



**CITY OF BRUNSWICK, MARYLAND
CONSERVATION DISTRICT**

DRAFT DESIGN GUIDELINES, FEBRUARY 2020



View of Brunswick, 2018 by Todd Crone

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INTRODUCTION

Purpose of the Guidelines

Design Guidelines are created to protect and enhance a community's appearance which in turn, upholds historic integrity, promotes economic health and fosters civic pride. The design guidelines contained herein apply to properties located in the Brunswick Conservation District, hereafter referred to as the "District". The guidelines provide an objective baseline for decision-making when changes are proposed to properties in the District.

The guidelines recognize that most buildings and structures in the District have been altered over time, and they will continue to be changed to meet the needs of owners. The guidelines do not discourage change; rather, they offer preferred options for dealing with character-defining elements and specify treatments for common maintenance issues. The application of these guidelines assures that the historic character of the District is maintained and its appeal is strengthened for generations to come.

Conformance with Local, State, and Federal Codes

In all cases, property owners in the District are encouraged to confer with the Brunswick Department of Planning and Zoning for information regarding zoning regulation, building codes, accessibility requirements and permitting requirements before undertaking any development activity. A city Zoning Certificate and/or Frederick County Building Permit may be required prior to conducting work (per City of Brunswick Zoning Ordinance Section 6.2). In the event of any conflict between these guidelines, federal or state law, or the Brunswick City Code of Ordinances, the most restrictive law or code will take precedence. Also note that Frederick County has adopted the most current International Building Code which accommodates the preservation of significant features on historic buildings, such as those found throughout the District.

Historic Character Resources for District Properties

Written and photographic architectural documentation as well as physical or structural evidence can reveal much about the earlier appearance of a building. This documentation may be found in the Brunswick History Collection housed at the Brunswick Branch Library and in the collection of the Brunswick Heritage Museum. Sanborn Fire Insurance Maps are an additional resource. Published from the mid-1800s to the present day, they provide information about a variety of building attributes and reflect change in the community over time. Additionally, narrative found in Brunswick's

most current *National Register of Historic Places – Nomination Form* describes distinguishing architectural character features once evident throughout the District.

Physical evidence may also exist, including blocked-in doors and windows, irregular breaks in molding, or hardware associated with a feature no longer present—such as shutters.

The Secretary of the Interior's Standards for Rehabilitation

These guidelines are based upon the *Secretary of the Interior's Standards for Rehabilitation*. Created in 1976, the Standards are the basis for design guidelines in many historic communities throughout the country. Revised in 1983 and 1992, the current *Secretary of the Interior's Standards for Rehabilitation* are:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that

characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will 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.

History of Brunswick

Brunswick, Maryland, is a small town in western Frederick County adjacent to the Potomac River. Surrounded by the Blue Ridge Mountains, there are steep rises and falls in its topography from one block to the next, all leading down to the riverfront.

Brunswick has long had a deep connection with trade and transportation. Originally known as Berlin, the town was laid out in 1787 by Leonard Smith. It consisted of 96 building lots near the riverfront. Berlin was seen as a well-positioned transportation hub, affirmed by the introduction of the Chesapeake and Ohio (C&O) Canal in 1834. As the C&O Canal was being dug, another construction project was underway to connect the East Coast to the frontier, the Baltimore and Ohio (B&O) Railroad.

Berlin's population stayed around 200 persons until the introduction of the railroad. The B&O Railroad was the country's first steam-operated railway, a "Common Carrier Railroad" for both freight and passengers. In 1830, its first segment ran from Baltimore to present-day Ellicott City, a distance of 13 miles. Over the century it continued to grow, and by the late 1880s the company was searching for additional locations for railyards.

In the 1890s, the B&O Railroad began construction of a 6-mile railyard that transformed Berlin. A majority of the old town's structures were demolished and the town name was changed to Brunswick to avoid confusion with Berlin, Maryland on the Eastern Shore. Beyond the railyard, the railroad subdivided their holdings into a series of 50-foot x 150-foot town lots, laid out in a grid of streets. The New York Construction Company was engaged to build houses for B&O employees. The flurry of construction is reflected in a series of repetitive house types scattered throughout the community; subsequent subdivision of original lots resulted in lots with narrower frontages.

Brunswick's preservation program began in 1978 when a substantial area of the city was designated for inclusion on the National Register of Historic Places as a Historic District. The nomination, researched and compiled by local historian Connie Koenig, highlighted a growing interest in recognizing the importance of historic resources and the city's ability to convey a representation of a nineteenth-century railroad town.

Today, over 6,000 residents live in this vibrant and growing city. With the addition of the Galyn Manor and Brunswick Crossing developments, the city population is expected to reach over 10,000 upon full build-out. While newly incorporated areas develop with modern styles and finishes, the downtown retains its historic charm and elements of its railroad heritage.

Since the creation of the National Register District, Brunswick has established a Main Street program, a History Commission and a Preservation and Revitalization Committee all tasked with identifying and protecting Brunswick's rich history.

Architectural Styles within the Conservation District

Much of the character of the District is owed to the variety of architecture found therein. Dating from the early years of Brunswick's growth through the first half of the twentieth century, the built environment of the District represents many of the styles popular during this span of nearly a century. A few buildings represent specific architectural styles, but most are vernacular in character, meaning not designed by an architect and reflecting no formal style. The use of this term does not diminish the importance of individual buildings, since most of the District's buildings represent the work of local builders who based their work on local traditions.

Formal styles represented in the District include Italianate (c.1890 – c.1910 in Brunswick), typically with tall, narrow window proportions and bracketed cornices, such as the Brunswick Heritage Museum at 40 West Potomac Street and the small commercial building at 326 West Potomac Street. Also represented are Neo-Classical Revival (c.1910 – c.1920), such as the former People's National Bank Building on West Potomac Street; French Second Empire with its characteristic Mansard roof (c.1890 – c.1900) seen at 302 West Potomac Street; and Gothic Revival (c.1900 – c.1915) seen at the former Reformed Church built in 1910 at 122 West Potomac Street.

A particularly distinctive building is the c. 1900 metal-fronted commercial building at 24 West Potomac Street. It represents the work of Mesker Brothers, manufacturers of pressed metal and cast iron architectural elements from Evansville, Indiana, and as such is of particular architectural significance.

PROJECTS GOVERNED BY THE GUIDELINES

In addition to the standard review and permitting process, development within the Conservation District is also subject to an architectural character review per these Design Guidelines. Examples of qualifying development projects are described later in this section and include, but are not limited to, the following:

- **Construction** including new buildings and additions
- **Demolition** of an entire structure or part thereof, such as a porch
- **Exterior alterations** including enclosure of porches and changes to exterior materials
- **Maintenance** that could impact the integrity of exterior materials, such as repointing masonry

Items not subject to the Design Guideline architectural character review include the following:

- Paint color
- Painting surfaces that are already painted
- Interior work
- Maintenance that does not alter the exterior fabric or features of a structure, such as caulking, rust removal, replacing broken glass in-kind, and repairing gutters and downspouts
- Replacement of non-original exterior materials with in-kind materials

Note that interior and exterior renovation projects as well as major maintenance projects must still follow the standard permitting process and may require a City Zoning Certificate and/or Frederick County Building permit. It is a best practice to contact the Planning and Zoning Department for guidance prior to conducting work.

New Construction / Additions

The construction of new buildings in historic areas presents exciting opportunities. New buildings can add vibrancy if their design complements existing development. Any proposed new construction or additions require a Zoning Certificate from the City's Planning and Zoning Department as well as all required Frederick County Building Permits.

See **Section XX in the Conservation District Ordinance** for information and application requirements for New Construction and/or Addition projects in the District.

- 1.1 The prevailing setback of the street should be maintained by any new construction. If such setback is contrary to current zoning, variances should be sought in order to maintain the prevailing setback.
- 1.2 New buildings should be compatible in scale with the other buildings in the District.
- 1.3 New buildings should incorporate the same general patterns of massing, including window and door forms, roof profiles and common building shapes, as appear in the existing architecture of the District.
- 1.4 New buildings should incorporate the same exterior materials as are found on the historic buildings within the District. Large expanses of glass, metal, synthetic materials such as vinyl, aluminum, Z-brick, "lava rock," T111, etc. should not be used.
- 1.5 Additions to existing buildings, including porches, should be made on a side or rear elevation with a minimal impact on historic features and should be made in a manner that if removed in the future, historic material would not be irreparably damaged.
- 1.6 Additions should use materials compatible with the existing building and should incorporate appropriate massing, finishes, scale, roof form and window and door proportions.
- 1.7 Detailed guidance is found in the U. S. Department of the Interior Preservation Brief No.14, *New Exterior Additions to Historic Buildings: Preservation Concerns*, available at www.nps.gov

Demolition

In historically or culturally sensitive area, the demolition of significant properties is an irreversible and negative action resulting in lasting impact.

- 12.1 Demolition of buildings within the District shall not be undertaken unless:
 - o structural failure has been clearly demonstrated by the presentation of sufficient documentation by a third-party engineer or architect, or
 - o the safety of the public requires that the building be demolished, or

See **Section XX in the Conservation District Ordinance** for information and application requirements for Demolition projects in the District.

- all feasible alternatives to demolition have been explored by the owner, including rehabilitation, stabilization, repair and the sale of the property to an owner who is able to undertake rehabilitation, or
 - an economic hardship exists which prevents the owner from rehabilitating the property, or
 - the building does not contribute to the character of the District because of its age or the degree to which it has been altered.
- 12.2 Any proposed demolition must secure a Zoning Certificate from the City Planning and Zoning Department.
- 12.3 Applications for a proposed demolition permit must be accompanied by a Certificate of Insurance naming the City and adjacent property owners as additional insured.
- 12.4 Any demolition project must ensure that adjacent properties will not be damaged.
- 12.5 In the event that demolition of a building is approved, the owner should consider making available salvaged architectural materials for reuse in restoration projects within the District.

Exterior Alterations and Maintenance

Exterior modification and building maintenance projects have impact on the appearance of the building and the District as a whole. Even small changes may have significant influence in the appearance of the District. These activities are the most likely to occur in the District and should consider the architectural design and proper maintenance techniques listed in the following section.

See **Section XX in the Conservation District Ordinance** for information and application requirements for Exterior Alterations and Maintenance projects in the District.

Commented [A11]: Demolition Bullet points in the Draft version are included for informational and review purposes only. These bullet points will be relocated to Conservation District Ordinance which will expand on these requirements and also include specific Demolition Package submission requirements.

GUIDELINES

1. Masonry Wall and Foundation Surfaces

Masonry is a common exterior surface for buildings in the District, particularly commercial buildings. Masonry can be damaged when metal, vinyl or other types of covering are installed over facades. Inappropriate cleaning and waterproofing can also damage brick and stone. All types of masonry are subject to spalling and older mortar joints are often in need of repointing.

- 1.1 Exposed clay masonry surfaces should remain exposed. Existing exposed masonry surfaces should not be covered with artificial materials (EIFS, cementitious covering, vinyl, aluminum siding, T111, etc.).
- 1.2 Previously unpainted masonry surfaces should not be painted since paint will obscure defining features such as joint profiles and bonding patterns. If painting will stabilize deteriorating brick, the process may be approved on a case-by-case basis.
- 1.3 Brick used for repairs should match the existing brick in material, size, color, texture and finish.
- 1.4 Many foundations in the District are of sandstone and may be subject to delamination (“sloughing off”). Care should be taken to avoid the replacement or covering of historic foundations and also to keep them free from concentrations of excessive moisture.
- 1.5 Historic concrete, cast stone (sills, lintels, cornices and other architectural details) should be repaired and retained. As with brick, any replacement should match the original in material, size, color, texture and finish.
- 1.6 Stone walls including historic garden walls should not to be concealed by parging or other treatments. Where any historic details exist, they should be retained.

Repointing

- 1.7 If repointing of existing masonry is necessary, the mortar should duplicate the original in color and composition and the repointed joint profiles should match the original. The use of mortar with a high Portland cement content should be avoided, since such contemporary mortar is considerably harder than older masonry and can cause irreversible damage to existing masonry units. Existing joints should be cleaned manually; mortar saws should not be used. Detailed guidance for repointing is found in the U. S. Department of Interior Preservation Brief No. 2, *Repointing Mortar Joints in Historic Buildings*. This publication is available at www.nps.gov

Cleaning Masonry

- 1.8 If owners wish to clean the paint from existing masonry surfaces, this treatment should be undertaken using the gentlest effective means possible. In no case should abrasive cleaners, high-pressure equipment, or sandblasting be used. Further guidance for masonry cleaning is found in the U.S. Department of the Interior Preservation Brief No.1, *Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings*, available at www.nps.gov
- 1.9 A test patch should be taken prior to undertaking a cleaning project. The masonry may not be suitable for cleaning due to its age or condition, or because the presence of replacement materials is better masked with paint. Always inspect the building fully before beginning a cleaning project; window and door openings may have been in-filled with material that does not match the original and may look better repainted than cleaned.
- 1.10 Masonry cleaning, particularly paint stripping, should be undertaken in an environmentally responsible fashion. Paint on older buildings in Brunswick is likely lead-based and when removed must be disposed of properly. Proposed cleaning processes and material must be approved to avoid irreparable damage to existing historic brick finishes and ensure environmental compliance.

Public Art

- 1.11 Public art, such as murals, should be installed in a manner that does not irreversibly alter the character-defining features of historic buildings or damage historic materials.

2. Wood Exterior Surfaces

Wood is a common facade material used for buildings in the District. Some historic wood facades have been covered with metal, vinyl and other materials, which can damage historic details and can cause moisture to be trapped inside walls.

- 2.1 Character-defining wood features may include historic siding, cornerboards, door and window trim, soffit and fascia, cornices and brackets. These features should be retained and repaired as needed.
- 2.2 Historic exterior surfaces may contain environmentally-hazardous materials, including lead and asbestos, which should be treated and disposed of in an environmentally-responsible fashion.
- 2.3 All wood surfaces should be protected from weather. Acceptable treatments include paint and opaque stain.
- 2.4 Damaged wood should be repaired rather than replaced.

- 2.5 Deteriorated wood should be repaired using epoxy wood consolidant whenever possible. Unlike plastic wood, which is water-based and may shrink with drying, epoxies are chemical-based and will not shrink. Deteriorated wood surfaces should never be painted or otherwise covered without identifying and treating the initial causes of deterioration.
- 2.6 When replacement of deteriorated wood is necessary, new wood of matching size and profile should be installed.
- 2.7 New wood should be back-primed (painting the surfaces which are not to be visible) prior to installation. All previously painted wood surfaces should be scraped, sanded and cleaned of debris prior to painting.
- 2.8 The removal of metal siding, vinyl siding, asbestos shingles, artificial brick and other covering materials from wood buildings is encouraged.
- 2.9 The application of synthetic exterior material is discouraged throughout the District, unless it is replacing existing non-original exterior material in kind.

3. Windows and Doors

Windows and doors are among the most defining features of the buildings in the District. They can account for as much as one-third of a building's surface area. Typically, windows and doors are formally arranged on the front facades of buildings. In many cases the arrangement is symmetrical. Historically, residential doors were made of wood with raised or recessed panels. The main entries of many commercial buildings were constructed of a large pane of glass surrounded by wood.

- 3.1 The historic relationship of wall surface to openings, often called the "rhythm" of the windows and doors, should be maintained.
- 3.2 The overall size of window and door openings should not be modified and openings that have been changed should be returned to their original dimensions whenever feasible.
- 3.3 Original doors and windows should be repaired rather than replaced unless over half are missing or deteriorated or are later replacements. If replacement is necessary, such treatment should be undertaken using units that match the original as closely as possible in configuration of panes and dimension.
- 3.4 If replacement of non-original doors and/or windows is necessary, replacement with an architecturally accurate door or surround based on documentary or photographic evidence is encouraged. If no such evidence exists, the design of the replacement door or surround should be compatible with the character of the facade on which it is located.

3.5 Window air conditioners should be removed when not in use to minimize condensate damage to the area of the building below.

3.6 The reflective quality of windows in the District should not be altered with the installation of tinted glass or by coating the glass.

Storm Doors and Windows

3.7 Storm doors and windows may be used in the District. Full-glass storm doors are preferred; in all cases, storm doors should expose as much of the inside door as possible. “Crossbuck” storm doors should not be used.

3.8 Interior storm windows should be used whenever possible. They offer a highly effective solution to air infiltration and do not compromise the exterior appearance of the window. Often a window with a curved sash has flat-topped interior trim and can easily accommodate a flat-topped interior storm window.

3.9 If exterior storm windows are used, they should fit the openings of the windows without having to infill any portion of the opening or to flatten any portion of an arch. Storm windows should be installed within the window opening rather than on the outside surface of the building or the window frame, and dividers should match those on the primary window unit.

Exterior Shutters

3.10 Exterior shutters should be used only when their original presence can be substantiated with photographic documentation or by physical evidence (shutter hinges, silhouettes, holes in window frames, etc.).

3.11 If exterior shutters are to be used, they should be hung on the face of the window frame – not a wall – using hinges and should be sized to fit one-half of the window opening.

3.12 Shutters should be of wood construction and replacement units should match the dimensions of the original.

3.13 Additional guidance is found in the U. S. Department of the Interior Preservation Brief No. 3, *Conserving Energy in Historic Buildings* and Preservation Brief No. 9, *The Repair of Historic Wooden Windows*. These publications are available at www.nps.gov

4. Roofs, Gutters, and Downspouts

Visible roof material within the District includes wood shingles, standing-seam metal and asphalt shingles. The roofs of many buildings also contain character-defining features, such as dormer windows and finials. The shape, size and materials of gutters and downspouts also contribute to the character of a roof. On sloped roofs, half-round galvanized gutters and round galvanized downspouts are typical building features.

- 4.1 Original roof shape, details, ornamentation and other character-defining elements should be maintained.
- 4.2 If a roof is highly visible, replacement material should match the original as closely as possible. Generally, roof surfaces behind parapets are not subject to review. If the roof surface is not visible, such as on a commercial building with a nearly flat surface, a contemporary material such as rubber is acceptable.
- 4.3 Re-roofing over an existing roof should be avoided.
- 4.4 All structural and drainage systems (gutters, downspouts, splash blocks, flashing and coping) should be attended to before undertaking any roof project.
- 4.5 Original gutters and drainage features should be maintained whenever possible.
- 4.6 New flashing should be painted according to the manufacturer's specifications.
- 4.7 Equipment such as satellite dishes, antennas and HVAC units should be located inconspicuously and attached to the building in a manner that does not harm historic building materials. Locations not observable from the street are ideal.
- 4.8 Additional detailed roofing guidance is found in the U. S. Department of the Interior Preservation Brief No. 4, *Roofing for Historic Buildings*. This publication is available at www.nps.gov

5. Chimneys

Chimneys are important architectural features and should be retained in any roofing project.

- 5.1 Chimney rehabilitation and reconstruction should match the original in dimension, materials, brick pattern, details and form as closely as possible.
- 5.2 The parging (stuccoing) of previously un-parged chimneys should be avoided.
- 5.3 Exposed portions of flue liners should be painted with heat resistant paint to match the color of the brick chimney.

- 5.4 Chimneys that are clad in wood or siding are not compatible with the character of the District and should be avoided.

6. Porches and Overhangs

Porches and overhangs are character-defining features in the District. Many Brunswick properties exhibit original porches or porches that have acquired significance over time.

- 6.1 Original front porches should be retained.
- 6.2 No front porch should be enclosed to create additional living space. If enclosing a side or rear porch, it should be done in a manner that it is reversible and that avoids damage or destruction to historic features. Every effort should be made to ensure that the enclosed porch still looks like a porch, not like an enclosed room.
- 6.3 Porch components should be repaired rather than replaced. If deterioration is too severe, replacement units should be designed to be compatible with the overall character of the facade on which the porch is located.
- 6.4 Cantilevered second-story overhangs should not be removed or significantly altered.
- 6.5 Porches should be properly maintained and kept watertight. Guidance is found in the U. S. Department of the Interior Preservation Brief No. 45, *Preserving Historic Wood Porches*, available at www.nps.org

7. Storefronts

Storefronts are one of the most important elements of commercial buildings. They help attract customers by providing an inviting appearance and allowing interior views.

- 7.1 The storefront area should remain as transparent as possible.
- 7.2 If display windows are replaced, the replacements should retain the traditional display window dimensions.
- 7.3 If transom windows are located above the display windows, they should be retained, particularly if they are of decorative glass.
- 7.4 Bulkheads below the display windows should be retained. If new bulkheads are to be installed, they should be of wood and may have recessed panels. Bulkheads should not exceed 20 inches in height.
- 7.5 Significant surviving historic elements, such as storefront cornices and cast iron features, should be retained.
- 7.6 Entry doors should follow the traditional pattern of the building. Typically, doors were recessed within an entryway.

- 7.7 Replacement of missing storefront elements is encouraged. The design of the replacement should be based on documentary or photographic evidence. If none exists, the replacement element should be designed to be compatible with the character of the storefront.
- 7.8 Materials that were unavailable when the storefront was constructed should be avoided. This includes vinyl and aluminum siding, anodized aluminum, mirrored or tinted glass, artificial stone and brick veneer.
- 7.9 Additional guidance is found in the U. S. Department of the Interior Preservation Brief No. 11, *Rehabilitating Historic Storefronts*, available at www.nps.gov

8. Awnings

The addition of new awnings should be sensitive to the streetscape and, when possible, replacement awnings should consult historic photos for appropriate installation. Based on their longevity, property owners may wish to install awnings made of synthetic material.

- 8.1 Awnings should be attached to the building in a manner that does not harm historic building materials.
- 8.2 Graphics may be incorporated into the awning; since graphics may be treated as signage, appropriate permits should be secured from the City of Brunswick.
- 8.3 Detailed guidance is found in the U. S. Department of the Interior Preservation Brief No. 40, *The Use of Awnings on Historic Buildings: Repair, Replacement and New Design*, available at www.nps.gov

9. Signage

The quality of the graphic message conveyed throughout a business district or neighborhood in which commercial uses are permitted is nearly as important as the district's architectural message. Various types of signs may be used within the District. These include a flat-mounted sign, a hanging or projecting sign, a window sign, building directories and commemorative signs/markers.

- 9.1 Signage guidance for properties located within the National Register Historic District is contained in Section 3-5107 of the City of Brunswick Code of Ordinances.
- 9.2 Signage should be installed in a manner that does not obscure or harm significant architectural features.

Commented [A12]: Depending on discussions regarding signs in District, this will be revised. Need to determine where District Signage regulation will be kept: Code of Ordinances or Design Guidelines. TBD.

- 9.3 Signage should be mounted so that holes can be patched easily; when possible, signs should be mounted into mortar joints, not directly onto masonry units. If holes or hangers from earlier signs remain, they should be used.
- 9.4 Signs should be externally illuminated, not internally illuminated. “Gooseneck” lights should be used for flat-mounted signs and for signage suspended from buildings.
- 9.5 Some storefronts retain the sign bands created when the building was new. Signs should be placed within these areas.
- 9.6 Freestanding signage should be designed with attention to its visual impact on the building, neighboring properties, and the streetscape.
- 9.7 Painted window signs may be used within the District.
- 9.8 When a building has multiple commercial uses, a building directory should be used in place of individual signage for each tenant.
- 9.9 Interpretive signage should complement the architecture of the District and should be affixed to buildings without damage to historic fabric.
- 9.10 Free-standing commemorative panels may be installed in the District but should not dominate the streetscape, obstruct the view of a building or obstruct pedestrian traffic.

10. Accessory Buildings

Accessory buildings include carriage houses, sheds, outbuildings and garages. They are found primarily in the residential area of the District.

- 10.1 Historic accessory buildings should be treated with the same care as the principal structure and should be repaired and retained whenever possible.
- 10.2 The requirements for the demolition of accessory buildings should be followed.

11. Existing Alterations to Buildings – Acquired Significance

The architectural character of the District evolved over time. Many changes to buildings in the District have acquired significance in their own right. Before removing architectural features which may not be original, it is important to evaluate their character and appearance.

- 11.1 When early modifications are architecturally compatible with the overall character of an individual building, such modifications should be retained.
- 11.2 The condition of these early modifications—as well as effects of their removal on the building and District—should be evaluated prior to alteration or demolition.

12. Accessibility

- 12.1 Any rehabilitation project should make efforts to assure ADA compliance.
- 12.2 Detailed guidance is found in the U. S. Department of the Interior Preservation Brief No. 32, *Making Historic Properties Accessible*, available at www.nps.gov

13. Streetscapes

Streets, sidewalks, parking areas, walls, fences and landscapes contribute to the unique character of the district and the unique character of the City.

- 15.1 Streetscape development should not negatively impact existing buildings.
- 15.2 Street lighting devices should be appropriate to the character of the District.
- 15.3 Traffic signal and utility poles and municipal signage should be as complementary as possible to the historic character of the District.
- 15.4 Whenever possible, utility lines should be buried in conduit, including streetlight and private service lines.
- 15.5 The placement of utility entrances should occur at rear elevations or other inconspicuous sites. In all cases, concealment is the most important factor with respect to utility service and historic buildings.
- 15.6 The use of “street furniture” is encouraged, providing that such items are compatible with the character of the District. Street furniture should be of a period-appropriate design and constructed for long-term, outside, public use.
- 15.7 Streetscape improvements should be developed in accordance with ADA requirements.
- 15.8 Landscaping treatments should be designed so they do not obscure historic resources or features of the District.
- 15.9 Landscaping should always be designed to encourage drainage away from foundations.
- 15.10 Retaining walls, when visible from a public street, should be constructed of traditional masonry materials (i.e., brick or stone). The use of contemporary treatments such as pressure-treated lumber is discouraged.
- 15.11 Fences are character-defining features of primary elevations. All fences require a Certificate from the Planning and Zoning Department. New fences should use materials sensitive to the streetscape.

APPENDICES

Appendix A: Preservation Briefs

Preservation Briefs are technical materials published by the National Park Service, which is the Federal agency charged with the oversight of historic preservation nationally. Many of the Preservation Briefs are cited within these guidelines. Each is listed below and available at www.nps.gov

1. Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
2. Repointing Mortar Joints in Historic Masonry Buildings
3. Improving Energy Efficiency in Historic Buildings
4. Roofing for Historic Buildings
5. The Preservation of Historic Adobe Buildings
6. Dangers of Abrasive Cleaning to Historic Buildings
7. The Preservation of Historic Glazed Architectural Terra-Cotta
8. Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
9. The Repair of Historic Wooden Windows
10. Exterior Paint Problems on Historic Woodwork
11. Rehabilitating Historic Storefronts
12. The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)
13. The Repair and Thermal Upgrading of Historic Steel Windows
14. New Exterior Additions to Historic Buildings: Preservation Concerns
15. Preservation of Historic Concrete
16. The Use of Substitute Materials on Historic Building Exteriors
17. Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character
18. Rehabilitating Interiors in Historic Buildings—Identifying Character-Defining Elements
19. The Repair and Replacement of Historic Wooden Shingle Roofs
20. The Preservation of Historic Barns
21. Repairing Historic Flat Plaster—Walls and Ceilings
22. The Preservation and Repair of Historic Stucco

23. Preserving Historic Ornamental Plaster
24. Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
25. The Preservation of Historic Signs
26. The Preservation and Repair of Historic Log Buildings
27. The Maintenance and Repair of Architectural Cast Iron
28. Painting Historic Interiors
29. The Repair, Replacement, and Maintenance of Historic Slate Roofs
30. The Preservation and Repair of Historic Clay Tile Roofs
31. Mothballing Historic Buildings
32. Making Historic Properties Accessible
33. The Preservation and Repair of Historic Stained and Leaded Glass
34. Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament
35. Understanding Old Buildings: The Process of Architectural Investigation
36. Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes
37. Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing
38. Removing Graffiti from Historic Masonry
39. Holding the Line: Controlling Unwanted Moisture in Historic Buildings
40. Preserving Historic Ceramic Tile Floors
41. The Seismic Rehabilitation of Historic Buildings
42. The Maintenance, Repair and Replacement of Historic Cast Stone
43. The Preparation and Use of Historic Structure Reports
44. The Use of Awnings on Historic Buildings: Repair, Replacement and New Design
45. Preserving Historic Wooden Porches
46. The Preservation and Reuse of Historic Gas Stations
47. Maintaining the Exterior of Small and Medium Size Historic Buildings
48. Preserving Grave Markers in Historic Cemeteries
49. Historic Decorative Metal Ceilings and Walls: Use, Repair, and Replacement
50. Lightning Protection for Historic Buildings

Appendix B: Glossary of Terms¹

Accessory building – A detached structure on the same parcel of property as the principal structure, the use of which is incidental to the principal structure, such as a shed or detached garage.

Anodized Aluminum – Anodizing is an electrochemical process that converts the metal surface (i.e. aluminum) into a decorative, durable, corrosion-resistant, anodic oxide finish.

Awning – A roof-like covering that projects over a door or window to provide shelter from the elements.

Bond – An arrangement of masonry units (headers and stretchers) laid in a pattern that provides a brick wall with strength, stability, and in some cases, a design or stylistic feature.

Bracket – A support projecting horizontally or diagonally under eaves or other overhangs, either decorative or functional.

Brick veneer – A non-structural facing of brick, usually single width.

Bulkhead – (1) A structure on the roof of a building covering a water tank, shaft, or service equipment, (2) A structure, as on a roof, covering a stairwell or other opening, (3) A horizontal or included door giving access from the outside of a house to a cellar or a shaft, (4) The member of an entrance frame which forms a base for a sidelight adjacent to a door.

Character – Character refers to all those visual aspects and physical features that comprise the appearance of every historic building.

Character-defining feature – Character-defining elements include the overall shape of the building, its materials, craftsmanship, decorative details, interior spaces and features, as well as the various aspects of its site and environment.

Cladding – A non-structural material used as an exterior covering on a building.

Contributing resource – A building, structure, site, district, or object with qualities of historical or architectural interest.

Cornice – A continuous molded projection that crowns or horizontally divides a wall. Also, the uppermost portion of the entablature, which surmounts a column. See entablature.

¹ This Glossary is drawn from *Frederick Town Historic District Design Guidelines* 2019 edition (City of Frederick, Maryland, 2019), p. 121-124.

Crossbuck – Diagonal braces placed on panels of stile and rail doors.

Demolition – The intentional destruction of all or part of a building, structure, or feature.

Demolition by neglect – When a historic property or part thereof suffers severe deterioration, potentially beyond the point of repair due to the lack of normal maintenance or repair.

Display windows – On a commercial storefront, the windows intended to display goods, usually extending from the transom or cornice/frieze to the bulkhead and consisting of one plane of glass.

Door frame – The fixed portion of a door opening comprised of two jambs, a lintel, and a sill.

Dormer – A projection on a roof that includes a window. Double hung window. A window with two sashes that slide past each other vertically.

Eaves – The edge of a roof that projects over an outside wall.

EIFS – Exterior insulation and finish system (EIFS) is a general class of non-load bearing building cladding systems that provides exterior walls with an insulated, water-resistant, finished surface in an integrated composite material system.

Façade – The exterior face of a building which is the architectural front, sometimes distinguished from the other faces by elaboration of architectural or ornamental details. In some cases the term is modified by “rear” or “side” to refer to other exterior walls of a building.

General maintenance – Ordinary maintenance needed to keep a building or structure in good repair; generally requires minimal or no change in materials.

Historic design – The appearance of a historic feature that is characterized by its materials, construction and overall form that can be determined documentary or physical evidence.

Historic integrity – The ability of a property to convey its significance. The seven aspects of integrity are location, design, setting, materials, workmanship, feeling, and association.

In-kind – A material of the same type. In-kind replacement refers to replacing a deteriorated element with a matching element of the same material, size, shape, and appearance.

Mass, massing – The bulk and shape of a building.

Non-contributing resource – A building, site, structure, or object that does not add to the historic significance of a property or district.

Panel – A section that is recessed below or raised above the surrounding area or enclosed by a frame or border.

Parapet – A low protective wall that extends above the roofline.

Parging – A rough coat of mortar on the surface of a masonry wall.

Porch – A covered and floored area on the exterior of a building.

Portland cement – A hard, strong cement composed of calcium carbonate, calcium silicate and calcium aluminate.

Preservation – The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work generally focuses on maintenance and repair of historic materials and features, rather than extensive replacement and new construction.

Pressure treated wood – Wood injected with preservative chemicals under high pressure.

Protection – The act or process of applying measures designed to affect the physical condition of a property by defending or guarding it from deterioration, loss, or attack.

Reconstruction – The act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Rehabilitation – The act or process of making possible an efficient compatible use for a property through repair, alterations, and additions, while preserving those portions or features which convey its historical, cultural, or architectural values.

Remodeling – Changing a building without regard to its distinctive, character-defining architectural features or style.

Repointing – Repairing existing masonry joints by removing defective mortar and installing new mortar.

Resource – Any building, structure, site, or object that is part of or constitutes a historic property. Also known as “cultural resource” or “historic resource.”

Restoration – The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

Rhythm – A patterned repetition or alternation of formal elements (doors, windows, porches, etc.) or motifs to establish a repetitive pattern.

Roof structure – The roof and related upper wall elements, such as cornices and parapet walls.

Scale – The apparent size and mass of a building's façade and form in relation to nearby buildings. Important factors in establishing the scale of a façade include the physical relationship of elements, such as window area to wall area, the shape and size of fenestration, the bonding pattern of the brickwork, and details such as cornices and trim.

Setback – The amount of distance a building or portion of a building is separated from a defined point, typically a property line. For the purposes of zoning, a setback is the minimum distance required between a property line and a building or structure establishing the yard requirements for various zoning districts.

Signboard/signband – On a commercial storefront, the portion, generally above the door and display windows, reserved for the placement of signage.

Significant or significance – The evaluation of a historic resource for qualities of historical or architectural value.

Stabilization – Work to halt deterioration of a building by making it weather tight and structurally stable, before more extensive rehabilitation can begin.

Standing seam metal roof – A sheet metal roof with vertical folded seams joining adjacent panels; the parallel seams run along the slope.

Streetscape – The visual image of a street, including the buildings, paving, utilities, signs, street furniture, plantings, and other design elements. Street wall. The line formed by the façades of buildings set back a common distance from the street.

Structure – A functional construction made for purposes other than creating shelter, such as a bridge.

Stucco – Plaster applied on the exterior of a building.

T111 – A pressed wood product available in sheets, rather than boards, which is applied as siding on buildings. T111 often is scored in attempt to resemble wood siding.

Transom – A window or series of windows located above a door.