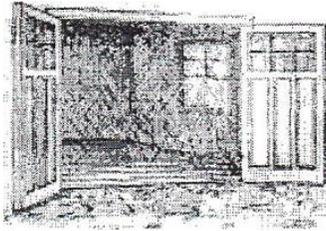
Garages were often designed to match the siding, roof form and details of the houses for which they were built. Gabled roofs were typical, but flat, shed, gambrel, and hipped roofs were also common. Garage floors were usually poured concrete, but some were gravel, or simply board or dirt.



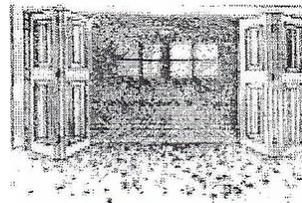
Shed Roof



Hipped Roof



Three-Panel Swinging Doors



Paneled Bi-Fold Doors

The historic garage had windows to provide ventilation and light. One window on each wall was typical and the stock sash units used on houses were common. The first garage doors were similar to barns, with big strap hinges, and doors that swung outward. New door types were soon invented, with sliding doors, divided into vertical sections, sliding along the interior wall of the garage. Bi-fold and accordion doors were also common. The sectional roll-up door, the most popular today, appeared early in the 20th century. The idea was developed from the roll top desk.

Alleys were used as secondary roads for small garages and parking the automobile, along with garbage pick up, in many neighborhoods. As the automobile grew in size, so did the garages, sometimes with a two foot shed extension to accommodate the hoods of the 1930s and 1940s behemoths.

As the car became more integral to daily life it was inevitable that it would come to “live” with us. By the 1920s and 1930s the attached garage was common, sometimes connected by a breezeway or directly abutting the house. Ultimately, there was a complete integration of house and garage.

- **Alterations:** If you’re rebuilding a historic garage or building a new one, echo the shape, pitch, and material of your house’s roof. Early garages often had exposed rafter tails. More stylish garages had eaves that were finished in the same manner as the house. Whatever paint color is most appropriate to the style and age of your house also applies to the garage. The panels on the garage door were usually painted the body color of the building, while the stiles and braces were painted in the complementary trim color.

The key element in garage design is the garage door. This door will help define the date of the structure. Many of the new overhead roll up doors don’t have the correct period look, and are often constructed of inappropriate fiberglass and other lightweight materials. Typical early garage doors were often paneled, with the top third glazed. Period style swinging doors can be constructed as one door, and be activated with a garage door opener, retaining a historic look while providing convenience.

Martin’s historic residential neighborhoods developed over many decades, and contain structures of many different styles, shapes and sizes. Because of this, there is no single blueprint for a new building that will be compatible with any given historic neighborhood. The first step in designing a new building that “works” in an older neighborhood is to look for patterns in the existing buildings. How large are other houses on the street? What kind of roofs do they have? How far are they set back from the street? Are they built of wood? Brick? What do their entryways and windows look like?

A compatible infill building or accessory unit should complement the existing patterns of its neighborhood. This doesn't mean building a replica of the house across the street, or a house that tries to create a false historic appearance. Attempt to design a building (whether it is a commercial structure, storefront, house, an addition, or a garage) that uses a similar "architectural vocabulary" to its neighbors. Key elements of that vocabulary are described and illustrated on the following pages. The subsequent chapter entitled Generally Accepted Building Materials will help owners decide options for building materials when discussing cost estimates with their contractor.

Guidelines for Garages & Outbuildings

- Garages and storage buildings should reflect the character of the existing house and surrounding buildings and should be compatible in terms of height, scale, roof shape, materials, texture, and details.
- Garages, if visible from the street, should be situated on the lot as historically traditional for the new neighborhood.
- The location and design of outbuilding should not be visually disruptive to the character of the surrounding buildings.
- The location and design of outbuildings should not be visually disruptive to the character of the surrounding buildings.

Driveways

Approved materials are brick, washgravel concrete and asphalt. Avoid white concrete.

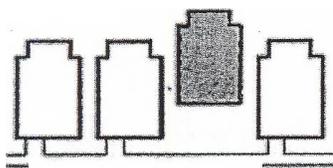


New Construction

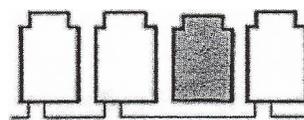
Facade Orientation & Setbacks

Front and side yard setbacks should be consistent with those of adjacent buildings on the block. The historic lines of streetscapes should be maintained to protect the visibility of adjoining properties and to maintain the rhythms of facades and open space.

The relationship and use of materials, texture, and details of new buildings' public facades shall be visually compatible with and similar to those of adjacent buildings, or shall not contrast conspicuously.



New construction set back from the street disrupts the rhythm of the historic development pattern

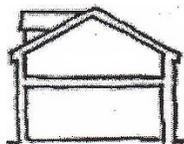


By maintaining the existing setback, new construction fits better into the historic streetscape

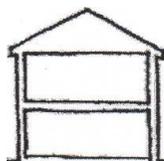
The typical pattern are structures located in the middle of their lots with front entrances facing the street. Exceptions to this include buildings situated at one edge of a lot with a larger side yard, and corner-lot buildings with corresponding corner entrances. The main entrance should be visible from the street. Infill development should follow whichever pattern is dominant on the surrounding block. An additional variance is required for any structure to be located closer to the front line than the neighboring structures. As with other additions discussed in the previous section, accessory units should be placed on the rear of buildings or lots to limit their visual impact as seen from the street.



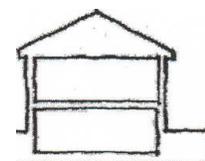
One-Story



One and One Half Stories



Two Stories



One Story / Full Basement

Building Height & Massing

The height and massing of new buildings should be consistent with that of surrounding historic buildings in a neighborhood. In most Martin neighborhoods this means buildings anywhere from one to one-and-a-half stories in height, although most are two full stories. Historic apartment buildings are three and four stories tall. A building's "massing" is the arrangement of its volumes, whether symmetrical or asymmetrical, in a central block, L-shaped, or arranged in wings.

Roof Form

The roof form of new construction should be compatible with that of existing development on a block, in terms of type (gable or hip roof), pitch (steep or shallow), and orientation (whether the gable end faces the street). As a general rule, the minimum roof pitch should be 6/12 or greater except when the proposed structure style commonly has a flat roof or slight pitch such as a storefront or apartment building.



One of these things is not like the others...The prominent garage, lack of a porch and visible front door, shallow-pitched roof, and horizontal windows make the center house stand out as incompatible in a historic neighborhood.

Exterior Siding & Details

Materials used on new buildings should be consistent with the predominant materials used on other houses in a neighborhood. The predominant materials are brick masonry or wooden clapboard siding. Simulated wood siding and exposed concrete block is not recommended. Vinyl and aluminum siding on new construction is not allowed. A common problem is that prefabricated window and door trim used with vinyl and aluminum siding is often narrower than appropriate for most historic buildings, or for new buildings in historic neighborhoods.

Windows & Doors

The relationship of width to height of windows and doors, and the rhythm of solids (walls) to openings (doors and windows), in new buildings should be consistent with the dominant pattern set by surrounding historic buildings. Windows should be at least 66 inches in height except where the floor layout dictates a smaller size for kitchens, bathrooms, stairwells, or other such service areas. For neighborhoods developed prior to the 1940s this generally means vertical, double-hung or casement, wood-frame windows. When placed in pairs or in groups of three, as on many houses, these create a horizontal impression. Historic architecture displays a thoughtful use of natural lighting, often with numerous and well-placed arrangements of windows. Construction of windows should consist of solid wood or solid wood windows clad in aluminum or fiberglass. If light dividers are proposed (muntins), they should be either true divided lights or simulated divided lights with permanent, built-in muntins. Permanent, built-in muntins means that the simulated light dividers are fixed to, and are part of the window and cannot be removed. The muntins should be present on both sides of the window.

Doors should be constructed of either wood or smooth-faced fiberglass. The most common door type is a square or rectangular glass, solid wood door. If coming in the window is proposed, it should be a dark nickel, patina, or other similar period coming color.

Exterior Details

Architectural elements that would be consistent with surrounding buildings include eave details, such as whether rafter tails are exposed or boxed-in, the use of a verge board, shingle moldings, and wide window surrounds. Many historic houses have a drip edge and water table that help to visually anchor the wall to the foundation. Use details that are compatible to your neighborhood and the style of building you are planning to build.

Porches

Historic houses built up until the mid- 1930s tend to have front porches, and often rear and/or side porches as well. A porch provides the occupants with an outdoor room. Porches on new buildings should be of materials and proportions consistent with the neighborhood. Wood railings and support posts are strongly encouraged over prefabricated metal. Bungalows frequently featured boxed-in porch railings.

Foundations

Foundation material and the height of the exposed area between the ground and the bottom of the walls should be consistent with other historic buildings in a neighborhood. New construction should have a minimum of a 4' high foundation with an above grade exposure of one to three feet, which is generally consistent with most historical building types.

Exceptions to this are made when the proposed style has a slab foundation such as storefronts and apartment buildings.

Paint Schemes

The choice of color for a structure greatly affects how that building will fit into a neighborhood. While color choice typically is a personal decision for a building owner, colors typical of different historic building styles in your neighborhood block should be considered. Colors are regulated by MHZC. A color scheme typical of the period before World War II should be considered. Sample of colors from this period are available.

Solar Panels & Other Utility Systems

As with additions and alterations to historic buildings, solar panels, satellite dishes, and other external utility systems on infill development in historic neighborhoods should be installed to the rear or side of a building where they will not be visible from the street.

Landscaping & Fences

Landscaping in neighborhoods built during the first half of the twentieth century typically emphasized foundation plantings of shrubs and floral borders. Trees either in front yards or sidewalk planting strips were also common. Landscaping is not regulated by MHZC with the exception of removal of trees over one foot in diameter. Wooden picket fences of up to four feet in height were typical on late 19th century and some early 20th century houses. Tall privacy fences were not common in historic neighborhoods, and should only be used around rear yards. Please consult the chapter on fences for more guidance on fencing.

Historic fences in Martin were generally four foot high and made of either wood or wrought iron. The styles of these fences were very open to maintain the view shed of the property from the street. These historic fences were generally used as a landscape decoration.

In more recent history, fences for the purpose of privacy have become popular. These types of fences are generally taller and leave very little or no view shed from the street. The MHZC recognized the benefits of both types of fences and adopted a policy that maintains the view shed from the street, while allowing for the privacy that today's generation demands.

Garages & Parking

If you are able to access your lot by an alley, consider building the garage and extra parking there, and particularly if this is the dominant pattern for garage placement in your block. The design should mimic the architectural detail and color of the house.

Fences

Fence Design Policy

Fences are a very important part of any streetscape and can either enhance or detract from the appearance and value of residential development. Fence design, scale and presentation on any property frontage is very important and worthy of careful consideration. This policy is intended to provide information pertaining to fence design considerations that factor into the Board's decision.

A fence in the H-2 Historic Neighborhood Zone should be carefully designed to achieve a scale, style and appearance compatible with the building and the streetscape. The fence should allow the building to contribute to the interest and amenity of the streetscape and not impair the view shed of the historic property.

Fences, which obscure the view shed from the public right of way, may not be constructed in the front yard. The front yard is defined as the front part of the yard from the front corners of the structure to the front property line. The sides of the structure define the side yard. The rear yard is from the rear corners of the structure to the back property line. On corner lots, the structure will be considered to have two front yards, with the front yard ending at the rear corner of the structure. (staff note: diagram to be added). A Certificate of Appropriateness is required and a building permit should be obtained before construction of a fence can proceed. Applicants should submit an accurate depiction of the fence style, color, and finishes with each application.

Fence Design Standards

Fence Height	The heights of the approved fences are subject to the Martin Code of Ordinances regulated heights (Section 126-72). At the time of adoption of this policy, those heights are as follows: Front yard 4 feet Side yard 6 feet Rear yard 8 feet
Fence Design	Design approval is subject to MHZC approval and requires a Certificate of Appropriateness and a building permit. Front yard(s) - Fence design should permit 50% visibility between individual components. Vertical/horizontal and diagonal components may not be wider than four inches across and may not be spaced closer than the width of the vertical component. Fence design that combines solid wall and open fence construction may include a solid base up to 18 inches high. Side and Rear Yards - There are no view-shed requirements, but the fence design should be compatible in style and materials as described herein. Certificate of Appropriateness and building permit still required.
Pilasters	Elements wider than four inches across are considered pilasters. Pilasters may be no wider than 16 inches across and may be no closer than six feet on center, except for pilasters supporting a four-foot wide maximum entry gate. Pilasters may be as high as the maximum fence height allowed.
Fence Materials	Materials may be wood, wrought iron, tubular steel, cast aluminum, or brick. Chain link, barbed wire, and vinyl materials are not allowed.
Landscape Planter Enclosures	Landscape planter enclosures in the front yard may not exceed 18 inches in height. A landscape planter is defined as a wall used to enclose, divide, or protect an area designed to be filled with plants.



Historical Markers

Placement & Design

Historical Markers should be placed six feet from the property edge of the public sidewalk to the center of the sign.

Generally Accepted Building Materials Glossary

The following is a list of materials that the Martin Historic Zoning Commission has deemed appropriate to use for new construction in the Historic Neighborhood Zone. A Certificate of Appropriateness and building permit is still required before these materials can be used or applied.

- **Roofs** - slate, composite shingles, or metal (standing seam, not corrugated)
- **Soffits, fascia & trim** - wood, cement fiberboard (hardi-plank; should be smooth faced), or high-density polymer (permacast, fypon, azek, or other similar brand)
- **Exterior Siding & Details** - wood, cement fiberboard (should be smooth faced), or traditional brick veneer with true mortar joints (vinyl and aluminum siding is not allowed)
- **Windows** – solid wood (no exterior cladding) on existing structures and their existing or proposed additions; or solid wood or solid wood windows clad in aluminum or fiberglass on new infill construction. Light dividers / muntins should be true divided lights or simulated divided lights with permanent, built in muntins. Permanent built in muntins means that the simulated light dividers are fixed to, and are part of the window and cannot be removed. The muntins should be on both sides of the window.
- **Doors** - wood or fiberglass doors; style either a 6 panel or a combination of panels and square or rectangular glass; if caming is present in the glass, it should be a dark nickel, patina, or other similar period caming color (brass or gold color caming is generally not accepted)
- **Porches** - Columns - wood, traditional brick, concrete, fiberglass, or high-density polymer Floors - wood, concrete, or traditional brick
- **Ceilings** – wood, cement fiberboard, or high-density polymer Trim & Details - wood, cement fiberboard, or high-density polymer
- **Foundations** - traditional brick veneer, Cherokee block (infill construction only)

Glossary

ARCH A construction technique and structural member, usually curved and made of masonry. Composed of individual wedge-shaped members that span an opening and support the weight above by resolving vertical pressure into horizontal or diagonal thrust.

ARCHITRAVE The lowest part of an entablature, or the molded frame above a door or window opening

BALCONY A platform projecting from the wall or window of a building, usually enclosed by a railing.

BALUSTER Any of the small posts that support the upper rail of a railing, as in a staircase.

BALUSTRADE An entire railing system including a top rail and its balusters, and sometimes a bottom rail

BAY WINDOW A projecting bay with windows that form an extension to the interior floor space. On the outside, the bay should extend to ground level, in contrast to an oriel window, which projects from the wall plane above ground level.

BOARD-AND-BATTEN SIDING Vertical siding made up of alternating wide and thin boards where the thin boards cover the joints between the wide boards.

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

CAMING The grooved metal bars that hold textured glass and bevels in place, creating a decorative design.

CAPITAL The topmost member, usually decorated, of a column or pilaster.

CASEMENT WINDOW A window that is hinged on the side and opens in or out.

CHIMNEY POT A decorative masonry element placed at the top of a chimney, common on Queen Anne buildings.

CLADDING OR CLAD WINDOW A solid wood window wrapped in another material, most commonly aluminum.

CLAPBOARDS Narrow, horizontal, overlapping wooden boards that form the outer skin of the walls of many wood-frame houses.

COLUMN A vertical shaft or pillar usually circular in section that supports, or appears to support, a capital, load beam or architrave.

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

CORBEL A projection from a masonry wall, sometimes supporting a load and sometimes for decorative effect.

CORBELED CAP The termination of a brick chimney that projects outward in one or more courses.

CORNER BOARD A board which is used as trim on the external corner of a wood-frame structure and against which the ends of the siding are fitted.

CORNICE The exterior trim of a structure at the meeting of the roof and wall; usually consists of bed molding, soffit, fascia, and crown molding.

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

CRESTING Decorative grillework or trim applied to the ridge crest of a roof. Common on Queen Anne style buildings.

CROSS GABLE A gable that is perpendicular to the main axis or ridge of a roof.

CUPOLA A small, sometimes domed structure surmounting a roof. Found mainly on Italianate and Colonial Revival buildings.

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

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

DOUBLE-HUNG SASH WINDOW A window with two or more sashes; it can be opened by sliding the bottom portion up or the top portion down, and is usually weighted within the frame to make lifting easier.

EAVE The part of the roof that overhangs the wall of a building.

ENTABLATURE Above columns and pilasters, a three-part horizontal section of a classical order, consisting of the cornice at the top, the frieze in the middle, and the architrave on the bottom.

FACADE The face or front of a building.

FANLIGHT A window, often semicircular, over a door, with radiating muntins suggesting a fan.

FASCIA BOARD A flat board horizontally located at the top of an exterior wall, directly under the eaves

FRENCH DOOR Two doors, composed of small panes of glass set within rectangularly arrayed muntins, mounted within the two individual frames. Usually such doors open onto an outside terrace or porch.

FRIEZE The middle division of an entablature, below the cornice.

GABLE The vertical triangular portion of the end of a building having a double-sloping roof, usually with the base of the triangle sitting at the level of the eaves, and the apex at the ridge of the roof. The term sometimes refers to the entire end wall.

GABLE ROOF A roof form having an inverted "V"-shaped roof at one or both ends.

GAMBREL ROOF A roof having two pitches on each side, typical of Dutch Colonial and Colonial Revival architecture.

GINGERBREAD Highly decorative woodwork with cut out ornament, made with a jigsaw or scroll saw, prominent in Gothic Revival architecture.

HALF-TIMBERING In late medieval architecture, a type of construction in which the heavy timber framework is exposed, and the spaces between the timbers are filled with wattle-and daub, plaster, or brickwork. The effect of half timbering was imitated in the 19th and 20th centuries by the Queen Anne and Tudor Revival styles.

HIPPED ROOF A roof that slopes upward on all four sides.

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.

HOOD MOLDING A decorative molding over a window or doorframe, commonly found on Italianate style buildings.

JERKINHEAD ROOF A gable roof truncated or clipped at the apex - also called a clipped gable roof. Common in Bungalows, Tudor Revival, and Arts and Crafts style buildings.

LATTICEWORK A wood or metal screen composed of interlaces or crossed thin strips.

LEADED GLASS Small panes of glass, either clear or colored, that is held in place by strips of lead.

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

MANSARD ROOF A roof with two slopes, the lower slope being nearly vertical, often concave or convex in profile. Common to the Italianate and Queen Anne styles.

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.

MULLION The vertical member of a window or door that divides and supports panes or panels in a series

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

PALLADIAN WINDOW A window divided into three parts: a large arched central window, flanked by two smaller rectangular windows. These are found in Colonial Revival as well as Italianate buildings.

PARAPET A wall that extends above the roofline.

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

PENT ROOF A small, sloping roof, the upper end of which butts against a wall of a house, usually above the first-floor windows.

PILASTER An engaged pier or pillar, often with capital and base.

PILLAR A post or column-like support

PITCH The degree of slope or inclination of a roof.

POINTED ARCH Any arch with a point at its apex, common but not restricted to Gothic architecture.

TUDOR Revival buildings also frequently incorporate pointed arch motifs.

PORTICO A porch or covered walkway consisting of a roof supported by columns.

QUOINS Cornerstones of a building, spanning the entire height of the wall, and distinguished from the main construction material by size, texture, or conspicuous joining. In masonry construction, they reinforce the comers; in wood construction, they do not bear any load, are made of wood, and imitate the effect of stone or brick.

RAFTERS The sloping wooden roof-frame members that extend from the ridge to the eaves and establish the pitch of the roof. In Craftsman and Bungalow style buildings the ends of these, called "rafter tails" are often left exposed rather than boxed in by a soffit.

RIBBON WINDOW A continuous horizontal row, or band, of windows separated only by mullions.

ROUND ARCH A semicircular arch, often called a Roman arch.

RUSTICATION Masonry characterized by smooth or roughly textured block faces and strongly emphasized recessed joints.

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.

SHIPLAP SIDING Wooden siding tapered along its upper edge where it is overlapped by the next higher courses of siding.

SIDE LIGHT A framed window on either side of a door or window.

SIDING The narrow horizontal or vertical wooden boards that form the outer face of the walls in a traditional wood-frame building. Horizontal

wooden siding types include shiplap and clapboard/ weatherboard, while board-and-batten is the primary type of vertical siding. Shingles, whether of wood or composite material, are another siding type.

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

SKIRTING Siding or latticework applied below the water table molding on a building.

SOFFIT The underside of the eaves on a building, particularly the boards enclosing the eaves and covering rafter tails.

STUCCO A material, usually composed of cement, sand, and lime, applied to a surface to form a hard, uniform covering that may be either smooth or textured. Also, a fine plaster used in decoration and ornamentation of interior walls.

SURROUND The molded trim around a door or window.

SWAN'S NECK PEDIMENT A pediment with an open apex; each side terminates in curves resembling a swan's neck.

TERRA COTTA A red-brown fired but unglazed clay used for roof tiles and decorative wall covering. Glazed terra cotta was frequently used for exterior decoration on commercial buildings of the early 20th Century.

TRANSOM Horizontal window opening above a door or window.

VIEWSHED The visual area that can be seen from a specific point or location.



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.

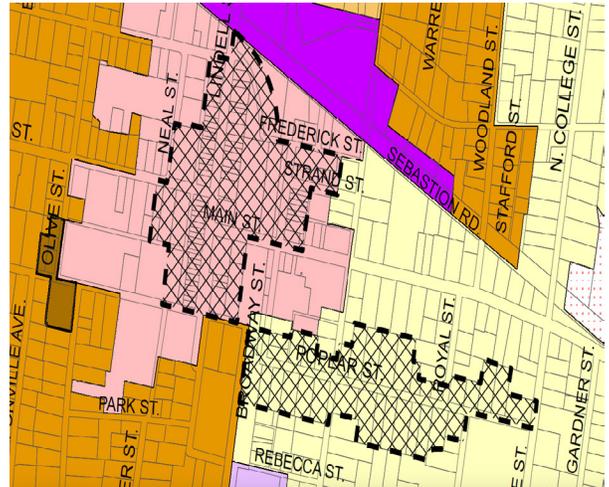
B-3-a,b,c&d Environmental - Goal: To understand the impacts which physical parameters have on development and reduce the adverse impacts, by understanding the role and position Urban Sensitive Areas play in the City and addressing the fact that most urban sensitive areas can be enhanced by proper planning and design review.

Martin Historic Zoning Commission

“CERTIFICATE OF APPROPRIATENESS”

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:

- Exterior Alteration/Repair
 - Windows
 - Doors
 - Siding - Type:
 - Masonry Repair
 - Other _____
 - Awnings/Signs

- New Construction
 - Primary Structure
 - Additions
 - Deck/Porch
 - Garage/Outbuilding
 - Other _____

- Demolition
 - Primary Structure
 - Garage/Outbuilding
 - Other _____
- Relocation of Building

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: _____

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 at 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.