

**City of Decatur**  
**Parkwood Local Historic District Process**  
**Fact Sheet**

**What is this all about?**

A portion of the Parkwood neighborhood was recently annexed into the City of Decatur (see map). This annexation becomes effective on Tuesday, July 1, 2014. As part of the annexation process, the city has agreed to transfer the local historic district designation from DeKalb County to the City of Decatur. The process for creating a local historic district is governed by a state ordinance that can be found in Section 58 of the City Code available at [www.decaturga.com](http://www.decaturga.com).

**What will I be able to do with my property?**

For Phase I of this process, the City is proposing to adopt exactly the same rules that you live under today in DeKalb County. This includes design review on all four sides of a house and using the Secretary of the Interior’s Standards for Historic Preservation as design guidelines. The only change that we are recommending is that some types of projects have staff level review instead of full commission review. In the fall as part of Phase II, we would like to work with the neighborhood to develop specific design guidelines to preserve the aspects of the neighborhood that you think are most important.

**What is the timeline?**

There will be several public meetings where you can learn about this process, the proposed ordinance and share your comments with the Preservation Commission and City Commission. Every property owner in the proposed district will receive a certified letter notifying them of the public hearing date for the proposed ordinance.

<b>Date/Time/Location</b>	<b>Topic</b>
June 5 at 6:00 PM Decatur City Hall	Neighborhood Service Delivery Meeting. Learn more about the proposed designation ordinance.
June 30 at 7:00 PM Decatur City Hall	Historic Preservation Commission meeting. The HPC will accept the designation ordinance, hold a public hearing and send a resolution of support to the City Commission.
July 1	Moratorium begins requiring design review and prohibiting demolition of main dwellings.
July 7 at 7:30 PM Decatur City Hall	City Commission meeting. The CC will hold a public hearing and will approve/modify/deny the designation ordinance.
July 8	Moratorium Ends
August – November 2014	Create updated Design Guidelines with a neighborhood committee and prepare National Register nomination

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**What does the State of Georgia require?**

The state requires the city to submit a designation report for their review 30 days prior to the public hearing to create a local historic district. They also require that each designation ordinance contain specific regulations. Sections of the application state code are outlined below:

**Designation Report (Section 58-61.c)**

*Documentation of proposed designation.* Prior to the preservation commission's recommendation of a historic district or historic property to the city commission for designation, the preservation commission shall prepare a report consisting of:

- (1) A physical description;
- (2) A statement of the historical, cultural, architectural and/or aesthetic significance;
- (3) A map showing district boundaries and classification (i.e. historic, nonhistoric, intrusive) of individual properties therein, or showing boundaries of individual historic properties;
- (4) A statement justifying district or individual property boundaries; and
- (5) Representative photographs.

**Draft Local District Designation Ordinance (Section 58-64b)**

*Required components of a designation ordinance.* Any ordinance designating any property or district as historic shall:

- (1) List each property in a proposed historic district or describe the proposed individual historic property;
- (2) Set forth the names of the owners of the designated properties;
- (3) Require that a certificate of appropriateness be obtained from the preservation commission prior to any material change in appearance of the designated property; and
- (4) Require that the property or district be shown on the official zoning map.