

## 1.1. Why Have Guidelines?

These design guidelines are part of an important effort to recognize and protect the historic districts in Bainbridge. The guidelines are used by the Bainbridge Historic Preservation Commission (HPC) in the design review process of proposed exterior alterations and new construction in local historic districts to determine whether a proposed change is compatible with the historic structures and character of the district. Upon finding that a proposal would not adversely affect the district, a Certificate of Appropriateness (COA) is issued. The COA authorizes the building owner to commence work or apply for a building permit with the City if the proposed work requires a permit.

**Note:** These design guidelines include numerous technical terms that are specific to the fields of Architecture, Historic Preservation, etc. A *Glossary of Terms* is included in Appendix I as a reference.

Bainbridge's residents enjoy the advantage of increased economic value and a built environment protected from unsympathetic changes. The Bainbridge HPC protects the rights and investments of property owners and business establishments through the design review process. By preserving and maintaining visual character, the HPC ensures that future generations will enjoy the benefits of Bainbridge's rich architectural heritage. The application of these design guidelines, that have been adopted by the HPC based upon the context of the unique architecture, ensures that uniform, objective standards are used in evaluating proposals for COAs.

### WHAT GUIDELINES DO:

- **Respect** the traditional commercial character of the downtown, reinforcing community identity and appearance.
- **Retain** the architectural character and historic, quality materials of buildings during the course of maintenance, renovation or rehabilitation.
- **Ensure** that proposed additions to existing buildings and/or new construction respects and is compatible with setbacks, spacing, scale, and other defining characteristics of existing buildings on the street.
- **Avoid** Demolition-by-neglect.
- **Preserve** significant site features, such as landscaping, trees and pedestrian features, the comfortable and inviting-shopping environment, and safe and convenient streets that accommodate pedestrians and cars
- **Assist** property owners by suggesting "best practices."

### WHAT GUIDELINES DO NOT DO:

- Guidelines do not affect the use of property.
- Guidelines do not regulate the design or alteration of interiors (except for some regard toward what is placed inside display windows such as signage, and cautions about changes to the interior that may affect the stability of exterior building materials, such as the treatment of walls).
- Guidelines do not affect what color you paint your building. Colors are not regulated, however the actual application of paint or sealants to un-painted surfaces is reviewed by the HPC. It is not recommended to apply coatings to un-painted or original brick in good condition, nor over multiple coats of failing paint (see also Bainbridge Zoning Ordinance, CBD, Central Business District, Section 7.5.7. "Building Design and Orientation Standards"). Proposals to remove paint from exterior surfaces are also reviewed by the HPC.
- Guidelines do not take effect unless property owners have a property within the Bainbridge Local Historic District and propose actions to the exterior of property which may require a Building Permit or a Certificate of Appropriateness.

**1.2. What are the Benefits of a Local Historic District?**

"Local districts protect the investments of owners and residents."  
- Georgia Alliance of Preservation Commissions

The City of Bainbridge, Georgia has had an established Local Historic District since January 17, 2006. This was created through a city ordinance entitled "Historic Preservation Ordinance" #593.

Bainbridge's residents enjoy the advantage of increased economic value and a built environment protected from unsympathetic changes. The Bainbridge Historic Preservation Commission (HPC) protects the rights and investment of property owners and business establishments through the design review process. By preserving and maintaining visual character, the HPC ensure that future generations will enjoy the benefits of Bainbridge's rich architectural heritage. (See maps of what is protected on page A-5 and A-6.)

***Benefits of Local Historic Districts***

*Source: Georgia Alliance of Preservation Commissions web site [www.uga.edu/gapc/assistance.htm](http://www.uga.edu/gapc/assistance.htm)*

**Local districts protect the investments of owners and residents.** *Buyers know that the aspects that make a particular area attractive will be protected over a period of time. Real estate agents in many cities use historic district status as a marketing tool to sell properties.*

**Local districts encourage better design.** *It has been shown through comparative studies that there is a greater sense of relatedness, more innovative use of materials, and greater public appeal within historic districts than in areas without historic designations.*

**Local districts help the environment.** *Historic district revitalization can, and should, be part of a comprehensive environmental policy.*

**The educational benefits of creating local districts are the same as those derived from any historic preservation effort.** *Districts help explain the development of a place, the source of inspiration, and technological advances. They are a record of ourselves and our communities.*

**A local district can result in a positive economic impact from tourism.** *A historic district that is aesthetically cohesive and well promoted can be a community's most important attraction. The retention of historic areas as a way to attract tourist dollars makes good economic sense.*

**The protection of local historic districts can enhance business recruitment potential.** *Companies continually re-locate to communities that offer their workers a higher quality of life, which is greatly enhanced by successful local preservation programs and stable historic districts.*

**Local districts provide social and psychological benefits.** *A sense of empowerment and confidence develops when community decisions are made through a structured participatory process rather than behind closed doors or without public comment.*

### 1.3. Preservation Efforts and the Bainbridge HPC

#### *Notes from the Bainbridge Historic Preservation Commission*

Bainbridge, a small town located in the southwest corner of Georgia, sits on the banks of the Flint River. Bainbridge is a city that is proud of its history and heritage and has built a reputation on making southern hospitality a way of life.

Long before Spanish explorer Hernando de Soto set foot on what is now Decatur County soil in 1540, the early Seminole Indians thrived on the bluffs along the Flint River. They believed very strongly that their souls were intertwined with the "soul" of the land - that WHERE they were was a part of WHO they were.

Many of the people that now live in Decatur County understand exactly what the Seminoles must have felt. In fact, there are direct descendants from those same Native Americans that count themselves residents of Decatur County. To us all, this wonderful place is much more than geography - it is a part of who we are.

Bainbridge and Decatur County has seen generations of Southerners witness the evolution of our magnificent landscape. Our history is rich with Indian lore, scarred by battle, and blessed with beautifully preserved monuments that honor the changes that our area has experienced over its long history.

The Bainbridge Historic Preservation Commission was established by the City of Bainbridge in June 2005 to encourage revitalization of the business district and historic neighborhoods. It strives to protect and enhance local historical and aesthetic attractions to tourists and promote and stimulate business in the downtown area.

This first edition of the Bainbridge Local Historic District Design Guidelines, developed by the Planning and Design Group at MACTEC Engineering and Consulting, Inc., is tailored to meet your design-based needs in context to the unique, local character of Bainbridge while being as comprehensive a guide to Federal preservation standards. This edition provides both for rehabilitation and contemporary infill projects with respect to updated construction techniques and materials. These pages provide illustrations, annotated photographs and examples, reproducible or downloadable in digital format (available on-line at the City's website or in hard copy at City Hall). They provide the citizens of Bainbridge with the latest in guidelines and user-



MACTEC: Bainbridge Image Collection

friendly referencing that helps both the property owner and the HPC member make unified, cohesive decisions.

The Bainbridge Historic Preservation Commission will always strive to educate the public. Through the distribution of these guidelines the HPC provides applicants with rehabilitation information and the parameters for orderly growth and development within the Local Historic District. Also, Main Street Bainbridge and the Bainbridge Downtown Development Authority complement the objectives of these guidelines by assisting with local preservation efforts and providing information on the latest funds available for carrying out your work that aesthetically benefits the community as a whole.

Properties and sites found within the boundaries of the Local Historic District represent some of the most important resources that define the character of Bainbridge, Georgia. Those who own and occupy properties within this district continue to add to the history found here and should see themselves as stewards of these resources. And the historic materials and buildings within the district will outlive many more generations if cared for properly, and can continue to be adapted to new technology as long as nothing is permanently changed or discarded.

We hope that you find these guidelines useful and feel free to contact the HPC or the City with any concerns or questions that you might have.

Sincerely,  
The City of Bainbridge and the Bainbridge HPC, 2009.

## A OVERVIEW

### Chapter 1 INTRODUCTION TO DESIGN GUIDELINES

#### 1.4. Bainbridge Local Historic District Information

The Bainbridge Local Historic District, under purview of the Bainbridge Historic Preservation Commission (HPC), contains approximately 160 acres of development ranging from the 1860s through the 1930s. However, there are many properties gaining historic significance (per the National Park Service standard “50 Year Rule”) each year. The Bainbridge HPC regularly reviews properties within its jurisdiction (see black outline Figure 1.1) each year that have the potential for designation as a contributing historic property to the local district and for possible addition to the National Register of Historic Places. Many vacant lots (shown in gray in Figure 1.1) remain available for infill development.

##### Which Properties Require Local Design Review?

ALL properties (historic, non-historic, vacant or intrusions) within the Bainbridge Local Historic District (area outlined in black in Fig. 1.1) are considered “designated properties” and must follow local procedures for exterior changes in appearance, new construction, demolition, and relocation (see “How to Apply for a Certificate of Appropriateness” later in this Section).

##### Local vs. National Registered Historic Districts

The intown area of Bainbridge comprises one large, local historic district (established in 2006) which currently overlaps two National Historic Registered Districts (filed in 1987) with the US Department of the Interior, National Park Service, on file at the State Historic Preservation Office (SHPO), the Historic Preservation Division of the Georgia Department of Natural Resources (HPD). Figure 1.1 (right) outlines all three. Benefits and review are different for each type of district.



MACTEC: Bainbridge, Willis Park, 2008

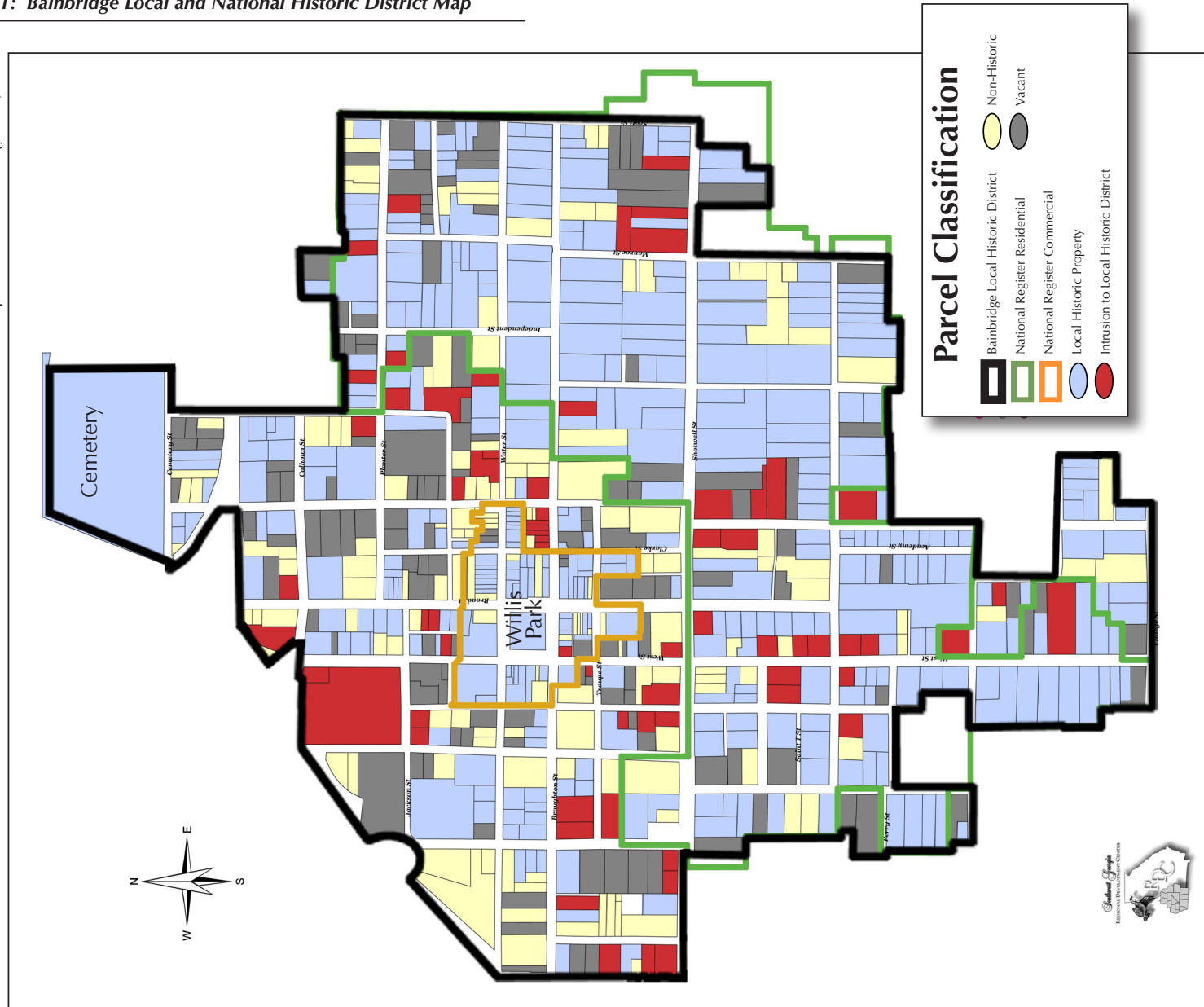
Properties located within the National Historic Register Districts (areas outlined in green and orange in Fig. 1.1) or which are individually listed as a National Register site (such as the courthouse) can apply for additional historic preservation-based tax benefits for rehabilitation work (see Appendix V “Financial Incentives for Historic Preservation Projects” for more details on specific programs).



## Bainbridge Local and National Historic District Map

Fig. 1.1: Bainbridge Local and National Historic District Map

Map Source: Southwest Georgia RDC, 2007



Parcel colors represent the classification the HPC uses to monitor properties that are considered "historic" (contributing) or "non-historic" (non-contributing) and to identify properties that may be eligible to apply for additional tax benefits. Maps and district information are subject to change, and the most current information should be obtained from the City Planning office.

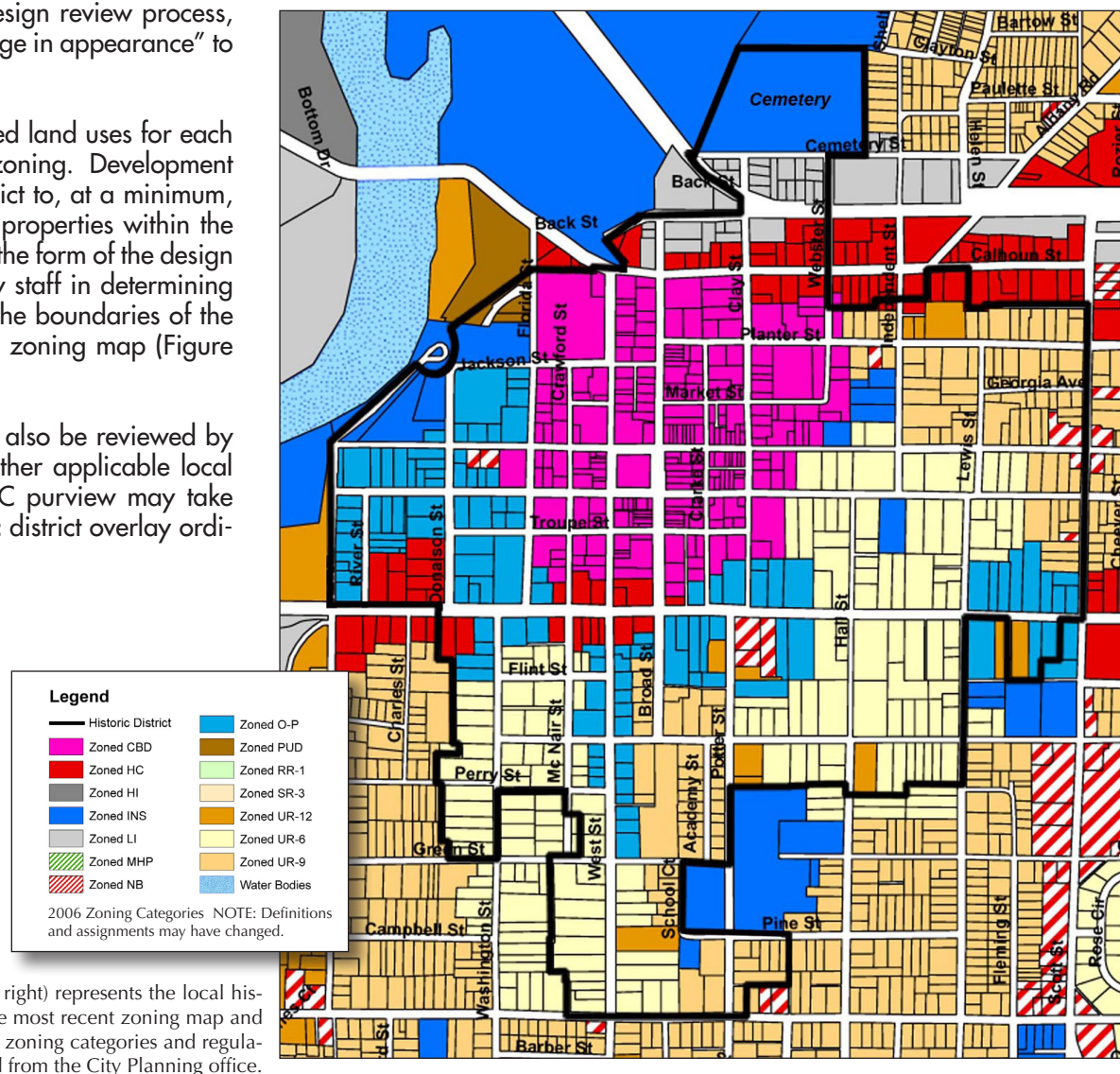
### 1.5. Relationship to Zoning

Design guidelines are an effective tool for protecting the established character of an area by promoting appropriate building forms and styles within a local historic district. They cannot, however, regulate the use of the buildings within a local historic district. The design review process, similarly, pertains only to a proposed “material change in appearance” to a property and not to a proposed change in use.

The Bainbridge zoning ordinance prescribes permitted land uses for each property inside the city limits based on established zoning. Development standards are also prescribed for each zoning district to, at a minimum, regulate the size and placement of buildings. For properties within the local historic district, additional regulations apply in the form of the design review process. To assist property owners and City staff in determining the extent of regulation that applies to a property, the boundaries of the local historic district are shown on the city’s official zoning map (Figure 1.2 at right: zoning of parcels subject to change).

It is important to note that a proposed project must also be reviewed by the City for compliance with building codes and other applicable local ordinances. However, historic significance and HPC purview may take precedence through the creation of the local historic district overlay ordinance for properties within district boundaries.

Fig. 1.2: Zoning in the Bainbridge Local Historic District



The black boundary line (map at the right) represents the local historic district within HPC purview. The most recent zoning map and information about City of Bainbridge zoning categories and regulations may be obtained from the City Planning office.

Map Source: City of Bainbridge Planning, February 2006

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



## A OVERVIEW

### Chapter 1 INTRODUCTION TO DESIGN GUIDELINES

#### 1.6. Retaining a "Sense of Place" & Context

The history and character of the Bainbridge Local Historic District is unique. It is represented today by individual structures and character areas (see examples below) that make Bainbridge different from other nearby cities. This distinct "sense of place" can be retained by preserving the existing building stock and encouraging sensitive new development. Building owners should be mindful of the fact that each structure is an individual expression of its *form* (the shape of the building envelope based on its original function), its *style* (character of the period it was built or significant changes applied from other periods of its history), individual or regional *details* (materials or fenestration applied by its builder or users), and its *environment* (topography, climate, direction the building faces, social conditions, landmark buildings or specific development patterns). The context and history of the individual buildings collectively define the unique Bainbridge character.

As stewards of individual buildings that contribute to Bainbridge's unique sense of place, building owners are encouraged to retain or repair all original materials and features. Items such as exterior materials, windows, doors, fenestration, glass, and interior finishes of the building 'envelope' that can impact the physical structure should be reviewed by the owner with guidance from the HPC. Any item lost, sold for salvage, demolished by neglect, or sent to a landfill is usually permanently removed from the district. Loss of material, even small pieces, adds up over time and will detract from Bainbridge's history and sense of place.



**Central Commercial District** is defined by closely spaced commercial and civic buildings that are supported by a well-connected street grid, walkable streets, and on-street parking.



**Railroad Industrial/Calhoun Street** corridor area, includes the cemetery and incorporates the north portion of the historic district. Dirt drives, the railroad and a mix of small residences and warehouses define its character.



Lush landscaped surroundings, the shade of Live Oaks, wide yards, and a downtown set around a park square collectively create Bainbridge's sense of place as a unique south Georgia town. The walkable streets and interesting architecture make the historic district an enjoyable and safe place to live, shop and socialize with neighbors and friends.



**Intown High-Victorian** resources comprise the largest in-town lots along East Shotwell, Broughton and Evans Streets with Broad St. to the west and Monroe St. to the east. Elements include large ornate turn of the 19th century homes, mature trees and wide sidewalks that connect to downtown.



**Intown Historic Residential** housing stock represents late 19th- and early-to-mid 20th-century working and middle class homes. These houses are generally located west, east and south of downtown Bainbridge.



## 1.7. Recognize Change

Over time, changes are made to most buildings. Some building parts were intended to be interchangeable or “upgradable” for the desired market, different retailers, and/or internal subdivision of the building. If any features - even those which have been altered - are of a significant age (generally around 50 years or older) or reflect significant uses or local history, it is appropriate to study them and make a determination as to whether they should be retained. Commercial buildings often have storefronts, materials or branding that were applied later in a building’s life but that may have gained historic significance due to their originality, uniqueness or architectural style. The same holds true for changes to residential houses, where an addition or exterior renovation can create historic significance to the community. The decision to remove or change these elements should take into account the original building’s condition and the potential for it to be damaged.

While too much change could be seen as a threat to the district’s history and unique character, it is important to note that historic districts, especially commercial, have traditionally experienced changes in appearance and function. This means that a district must be flexible in terms of rehabilitation and adaptive re-use. Saving what is original and invaluable is paramount, but exact replication of historic building styles to fool the viewer (creation of a “false sense of history”) with new construction is not encouraged. Contemporary architecture that respects the predominant forms, scale, setting and materials



Bainbridge, 2008

Cover-up materials, such as this Georgia Pink Marble and pigmented glass used on the Region’s Bank, are now irreplaceable and have gained stylistic significance. Individual “modernizations” require specific study per project.



Bainbridge, 2008

This funeral home, although just outside the local historic district, reflects significant contemporary styles of mid-20th century architecture found within the district. Buildings from this era have sweeping lines and boxed contemporary forms.



Bainbridge, 2008

Changes to a building, such as this full Craftsman porch inclosed with ca.1980 windows, can be inappropriate if done without respect for original design. New materials and building methods should be appropriate for the building’s history and context.



MACTEC Photo Archives

Some buildings have had changes imposed on them, such as this applied ca.1940 tiled facade over 1900 brick. Changes may have merit but damage can occur to original materials.

in context to the immediate area of the district with current styling. This approach will allow the Bainbridge Local Historic District to grow in the present day and implement sensitive changes.

Even with multiple visible layers of history, buildings can still qualify for Historic Preservation Rehabilitation Tax Credits (See Appendix E, “Financial Incentives for Historic Preservation”). Each respective layer must be identified, interpreted and maintained with the appropriate measure sensitive to its period of significance.

Victorian-era buildings and cast iron storefronts were once cutting edge. In the 1940s through the 1960s, style, maintenance and perhaps social preference dictated their removal or change for newer materials such as copper and aluminum. Today, we value most original materials regardless of their era. Any building built to last 100 years will have change imposed on it. These guidelines should help determine what is relevant to preserve.

**2.1. Project Planning and Preservation Principles****Principal Preservation Methods**

Preservation is defined as taking the action needed to retain a building, district, object or site as it exists at the present time. Levels of preservation efforts might range from stabilization (such as to prevent further deterioration or loss of significant historic elements) all the way to the philosophical aspects of highly studied restoration measures. General maintenance work that is completed using accepted preservation methods is typically the best option.

How is the proper preservation method chosen for a specific project? The condition of the property, the degree of authenticity, the significance of the property and the amount of funding available usually dictate the method used to preserve a historic property. Following is a list of the four principle preservation methods:

**1. Stabilization**

This begins with making a building weather resistant and structurally safe, enabling it to be rehabilitated or restored in the future. Stabilization techniques include covering the roof and windows so that rainwater cannot penetrate, removing overgrown vegetation, pest control, carrying out basic structural repairs, securing the property from vandalism and other steps to prevent additional deterioration of the property. For a building that is not currently in use, a common stabilization approach would be to “mothball” the building until a suitable use is found (see Section E, Chapter 9.5 “Stabilizing [‘Mothballing’] Structures.”)

**2. Rehabilitation**

Rehabilitation involves undertaking repairs, alterations, and changes to make a building suitable for contemporary use, while retaining its significant architectural and historical features. Rehabilitation often includes undertaking structural repairs, updating the mechanical systems (heating and air conditioning, electrical system, and plumbing), making additions for bathrooms, and repairing damaged materials such as woodwork, roofing, or paint. Rehabilitation can accommodate the adaptive use of a building from residential to office or commercial use. Physical changes, such as additions for offices, parking and signage, may result. Good rehabilitation projects make changes in a way that does not detract from the historic character and architectural significance of the building and its setting.

**3. Restoration**

Restoration is practically a science. This method involves returning a building to its appearance during a specific time in its history by removing later additions and changes, replacing original elements that have been removed, and carefully repairing parts of the building damaged over time. Restoration is a more accurate and often more costly means of preserving a building. It entails detailed research into the history, development and physical form of the property, skilled craftsmanship, and attention to detail.

**4. Reconstruction**

Potentially this can be the most controversial of the preservation methods. Reconstruction entails reproducing, by new construction, the exact form and detail of a vanished building or part of a building as it appeared at a specific time in its history. It can be considered creating “a false sense of history” to use aged materials, which can fool a viewer of the exact age of a building. The Secretary of the Interior’s Standards account for “contemporary-compatible” construction, where expressly contemporary materials are used in a traditional form in context to what it is either replacing or within the immediate surroundings. When reconstructing elements that are missing from historic architecture, it is acceptable to use distinctly modern materials that are correct in scale, placement and form, based on evidence, so as not to “falsify history” with subjective decoration.

## 2.1. Planning and Principles (continued)

## The Secretary of the Interior's Standards

The U.S. Secretary of the Interior's Standards for Historic Preservation Projects were initially developed for use in evaluating the appropriateness of work proposed for properties listed in the National Register of Historic Places. Revised in 1990, the U.S. Secretary's Standards for Rehabilitation are considered the basis of sound preservation practices. The standards allow buildings to be changed to meet contemporary needs, while ensuring that those features that make buildings historically and architecturally distinctive are preserved. The standards have meaningful application to virtually every type of project involving historic resources.

The Secretary's Standards for Rehabilitation provide the framework for these design guidelines and will be used by the Historic Preservation Commission in reviewing applications for Certificates of Appropriateness. These standards are:

1. *A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.*
2. *The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*
3. *Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.*
4. *Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.*
5. *Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.*
6. *Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*

7. *Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.*
8. *Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.*
9. *New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.*
10. *New additions and adjacent 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.*



**2.2. Minor Work vs. Major Work**

All Certificates of Appropriateness [see “Why Have Guidelines” above] for major work shall be reviewed and approved by the commission as provided within the Bainbridge Historic Preservation Ordinance [see Resources Section, Appendixes II & III]. All COAs for minor work shall be administratively reviewed and approved by the Zoning Administrator in accordance with the Bainbridge Historic Preservation Ordinance and with

**MINOR WORK: (ADMINISTRATIVE REVIEW)**

- Simple repairs to existing building fabric using similar means of repairing the material with like-materials as would have been employed at the time the historic material was used.
- Cleaning or general maintenance.
- Painting surfaces that previously had paint applied. (Note that color choice is not regulated and cannot be suggested by the HPC).
- Installation of awnings (shape, scale and fitting pursuant to additional review).
- Repairing broken window glass (without removing window framing).
- Leveling or working on commercial entry doors.
- Hanging a temporary event banner, window-applied displays, product signage mounted to windows and holiday lighting.

these guidelines. The Zoning Administrator may refer minor work projects to the HPC for review as described in the Bainbridge Historic Preservation Ordinance. In those instances where there is no clear determination of what is considered major work versus what is considered minor work, as defined in the lists below, the Zoning Administrator shall have the authority to make the determination.

**MAJOR WORK:**

- Changes in contextual site and setting (that will have effect upon neighboring properties and district as a whole).
- “Investigatory demolition” or willful, categorized and supervised dismantling of particular features in order to “read” historic construction patterns or prior configurations of elements.
- Major repair and rehabilitation (generally larger than general maintenance) which will affect the use or require reconfiguration, reconstructing or dismantling large sections of building or site features.
- Complete re-construction or re-interpretation of a major feature of the property such as a storefront, an entryway, a porch, or historic site features such as retaining walls, fences, or ancillary contributing structures.
- Relocating or adding any openings (windows, doors, storefronts, etc.).
- Neglect and/or Demolition.
- Additions and New Construction.
- Relocation of any structure from or within the local historic district.
- Painting (application of sealants) to un-painted surfaces and paint removal.

**What Type of Work Requires Design Review?**

All work involving a “material change in appearance” to a designated property requires design review. Projects that physically alter the exterior of the building and/or property include but are not limited to the suggested lists of Minor and Major Work above.

## 2.3. How to Apply for a Certificate of Appropriateness

Any property owner or occupant interested in making a “material change in exterior appearance” (as defined by the Bainbridge Historic Preservation Ordinance) to any building, structure or site within a locally designated historic district must submit an application to the Historic Preservation Commission for a Certificate of Appropriateness (COA) before a building permit can be issued. A COA is required for a material change in appearance such as a reconstruction or alteration of the size, shape or facade of a property; removal or alteration of any architectural features, details or elements; as well as plans to “return a building, site or structure to a historic appearance.” Demolition, relocation and new construction within the local district also requires a

COA. Determination of whether a change is considered major or minor by the HPC will determine the level of review.

A public record of the HPC’s resolutions, proceedings, and actions will be kept in the City Hall.

For additional information, see the flowchart at the end of this Section (Figure 1.3) and the full text of the Historic Preservation Ordinance in Appendix II.

### SUMMARY OF A PROPERTY OWNER’S APPLICATION PROCESS

(Based on the Bainbridge Historic Preservation Ordinance, found in Appendix II)

#### REQUIRED INFORMATION

*Each application for a Certificate of Appropriateness shall be made on an official application form and shall be filed at City Hall. Required support materials include a site plan, elevation drawings, floor plan, description of materials, and photographs of proposed site and neighboring properties to include with an application. The staff shall note time and date of receipt on the application. Forms may be obtained at City Hall or online at: <http://www.bainbridgecity.com/>*

#### DEADLINES

*To be placed on the agenda, an application for COA must be completed and submitted at least 15 days prior to the next scheduled meeting before the HPC can consider any requests for approval of any changes affecting the exterior appearance of any building located within a designated local historic district in the City of Bainbridge. **The HPC meets on the 4th Tuesday of each month.** The HPC shall approve or reject an application for a COA within forty-five (45) days after the filing of a complete application. Failure of the commission to act within the forty-five (45) day period shall constitute approval, and no other evidence of approval shall be needed. Where a mutual agreement has been made by the applicant and the HPC for an extension of the time limit, additional time may be taken.*

#### ADVERTISING

*HPC staff will post a notification sign on every applicant’s property stating that the property is in review. If a hearing before HPC is required, the staff shall place an*

*advertisement in the legal organ of the county which will be published before the meeting of the HPC. The staff shall transmit the application, together with all other supporting information, to the HPC.*

#### ORDER OF BUSINESS

*Depending on the application scope or complexity the applicant may obtain Administrative Approval or may be required to appear before the HPC. [Also see Design Review Process Flowchart on Page A-14 in these guidelines] Any applicant may appear in person or by agent or attorney at the meeting. [Order of business for consideration of applications for COAs, exemptions, enforcement, penalties, etc., are found in the Resources Section, Appendix II of these guidelines full “Bainbridge Historic Preservation Ordinance”].*

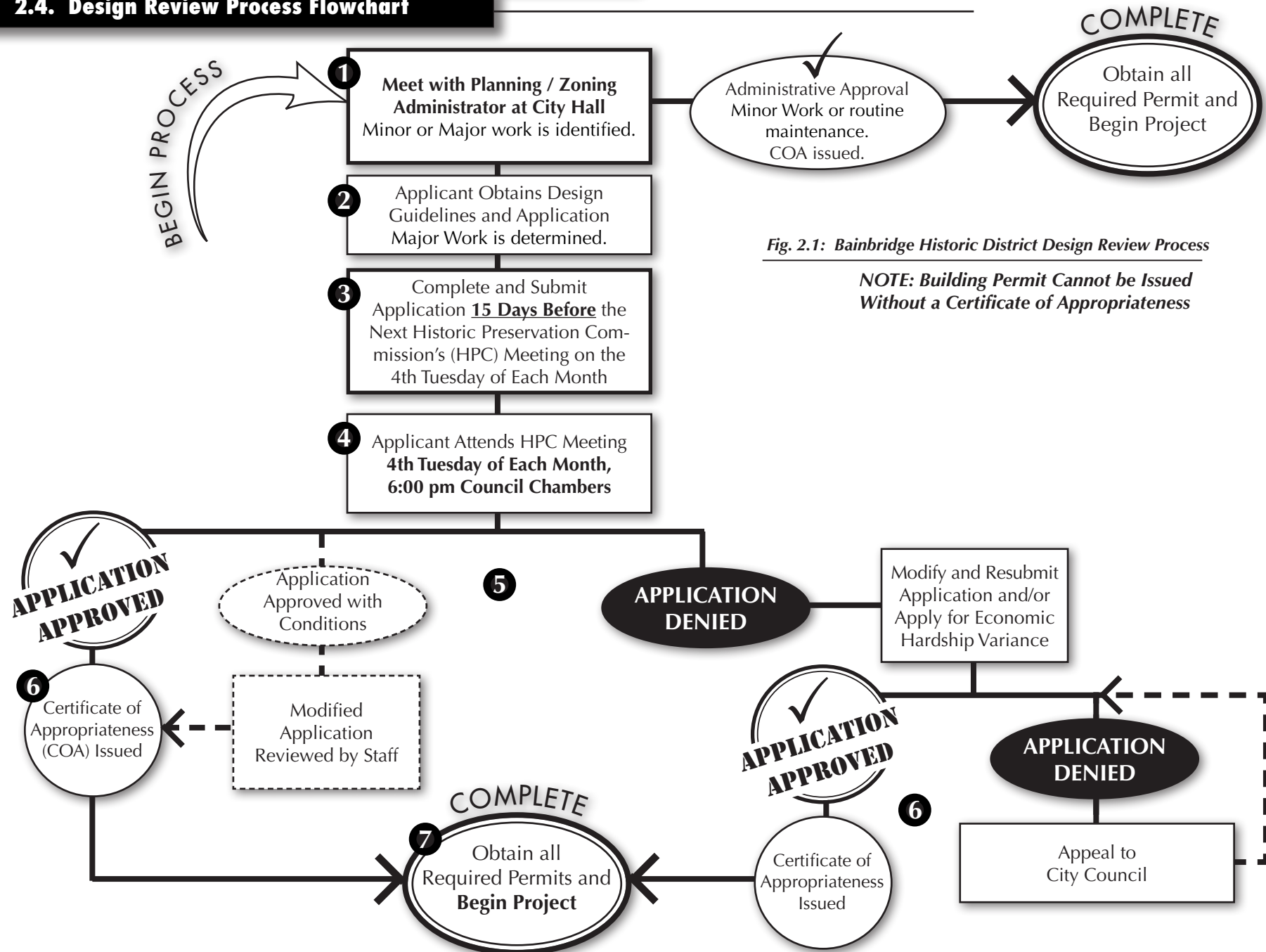
#### COMMISSION DECISION

*The HPC may consider, but shall not be bound by, precedent. Each case shall be decided upon its merits, applying the Ordinance and design guidelines. The HPC will approve, approve with conditions, or deny an application for COA after it has been completed and filed in the above process.*

*Notice of the issuance or denial of a Certificate of Appropriateness shall be sent by United States mail to the owner and applicant as well as to persons who request such written notice.*

*If the HPC rejects an application for a COA, the HPC shall state in writing to the applicant its reasons for denial. A public record shall be kept by the staff of the commission’s resolutions, proceedings, and actions in such a place as other public records are kept.*

**2.4. Design Review Process Flowchart**



*Fig. 2.1: Bainbridge Historic District Design Review Process*

**NOTE: Building Permit Cannot be Issued Without a Certificate of Appropriateness**