

# GUIDELINES FOR THE GAFFNEY HISTORIC PRESERVATION OVERLAY DISTRICT (HPDO)

## Introduction

As a courtesy to our existing citizens, potential new citizens, realtors, contractors and interested persons, the City of Gaffney has put together this brief overview of our efforts to protect and preserve the historical nature of the City of Gaffney.

The City of Gaffney has developed a Historic Preservation Overlay District (HPOD) that overlays the existing zoning map. (A copy of the HPOD is on the back of this page.) This means that the underlying or primary zoning district determines the use of the lot. The HPOD is only concerned with the exterior appearance of a building or structure within the district. The HPOD is governed by an Architectural Review Board (ARB). This Board consists of five (5) members and meets monthly on a needed basis. No building or zoning permit is to be issued for a building or structure in this district until a Certificate of Appropriateness (COA) has been issued by the Board or at the Boards' direction.

The Board shall not cause to be issued a Certificate of Appropriateness authorizing issuance of any permit if it finds that the action proposed would adversely affect the character and environment of the affected area. Where certification is denied, the Board shall record its reasons for denial.

By general rule or by specific request in a particular case, the Board may require submission of any or all of the following information in connection with the application: architectural plans, site plans, landscaping plans, proposed signs and appropriate detail as to character, proposed exterior lighting arrangements, elevations of all portions of structures with important relationships to public view and indications as to construction materials, design of doors and windows, ornamentation, colors and the like, photographs or perspective drawings indicating visual relationships to adjoining properties, and such other exhibits and reports as necessary for its determination.

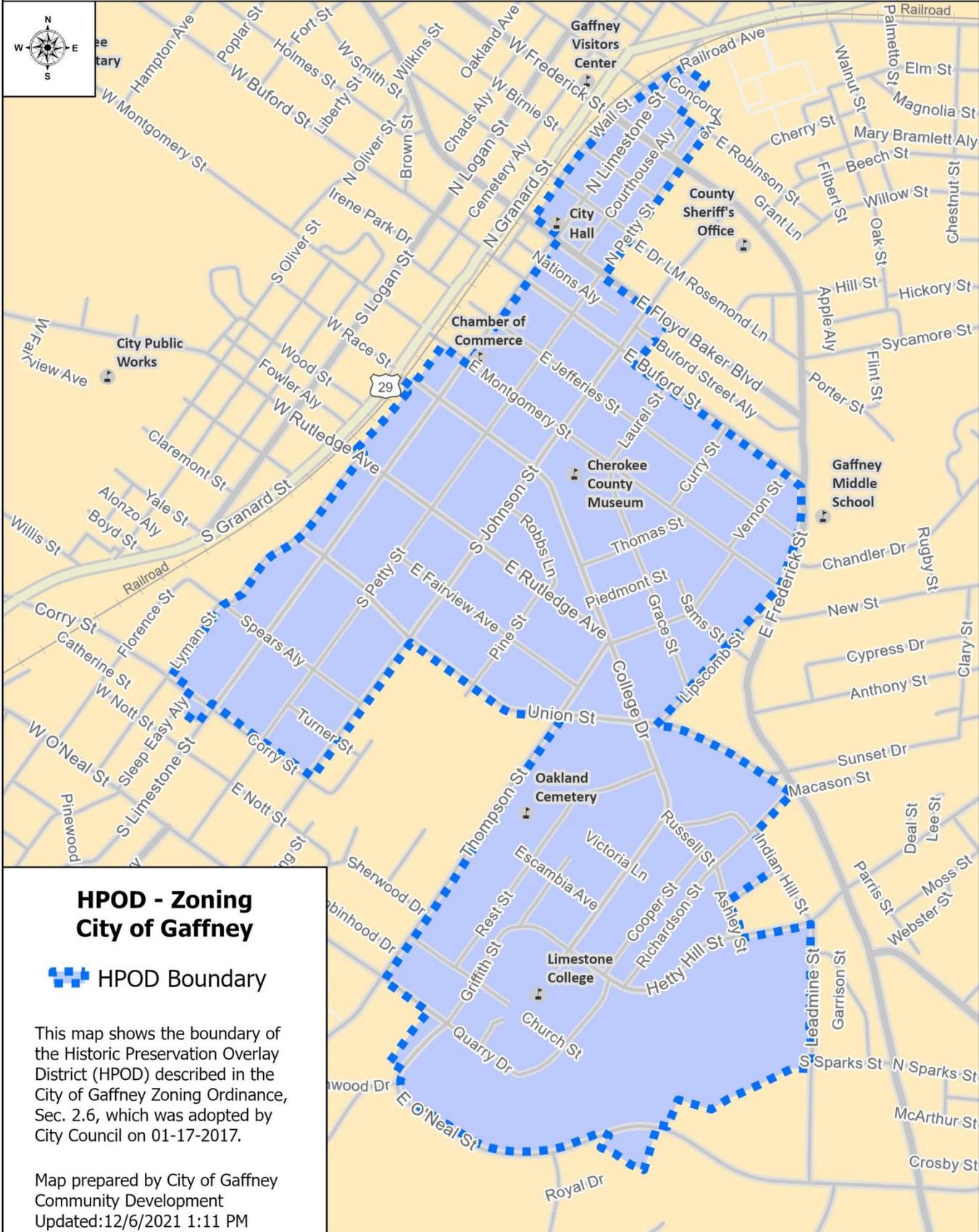
Additionally, the Board shall have the power and duty to hear appeals from decisions of the Building Official or Zoning Administrator in matters under the purview of the Board where there is alleged error in any order, requirement, determination or decision.

## Exemptions from Requirements for Certificate

The following activities shall be exempt from the requirements for a Certificate of Appropriateness.

1. Ordinary maintenance or repair of any exterior architectural feature which does not involve a change in the design, material, color, or outer appearance of a building or structure.
2. Construction, reconstruction, alteration, restoration or demolition of any such feature, which is determined to be a threat to the public safety. The Building Inspector shall certify in writing to the Board that such action is required for the public safety because of an unsafe or dangerous condition.

# Historic Preservation Overlay District (HPOD)



## General Design Standards for Existing Development

In its deliberations of an application for a Certificate of Appropriateness, the Board shall be guided by the following.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property shall be retained and preserved to the extent practical and feasible. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will 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 buildings, should not be undertaken.
4. Changes to a property that have acquired historic significance in their own right should be retained and preserved. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property should be preserved.
5. Deteriorated historic features should be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature should match the old in design, color, texture, and, where possible, materials. Replacement of missing features must be substantiated by documentary and physical evidence.
6. Archeological resources should be protected and preserved in place. If such resources must be disturbed, mitigation measures should be undertaken.
7. New additions, exterior alterations, or related new construction should not destroy historic materials, features, and spatial relationships that characterize the property. The new work should be differentiated from the old and will be compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment.
8. All first floor openings originally designed as windows should be maintained as windows, complete with sills, lintels, frame and glass. All windows shall be repaired or replaced, and no windows may be permanently boarded up.
9. All exterior surfaces, which require paint or sealing in order to protect the underlying surface from deterioration shall be sealed and painted in a color approved by the Board.
10. All exterior porches, landings, balconies, stairs and fire escapes shall be provided with banisters or railing properly designed and maintained to minimize the hazard of falling, and the same shall be kept structurally sound, in good repair, and free of defects.
11. All paneled areas, which cover original brickwork, other than as recessed in the original transom areas or in areas below the original transom area, shall be removed, and the original brickwork restored.

12. The Board shall not consider interior changes to buildings and no Certificate of Appropriateness shall be required for interior changes. However, this does not excuse the property owner from obtaining required building permits for interior work.

## General Design Standards for New Construction

At a minimum, the following general design standards shall be considered by the Zoning Administrator/Architectural Review Board when considering an application for appropriateness of new construction:

1. **Building Design** – Building design and exterior architectural features including signs and other exterior fixtures of any new buildings and structures to be included within the district. The general exterior design, scale, proportion, arrangement, texture, and material, and the relation of such factors to similar buildings in the immediate area.
2. **Building Façade Treatment** – Predominate exterior building materials shall include wood, brick, stone, glass and stucco. No portion of a building constructed of unadorned masonry, concrete blocks or metal siding, while also permissible, should be visible from the street.
3. **Building Façade Colors** – Façade colors shall be low-reflective, subtle, neutral or earth tone colors. Building trim and accent areas may feature brighter colors, including primary colors, approved by the Zoning Administrator. Garish colors shall not be permitted.
4. **Yards and Entrances** - The design of front yards; location of entrance drives into the property, and sidewalks along the public right-of-way, which might affect the character of any building or structure. However, the Board may not make requirements as to the use of such structure as long as the use is permitted by the primary or “underlying” zone district.

## Deviations

Because of the wide range of locations, buildings and properties to which this section must apply, it is neither possible nor prudent to establish inflexible requirements related to minimum standards. Therefore, the Zoning Administrator and the Architectural Review Board may authorize deviations from the requirements of this section wherever they find that such deviations are necessary because of particular circumstances associated with a building, property or business. Whenever the Board and Administrator allow or require a deviation from the requirements, such deviations shall be noted on the face of the certificate of appropriateness, along with the reasons for allowing or requiring the deviation.

*These regulations may be found in The Zoning Ordinance of The City of Gaffney. <https://cityofgaffney-sc.gov>*