

HOMEOWNER'S HANDBOOK
TO
HISTORIC
HOUSES



HIMH
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MACON
FOUNDATION



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TO
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HOUSES





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This guide is designed as an introduction to the basics of maintaining your historic home; however in many cases, you will need to consult a professional, particularly when dealing with environmental hazards such as asbestos and lead paint and when working on potentially dangerous areas such as the electrical system and the roof.

INTRODUCTION

Welcome to Historic Macon Foundation's Homeowner's Handbook, your quick reference guide to understanding and caring for your historic home. Historic Macon would like to thank the Milledgeville Chapter of the Watson-Brown Foundation Junior Board of Trustees for the funds to produce this handbook. It has been an idea at Historic Macon for many years to publish an accessible guide to historic homes. We hope that through both the booklet and PDF found on our website, you gain a better understanding and appreciation of your historic home.

Sincerely,



Ethiel Garlington

Executive Director of Historic Macon Foundation

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1194 FORSYTH STREET



WHAT IT MEANS TO OWN A HISTORIC HOME



Most historic homeowners know their homes have historic value. In fact, this history is often one of the reasons you were attracted to your house in the first place. The wide eaves of the craftsman bungalow, the intricate shingle patterns of a Queen Anne, and the inviting warmth of a well-worn heart pine floor are all easily understood and loved components of historic homes. However, understanding the different kinds of historic districts and their guidelines can be more confusing. This section will help you understand the basic differences between having a house on the National Register of Historic Places and one in a local historic district.

THE NATIONAL REGISTER OF HISTORIC PLACES

The National Register of Historic Places is the official list of the nation's historic places worthy of preservation. Authorized by the National Historic Preservation Act of 1966, the National Park Service's National Register of Historic Places is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect America's historic and archeological resources.

How do you know if your home is listed in the National Register (NR)? Some real estate agents may give you that information, but it is the responsibility of the buyer or owner to find out whether or not their home is listed individually or as a contributing structure to a NR district. To find out if your home is listed in the National Register in Georgia, you can call the Historic Preservation Division of the Department of Natural Resources or a local preservation consultant, such as Historic Macon Foundation.

At this time, there is not an online list of National Register properties for Georgia.

If your home is listed in the National Register of Historic Places, it was most likely nominated in one of the following two ways:

- Individually listed—This means your home has a nomination form written specifically about its history and architecture, and this information is considered of such significance that it merits listing.
- Listed as contributing property in a historic district—This means your home is one of a collection of buildings significant for their history and/or architecture. The nomination form itself may not mention your home specifically, but the general information contained in that document should apply to your house.

Regardless of how your home is listed, it is still eligible for Georgia's historic preservation incentive programs and acknowledgment of its status with a National Register plaque. While the listing on the National Register can open doors for project funding, it places no limitations on the property owner. You are allowed to paint your house the color you want, make repairs as you please, and maintain it in the condition of your choosing. However, you do trigger a review process when you choose to take advantage of state incentive programs, such as tax credits.

LOCAL HISTORIC DISTRICTS

While the National Register does not regulate historic homes, local historic districts sometimes do. The exact process and rules vary widely from place to place, but local historic districts generally work

in similar ways. The boundaries of local historic districts are typically based on shared architectural or other physical characteristics. Their purpose is to preserve those character-defining features for future generations. This means that the guidelines for what you may do to the exterior of a locally listed historic structure may vary greatly between districts. Because local historic districts are all different, following the steps below will help you decide what work is most appropriate for your home.

- If your house is listed in the National Register or you just think it might be historic, contact your local planning department. Remember, just because your house is listed in the National Register does not mean it is in a local historic district. Similarly, all locally listed houses are not in the National Register. By contacting your local planning department, you will learn which local design district, if any, your house may be in. If your house is in a district, your planning department can direct you to the design guidelines that regulate what you can and cannot do to the exterior of your home.
- After you have looked at your district's design guidelines, you can plan your project. The guidelines may mention everything from appropriate window types to the maximum height of new additions. Regardless of how many or few guidelines your district has, you should follow them when planning your project to speed along the rest of the process.
- Now that you have planned your project, you will need to apply for both your work permit, like you would with any other construction project, and your certificate of appropriateness. You can begin both applications at the same time, but you will need your certificate of appropriateness before you can get your work permit. Just like the variety of guidelines in local historic districts, the exact process of receiving your certificate of appropriateness varies from place to place.

In Macon, you file an application for your certificate and then present the project to the Design Review Board (DRB). The DRB

reviews your project and recommends approval or denial of your certificate to the Planning and Zoning Commission (P&Z). If you followed the guidelines when planning your project, P&Z should approve it and issue a certificate of appropriateness, which will allow you to get your work permit. Then, all you have to do is finish your project!

Although the National Register and local districts both recognize buildings as historic, they preserve structures in different ways. The National Register does not regulate work on historic homes if you do not want it to. Instead, listing offers homeowners the opportunity to take advantage of tax incentive programs. For historic homes, the state Historic Preservation Division of the Georgia Department of Natural Resources reviews the work planned for both the interior and exterior to ensure the home will maintain its historic character for future generations.



THE DETERIORATION CYCLE OF HISTORIC HOMES

The moment construction was completed on your home, whether it was 1836 or 1960, deterioration began. Though a daunting thought at first, a strong understanding of the deterioration cycle and a good home maintenance plan can help prevent deterioration from becoming a problem. This section will provide an overview of the deterioration cycle, common causes of deterioration, and a general understanding of how historic homes were constructed and used. The following sections will highlight the need for a thoughtful maintenance plan and will provide guidelines for inspecting your home as a means of preventative maintenance.

There are six stages to the life of a building: planning, construction, use, repair, rehabilitation, and disposal. Most homeowners are likely in the midst of stages three through five, using the house everyday while possibly getting ready to undertake a large rehabilitation project. The planning and construction phases of historic houses took place long ago but are still relevant parts of their everyday use. Historic homes were often constructed to help fend off common problems. They are strategically oriented towards the sun to warm rooms during the colder months while having porches and overhangs to keep those same rooms cool in the summer. Windows are organized to allow

Building Life Stages

- 1. Planning*
- 2. Construction*
- 3. Use*
- 4. Repair*
- 5. Rehabilitation*
- 6. Disposal*

for cross breezes, and wide overhanging eaves were utilized to keep rain water away from the foundation. But as we live in these houses and alter them to meet modern needs, it is important to be mindful of historic construction methods and materials, as they are most likely one of the reasons you fell in love with the home in the first place. The design, detailing, and quality of materials and workmanship of the first two stages of a house's life will impact the cost and difficulty of its current maintenance plan. But if you are active with stages four and five, it is possible to postpone stage six indefinitely.

ROOF COVERINGS

It is important to understand that while some components of older houses were designed to be sacrificed to the elements, other features were designed to function indefinitely with regular maintenance. Roof coverings are key to keeping a house in proper working order. The roof covering is both sacrificial in nature, while also being a character-defining feature of the house. Historically, roof coverings were either short or long-term investments in the building. Wooden shakes were an inexpensive and commonly used roof covering that had a life span of more than twenty years. Pressed metal roofs were also an inexpensive, decorative treatment but had a lifespan of more than fifty years. If a homeowner was willing to make the investment, a good quality slate roof could be installed and expected to last more than one hundred years with relatively little maintenance. Many homes now have synthetic roof covering, including three tab asphalt shingles, architectural shingles, and synthetic slate, but even these modern materials require regular maintenance. Overhanging branches drop leaves that clog gutters and limbs that damage both the roof covering and the underlying structure. Water, wind, and sunlight will cause pressed metal roofs to rust and slates to come loose from the fastening hooks. These elements have similar effects on modern roofing materials, causing fastening nails to come loose or rust, flashing around chimneys and dormers to pull up, shingles to come loose, and water to infiltrate the attic and walls. Seasonal maintenance and inspections will allow you to keep tabs on the roof and its condition, allowing it to reach its full manufactured lifespan and beyond.

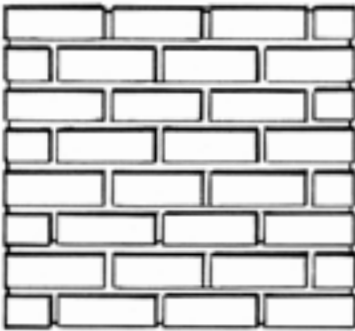
WOODEN EXTERIOR ENVELOPE

Like the roof, the exterior envelope is the first layer of defense against the elements, which equates to the need for constant maintenance. Painting wooden exteriors seems to always be on the top of every homeowner's list and with good reason. Paint is the sacrificial layer applied to wooden architectural features to protect them from the elements and extend their life. Paint protects wooden elements from harmful UV rays and moisture infiltration, which are the most common issues with wooden exteriors. The same sun that provides warmth and natural light through the western and southern exposures will also cause the paint on those elevations to weather faster than the northern and eastern elevations. Maintenance of wooden exterior features will extend their life and prevent deterioration but will also help preserve the character of the house. Decorative shingles, novelty siding, ornate fretwork, and even simple lapped siding, all add character to your historic home. It is important to keep to a regular painting cycle, which will prevent the need for extensive repairs and replacement of these elements. Eventually some wooden elements may need to be reattached or spot replaced in kind, but seasonal cleaning, regular inspections, and painting will help significantly extend the life of the house's exterior wooden elements.

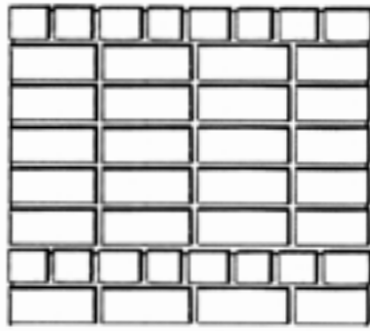
LOAD BEARING MASONRY

Load bearing masonry buildings have their exterior envelope built entirely out of bricks and mortar. Before the turn of the twentieth century, this was the construction method for brick homes. Brick veneers, which are a single layer of stretch bricks applied to a wooden framed house, became much more common in the twentieth century. **An easy way to tell if your home is load bearing is to look at the brick courses. If a wall has a mixture of headers and stretchers, like the English, Common or Flemish bonds, it is most likely load bearing.** This is not a guarantee, but it is a quick starting point.

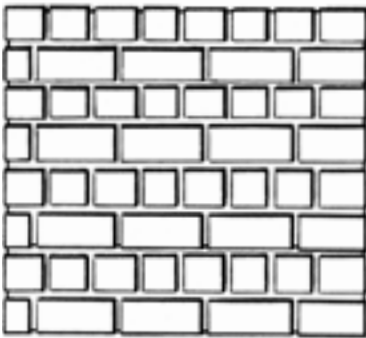
Historic masonry homes not only have a striking presence, but the masonry walls also provide a crucial service to the building; they allow it to breath. Historic bricks and mortar allow the building



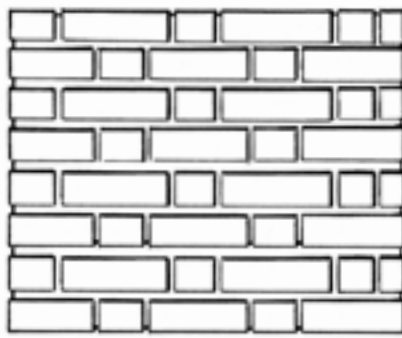
Running Bond



Common Bond



English Bond



Flemish Bond

to naturally balance itself, expelling unwanted moisture, keeping the exterior heat out during the summer, and providing a natural barrier in the cold winter months. Mortar was always softer than the masonry units, which allowed the units to expand and contract with the seasons. Over time natural weathering will occur and those masonry joints will need to be repointed. Though this may seem like a tedious process, it is an important part of caring for a masonry building. Painting and sealing masonry, which would appear to reduce maintenance, actually prevents the natural exchange between the interior and exterior of the building. This will cause the masonry to hold moisture, leading to rapid deterioration and expensive repairs. Keeping untreated masonry clean of vegetation, periodically repairing masonry joints, and preventing splash back at the base of the building through proper drainage, will help maintain your masonry home for many years.

FOUNDATION

Though not as glamorous as wooden cornices or masonry joints, the foundation of a house is both a character defining feature and a key structural component. Foundations are constructed to stand up to years of natural elements but need to be properly maintained, inspected, and repaired. Many of the houses in Georgia have foundations of wooden sills sitting on masonry piers. This is a popular construction method in the Southeast. One of the biggest dangers to these piers and sills is unwanted moisture. Moisture can migrate up through the ground and into the piers and sills, eventually causing deterioration of the mortar, spalling of the bricks, and rot in the sills. But, these problems can be easily managed through proper maintenance.

WOODEN WINDOWS

Historic windows are often one of the most used historic features of your home and are a character-defining feature both inside and out. Historic windows were built to last, but often moisture, vandalism, and a lack of maintenance threaten the life of the windows. Glazing and paint on the exterior windows will break down over time and allow for moisture infiltration. This causes panes to come loose, rails and casings to rot, and historic windows to be replaced by inferior modern windows. It is important to understand the different ways windows have historically functioned. They provided natural light to interior spaces, allowed natural ventilation, provided a visual link to the outside world and enhanced the appearance of the building. Windows are often referred to as the eyes of the building, so it is important that historic homeowners take great care to preserve and restore their historic windows. Proper maintenance will allow historic windows to remain highly functional and efficient while also allowing your house to keep one of its most character-defining features.

INTERIOR ENVELOPE

Historically the interior envelope of a house would have been finished with flat plaster walls and ceilings. Lime plaster is a combination of lime, aggregate (generally sand), fiber (often some kind of animal hair), and water, which is applied to lath and allowed to set and dry. Wooden lath is attached to the framing members of the house to which a scratch coat of plaster is applied. This plaster is a thin enough consistency to seep through the spaces in the wooden lath, but sets fast enough to lock itself into places through which it seeps. These areas of spill over are known as keys and are what keeps plaster firmly adhered to the wall. The next layer applied is the brown coat, which is usually the thickest layer of the plaster wall. Both of these coats have larger aggregate particles, which are cheaper, as they are not visible once the wall is finished. The finishing coat is the last coat applied. It has very fine aggregate particles, which allowed for the smooth finish and light color. Plaster and lath were used for hundreds of years as the primary interior finish, until the 1880s when gypsum plaster was created. Gypsum plaster was very popular from the 1880s through the 1940s before it was eventually replaced by modern drywall. The first generation of drywall appeared in the 1920s with the seams being covered with thin wooden strips. This drywall was thinner than modern drywall and was prone to sagging. Wooden strips and thin sheets gave way to thicker sheets and joint compound in the 1940s and led to the eventual replacement of plaster and lath.

Like all other elements of your house, natural deterioration will occur to your plaster walls and ceiling. Settling and shifting can cause cracks in the plaster. **Small cracks can be patched and refinished but reoccurring cracks or large cracks may be a sign of a structural issue.** Heavy vibrations, such as an earthquake or close proximity to a train line can also cause cracking and damage. Moisture infiltration can cause delamination, which occurs when the keys break and the plaster pulls away from the lath. Poor workmanship can also cause deterioration of plaster walls and ceilings. This damage is often caused by improper application techniques, inappropriate thickness of the plaster layers or improper curing. These conditions will show themselves through cracks and chipping of the finish coat, cracking of the plaster with no apparent cause, and weak or crumbling plaster. Proper maintenance and monitoring

will help prevent deterioration from occurring, but it is important to take action when issues occur, as to prevent further deterioration and eventual need for extensive repairs or replacement.

WOODEN FLOORS

Even more so than historic windows, wooden floors are used extensively each day. They add character and depth to interior spaces and though they may not be valued when in place, they are certainly missed when removed or covered. The common rule is the older the house, the wider the wooden floor boards. Regardless of width, most homes in Georgia constructed prior to 1900 have southern yellow pine floors. Yellow heart pine was highly desirable flooring and can be found across the country, so it was readily available for local use. Some homes may have had their pine floors removed and replaced with narrow oak floors or another hardwood, or they may simply have an additional layer of hard wood installed on top of the original pine floors. Regardless, wooden floors are abused daily, but they can last hundreds of years if properly cared for. **It is important that wooden floors, much like wooden exterior elements, have a sacrificial layer to absorb the daily wear and tear.** Originally wooden floors were protected by wax, shellac, or varnish, as it wasn't until the 1940s that polyurethane became widely available. These coatings, much like exterior paint, protect the wooden floors and when properly applied and maintained, can extend the life of the floors indefinitely.

INTERIOR WOODEN ELEMENTS

Beyond everyday wear it is important to inspect your wooden floors and interior wooden elements for rot and insect activity. Rot is often caused by the presence of fungi, which unfortunately prefers living conditions very similar to humans, and once rot is present it can only be contained through moisture management. Fungi flourish where there is food to eat, a pleasant temperature, and moisture in the air. Wood is a perfect food for fungi. The ideal temperature for fungi growth is a balmy sixty to ninety degrees Fahrenheit, and

it requires a relative humidity of 85-90%. **It is important to mind moisture in your house's basement and to monitor the underside of wooden floors and joists to make sure rot is not present.**

Another cause of wooden element deterioration is insects. Though there are a wide variety of wood-eating pests, the most common are carpenter ants, powderpost beetles, and termites. Carpenter ants excavate tunnels within wooden elements and will leave small piles of frass, or heavy sawdust behind. Like carpenter ants, termites excavate galleries, consuming the wood and leaving behind little pellets. A telltale sign of termites are thin mud tubes leading from the ground up to the exposed wooden elements, usually the wooden sill of the foundation. Powderpost beetles, specifically the Lyctid, Anobiid, Bostrichid, leave small entry holes in the wooden elements and are commonly found in wooden elements that had rot but have now dried out. Lyctid beetles will only infest hardwood species, while Anobiid and Bostrichid beetles will infest both hard and softwoods. The number of entry holes in a wooden element will give a clue to the number of beetles present. If there are two to three inches between holes, begin monitoring and consult a professional for guidance. If there is less than an inch between holes you most likely have an infestation and should take action quickly.

Deterioration is a naturally occurring process within all homes. Though it is not preventable, it is possible to prevent deterioration from progressing in a historic home. Preventative maintenance will allow your home to remain in the use and repair stages for many years while rehabilitation allows you to bring buildings back from the brink of stage six. The better understanding a homeowner has of the deterioration cycle, the more useful minor maintenance can be. The longer deterioration is allowed to progress, the more drastic, expensive, and usually inappropriate, repairs will become.



HISTORIC HOME MAINTENANCE

Proper maintenance is the most cost effective method of extending the life of your home. Over time, maintenance is substantially less expensive than replacing features, especially for a historic house. But if maintenance is deferred, additional problems can arise. When work is done at the crisis level, it can often be inappropriate and extensively alter the historic fabric of the house. To avoid emergency repairs and help protect the value of your home, it is important that homeowners develop a seasonally sensitive, step-by-step approach tailored to their home's needs.

Home maintenance is based on a variety of factors, including the seriousness of the repair, seasonal appropriateness, manufacturing recommendations, the work level involved, and natural weathering patterns among other factors. Organization is important when tackling home maintenance. A maintenance plan should include a checklist and schedule for inspection, a plan for the record keeping of maintenance or repairs, and a list of contractors and emergency contractors. **A maintenance plan can be as simple as the checklist and a file folder of organized receipts and invoices, or it may include plans of the site and structure, photo documentation of project, and written work reports. (See the sample in the back).** It is important to gauge the maintenance plan to the needs of the home and homeowner. The following sketches highlight areas that are hot spots for home maintenance. Though they may not look exactly like your home,

they will point you in the right direction in terms of where you need to be looking and what to be looking for.

EXTERIOR MAINTENANCE

Roof

Even though most of the roof is out of sight it should never be out of mind. Roof maintenance is an important part of the overall maintenance of a house. Some issues can be spotted from the ground like loose flashing, damaged roof covering, or cracks in the chimney, but depending on your comfort level with a ladder and heights, maintenance may be better left to a professional. But if you do get up onto your roof, here are some areas to keep an eye on.

- Clear your roof of organic matter. This means sweeping off any leaves or twigs, clearing out the valleys, and pulling out any plant shoots growing in the chimney.
- Repoint areas of the chimney that are beginning to deteriorate. This means properly raking out the mortar joints and replacing them with an appropriate mortar all during acceptable weather conditions. We recommend consulting a professional for this job, but if you are more of a DIY homeowner, make sure to begin the process by consulting Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings.
- Have your chimney inspected and cleaned prior to using your fireplace.
- Secure any loose flashing around the chimney and dormers to prevent potential water infiltration.
- Check roof for any damaged shingles or slates. Damage to the roof covering can cause water damage to the substrate, attic, and the surrounding roof covering.

Preservation Briefs are technical advice on working on historic buildings and structures. Preservation Brief 2 can be found at: www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm

Excess Vegetation

As picturesque as ivy climbing up the side of your house may look, it is important to keep vegetation away from the exterior envelope. Vegetation holds moisture and if it is attached to the exterior, the chimney, or climbing up the masonry piers of your foundation, it can accelerate paint and mortar deterioration. Plants also encourage insects and small critters to nest, and the closer they are to your foundation the more inviting the interior of the house appears.

- Trees need to be checked seasonally and trimmed when they begin encroaching on the house. Large overhanging limbs need to be professionally removed to prevent potential damage to your home.
- Keep leaves, pine needles, and debris away from your foundation.
- Remove all vegetation from walls, foundation, and chimney.
- Keep plants away from foundation. Small shrubs should be at least two feet from your foundation with medium and larger shrubs being even further away to accommodate their larger radius.

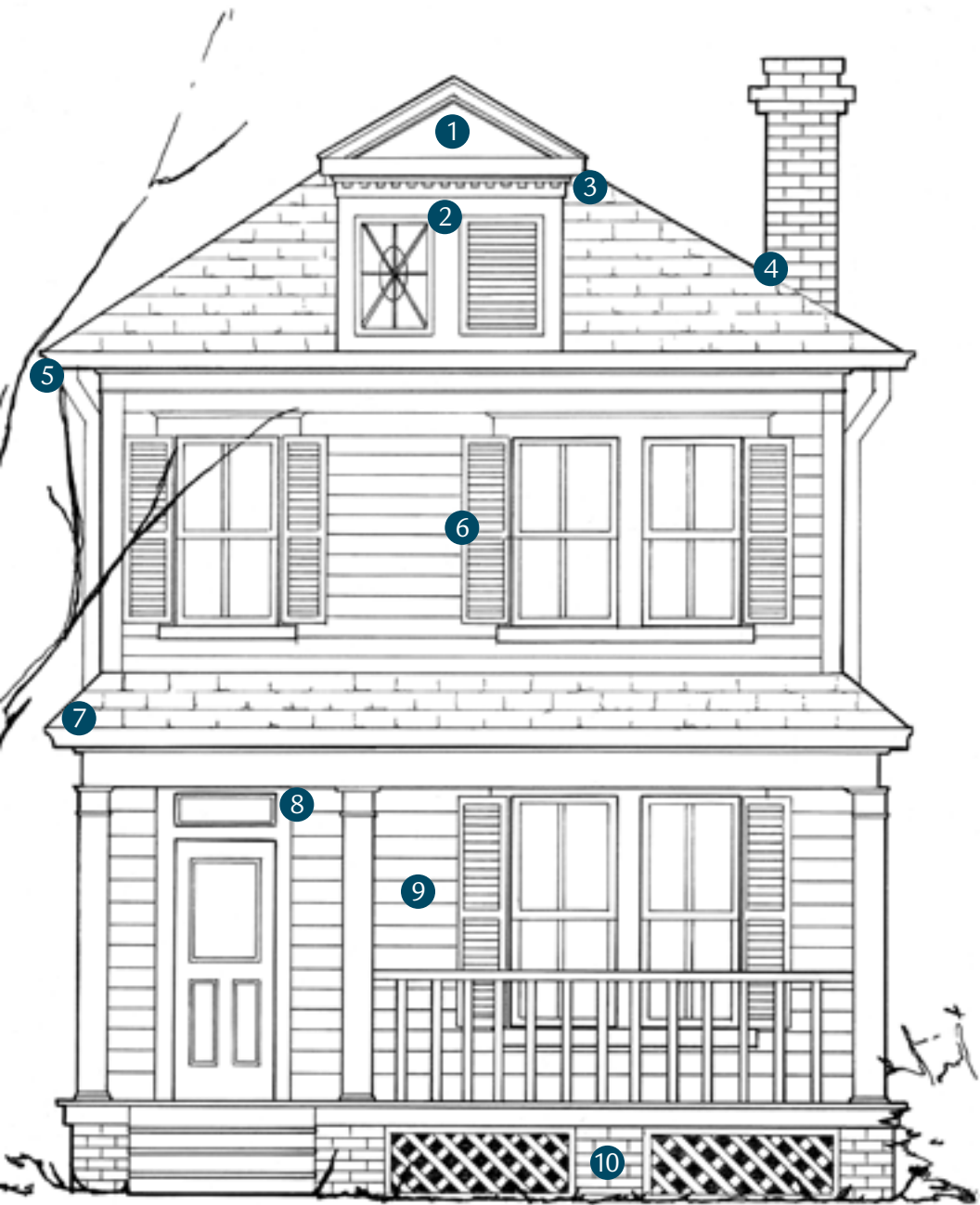
Gutters

You may be inclined to pay the neighborhood kids to clean out the gutters, but it may not be wise to leave such an important part of home maintenance to the lowest bidder. During the next hard rain, put on a raincoat and walk the perimeter of your home and observe the water disbursement system. Is the water draining away from the foundation? Are there any leaky, clogged, or broken gutters? Is water running directly down the side of the house? It is important to periodically inspect your home during bad weather, as that's when you can spot the issues.

- Sagging or split gutters need to be reset and repaired. Water pouring onto your eaves or down your corner boards will cause damage and costly repairs.
- Make sure the gutters are securely fastened to the house to prevent sagging under heavy rains or built up organic matter.

- Make sure gutters are draining away from the foundation to prevent water infiltration into the crawl space or cellar.
- Check for splash back. Splash back occurs when water from the roof drains directly from the edge of the roof and splashes back onto the foundation. This will cause the foundation, sills, and lowest portion of the exterior wall to deteriorate.
- Make sure the gutters are cleaned at least twice a year. Cleaning in the spring and in the fall will help ensure the gutters are working properly year round.
- While working on the gutters make sure to check the eaves for signs of rot. Look for peeling paint or discoloration and simply probe the area with a screwdriver to test for decay.

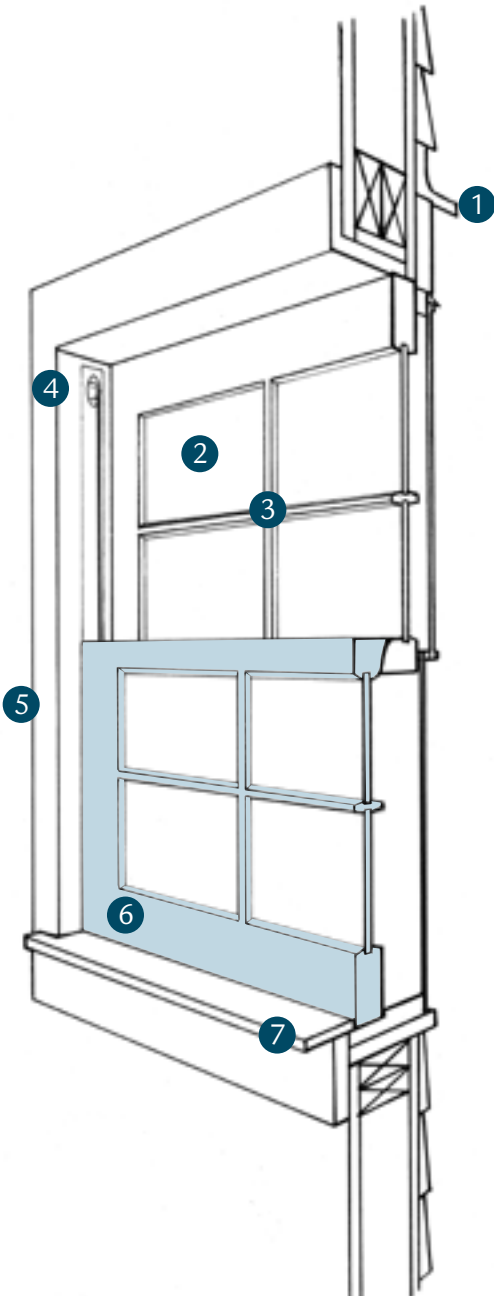
- 1 Gable
- 2 Dormer
- 3 Dentils
- 4 Flashing around Chimney
- 5 Gutters and Down spout
- 6 Shutters
- 7 Projecting Eaves
- 8 Transom Light
- 9 Siding
- 10 Brick Pier Foundation



Windows

Both inside and out, windows are a character-defining feature of your home. Historic windows comprise a quarter of the exterior of the building. They identify style, design, and scale, and when properly maintained, can last longer than your lifetime. Historic wooden windows were constructed out of old growth wood, which give them a lifespan longer than any modern product. Old growth wood has growth rings that are closer together than modern timber, so the quality of the wood was much higher. There is no comparable replacement for historic windows on the market, so if you are fortunate enough to still have the house's historic windows, repairing them is a sound investment. Despite their superior quality, historic wooden windows still need to be properly maintained. Over time the glazing, which holds the panes in place, will deteriorate, causing the panes to loosen and allow water infiltration. Paint on the exterior of the windows will break down, allowing the sill and muntins to rot. Cords in the window frame may break, causing the weights to fall, which prevents the window from working properly. All of these processes will occur over time but can be repaired and properly maintained to prevent pricey replacements.

- Check to make sure the windowsill is leaning away from the house, towards the ground. This will help prevent water from collecting where the sill meets the bottom rail, damaging both components.
- Look for areas of paint deterioration, as this may be a sign of moisture and decaying wood.
- Loose panes are a sign of deteriorated glazing or rotten muntins. Luckily, glazing compound is easily repaired, and deteriorated muntins can be individually replaced in kind, saving money, time, and the windows.



- 1 Hood Molding
- 2 Pane
- 3 Muntins
- 4 Weight
- 5 Jamb
- 6 Sash
- 7 Window Sill

Exterior Siding and Trim

The exterior of your home whether wood, brick, stucco or stone, is the first layer of defense against the elements. The style of your home is often defined by exterior features, turned fretwork in the gables, detailed joints of the masonry, and intricately laid shingles. All of these features help define your home. Natural elements will wreck havoc on the exterior envelope, but if you're proactive with your maintenance, you can keep the exterior in good condition for many years. Check your exterior for these issues and use this information as a springboard to solve them.

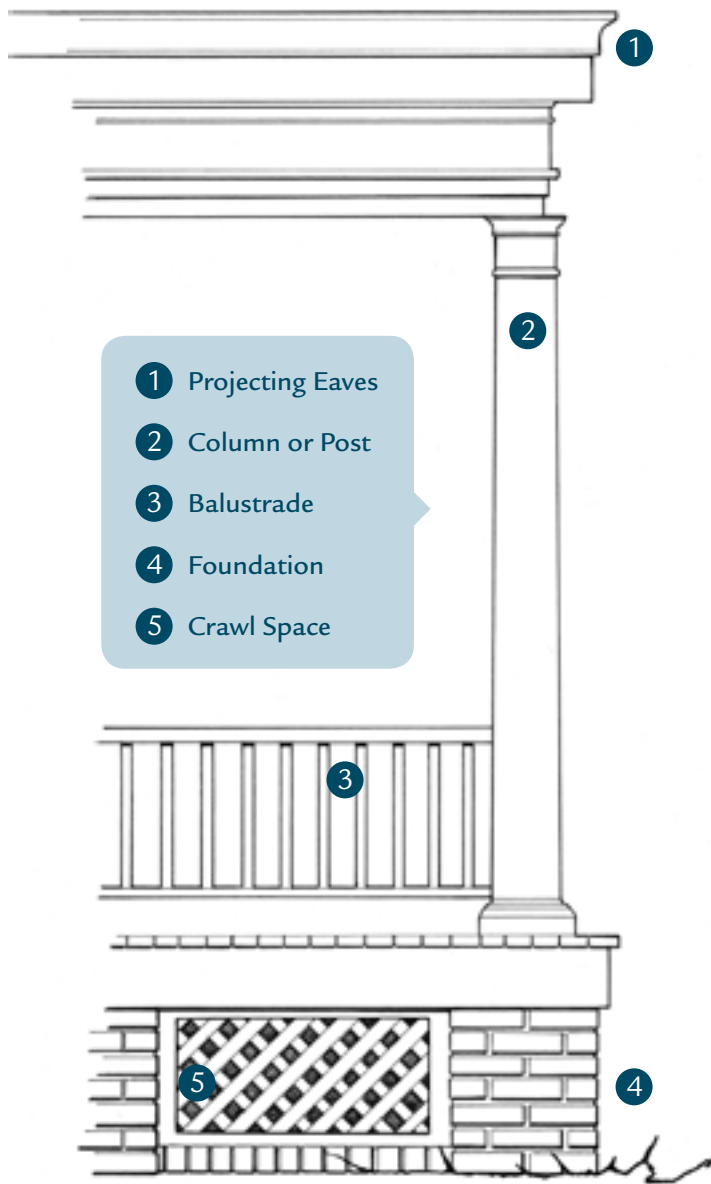
- Check wooden siding for dirt, cobwebs, soot, and other forms of grime. These can easily be washed off with water and a natural bristle brush.
- Keep wooden siding clean of natural grime as a way to prevent mildew. Mildew thrives in damp areas where it has organic matter to feed on. Use a drop of bleach to determine if you are dealing with mildew or dirt. Mildew will turn white after the bleach touches it while dirt will continue to look just like dirt. Reduce the shade wherever possible to prevent mildew, this means trimming trees and shrubs. To clean the siding, use a combination of one cup of non-ammoniated detergent, a quart of bleach, and a gallon water. Scrub with natural brush and rinse clean.
- Over time the resin in the paint will begin to break down, leaving a chalk-like substance on the surface of the wooden siding and trim. Excess chalking will lead to streaking and staining, so if it is not rinsing clean in the rain, simply wash it with a combination of one cup of detergent and one gallon of water. Scrub and rinse and make sure you use a non-chalking paint the next time you paint the house.
- Surface cracking will happen as paint ages and is no longer able to expand and contract with the wooden substrate. Tackle this as it first happens, or you will be dealing with a much larger problem. As the paint first starts to crack, you can simply sand the areas by hand

and repaint it. But once cracks occur, water is able to get under the paint and cause further paint deterioration and extensive, deep cracking, and chipping. When this happens the paint will need to be completely scraped, sanded, and the area will need to be primed and repainted.

- Wrinkling paint occurs when the top layer of paint dries before the lower layer. This may occur because the layers of paint were too thick or were applied too quickly. Scrape the area by hand and repaint following the manufacturer's specifications.
- Peeling paint is caused by moisture beneath the painted surface. The moisture causes the substrate to expand and contract until it breaks the lowest layer of paint, causing it and the top layers to peel. This is a sign of a moisture problem, so you will need to find where the moisture is coming from and allow the wood to dry completely before you can scrape, sand, prime, and repaint.
- Mortar joints will eventually deteriorate over time, especially on the lower portion of the building where splash back occurs. These joints need to be properly repointed using a mortar that matches the existing mortar in composition and color. Look under eaves to find historic joint patterns and follow Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings or contact a professional. **Do not buy a bag of cement at the hardware store and use it to repoint the masonry. It will damage the brick and will be nearly impossible to remove without a mechanical grinder.**

For more information, visit Preservation Brief 2 at: www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm

- If the surface of the bricks have begun to spall or had the surface chip off, they will need to be replaced. This is possible, but replacement bricks should match the existing bricks in size, color, texture, and composition.



Porches

Although porches come in many styles, most historic houses in Georgia have some kind of porch. Constantly exposed to the elements, character-defining porches require maintenance for continued enjoyment.

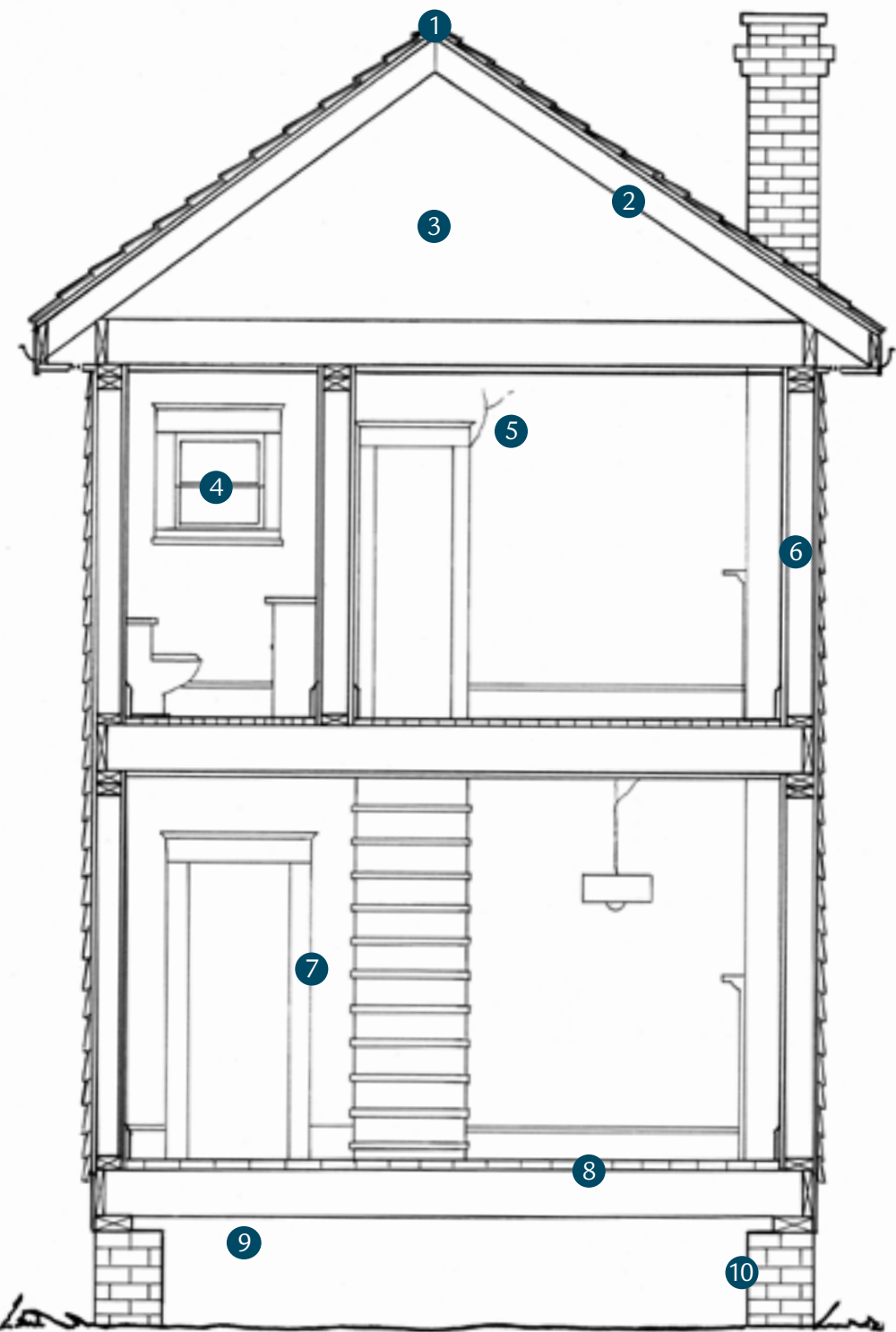
INTERIOR MAINTENANCE

Wood Floors

Prior to the Industrial Revolution many hardwood floors were wide, unfinished, wood planks, meant to be painted or covered. The exception to this rule was wooden parquet floors, which only appeared in the wealthiest of homes. The Industrial Revolution brought about the mass production of finished, tongue and groove wooden floors. These boards were fixed length and widths, allowing wooden floors to become more common. You will find them in nearly every historic home, though they are sometimes hidden under layers of linoleum or carpet. **Though wooden floors can be refinished, it is important to keep heavy sanding to a minimum. Wood floorboards are only so thick, and every sanding, especially when done with a mechanical sander, removes some of the board.** Most wooden floors can only take a heavy sanding three or four times before they give out. As long as scratches don't extend down to the wood, a good buff and a new coat of polyurethane will have them looking like new, and if a new coat is applied every 5 years or so, your wooden floors can last indefinitely.

Mold

Mold spores, which exist nearly everywhere, require three basic elements to mature and multiply—proper temperature, food, and moisture. Unfortunately these elements are readily available in the home. However, if one of these three elements is denied, mold will not be able to flourish. The most common places to find mold are in the bathroom or basement, where temperatures are comfortable for humans, food is readily available in the form of dust, soap scum, and organic building materials, and moisture is plentiful. Make sure that moisture is monitored in the basement, as there is often a difference in air and surface temperatures which can cause condensation. Make sure bathrooms are well ventilated to prevent moisture build up. Moisture mitigation is the easiest way to control mold and mildew, so make sure damp areas are well ventilated and monitored to prevent this unwanted visitor.



- 1 Roof Ridge
- 2 Rafter
- 3 Attic
- 4 Double-hung Window
- 5 Plaster Walls
- 6 Wall Stud
- 7 Door Jamb
- 8 Wood Floors
- 9 Crawl Space
- 10 Brick Pier Foundation

Plaster

As mentioned in the deterioration section, damage to plaster can be caused by a variety of reasons, such as poor workmanship, structural movement, lath movement, and moisture. Plaster maintenance could be the poster child for good home maintenance. Managing small cracks and areas of deteriorated plaster is key to preventing plaster from deteriorating and needing total replacement. **Homeowners can easily patch and mend hairline and thin cracks, but it is important to monitor the cracks, as they may be signs of settling or structural issues.**

If delamination is a concern, start with a sonic test. Drum your fingers gently along an area where you know the plaster is in good condition and move

along the wall. Listen for a change in pitch, as plaster has wonderful acoustic properties. Areas where delamination has occurred will sound hollow, a sign that that keys may have broken and the plaster has pulled away from the lath.

This can be sign of moisture inside the wall, so if this occurs, examine exterior areas for signs of infiltration.

Plaster repair is manageable, but intricate, so we will refer you to Preservation Brief 21: Repairing Historic Flat Plaster-Walls and Ceilings, which will explain in detail the necessary steps for repairing your plaster walls and ceiling so they can remain part of your historic home for years to come.

For more information, visit Preservation Brief 21 at: www.nps.gov/tps/how-to-preserve/briefs/21-flat-plaster.htm

Interior Inspections

Just as you monitor the exterior of your house during a heavy rain, it is important to inspect the interior of your home as well. This will allow you to see where water may be infiltrating the building envelope. Water infiltration can lead to damaged finishes, mold, mildew, and more. Moisture penetrations can come from roofing, flashing, ice dams, areas where vertical elements (chimneys, parapets) meet the roof, windows, or through the foundation, so make sure to check these areas during a heavy rain.

- Check your attic after a hard rain to see if there are any leaks where the chimney meets the roof or along the eaves, as these are the most common places for them.
- During a heavy rain check to see if water is entering your windows at the joints and seams. If so, caulk can be used to seal the seams and joints to prevent water infiltration.
- Monitor the areas where porches or awnings meet the exterior wall, as those are areas where water infiltration may occur unseen. Make sure flashing is secure on the exterior of the building to help prevent this.
- Peeling wallpaper is often a sign of moisture infiltration along the eaves. As water works its way down your wall cavity, it leaves a trail of moisture, which causes the glue on the wallpaper to release. Staining on wallpaper is always a clear indicator of a moisture problem but unfortunately shows up after the damage has occurred.
- If you do have a moisture problem but cannot find the source, look for evidence of travel, including staining, areas of accumulation, and drips. Moisture travel is driven by gravity, so when in doubt, start in the attic and more often than not, you'll find clues to your source of moisture.

Energy Efficiency

A common misconception of historic homes is that they are extremely inefficient. Many historic homes get this bad reputation because they have been poorly maintained. However, if you maintain your home properly and acknowledge that it was constructed

to allow for a certain level of ventilation, you and your home can function harmoniously. If you want to increase the efficiency of your home, start with a light hand.

- Do little things, like installing a programmable thermostat, using LED's, and servicing mechanical equipment regularly.
- You can upgrade your mechanical systems, taking advantage of rebate programs offered around the state.
- Insulate the attic, basement, and crawl spaces. Insulating these areas will drastically increase the efficiency of your home. **We do recommend that you do not use spray foam insulation in a historic home, as once you apply the foam to historic building materials, it cannot be undone and therefore does not fall in line with the Secretary's Standards.** Blown in insulation can be easily installed, improves efficiency, and is reversible.
- Seal and insulate ducts and pipes.
- Keep windows weather tight by caulking joints and gaps, making sure the glazing compound is in good condition, and that panes are secure.
- Install weather stripping on doors and windows.

Establish long term goals for your home, taking into account your available resources and capabilities, both of which will dictate what and when you will carry out the repairs. Some serious problems may require immediate attention, so it is important to have a rainy day fund to carry out emergency home repairs.



575 COLLEGE STREET



PRESERVATION INCENTIVES



One of the many benefits to owning a historic house in Georgia is the availability of incentives for performing work to repair or maintain your home. Georgia's Historic Preservation Division offers two programs to people working on historic homes that are eligible for or listed as contributing properties in the National Register of Historic Places districts or individually listed in the National Register.

The first program is the State Preferential Property Tax Assessment Program for Rehabilitated Historic Property, or the tax freeze. This program "freezes" the property tax value of certified rehabilitated historic homes at the pre-improvement value for eight and a half years. For residential properties, the project must increase the value of the home by at least fifty percent.

The second program is the State Income Tax Credit Program for Rehabilitated Historic Property. This program allows the owner of a rehabilitated historic property to claim tax credits equal to twenty-five percent of the project's Qualified Rehabilitation Expenses (QRE's). **To qualify, owners must usually spend \$25,000 and at least five percent of the total project costs in QRE's on the exterior.**

Qualified Rehabilitation Expenses (QRE's) are anything that improves the permanent structure of the historic home.

THE PROCESS

To participate in these programs, you must file a Part A application with the Historic Preservation Division (HPD) of Georgia's Department of Natural Resources. This application allows you to apply to both programs with one form. The Part A application consists of three main parts: general information about the property, documentation of the current conditions, and proposed plans for the project.

The general information section asks for the property's address, its name (if any), approximate date of construction, and its eligibility or listing in the National Register. A map needs to be included in your application to show the location of the home.

The Part A application asks for several different kinds of documentation of the home's current conditions. First, there is a written description of the home's features and spaces before any work is done. To illustrate these descriptions, floor plans showing the current layout of the home are included in the application. Photographs are also taken and marked on a photo key, so the HPD reviewers can take a photographic tour of the house.

The final major piece of a Part A application is the proposed plan for the project. A written description of the plans for each feature and space is included in a box next to the description of current conditions. The application also requires floor plans of the proposed work.

To apply, all of these materials must be mailed to HPD along with a certified check or money order for \$75. Once HPD receives the application, they will review the current conditions and the proposed work in forty-five to sixty days. After review, HPD will respond in one of four ways.

It is \$50 to apply for one program but only \$75 to apply to both.

- The project is approved—If you carry out your plans as written in your Part A application, your home should qualify as a certified substantial rehabilitation after you complete all the proper paperwork.

- The project is approved with recommendations—Your project is still approved with this response, but you should follow the written recommendations HPD sent back with your approval to ensure your home will qualify as a certified substantial rehabilitation at the end of the process.
- The project is approved with the conditions—Again, your project is approved, but you must follow the written conditions HPD sent back with your approval to have your home qualify as a certified substantial rehabilitation.
- The project is not approved—This response is very rare, and it is the job of professional preservation consultants to help you with your plans before filing Part A to prevent this response.

After your approval, you have twenty-four months to complete your project. While working, you should keep up with your expenses, paying particular attention to your qualified rehabilitation expenses (QRE's). You should also track how much of your QRE's are spent on the exterior. Remember, any expense that improves the permanent structure of a historic property is considered a qualified expense. Examples of QRE's include: electrical and plumbing work inside the historic home, bathroom and kitchen updates in the original structure, and painting the exterior. Expenses that do not qualify include landscaping, window treatments, and any work performed on new additions.

When you finish your project or your twenty-four months is up, it is time to file your Part B applications. There are two forms for Part B, and they verify that you spent enough to qualify for each program. Your Part B forms will require the following information: the total project cost, the total QRE's, the QRE's spent on the exterior, and the fair market value of the home after rehabilitation. Along with this information, your Part B application will include photographs and a photo key of the completed project, so the HPD reviewers can take a second photographic tour of the house.

HPD will review your Part B application forty-five to sixty days after they receive it. If you followed the conditions and recommendations HPD sent with your Part A approval and spent

enough on the project, you should receive notice that your Part B application was approved, and your house is now considered a certified substantial rehabilitation. This letter will ensure your tax freeze remains in place for the remainder of the eight and a half year period and will allow you to claim your tax credits against your state income tax.

The State Preferential Property Tax Assessment Program and the State Income Tax Credit Program are wonderful tools that incentivize homeowners to purchase and rehabilitate historic homes. Although the application process may seem intimidating, do not allow that to discourage you from using these great programs. Review the summary below and contact a preservation consultant such as Historic Macon Foundation with any questions you may have.

STATE INCOME TAX CREDIT PROGRAM

To Qualify:

- Home must be eligible or listed in the National Register.
- Generally, owners must spend \$25,000 for a 25% income tax credit based on the QRE's. If the house is valued at \$50,000 or less, you only have to spend half the value of the house to qualify.

STATE PREFERENTIAL PROPERTY TAX ASSESSMENT PROGRAM

To Qualify:

- Home must be eligible or listed on the National Register.
- Owner must spend at least half the value of the home on the project to freeze the property tax value at the pre-rehabilitation value.

Additional incentives and requirements apply to income-producing properties. Contact a preservation consultant such as Historic Macon Foundation for more information.



ADDITIONAL RESOURCES

ENERGY EFFICIENCY

Air Conditioning Rebates

Georgia Power is currently offering rebates of around \$2,500 for energy efficiency improvements. To find out if your home qualifies or to learn more, visit georgiapower.com/homeimprovements or call 1-877-310-5607.

Loans

Historic Macon Foundation is currently offering energy efficiency loans. To learn more, contact the Loan Fund Manager at 478-742-5084 or info@historicmacon.org.

PRESERVATION

Facade Loans

Historic Macon Foundation is currently offering facade loans. To learn more, contact the Loan Fund Manager at 478-742-5084 or info@historicmacon.org.

Tax Credit Consulting

To learn if your home is eligible for preservation tax incentives, feel free to contact Historic Macon Foundation's Preservation and Education Coordinator at 478-742-5084 or info@historicmacon.org.

Technical Preservation Services

The National Park Service (NPS) has a section of their website dedicated to Technical Preservation Services, an area worth exploring for any historic building owner. The Preservation Briefs published by the NPS can be extremely helpful when tackling common maintenance issues. Visit the NPS's website to view free digital copies of the Briefs as well as other publications, explore the Federal Historic Tax Credit for incoming-producing properties, and read case studies.

Secretary of the Interior's Standards for the Treatment of Historic Properties

Another great resource when working with historic buildings are the Secretary's Standards. These guidelines are the basis for both the Georgia and Federal historic tax credit programs' review process for work on historic buildings and are generally the standard for which work is measured for grant applications relating to historic properties.

HISTORIC DISTRICTS

Local Historic Districts

The staff of Macon-Bibb County's Planning and Zoning Commission can be reached at 478-751-7450 to learn more about your local historic district and the design review process.

Preservation in Georgia

The Historic Preservation Division of Georgia's Department of Natural Resources maintains a website with information on everything from the National Register of Historic Places to tax incentives. Visit www.georgiashpo.org or call (770) 389-7844 to learn more.

RESEARCH

The more you know about the history of your property, the better off you are! Knowing the age of your home, pinpointing alterations and additions, and learning about previous owners lets you better understand your house and why it looks and functions the way it does. The best place to start your research is your local library or historical society. For Maconites, that means the Washington Memorial Library. City Directories will help you trace the inhabitants that occupied your residence, can help determine a construction date, and track changes in your address over the life of your home. The Sanborn Maps, Ward Maps, and Birdeye View's can show alterations over time, building materials, out buildings, and old property boundaries. Another valuable resource is the Macon Telegraph. You can search the newspaper from 1820-1908 online and view 1908 to the present on microfilm at the Washington Memorial Library. Also, visit City Hall or search their online database to perform deed research on your property.

SAMPLE MAINTENANCE TRACKING SHEET

DATE 3/15/14	PROJECT trim trees	AMOUNT \$650
PROJECT NOTES large limbs have grown over the house		
CONTRACTOR Bobs Tree Service		NEXT SERVICE DATE
ADDITIONAL NOTES hard to book, late to appt.		

DATE 4/16/14	PROJECT Exterior Paint	AMOUNT \$2,500
PROJECT NOTES Painted siding, trim & eaves		
CONTRACTOR Five Star Painting		NEXT SERVICE DATE
ADDITIONAL NOTES runs sale in late march		

DATE 4/18/14	PROJECT AC Service	AMOUNT \$350
PROJECT NOTES Service before summer months		
CONTRACTOR Action Heating & Air		NEXT SERVICE DATE Spring
ADDITIONAL NOTES Replace filter next Spring		

DATE 12/30/14	PROJECT Plumber	AMOUNT \$1200
PROJECT NOTES Cold weather caused pipes to freeze & burst		
CONTRACTOR AAA Plumbing		NEXT SERVICE DATE
ADDITIONAL NOTES Quick to respond, use for other projects.		



GLOSSARY

- Balcony** A platform that projects from the wall of a building, and which is enclosed on its outer three sides by a balustrade or railing.
- Baluster** A vertical supporting element, similar to a small column.
- Balustrade** A railing composed of small posts (balusters) with a rail running along the top, usually found along the edge of stairs, a porch, a balcony, a roof, or a stoop.
- Bay Window** A projecting bay that is lit on all of its sides by windows.
- Bonding** The various methods of laying bricks or stones in continuous rows or layers.
- Bracket** A projection from a vertical surface that provides structural and/or visual support for overhanging elements such as cornices, balconies, and eaves.
- Chimney Pot** A cylindrical pipe of brick, terra cotta, or metal placed on the top of a chimney to improve the

draft to draw away noxious fumes from coal-burning fireplaces

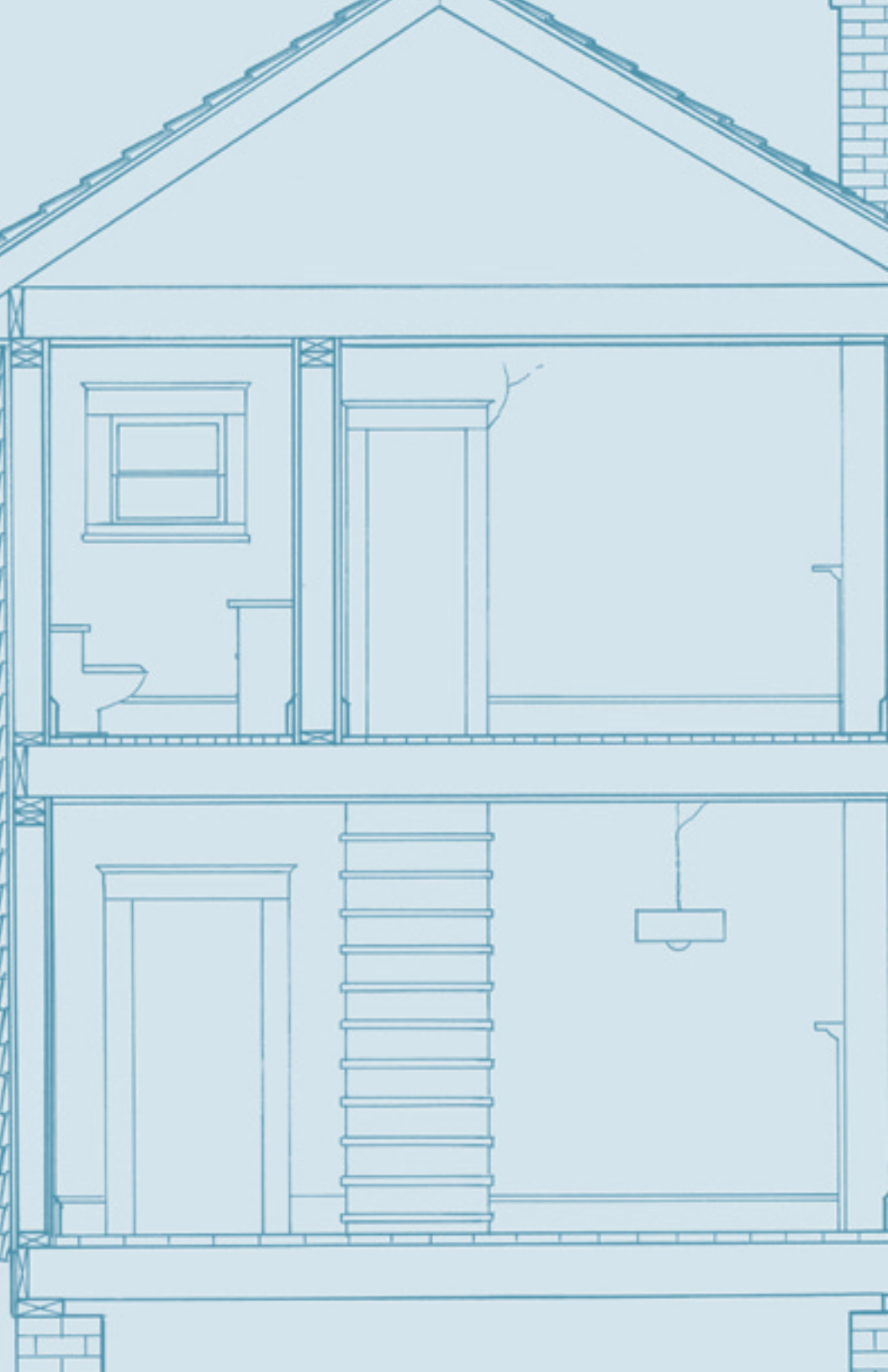
- Column** A supporting pillar consisting of a base, a cylindrical shaft, and a capital on top of the shaft.
- Cornice Window** A crowning projection at a roof line, often with molding or other classical detail.
- Dentils** Small rectangular blocks that, when placed together in a row abutting a molding, suggest a row of teeth.
- Dormers** A perpendicular window located in a sloping roof. Dormer windows are sometimes crowned with pediments and they light attics.
- Double-hung Sash Window** A window with two sashes that move independently of each other.
- Eaves** The projecting edge of a roof that overhangs an exterior wall to protect it from the rain.
- Elevation** An exterior wall of a building, usually identified by the cardinal direction (N, S, E, W) it faces.
- Facade** The primary exterior wall, or face, of a building. It contains the building's main entrance.
- Floor Plan** The arrangement of rooms in a building.
- Hardware** The metal fittings of a building, such as locks, latches, hinges, handles, and knobs.
- Hood Molding** A molding that projects above a door, window, or archway to throw off rain. A hood molding is also referred to as a "drip molding."

Gable	That part of the wall immediately under the end of a pitched roof, cut into a triangular shape by the sloping sides of the roof.
Jamb	The side of a window or door opening against which the sash or the door abuts.
Masonry	Being of stone, brick, or concrete.
Modillion	An ornamental horizontal block or bracket placed under the overhang of the cornice.
Molding	A decorative strip of wood.
Mullions	The structural units that divide adjacent windows.
Muntins	Dividing bars between panes of glass.
Panel	A smooth surface, usually rectangular (or sometimes circular) in shape and framed by a molding, and often featuring decorative, sculptural carving.
Patio	Similar to a terrace, a patio is an outdoor extension of a building, situated above the ground level, and open to the sky. Colloquially, a patio is a more informal space than a terrace.
Lath & Plaster	Plaster is a mixture of gypsum or lime, water, sand, and sometimes hair or other fiber, applied in a pasty form to lath covered walls or ceilings, which is allowed to harden and dry. Lath is the underlying component of a plaster wall, which consists of thin wooden strips nailed to the interior structural supports of a wall onto which the plaster is applied. Thin gaps between the strips allow the plaster to seep through and harden to form keys, which bind the plaster to the lath. Lath can also be made of metal or plastic mesh. Lath and plaster was the predominant wall and ceiling covering

before alternative wall coverings became available in the early 20th century.

- Projection** A side wing, tower, or window bay that protrudes from a building.
- Rafters** The inclined, sloping framing members of a roof, to which the roof covering is affixed.
- Roof Ridge** The horizontal intersection of two roof slopes at the top of a roof.
- Roofline** The part of a building that rises above the building's eaves. Rooflines can be highly decorative, with balustrades, pediments, dormer windows, cross gables, etc.
- Setback** A step-like recession in a wall.
- Shutters** Pairs of solid or slatted window coverings, traditionally hinged to the exterior of a building to either side of a window, used to block light or wind from the interior of a building.
- Side Light** A fixed window positioned to the side of a doorway or window.
- Slate** A finely-grained, foliated rock, native to Pennsylvania, Vermont, and New York, and found in many colors. Slate has been used to roof buildings in the United States since the colonial era.
- Stucco** A plaster used as a coating for walls and ceilings, and often used for decoration; it is common to many parts of the world, particularly to the Mediterranean region and to the regions of the United States once colonized by Spain (i.e., Florida and California).

- Tile Roof** A roof covered with tiles that are usually hollow and half-cylindrical in shape and made out of clay. Tile roofs are common in many parts of the world, including the Mediterranean and the Southwestern United States.
- Transom Light** A narrow window, sometimes hinged at the top, positioned over a doorway or larger window.
- Truss** A rigid framework, as of wooden beams or metal bars, which supports a structure, such as a roof.
- Veranda** An open, roofed porch, usually enclosed on the outside by a railing or balustrade, and often wrapping around two or more (or all of the) sides of a building.
- Vernacular Architecture** Architecture created from mostly local materials, by and for the use of local people. Vernacular architecture responds to local methods of building construction, local climates, and local living needs and traditions. As local environments evolve over time, so too does vernacular architecture. Vernacular architecture typically exhibits the traditional ethos of its builders.
- Wainscoting** An area of wooden paneling on the lower part of the walls of a room.
- Window Sash** The movable frames in a window in which window panes are set.
- Wooden Shingles** Long slats of wood that are nailed to an exterior surface in a horizontal fashion, overlapping one another from top to bottom. Shingling is a traditional weather-proofing method for building.
- Wooden Clapboards** Small, rectangular-shaped slats of wood that are nailed to an exterior surface, overlapping one another from top to bottom. Clapboards are a traditional weather-proofing device.



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