

DESIGN STANDARDS FOR THE MONTEAGLE SUNDAY SCHOOL ASSEMBLY

A Handbook for Cottage Owners

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PURPOSE OF THE STANDARDS

The purpose of these standards is to help you—the cottage owner—and the Architectural Review Committee in determining the types of alterations, renovations, and changes that will maintain the unique appearance and special qualities of the Monteagle Sunday School Assembly Historic District and insure our continued status as a National Register Historic District as designated by the Secretary of the Interior In 1982.

Among the reasons for having standards are:

- a. to preserve and protect the historical and/or architectural value of buildings and other structures,
- b. to create an aesthetic appearance which complements the historic buildings and other structures,
- c. to stabilize and improve property values, and
- d. to promote the appreciation of the Assembly for the education, pleasure, and welfare of present and future citizens of the Monteagle Sunday School Assembly.

There are several things to remember when applying the standards. Every building is unique. Even buildings that look alike have a few details or a setting that distinguishes them from other buildings. What is appropriate for one building may not be appropriate for another. Each building needs to be looked at on an individual basis.

The design standards have been developed to guide members who wish to undertake exterior work on their cottages, such as installing new shutters, replacing windows, and/or building an addition.

DISTINGUISHING CHARACTERISTICS OF HISTORIC BUILDINGS

All buildings are distinguished by certain distinctive features. These features are important to the integrity of a building because they define the type and style as well as the general appearance of the building. These distinctive features are what owners are expected to live with because these features make their cottages or other structures unique.

Major character-defining features are taken into consideration when requests for approval of alterations and additions, as well as demolitions, are reviewed by the Architectural Review Committee of the Monteagle Sunday School Assembly. These characteristics are:

Orientation: Orientation is the position of a building's entrance and the relation of the primary and secondary facades to the street.

Plan: The original plan of a building should be respected. The footprint of a building is an indicator of its historic development. New additions should never overpower the historic plan. Generally, irregularities in shape should be retained.

Roof Form and Slope: Original or historic roof forms should be retained in any plans for alterations.

Dormers and Other Roof Features

Chimneys: Chimneys and their placement are important to the character of a building.

Porches: Porches for nineteenth century and early twentieth century cottages were an integral part of their original designs.

Foundations: In order to preserve the historic relationship between the house and the ground, foundations become an important consideration.

Bay Divisions: Buildings can be described by the number of vertical divisions in their facades. The width and length can be expressed in bays. Columns and balustrades create an important bay rhythm.

Number of Stories: Buildings are typically characterized by their number of stories. Though it may be desirable to increase the living space in a structure, plans to increase the volume should respect the original configuration of the structure. The provision of an entirely new second story by raising the roof is inappropriate.

Window and Door Shapes and Locations: The size, location, type and trim of windows and doors are defining elements of historic architectural styles. The proportions of a building façade made up of these elements are also important. Original historic materials should be retained and repaired rather than replaced.

Dormers: The style of a dormer can be a unique feature of a historic building.

STANDARDS FOR ALTERATIONS TO EXISTING BUILDINGS AND PROPERTY

1. Definition
2. General Considerations
3. Roofs
4. Porches
5. Windows
6. Replacement Windows
7. Doors
8. Architectural Detail
9. Materials
10. Foundations
11. Appurtenances
12. Color

1) DEFINITION

- A. An alteration is defined as:
 - i. A change in building material.
 - ii. The addition or elimination of any architectural feature of the structure.
 - iii. A repair that reconstructs or changes any part of an existing building.
 - iv. An addition that extends or increases floor area or height of any building.
 - v. Construction of an appurtenance (see page 9).

2) GENERAL CONSIDERATIONS

- A. The standards apply only to the exteriors of buildings and to hardscape features in areas of lots visible from public rights-of-way.
- B. The distinguishing original qualities and character of older buildings must not be destroyed.
- C. The removal or alteration of any historic material or distinctive architectural features must be avoided.
- D. All buildings must be recognized as products of their own time. Changes which have taken place over time are evidence of the history and development of a building and may have acquired significance in their own right.
- E. Distinctive stylistic features or examples of skilled craftsmanship must be preserved.
- F. Deteriorated architectural features should be repaired rather than replaced whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, texture, and other visual qualities.

Repair or replacement of missing architectural features should be based on accurate duplications of features substantiated by historic, physical, or pictorial evidence rather than on conjecture or the availability of different architectural elements from other buildings or structures.

- G. It is important to note that represented in the Grounds are different architectural styles from the late-nineteenth century to the present. While Victorian prevails, it is by no means the only style.
- H. Contemporary design alterations will not be discouraged when such alterations do not destroy historical, architectural, or cultural material and when such design is compatible with the neighborhood and the streetscape.
- I. New additions or alterations should be done in such a manner that if such additions or alterations were removed in the future, the essential form and integrity of the original structure would be intact.

3) ROOFS

- A. Most cottage roofs are one of the following shapes: gable, hip, a combination of the gable and hip, or pyramidal. **Do not alter the roofline of the cottage. Original roof pitch and configuration should be maintained.**
- B. The roofing materials typical of the nineteenth and twentieth century were wood or pressed metal shingles, ribbed metal, slate, and a composition material such as asphalt. When selecting a material for the roof, **select a material that is historically appropriate to the cottage and to the other MSSA structures surrounding it.**
 - i. Maintain the original size and shape of dormers on street sides. Dormers should not be introduced where none existed originally.
 - ii. Do not introduce skylights on the street sides of a roof.
 - iii. Place vents for wood stoves and plumbing on side or rear walls and roofs so as not to be visible from the street.
 - iv. Maintain the integrity of roof details that may include but are not limited to overhangs, cornices, rafters, cresting, gutter systems, brackets, finials, pendants, vents, and chimneys.

4) PORCHES

- A. Porches are the focal point of Montecagle cottages. Porches frame and protect the main entrances, they display a large concentration of decorative details, and they serve as outdoor living rooms. Some porches are built entirely of wood, while others are wood and stone.
 - i. Maintain the original details and shape of the porch—the size and outline, roof height, roof pitch, as well as materials and architectural details. Synthetic decking materials are not appropriate.

- ii. If replacements to porch elements are necessary, duplicate the existing details or select details that can be documented on a similar cottage.
 - iii. Do not enclose front porches.
 - iv. Rear and side porches can be important architectural features, especially for cottages that are located on corner lots. Enclosure of a side porch may be considered appropriate if the height and shape of the roof are maintained and the materials, and placement and size of openings are compatible with the main structure. The original bay spacing should be maintained.
- B. Maintain the historic integrity of all porch details such as columns, railings, balustrades, brackets, friezes, ceilings, floors, and steps.

5) WINDOWS

- A. Windows are distinguishing characteristics of historic buildings. Most windows in the Grounds are long and narrow, or higher than they are wide. Most windows are double-hung which means that they have two sashes, one sliding over the other vertically. The number of panes in a window determines if it is six-over-six or four-over-four, etc.
- i. Maintain the original size and shape of cottage windows and the original number of panes.
 - ii. Use wooden frames and sashes on all sides.
 - iii. Double hung windows need to be double hung in appearance and in function.
 - iv. Maintain art or stained glass.
 - v. Do not use picture windows or windows with horizontally divided windowpanes.
 - vi. Do not alter the size and shape of existing windows.
 - vii. Do not fill in original window openings.
 - viii. Do not introduce new window openings unless they match the existing window configuration and their placement harmonizes with the existing rhythm of openings.
 - ix. Storm windows with no surface mount and painted to match the window sash color may be appropriate.
 - x. Maintain existing wood shutters. Do not introduce shutters, unless appropriate to the cottage style. Original shutters fit the size of the window opening. Replacement shutters should fit the original opening so that if they were closed the window opening would be covered. Only appropriate styled hardware should be used to hang the shutters.
 - xi. Vinyl or vinyl clad windows, and windows with removable muntins (“grilles”) or muntins sandwiched between the glass, are not

appropriate or compatible in any location in the Monteagle Sunday School Assembly

- xii. Maintain the historic integrity of window details such as sash, trim, aprons, hoods, and lintels.

6) REPLACEMENT WINDOWS

- A. All new replacement windows must conform to the original cottage's or building's windows in size, configuration, and placement.
- B. **Original Windows: All original or previously replaced windows with either wood pegged mortise and tenon sash joinery or with cylinder.** ("Wavy") glass should be repaired and retained. This generally applies to all buildings, but the use of cylinder glass can extend to 1930. Where staff confirms in the field that these elements are too deteriorated to repair, they may be replicated to match exactly on a case-by-case basis. Original window frames and trim should be preserved and repaired or replicated.
- C. **Previously Replaced Windows:** Previously replaced windows which contain modern frames, sash and smooth (sheet, plate, or float) glass may be replaced with one of the following in the historically appropriate style:
 - i. 19th century buildings through 1930 should use single glazed painted wood windows.
 - ii. **Double Glazing:** Double glazed (insulated) and simulated divided light painted wood windows may be used only on buildings or additions constructed after 1930, when Thermopane brand insulated glass windows were invented.
 - iii. **Aluminum Clad Wood, Wood Composite, and Fiberglass:** High quality, appropriately detailed aluminum clad wood, wood composite, or fiberglass replacement windows may be used on buildings or additions constructed after 1965, when these windows became commercially available.

D. Replacement Window Performance Specifications:

- i. Windows may be provided by any manufacturer, but their construction materials and form must comply with the specifications below in order to be approved.
 - a. Wood replacement windows should be full frame or sash replacement kits in the existing frame rather than insert or pocket replacements.
 - b. The dimensions and proportions of the window rails, stiles, muntins, frame, sill and exterior trim must match historically appropriate window proportions;
 - c. Where permitted, multi-light insulated glass windows should have permanently fixed muntins on both the interior and exterior, with spacer bars between the glass that are a non-reflective, medium value color;
 - d. Muntins must be paintable and have a putty glaze profile on the exterior;
 - e. All glazing must be clear, non-reflective and without tint.
 - f. The vinyl weather strip portion of the wood window jambs should be minimally visible;
 - g. Insect screen frames must match the color of the window frame and the screen mesh must be a neutral color with sufficient light transmittance that the window sash remains visible behind.

7) DOORS

- A. There are many different types of front doors on the Assembly Grounds. Most common are single doors with raised panels, wooden doors with glass lights, or wooden doors with sidelights or transoms. The main door of most cottages opens directly onto a porch.
- B. Maintain the original doors and the original size and shape of door openings as well as transoms and sidelights.
- C. If replacement doors are necessary, make sure that they are compatible with the original doors in terms of style and material.
- D. Do not use flush, slab, or metal insulated doors on the primary facade.
- E. Do not introduce new door openings on the façade; do not fill in original door openings.
- F. Wooden screen and storm doors are preferred. Screen and storm doors must be detachable. They should match, as closely as possible, the door they are fronting and should not obscure the view of such door. Storm doors with no surface mount and painted to match the doorframe are appropriate. Unpainted storm doors are prohibited.
- G. Maintain the integrity of door details such as the number and shape of raised door panels, trim hoods, door surrounds, and the number and configuration of lights in transoms and sidelights.

8) ARCHITECTURAL DETAIL

- A. One can see a variety of building styles in the Monteagle Sunday School Assembly. This variety gives the Grounds its remarkable architectural richness. Individually, each cottage contributes to the streetscape while collectively they give a unique quality to the Monteagle Sunday School Assembly Historic District.
- B. Certainly, a predominant building style on the Grounds is Victorian era Queen Anne cottage style, but the majority of the buildings also can be considered vernacular since they represent a Monteagle interpretation of a building type. Monteagle cottage owners of the late nineteenth and early twentieth century applied a variety of different architectural details to their cottages. Most of these details are wood.
- C. Even the simplest detail contributes to the character of the cottages. *Maintain the original details on your cottage.* If you must remove details on your cottage in order to effect repairs, do so with extreme care so the details will remain intact and can be reapplied. Please make photographs for the Monteagle Sunday School Assembly Archives before and after any repairs and be sure to date them for future reference.
 - i. If replacement details are necessary, do so with close visual approximations of the original based on historic, pictorial, or physical evidence.
 - ii. Do not introduce architectural details of any period or style not original to the structure.
 - iii. Maintain the historic integrity of architectural details such as bargeboards, window and door entablatures, decorative brackets, end boards and pilasters, cornice returns, quoins, and shutters.

9) MATERIALS

A. Wood:

- i. Wood siding is the primary building material in the Assembly. Most cottages have clapboard applied in an overlap fashion. Board and batten, a vertical siding, is also used. This consists of narrow strips called battens placed in such a fashion that they cover the seams between the wide boards.
- ii. Maintain the wood siding on cottages and public buildings. Any replacement or repair to wood siding must be applied to match the original size, direction, and lap dimension.
- iii. Removal of synthetic siding from historic structures is encouraged. Do not apply new synthetic siding such as vinyl, aluminum, or hardiplank to historic structures. The use of these materials will, without exception, change the appearance and historic integrity of the structure.

B. Masonry:

- i. Masonry is used for siding (stucco), foundations, chimneys, steps, retaining walls, and rock.
- ii. Maintain original masonry details.
- iii. Do not sandblast masonry.
- iv. Do not paint stonework.

10) FOUNDATIONS

- A. Buildings in the Sunday School Assembly are raised on wood, masonry, or cinder block foundations. **Use the original foundation materials in making necessary replacements or repairs.**
- B. Some cottage owners may prefer to enclose the raised portion of their cottages. Foundation enclosures may be done using stone, lattice, or other appropriate historic treatments. When using cinder blocks for enclosures, the blocks should be painted and fronted with lattice painted the same color as the cinder blocks. Any foundation must be effectively ventilated to prevent moisture, termites, powder post beetles and other deteriorating agents.

11) APPURTENANCES

- A. Appurtenances must be visually compatible with the natural openness of the Assembly environment.
 - i. Fences: Low retaining stone walls should be kept where they exist. Privacy fences are inappropriate.
 - ii. Signs: The appearance, size, position, method of attachment, texture of materials, color, and design of signs need to be in keeping with the collective characteristics of the structures surrounding the signs. **Signs should be wood.**
 - a. Cottage names and dates may be placed on signs for cottage identification.
 - b. Signs attached to structures must not cover any architectural detail.
 - c. Off-site and business signs are not permitted.
 - d. No sign that blinks, flashes, revolves, or is put in motion by the atmosphere may be erected. No visible bulbs or luminous paints may be used on any part of a sign.
- B. Lighting: **Spotlighting of houses is not appropriate.**
 - i. When selecting a light fixture, try, if possible, to select a genuine fixture of the time period. When installing a light fixture, make sure it is not mounted in such a way as to interfere with opening or closing of doors or shutters.
- C. Parking:
 - i. Locate parking away from the cottage façade if possible.
- D. HVAC units, Garbage Receptacles, above ground storage tanks, and Propane Tanks:
 - i. All HVAC units, garbage receptacles, above ground storage tanks and propane tanks must be screened from view of the street and neighboring cottages by using vegetation or by constructing a wooden surround.

12) COLOR

- A. The Architectural Review Committee does not review paint colors; however, care should be taken to complement the surroundings. The committee is able to advise on appropriate historic paint colors. Painted surfaces should be maintained as such, while masonry surfaces should be left in their natural state. The color of the roof should be taken into consideration when choosing a color scheme. When installing a new roof, choose a neutral color that will be adaptable to any future color changes on the structure.

STANDARDS FOR NEW CONSTRUCTION

1. Definition
2. General Considerations
3. New Primary and Secondary Building Construction
4. Additions to Existing Buildings
5. Moving Buildings

1) DEFINITIONS

A. New Construction

- i) The construction of any freestanding structure on any leasehold such as primary structures for residential or institutional uses or secondary structures such as back houses, garages, carports, and storage sheds.
- ii) The addition of mass to an existing structure that increases the living or working space of the structure.

B. Mass

- i) The structure's mass includes the total volume of the structure from the ground at grade to the roof ridge(s). Included within this mass are porches.

C. Original Structure

- i) The structure as it was built the first time, before any additions to the footprint were made.

D. Architectural Plans

- i) Plans that are drafted either by hand or by computer reflecting exact scale and dimensions. Sketches and not to scale drawings are not considered to be architectural plans.

E. Footprint

- i) The portion of the structure that touches the ground. This encompasses the entire perimeter of the structure including piers, foundations, decks and porches.

F. Grandfathering

- i) This term is not recognized within the Design Standards.

2) GENERAL CONSIDERATIONS

- A. These standards apply primarily to the exteriors of structures and to the areas visible from public rights-of-way. By reference the MSSA Code of Regulations and the MSSA By Laws shall be followed regarding any and all construction related projects.
- B. The public facades (those fronting Assembly-owned property) will be reviewed more carefully than other elevations.

- C. The Architectural Review Committee, as a rule, does not review conceptual plans. The committee prefers to review complete design submissions. The committee will guide cottage owners and their design professionals in interpreting and developing a plan for new construction. If you are considering an addition, you should request a workshop with the Architectural Review committee to discuss your project. This should be well in advance of finalizing your design
 - D. Any new construction plans also have to meet the requirements of the Monteagle Sunday School Assembly Property Committee.
 - E. Construction in the Assembly has taken place somewhat continuously over the late nineteenth century to the present, resulting in a variety of building styles. New construction should continue this tradition while complementing other Assembly structures.
 - F. Reconstruction may be appropriate when it seeks to reproduce the facades of a building that no longer exists and which was located in the area if
 - i) the building would have contributed to the historic and architectural character of the Assembly,
 - ii) the reconstruction will be compatible in terms of style, height, scale, massing, and materials to those buildings immediately surrounding the leasehold on which the reconstruction is to be built, and
 - iii) the reconstruction is accurately based on pictorial documentation.
 - G. New construction must be consistent with existing buildings along a street in terms of height, scale, setback, and rhythm, relationship of materials, texture, and details; roof shape; orientation; and proportion and rhythm of openings.
- 3) **NEW PRIMARY AND SECONDARY BUILDINGS**
- A. Elements that will be considered in new construction are
 - i) **Siting/Setback:** New construction must respect existing setbacks of neighboring properties; avoiding siting too far forward or back on leaseholds. New construction must conform to existing lot coverage on the street.
 - ii) **Orientation:** New structures must repeat the orientation of neighboring structures, i.e. the placement of the primary entrance and the direction of the rooflines. Emphasize main entrances and orient them to the public way.
 - iii) **Massing:** New structures must approximate the general scale and massing of neighboring structures. Large two-story structures are inappropriate located in the midst of smaller one-story cottages because they overwhelm the streetscape.
 - iv) **Height:** **New structures must conform to existing building heights on the street.** One way to accomplish this is to match the cornice height of the new structure to those surrounding it.
 - v) **Bay Divisions:** New construction must respect the predominant rhythm of the street in placement of doors, windows, porches, or other projections.
 - vi) **Materials:** Appropriate materials are important. **Wood is the material of choice for new construction.** Refer to page 12 (section 9 of Standards for Alteration to Existing Building and Property).
 - vii) **Style:** Owners are free to submit designs in styles that meet the design guidelines and are compatible with the streetscape. New construction should reflect the era in which

it is built, while using materials and details drawn from the collective design “vocabulary” that exists in the Assembly.

- viii) **Foundations:** Solid foundations must never be placed under porches unless adequate ventilation is provided either mechanically or with properly designed foundation vents because of moisture problems, termites, powder post beetles, etc. Foundations may be piers or concrete blocks that are painted black and faced with lattice or stone. Stone foundations are also appropriate.
- ix) **Roofs:** The roofs of new buildings should be visually compatible, by not contrasting greatly with the roof shapes and orientations of surrounding buildings. **No A-frames or built-up roofs on initial construction are permitted.**
- x) **Doors and Windows:** Refer to pages 5-11 (sections 5-7 of Standards for Alteration to Existing Building and Property).
- xi) **Appurtenances:** Driveways, sidewalks, steps, lighting, patios, and retaining walls must be compatible with surrounding structures and the streetscape.
- xii) **Out structures/Secondary Buildings:** No prefabricated storage buildings are allowed. No metal buildings are allowed. Outbuildings must be smaller in scale than the primary structure. Garages are discouraged, but will be considered under special circumstances. If approved, a garage must reflect the character of the house and the surrounding structures and be placed at the rear of the cottage behind the primary structure, out of public view.

4) ADDITIONS TO EXISTING BUILDINGS

- A. Additions to historic buildings are discouraged but will be considered if the addition is respectful of the existing structure as well as the surrounding structures. The most acceptable design approach for residential additions is one that creates a distinct but compatible contrast with the existing historic structure through the use of different building materials or colors and/or the use of an abstraction of the design elements of the historic building.
- B. Several important criteria are reviewed when plans are submitted for additions to historic structures:
- i) **Scale:** Additions must never overpower or obscure the historic structure. **New additions may not have a mass greater than one-third (1/3) of the original structure.** Mass calculations of the original structure and all subsequent additions should be prepared for each submission.
 - ii) **Location:** Additions must generally be located to the rear of the building.
 - iii) **Differentiation:** **An addition must be clearly distinguishable from the historic structure.** This may be accomplished by a change in materials or color, a setback, or an abstraction of the original design.
 - iv) **Setback:** Additions that are visible from the primary façade must be set back from the plane of the façade wall.
 - v) **Height:** New additions must conform to the height of the original structure and surrounding structures. A rear addition must not be visible over the ridgepole of the existing structure.
 - vi) **Reversibility:** New additions must be added in such a way that they could be removed at a future date without permanent damage to the original structure. Additions should abut an historic structure visually rather than be incorporated into a new overall structure.
 - vii) **Roofs:** When planning an addition, do not alter the original roof configuration and pitch.
 - viii) **Rooftop additions:** Attic spaces are sometimes used to expand living spaces. Existing dormers should be used for light and ventilation in attic spaces. If new dormers need to be added, they should be added to the rear of the building and never in areas visible to public rights-of-way. Skylights are discouraged and should never be used on areas visible to public rights-of-way. Roof decks and balconies are not appropriate. No additions may be visible above the ridgepole of the original structure.
 - ix) **Second Story Additions:** Second-story additions are generally unacceptable on cottages that are historically one-story. Although discouraged, second-story additions may be approved if such additions do not involve raising the roofline, are compatible with surrounding structures, are appropriately massed, are clearly differentiated from the original structure, and meet the requirements for limitations of scale (see Item #1 above).
 - x) **Decks:** Decks are appropriate only on the rear of cottages.
 - xi) **Porches:** The addition of living space by enclosing a primary (front) porch with materials like wood, metal, or glass is not appropriate. Screening to enhance living

space may be appropriate as long as the structure of the porch is maintained and not obscured. Original porch size and structure must be maintained; additions to porches will be considered only if they are clearly differentiated by design, materials, or color from the original porch.

5) MOVING BUILDINGS

- A. Buildings are considered to be architecturally historic structures if they are at least fifty years old and have been sited in the same location for fifty years. **Moving an historic building is, therefore, inappropriate and will not be approved.**

STANDARDS FOR DEMOLITION

1. Definition
2. General Considerations
3. Inappropriate Demolition
4. Appropriate Demolition

1) DEFINITION

- A. Demolition is defined as:
- i) The tearing down of a building or any part of a building.

2) GENERAL CONSIDERATIONS

- A. There must be a compelling reason for the demolition, either in whole or in part, of a contributing structure in the Monteagle Sunday School Assembly Historic District. The Architectural Review Committee and the Board of Trustees seek to retain the existing historic fabric of the Grounds. Demolition goes against the purpose of protecting the Assembly's historic and architecturally significant properties.

3) INAPPROPRIATE DEMOLITION

- A. Demolition will not be permitted when
- i) A building is of such architectural or historical interest that its removal would be detrimental to the public interest;
 - ii) A building is of such old or unusual or uncommon design and materials that it could not be reproduced or could only be reproduced with great difficulty and expense;
 - iii) A building's proposed replacement would make a less positive visual contribution to the Assembly, or would be visually incompatible.

4) APPROPRIATE DEMOLITION

A. Demolition may be approved when

- i) A building does not contribute to the historic or architectural importance of the Assembly and its removal will result in a more positive, appropriate visual effect.
- ii) A building has lost its architectural and historic integrity and importance, and its removal will not result in a negative loss to the Assembly.

PROCEDURE

HOW DO I GET MY PLAN APPROVED?

- 1) Go to the Assembly Office and pick up a copy of the Design Standards and Code of Regulations. Review them completely and note any questions you might have.
- 2) Request a workshop meeting with the Architectural Review Committee to address any questions or concerns that you might have.
- 3) Submit architectural plans to the General Manager at the Assembly Office and send duplicate sets of plans to the Chairman of the Property Committee and all the members of the ARC for review. This process may take two to four months depending on a variety of circumstances including committee meeting schedules and Code of Regulations I-3 compliance regarding notification of a public meeting. To ensure timely approval even for small projects, ARC and the Property Committee must receive plans a minimum of two weeks before a Board of Trustee meeting. The following checklist for applications should be followed to facilitate review of the project:
 - A. Clearly drawn plans of the proposed project, showing both existing and proposed appearance on all affected elevations, including a complete site plan placing the existing and proposed structural outline on the overall leasehold. A complete calculation of mass showing the original structures mass and all subsequent additions mass should be submitted for purpose of complying with Code of Regulations I-5 (a) (b). If roof lines will be affected, a roof plan should also be included. In all cases, these plans should include measurements.
 - B. Photographs (clear snapshots are fine) preferably in digital format showing the present appearance of the cottage in question. These are essential, as the ARC is often analyzing requests off-season and away from the Assembly.
 - C. Standard survey plat of your leasehold, available from the MSSA office. If the property in question has not been surveyed, you should request a survey from the General Manager. There will be some expense involved in obtaining your survey.
 - D. A clear verbal description of your proposed project and time frame for completion. Please note that all projects are first submitted to the General Manager, and then reviewed by the Property Committee and by the Architectural Review Committee. Once the ARC and Property Committee has approved a project, it is recommended to the MSSA Board for final approval. This entire process, even for very simple projects, can take at least two months (and sometimes longer) to accomplish, especially off-season. It is wise to have an informal meeting with the ARC during the summer Season if you are contemplating any major renovations or additions, as this will allow open discussion of concerns or suggestions which may lead to a more successful review process in the long run. Also please note that the MSSA Code of Regulations requires that projects be completed within three years of Board approval. Otherwise they must be resubmitted for review. Reference Code of Regulations I-5(c). (I-5c needs to be modified)
- 4) After approval by the Property Committee, the Architectural Review Committee will review the plans and make their recommendation to the Board. The ARC may ask the professional

staff of the Tennessee Historical Commission for consultation on proposal before taking any action.

- 5) The Board of Trustees will make its decision after reviewing the recommendations of both the Architectural Review Committee and the Property Committee. Paying attention to the upcoming Board meeting schedule is important to achieving your deadlines.
- 6) The General Manager will notify the cottage owners of the Board of Trustees' action. In the event of an unfavorable action, the cottage owner may revise and resubmit plans to continue the process. In the event of a favorable action, a set of final working drawings, approved by both committees, must be filed with the General Manager in the Assembly Office before any work begins.
- 7) The General Manager will oversee the project on behalf of the Assembly. See the "Improvements to Leaseholds" section of the Monteagle Sunday School Assembly Code of Regulations for further details.
- 8) Most importantly, read the design standards before proceeding.
- 9) **Apply these questions to your proposed plans before you submit them to the Architectural Review Committee:**
 - A. Do the plans maintain the integrity of the original building?
 - B. Are exterior alterations and changes kept to a minimum?
 - C. Do the plans complement the structures original design?
 - D. Do the plans relate favorably to the surroundings in design and massing?
 - E. Are changes visible from street sides kept to a minimum?
 - F. Are original building materials maintained or exposed?
 - G. Are all building materials appropriate to the building and the neighborhood?
 - H. Are the original size, shape, and placement of original window and door openings maintained?
 - I. Are original and distinctive architectural details kept?

If you answer "yes" to all of the above questions, your plans probably meet with the Review Committee and the Board of Trustees approval. If you answer "no" to any of the questions, you will need to reconsider your plans.

RESOURCE ORGANIZATIONS AND AGENCIES

1) State

- A. Tennessee Historical Commission, Lebanon Pike, Nashville, TN
 - i. The Tennessee Historical Commission is the official state agency for historic preservation.
- B. The Tennessee Trust for Historic Preservation
 - i. The Tennessee Trust for Historic Preservation is a statewide non-profit which educates and advocates on behalf of historic property. Information about the Tennessee Trust is available by contacting the Tennessee Historical Commission.
- C. The Department of History, Middle Tennessee State University, Murfreesboro, TN
 - i. Middle Tennessee State University has a nationally- recognized educational program in Historic Preservation. Both educators and students are an excellent resource for information and programs on historic preservation.

National

- A. National Trust for Historic Preservation, 1785 Massachusetts Ave, N.W., Washington, D.C. 20036
 - a. Memberships are available to this national preservation organization. Benefits include the quarterly magazine Historic Preservation. The National Trust bookshop has many publications related to rehabilitation of historic buildings.
- B. U.S. Department of the Interior, National Park Service, Technical Preservation Services Division, Washington, D.C. 20240
 - a. There are numerous publications available to the public. Of particular interest are Publication series entitled Preservation Briefs. Subjects include "Roofing for Historic Buildings," "Additions to Historic Buildings," and "Aluminum and Vinyl Siding on Historic Buildings" among others.
- C. Preservation Action, 1722 Connecticut Ave., N.W., Washington, D.C. 20009.
 - a. This is the national organization of citizens who lobby for funding, legislation, and tax reform supportive of historic preservation efforts.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The Standards that follow were originally published in 1977 and revised in 1990 as part of the Department of the Interior (36 CFR Part 67, Historic Preservation Certifications). They pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and a building's site and environment as well as attached adjacent or related new construction.

The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economical and technical feasibility.

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 alterations 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 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 visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentation 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 archeological 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.