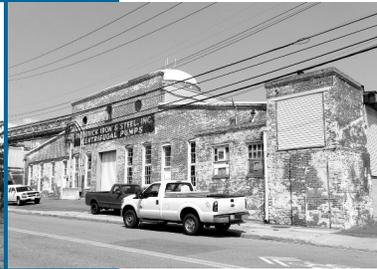


DESIGN GUIDELINES FOR  
INDIVIDUAL LANDMARKS &  
SMALL DISTRICTS IN THE  
HISTORIC PRESERVATION  
OVERLAY



2015 EDITION





## QUESTIONS?

For information about the City's historic preservation programs, contact the City of Frederick Planning Department at:

**Municipal Office Annex**

**140 West Patrick Street**

**Frederick, MD 21701**

**301-600-1499**

**[www.cityoffrederick.com/preservation](http://www.cityoffrederick.com/preservation)**

# INDIVIDUAL LANDMARKS & SMALL DISTRICTS IN THE HISTORIC PRESERVATION OVERLAY

## DESIGN GUIDELINES 2015 EDITION

### TABLE OF CONTENTS

|   |    |
|---|----|
| Chapter 1   |    |
| INTRODUCTION.....                                     | 6  |
| A. Review Required                                    |    |
| B. No Review Required                                 |    |
| C. Secretary of the Interior's Standards              |    |
| D. General Principles                                 |    |
| E. Required Considerations for Reviewing Applications |    |
| F. Degree of Importance                               |    |
| G. Deviation from the Guidelines                      |    |
| Chapter 2   |    |
| MATERIALS FOR REHABILITATION & THEIR TREATMENT.....   | 12 |
| A. Masonry  |    |
| B. Wood   |    |
| C. Metal  |    |
| D. Glass  |    |
| E. Plaster  |    |
| F. Roofing Materials                                  |    |
| Chapter 3   |    |
| PRESERVATION OF ARCHITECTURAL FEATURES...18           |    |
| A. Treatment Guidelines for Walls                     |    |
| B. Treatment Guidelines for Windows                   |    |
| C. Treatment Guidelines for Shutters                  |    |
| D. Treatment Guidelines for Entrances                 |    |
| E. Treatment Guidelines for Exterior Doors            |    |
| F. Treatment Guidelines for Storm/Screen Doors        |    |
| G. Treatment Guidelines for Transoms and Sidelights   |    |
| H. Treatment Guidelines for Porches and Door Stoops   |    |
| I. Treatment Guidelines for Roofs                     |    |
| J. Treatment Guidelines for Dormers                   |    |
| K. Treatment Guidelines for Chimneys                  |    |
| L. Treatment Guidelines for Cornices                  |    |
| M. Treatment Guidelines for Gutters and Downspouts    |    |
| N. Treatment Guidelines for Awnings                   |    |





**Chapter 4**  
**SPECIAL RESOURCE TYPES.....28**

- A. Commercial Buildings
- B. Industrial Buildings
- C. Service Buildings
- D. Places of Worship
- E. Educational Institutions
- F. Residential Garages
- G. Sheds and Other Ancillary Residential Structures.
- H. Agricultural Resources
- I. Cemeteries
- J. Modern Resources

**Chapter 5**  
**ADDITIONS.....35**

- A. Typical Additions
- B. Preserve Historical Integrity and Features
- C. Affect on Historic Walls and Openings
- D. Permitted Additions
- E. Additions that are Not Permitted
- F. Design
- G. Scale and Massing
- H. Preservation of Setting
- I. Materials
- J. Doors and Windows
- K. Roof Forms
- L. Porch Infill

**Chapter 6**  
**LANDSCAPES & STREETSCAPES.....38**

- A. Review required
- B. Review not required
- C. Rehabilitation Treatments for Landscapes and Streetscapes
- D. Fences, Gates, and Walls
- E. Paving
- F. Garden Structures and Permanently Installed Equipment
- G. Hot Tubs, Swimming Pools, and Other Water Features
- H. Street Furniture
- I. Street Lights
- J. Street Signage
- K. Public Art

**Chapter 7**  
**BUILDING ACCESSORIES.....43**

- A. Mechanical Equipment
- B. Exterior Lighting
- C. Signs
- D. Energy Conserving Features
- E. Satellite Antennas and Dishes

- F. Utility Boxes and Meters
- G. Vending Machines
- H. Literature Racks
- I. Automatic Teller Machines (ATMs)
- J. Night Depositories
- K. Accessories to Improve Access for the Disabled
- L. Miscellaneous Wall Features

**Chapter 8**  
**NEW CONSTRUCTION.....51**

- A. Process
- B. Individual Sites or Structures
- C. Historic Districts

**Chapter 9**  
**DEMOLITION.....55**

- A. Demolition is Discouraged
- B. Proposed Work that Requires a Demolition Application
- C. Proposed Work that Does Not Require a Demolition Application
- D. Demolition By Neglect
- E. Alternatives to Demolition
- F. Moving Historic Buildings
- G. Required Considerations at Demolition Hearings
- H. The Degree of Importance Influences Demolition Decisions
- I. Financial Hardship
- J. Documentation Requirements

**Appendix**  
**PRESERVATION BRIEFS.....57**

The photographs featured in these design guidelines are solely intended to be illustrations of the guidance provided in the text of this document. Their use does not indicate or imply that a property is designated with the Historic Preservation Overlay (HPO) either as an individual site or structure or included in a historic district.



## ACKNOWLEDGEMENTS

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Michael C. O'Connor  
Philip Dacey  
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Kate McConnell  
Scott Winnette  
Robert Jones  
Alderman Michael O'Connor

# CHAPTER 1

## INTRODUCTION

Under Maryland law and the City’s Land Management Code, the Board of Aldermen may designate sites, structures, or districts of historic, archeological, or architectural significance. This designation is achieved through the enactment of legislation to apply the historic preservation overlay zoning district (HPO). Once a property has been so designated, the Historic Preservation Commission (“Commission” or “HPC”) has the authority to review applications for exterior modifications to such property, including new construction and demolitions. Further, the Board of Aldermen is required to adopt guidelines for rehabilitation and new construction design for designated sites, structures and districts that are consistent with those generally recognized by the Maryland Historical Trust.

The Board of Aldermen has adopted guidelines governing the Commission’s review of sites and structures within the Frederick Town Historic District. These “Guidelines for Individual Landmarks and Small Districts [in the Historic Preservation Overlay]” (“Guidelines”) have been developed to assist the HPC in its review of sites, structures, or historic districts that are not a part of the Frederick Town Historic District. They also should assist property owners, tenants, stewards of historic properties, and others in making preliminary decisions about work that requires HPC approval that reflect best preservation practice and promote the unique character of each resource.

- A. **Review Required.** The Historic Preservation Commission reviews all exterior changes to designated sites or structures if any portion of the site or structure is visible from a public way, whether or not the proposed changes are visible from a public way. Exterior changes include, but are not limited to, the following:
- 1) All exterior alterations to sites, structures, or objects. This includes the entire building envelope as well as alterations to all ancillary or secondary buildings and changes to settings and landscapes. Painting or coating currently unpainted or uncoated masonry structures is considered an alteration and review is required.
  - 2) Certain maintenance work, such as repointing or cleaning masonry that may impact the integrity of the material or structure.
  - 3) Additions on individual sites and structures or within a district.



*1-1 The John Derr House, constructed c. 1790-1795 along MD Route 26, was designated by the City of Frederick as a individual Historic Preservation Overlay (HPO) in 2006.*



*1-2 This c. 1800 stone house is one of several structures on the Belle-Air Conley Farm that was designated by the City of Frederick as in individual Historic Preservation Overlay in 2014.*

- 4) New construction on individual sites and structures or within a district.
  - 5) Demolition of any resource on a designated site, structure, or within a district.
  - 6) Moving structures and objects.
- B. **No Review Required.** The Commission does not review the following categories of work:
- 1) Routine maintenance that does not alter the exterior fabric or features of a site or structure and has no material effect on the historical, archeological, or



I-3 The Schleysville Survey District is a grouping of mid-nineteenth century and early-twentieth century houses fronting on East Patrick and Franklin Streets that is a significant example of mid-nineteenth century subdivision development for worker housing developed by Franklin Schley, owner of a nearby agricultural lime works, and adjoining his own elegant dwelling house. The brick row houses of Schleysville provided relatively substantial and convenient housing for Schley's employees.



I-4 This row of houses at North Market Street and 9<sup>th</sup> Street were built in the 1920s. They are contributing resources in the Frederick Historic District (FHD) listed on the National Register of Historic Places.

architectural significance of the site or structure and is not otherwise contrary to these guidelines. The Commission maintains a list of work that does not require its approval, which is available at the Planning Department or on the City's [website](#). Examples include re-attaching loose downspouts, replacing broken glass, and replacing deteriorated flashing.

- 2) Interior work.
- 3) Paint color, except painted signs, and pre-finished materials or accessories. Painting or coating currently unpainted or uncoated masonry structures is considered an alteration and review is required.

C. **Secretary of the Interior's Standards.** The Commission uses these guidelines and the [Secretary of the Interior's Standards for Rehabilitation](#) (Code of Federal Regulations, 36 CFR 68.3(b)) to determine if proposed work is appropriate for a particular site, structure, or district. Rehabilitation is defined by the Secretary of the Interior



I-5 The Secretary of the Interior's Standards state that changes to a property that have acquired significance in their own right shall be retained and preserved. The Schley House (F-3-206) is a good example of a transitional Federal Greek Revival style manor house. An addition was constructed on the east end of the original building in the 1930s and should be retained and preserved along with the original structure.

as "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." The Standards 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 shall 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.



1-6 The steeply pitched center gable is one of the character-defining features of the James K.P. Wolfe House at 1201 Motter Avenue. The late nineteenth-century Gothic Revival farmhouse is listed on the National Register of Historic Places.

- 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.
- D. **General principles.** In addition to the *Secretary of the Interior's Standards*, the Commission generally uses the following principles:
- 1) **Hierarchy of façades.** Historically, a structure's form and design had a direct relationship with its location and siting on its lot. The elevations facing a street typically were more elaborately designed and may have used richer, more decorative detailing than rear elevations. This hierarchy of treatments was based on visibility from the street. The Commission may exercise a certain degree of leniency when considering appropriate treatments for less prominent façades and for structures not visible from the public way.
  - 2) **Character-defining features.** Character-defining features are those building and landscape features that make a site unique and different from other sites, characteristic elements of a particular architectural style, technique or architect, or features that are important to a building's unique identity. Elements that contribute to a site or structure's overall significance will be more carefully scrutinized than those of lesser significance. Character-defining elements must be identified, retained, and preserved to the fullest extent possible.
  - 3) **Historic materials.** Every effort must be made to retain and preserve historic materials. Historic materials may be the original material or a non-original material that has achieved historical significance. If replacement is necessary, new materials must be compatible with the historic material in terms of design, quality, size, texture, details, and color.



1-8 The building on North East Street is an example of adaptive use. Originally built c. 1900 for the Crystal Plate Ice Company, the building now houses a winery and a restaurant.



1-7 Historic materials, such as this wood scroll and trim, should be retained and preserved. Chapter 2 provides more specific guidance on appropriate methods for preserving and repairing historic materials.

- 4) **Inappropriate actions.** Removing character-defining features, radically altering structures, sites, or objects, introducing elements to the existing structure or site that cannot be documented historically, or demolishing significant and contributing properties are discouraged.
- 5) **False sense of history.** Alterations that create a false sense of historical development, such as adding conjectural features, are not permitted. However, new features may subtly convey their contemporary



1-9 Schifferstadt (F-3-47) is a mid-eighteenth century stone house built by German settler Josef Brunner on Rosemont Avenue which retains a high level of integrity. The building is listed on the National Register of Historic Places.

construction through the use of different materials, offsetting the new feature, or other techniques the Commission may deem appropriate.

- 6) **Missing features.** A *missing* feature is a feature that no longer exists, but is known to have existed historically by documentary or physical evidence. If a missing feature is proposed to be re-installed, the replacement feature shall be compatible in design, materials, and scale with the historic feature as supported by documentary or physical evidence.
- 7) **Landscapes.** Landscapes, including but not limited to parks, public squares, formal yards, gardens, and cemeteries, shall be maintained and preserved in the same manner, wherever possible.
- 8) **Adaptive use.** *Adaptive use* refers to modifications that render a building usable for a function other than originally intended. These guidelines are intended to assist with the adaptive use of properties without compromising character-defining features.

**E. Required Considerations for Reviewing Applications.** The Commission shall consider the following in its review of applications:

- 1) The historic, archeological, or architectural significance of the site or structure and its relationship to the historic, archeological, or architectural significance of the surrounding area;
- 2) The relationship of the exterior architectural features of the structure to the remainder of the structure and to the surrounding area;
- 3) The general compatibility of exterior design, scale, proportion, arrangement, texture, and materials proposed to be used; and
- 4) Any other factors, including aesthetics, which the Historic Preservation Commission considers pertinent.

**F. Degree of Importance.** When the Commission makes a decision regarding rehabilitation construction, reconstruction, alteration, moving, or demolition, it must consider the historical, archeological, and architectural value of the resource, including its integrity. Resources are either contributing or non-contributing to the district or to the site.

- 1) **Contributing.** *Contributing* resources are the following:
  - a. Structures, sites, or objects that help define a historic district or individually designated site;
  - b. Structures, sites, or objects that have historical or architectural value; or
  - c. Generally, those structures, sites, or objects that were built during the *Period of Significance* of a historic district or an individually designated site.
- 2) **Non-Contributing.** *Non-contributing resources* are those structures, sites, or objects that do not define or add historical or architectural value to a historic district or individually designated site. Generally, those resources that are outside the *Period of Significance*.
- 3) **Of Unusual Importance.** A resource of unusual importance must be at least 50 years old and individually meet one or more of the following criteria:
  - a. Associated with events and cultural groups that have made a significant contribution to the broad patterns of history, including those that exemplify the heritage of the City;
  - b. Associated with the lives of persons significant in the history of the City, the region, the state, or the nation;

- c. May likely yield information important in pre-history or history; or
- d. Exhibits significance in design or construction by:
  - (i) Embodying the distinctive characteristics of a type, period or method of construction, including characteristics particularly associated with the City;
  - (ii) Representing the work of a master;
  - (iii) Possessing high artistic values or superior craftsmanship; or
  - (iv) Representing a distinguishable entity, such as an historic district or complex of resources, whose components may lack individual distinction.

**G. Deviation from the Guidelines.** From time to time there may be unusual or extenuating circumstances that uniquely affect a site or structure and the Commission may make a decision regarding construction, reconstruction, alteration, moving, or demolition that deviates from the Guidelines.

- 1) Deviation for *contributing* resources. Deviation from the guidelines will not be permitted for contributing resources if any of the following pertain:
  - a. The integrity of the site or streetscape will be compromised; or
  - b. The integrity of any surrounding historic sites or structures will be compromised; or
  - c. The contributing resource or its setting will be so altered that it will no longer be contributing.
- 2) Deviation for *non-contributing* resources. Deviation from the guidelines for non-contributing resources will not be permitted if:

## Federal, State & Local Historic Preservation Tax Credits

Certain rehabilitation work on designated historic properties or contributing resources in historic districts that are listed on or eligible for listing on the National Register of Historic Places may qualify for Federal and State income tax credits. Federal tax credits are only for income-producing properties and must be certified by the National Park Service (NPS). The Maryland Historical Trust (MHT) is the point of contact for both Federal and State tax credits. *Tax credit approval from MHT and/or the NPS is not a substitute for HPC approval.*

Tax paying property owners may apply for a property tax credit equal to ten percent of the properly documented expenditures incurred for exterior work that contributes to the restoration or preservation of a structure designated by the City of Frederick (Historic Preservation Overlay). In order to be eligible, the project must have prior HPC approval and a permit unless the project is only for eligible work on the Minor Rehabilitation List. Not all work that receives HPC approval is necessarily eligible for the tax credit. More information can be found at [www.cityoffrederick.com/preservation](http://www.cityoffrederick.com/preservation).



## CHARACTER-DEFINING FEATURES

Throughout these guidelines reference is made to character-defining features. Such features are prominent or distinctive aspects, qualities, or characteristics of a resource that contribute to its physical character. Character-defining features of a building may include its form, decorative or functional elements, or specific materials. Character-defining features of a landscape may include plant materials, decorative and artistic details, streetscape elements, topography, and the design of the space.

## FALSE SENSE OF HISTORY

Each property is a physical record of its time, place, and use. Adding conjectural features or architectural elements from other buildings creates a false sense of historical development and it becomes unclear as to which features are historic and which are new, thus confusing the authenticity of the historic resource.

## INTEGRITY

Integrity is the ability of a property to convey its significance through its physical features. The qualities of integrity include location, design, setting, materials, workmanship, feeling, and association. In order to retain integrity, a property generally possesses most, if not all, of these qualities.

## PERIOD OF SIGNIFICANCE

The *Period of Significance* is the inclusive time period of the development and construction of an individual site or a historic district or the time period an individual site or historic district was associated with a significant event or person. The *Period of Significance* is specific to individual sites and historic districts. It is identified and established in the research and documentation prepared for the designation of that site or district as a Historic Preservation Overlay.

# CHAPTER 2

## MATERIALS FOR REHABILITATION & THEIR TREATMENT



2-1 The walls of the 1925 Maryland State Odd Fellows Home on North Market Street feature Flemish bond brick with random burned headers and marble stringcourse demarcate raised basements.

This chapter provides guidance and recommendations for rehabilitating materials commonly found on historic structures in the City of Frederick. Every effort must be made to retain and preserve original materials so that the historic character of a property can be maintained. Character-defining materials should be repaired rather than replaced.

**A. Masonry.** Historic masonry may consist of brick, concrete (block, formed, or cast), stone, terra cotta, stucco, or parging. Masonry elements may include character-defining features such as walls, cornices, columns, and ornament.

1) **Repair.** Occasionally individual masonry units that form a larger masonry feature, such as a brick wall, may become deteriorated due to inconsistencies in manufacturing, uneven weather conditions, past inappropriate repairs, or other physical damage. In

such cases the deteriorated units should be selectively and carefully removed and replaced with new units that match the material, color, texture, size, and shape of the original material in order to maintain the larger feature in good repair. In some cases, masonry can be repaired with specially formulated mortars or grouts. Any mortars or grouts used for repair must be compatible with the existing material and match its color, texture, and finish.

2) **Replacement.** If a masonry feature is deteriorated beyond repair, the feature should be replaced in-kind, replicating the material, color, texture, size, and shape of the original feature.

3) **Maintenance.** Water infiltration can cause serious and potentially costly damage to masonry, either through freezing inside the walls or by causing destructive chemical reactions. To prevent water pen-

etration, masonry buildings must be carefully maintained. This includes keeping roofs, flashing, drains, gutters, and downspouts in good repair and free of vegetation.

- a. **Repointing.** Deteriorating mortar, evidenced by disintegration, cracks, loose bricks, damp walls or damaged plasterwork, may require re-pointing. Damaged mortar should only be removed using hand tools. On a case-by-case basis, the Commission may approve the use of some power tools on horizontal joints.
  - (i) **Appropriate mortar.** Mortar used in rehabilitation shall have an appropriate composition for the particular masonry material and shall match the existing mortar in color, texture, profile, and joint width. The use of a lime-based mortar is recommended for nearly all re-pointing projects and is required for repointing historic brick.
  - (ii) **Inappropriate mortar.** Portland cement is not an appropriate mortar for most re-pointing jobs in Frederick and will only be approved on a case-by-case basis and only if it is appropriate for the structure's age and material.
- b. **Cleaning.** Masonry should only be cleaned to arrest deterioration or to remove severe soiling. Cleaning should always be conducted using the gentlest means possible.
  - (i) **Appropriate cleaning.** Masonry should be cleaned using low-pressure water (standard City water pressure without augmentation). Scrubbing can be done with soft bristle brushes and mild detergents. All non-masonry surfaces must be protected prior to cleaning.
  - (ii) **Inappropriate cleaning.** Since it can cause severe damage to masonry, abrasive cleaning techniques, such as sandblasting or soda blasting, high-pressure washing (pressure exceeding 300 psi), and strong chemical solutions are not appropriate and will generally not be approved.
- c. **Paint and other coatings.** Painting or coating of masonry includes, but is not limited to, paints, stains, lime washes, waterproof or water repellent coatings, stucco, and parge coats.
  - (i) **Unpainted or uncoated masonry.** Painting or coating of historic masonry structures that are not currently painted or coated will not be approved, except in those cases where it will help stabilize deteriorating brick. The Commission may approve



2-2 The John C. Motter House, 1005 Motter Avenue, was built c. 1880 and features brick walls with beveled and corbelled corners. This building is listed on the National Register of Historic Places.



2-3 These houses located on Trail Avenue in the National Register-listed Frederick Historic District were built in the 1920s using a type of concrete block common to the period.



2-4 This brick has been damaged by sand blasting and an inappropriate mortar has been applied. Masonry should always be cleaned using this gentlest means possible and only appropriate mortar should be used for repointing.



2-5 St. Timothy's Episcopal Church, built in 1924, features both wood batten siding and limestone construction.



2-6 The boxed wood cornice on the 1885 White-Hayward House, at 7516 Hayward Road, features dentil molding and decorative ventilation holes.

the painting or coating of non-contributing masonry buildings on a case-by-case basis.

- (ii) **Removing paint or other coatings.** The brick on many Frederick buildings was low-fired and porous and therefore, was frequently painted to maintain its integrity. The Commission will not approve the removal of paint from a brick building if the removal will cause damage or compromise its integrity. The Commission may approve the use of a chemical stripping method after it has reviewed a test patch. Graffiti must be removed in a manner that will not deface or destroy masonry. The National Park Service [Preservation Brief 38: Removing Graffiti from Historic Masonry](#) provides additional guidance on this topic.

**B. Wood.** Wood was historically used for windows, doors, lintels, sills, siding, shingles, floors, ceilings, trim, and soffits. Historic wooden elements were typically milled from old-growth wood that is denser and more durable than wood that can be bought today. When maintained, historic wooden elements can last for centuries.

- 1) **Repair.** All wood elements shall be repaired. Wood elements may be preserved by patching, splicing (sometimes referred to as a "Dutchman"), or consolidation. Severely deteriorated elements, such as individual boards of siding or flooring, may be selectively replaced. Any wood repairs must match the material, size, shape, profile, texture, and finish as closely as possible.
- 2) **Replacement.** If replacement becomes necessary, the wood element must match the original in terms of material, size, shape, profile, texture, and finish as closely as possible. Naturally decay- and termite-resistant woods are recommended such as heartwood of redwood, cedars, black locust, and black walnut.
- 3) **Maintenance.** No matter the type of wood used, it must be maintained regularly. With proper maintenance, wood elements can last indefinitely.
  - a. **Finishing wood surfaces.** A regular painting schedule will prolong the life of all wood elements. Therefore, all visible wood surfaces must be painted or stained with a solid, opaque stain that resembles a paint finish and conceals the wood grain. Clear finishes for exterior use did not become available until the early twentieth century and will only be approved on a case-by-case basis as appropriate for the style and age of the building.
  - b. **Preparation for painting.** Paint on wood surfaces can be removed with a putty knife or paint scraper, followed by hand or mechanical

sanding to provide an even surface for re-painting. For heavy paint build-up, paint can be removed with a heat gun that does not exceed 750 degrees Fahrenheit or the equivalent, or with chemical strippers designed for wood. Grinders and torches shall not be used to remove paint. Sanding disks and rotary wire strippers are prohibited for stripping wood, as are power washing and abrasive cleaning methods.

- 4) **Inappropriate materials.** Metal, fiberglass, pressure treated, synthetic or composite materials, vinyl, plywood or “T1-11” are not acceptable for the replacement of historic wood features. Pressure-treated wood is not acceptable except for very limited situations where it is in direct contact with the ground. Pressure-treated wood will not be approved for steps, porch posts, porch floors, trim, and balusters.

**C. Metal.** Historic metal features include storefronts, cornices, columns, window and door hoods, fences and gates, siding, roofs, window grilles, stoops, and railings as well as decorative metalwork such as cast iron, sheet metal, pressed metal, and corrugated metal.

- 1) **Repair.** All metal features must be repaired with materials that match the original in form, profile, gauge, finish, and color, if available. If not available, the new material must match the historic as closely as possible. On a case-by-case basis, the Commission may approve a non-metallic material for repairs if the material is a good facsimile and can form a seamless interface with the historic material.
- 2) **Replacement.** Replacement of metal features is appropriate only if the original fabric is damaged beyond repair. The replacement fabric must conform to the original material. On a case-by-case basis, the

Commission may approve modern replacement materials at upper stories. If non-historic metal siding needed to be replaced, the new siding should replicate the historic or original cladding material.

- 3) **Maintenance.** The preservation of historic metal may require occasional caulking and painting.
  - a. **Cleaning.** Some metal should be cleaned occasionally to remove potentially corrosive substances, and all metal should be cleaned prior to repainting using water, with pressure not to exceed a garden hose without artificial pressure, and mild detergent. Power washing and abrasive cleaning methods will not be approved to clean metal or remove old paint and corrosion or rust.
  - b. **Painting.** If metal needs to be repainted, all corrosion or rust and loose, flaking and peeling paint should first be removed and the surface should be painted with a primer compatible with the finish paint.
  - c. **Caulking.** The joints between metal panels may need to be caulked to reduce moisture damage. The caulk should provide a seamless interface between pieces and should be compatible with the feature and the metal fabric.
- 4) **Inappropriate materials.** Horizontal metal siding that imitates wood siding is not appropriate and will not be approved.

**D. Glass.** Historic glass may consist of window and door glass, pigmented structural glass (often known by the trade names of Carrara Glass and Vitrolite), stained and leaded glass, and glass block.

- 1) **Repair.** Repairs to structural glass include repointing the joints with a silicone compound, replacement of the original mastic and the installation of new panels. Although old inventories of Carrara Glass or Vitrolite may be found, spandrel glass with a back-colored surface also can be used as a replacement. The joints or adhesive backing of structural glass tend to deteriorate over time. When the cement joints fail, moisture penetrates behind the glass and compromises the bond between the mastic adhesive and the underlying masonry substrate or the metal anchors. Stained and leaded glass repairs should not result in the removal of original fabric, such as glazing and lead, except as approved for repairs.
- 2) **Replacement.** Historic glass must be retained, unless it is cracked or broken. If it is cracked or broken, the replacement glass must be essentially the same in clarity or thickness, although modern safety glass may be used. On a case-by-case basis, the Commission may approve the installation of insulated glass in windows and doors, particularly on rear elevations.



2-7 This character-defining cast iron stoop is located on the front of a house along North Market Street in the Frederick Historic District (National Register).

2-8 The tripartite window on the front of a house along North Market Street in the Frederick Historic District (National Register) features stained glass windows.



3) **Inappropriate materials.** Glass may not be replaced with Plexiglas or any non-glass material. Clear glass may not be replaced with glass that is tinted, mirrored, textured, stained or leaded glass unless based on documentary or physical evidence. Films applied to glass are only permitted in the context of signage. Glass block is generally inappropriate if it never existed previously, but may be approved on a case-by-case basis, particularly on non-character defining elevations. Spandrel glass will generally not be approved on existing buildings; however, it may be approved on non-contributing buildings.

E. **Plaster.** Historic plaster walls or ceilings may occasionally be found on sheltered exterior spaces, such as upper level porches.

- 1) **Repair.** Plaster repairs shall match the original in material, texture, finish and color.
- 2) **Replacement.** If the Commission considers the plaster beyond repair, the replacement plaster shall match the original plaster in material, texture, finish, and color. On a case-by-case basis, the Commission may approve the use of drywall as a replacement for plaster walls and ceilings, but the finish surface must be the same as the original.

**F. Roofing Materials.** There are numerous roofing materials that may be present on historic structures. Each roofing material has appropriate uses and should be rehabilitated according to the particular application. If replacement of the finished roofing becomes necessary, either the existing roofing type, if it is original or appropriate to the building, or a substitute material that reflects an earlier roof must be used. If a material is to be changed, the new material should be based on documentary or physical evidence of the earlier roof on the building. When there are multiple roofing materials on a building, the material that will provide the best service and best historic appearance should be selected.

1) **Wood shingles.** Wood shingles are an appropriate roofing material only if there is pictorial, historical or architectural evidence that they were once in use on the historic building, and if they were typical of a particular building style or type. Otherwise, their use is not permitted. Products that simulate wood shingles will not be approved.

2) **Slate roofs.** Slate roofs can often be repaired by replacing deteriorated slates with new slate that matches the existing. Repair should be pursued before replacement is considered. Slate roofs that are beyond repair can be replaced in-kind or with an earlier roofing material as shown by documentary or physical evidence.

**Standing-seam metal.** Standing seam metal roofs should be replaced in-kind, unless evidence exists for an earlier roofing material. Manually crimped standing-seam metal is preferred by the Commission. If interlocking standing seam roofing systems maintain the same historic profile as manually crimped standing seam, including a rolled ridge, not a cap, its use may be approved. The width of new metal panels must be compatible with the original roof, the panels must be flat, and seams cannot be higher than 1 inch. Factory-finishes must reflect traditional hues (galvanized, green and red).

4) **Metal shingles.** Embossed metal shingles should be repaired by replacing deteriorated shingles with new metal shingles that match the existing. If the entire roof must be replaced, it should be replaced in-kind or with an earlier roofing material as shown by documentary or physical evidence.

5) **Asphalt shingles.** Asphalt shingles can be used to replace existing asphalt or asbestos shingles if it is original or appropriate to the building and on additions, but otherwise they are not permitted unless evidence of their use exists under later roofs.

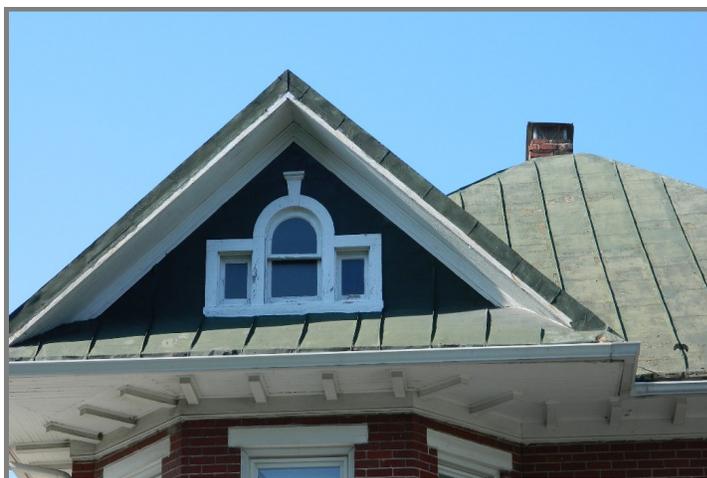
6) **Rolled, composition roofing.** This material is inferior to other roofing materials and its use is not encouraged. It will be approved in limited cases where it is not visible from the street or it is appropriate for the style and age of the building.

7) **EPDM, TPO or rubber roofing systems.** This material is typically only approved for use on flat and nearly flat roofs that are not visible from the street unless it is appropriate for the style and age of the building.

8) **Bitumen and gravel roofs.** Bitumen and gravel roof were historically installed on flat or nearly flat roofs and are acceptable in such situations.



2-9 This house at 1003 Rosemont Avenue in the Frederick Historic District (National Register) features a slate roof with three different tile patterns.



2-10 The Kling House at 500 East Patrick Street was built c. 1915 and features a standing seam metal roof.

# CHAPTER 3

## PRESERVATION OF ARCHITECTURAL FEATURES



3-1 The Household Building, originally the Women's Building, at the Frederick Fairgrounds (F-3-204) dates from 1922. The distinctive curved parapet is an important aspect of this Spanish Colonial Revival style building.

This chapter pertains to the rehabilitation and maintenance of architectural features and details associated with existing resources located in small districts or individually designated sites. Character-defining elements should 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, where possible, materials. Replacement of missing features should be substantiated by documentary and physical evidence. Removal of distinctive features shall be avoided.

**A. Treatment Guidelines for Walls.** Walls are the vertical planes that form the sides of a building envelope.

Walls are usually continuous surfaces except where penetrated by window and door openings. In some cases walls may be further defined as foundations, water tables, and parapets. Walls are generally constructed from either loading bearing masonry or a wood or steel framing system that supports a veneer or sheathing material.

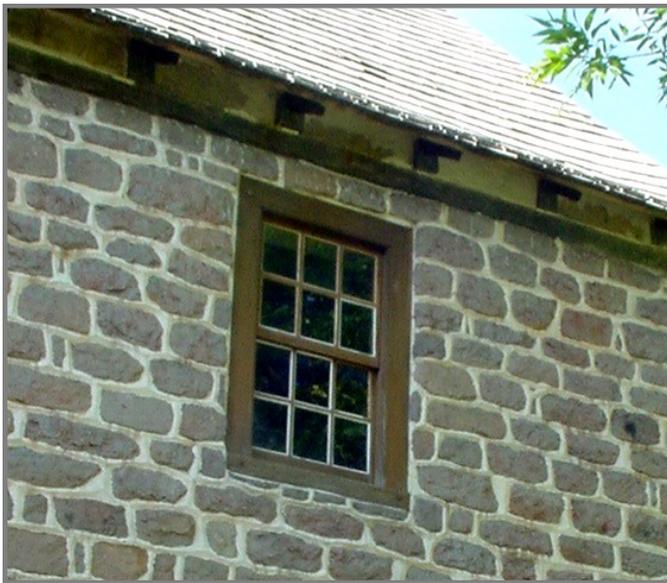
1) **Materials.** Historic walls materials must be maintained and preserved. Deteriorated materials should be selectively replaced as outlined in Chapter 2. Non-historic materials may be removed, with permission from the Commission, to reveal earlier wall materials that often can be rehabilitated. If the removal of non-historic materials is proposed, the original underlying material must be preserved and repaired. In



3-2 The wall of this early twentieth-century dwelling on the southwest corner of Market and Ninth Street is comprised of a fieldstone foundation, frame walls with wood German lap siding, and window openings.



3-4 The upper sash is missing from one of the windows at the Union Manufacturing Company (FHD-1300) but the remaining sashes are physical evidence that can be used to determine the configuration of the replacement sash as well as the style and size of the muntins.



3-3 A six-over-six double hung wood window can be seen here at Schifferstadt (F-3-47) on Rosemont Avenue.

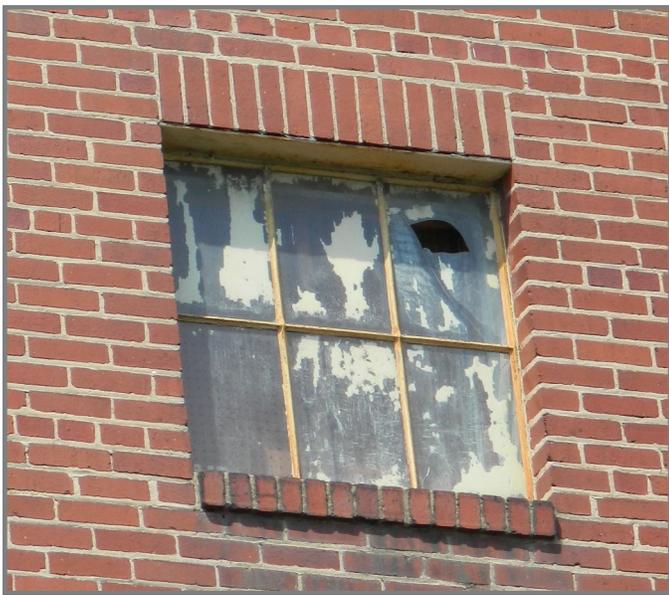
some cases non-original wall materials may be historically significant, such as rare examples of pressed metal, and must be preserved whenever possible.

- 2) **Wall openings.** The number, pattern, and placement of openings is to be retained. New window and door piercings may be permitted on a case-by-case basis and generally only to access or accommodate an addition. The infill of historic openings will generally not be approved, and proposals to infill non-historic openings will be evaluated according to the impact on the entire wall. If the Commission approves the infill of historic openings, the lintel and sill shall be retained in place and the blocking material shall be recessed. Infill will not be approved on street-facing elevations.
- 3) **Decorative elements.** All historic decorative ele-

ments, such as dentils, corbelling and inset panels, shall be preserved and repaired. Replacement may only be undertaken on those features that are beyond repair. The replacement must match the original material and design as closely as possible.

**B. Treatment Guidelines for Windows.** A window is a glazed opening in the wall of a building used to admit light and air. Generally, the window is composed of a frame that supports one or more operable or fixed sashes containing panes of glass. Windows with fixed panes are common on storefronts and in other situations where operable windows were not desired.

- 1) **Preserve window features.** All existing window assemblies and decorative elements shall be preserved, with their defining element identified, retained and preserved. These features include, but are not limited to, frames, sashes, muntins, glazing, sills, heads, hoods, hoodmolds, lintels and paneled or decorated jambs, pediments, pilasters, moldings and other trim. Replacement of missing elements must be based on documentary or physical evidence. If such evidence does not exist, a historically compatible facsimile may be approved.
  - a. **Window grilles.** Grilles and other decorative security devices will be approved on a case-by-case basis and only if original features and materials will not be damaged in the installation.
  - b. **Window boxes.** The Commission can approve the placement of window boxes that are attached to the building with screws or other devices that may penetrate the wall, window frame or sill. Only mounting hardware and drainage features that do not damage historic



3-5 This former cigar factory at the southwest corner of East and 2<sup>nd</sup> Streets features steel windows. This window should be repaired by replacing the broken pane of glass with new clear glass.



3-6 These metal storm windows on Dill Avenue incorporate appropriate dimensions correspond with the underlying historic window.

fabric will be approved.

- 2) **Replacing windows.** Replacing windows solely because of peeling paint, broken glass, stuck sash, lead paint, and air infiltration shall not be approved. These conditions, in themselves, are no indication that windows are beyond repair. If the Commission determines a replacement window is necessary due to severe deterioration, the new window must duplicate the material, design, dimensions, configuration, and hardware of the window to be replaced. For rear and side elevations, leniency regarding one or more of these characteristics might be allowed for replacement windows.
  - a. **Case-by-case review.** Approval to replace one window does not imply that approval is granted to replace other windows in the building. Window replacements are considered on a window-by-window basis.
  - b. **Design and configuration.** For windows with divided lights, replacement windows must have true divided lights with the style and size of the muntins matching the window to be replaced. Removable muntins are not acceptable. Simulated divided-light windows may be acceptable with insulated glass in new additions or on rear and side elevations if the muntins are fixed and a dark space bar is placed between the layers of glass.
  - c. **Material.** Replacement windows for wood windows must be all wood, without cladding. Metal windows can only be used to replace metal windows, unless documentary or physical evidence indicates alternatives once existed. Only clear untextured glass shall be used in windows unless

documentary or physical evidence indicates another type of glass existed historically.

- d. **Second or later generation replacement windows.** Windows that have already been replaced (second or later generation replacements) may be replaced with windows that incorporate energy-saving features, such as insulated glass; however, such windows cannot be vinyl, clad, or metal intended to resemble wood. The Commission will determine if the pane configuration of second generation windows should match the original windows or the first generation replacement.
- e. **Replacement for egress.** On a case-by-case basis, the Commission will decide if modifying windows or window openings for egress purposes will be approved.
- f. **Lead abatement.** Lead paint is found in a majority of older houses and state and federal regulations exist to address the problems it presents. A variety of methods can be used to control lead hazards, short of window replacement. Window replacement for the sole purpose of abating lead hazards shall not be approved.
- g. **Energy efficiency.** Replacing historic windows for the sole purpose of achieving energy efficiency will not be approved. On historic windows, improved energy efficiency may be achieved by installing or replacing inadequate or damaged weather stripping and caulking. Installing exterior or interior storm windows according to the standards in (h), below, is an appropriate option



3-7 Wood paneled shutters on this East Street building are installed with operable hardware and are sized appropriately for the opening.



3-8 The entrance at the c. 1820 Schley House (F-3-206), a transitional Federal Greek Revival manor house, exhibits rounded pilasters, a seven-light transom, sidelights with three panes over raised panels, and bullnose brick molding with recessed panels.

for obtaining energy efficiency in historic windows.

- 3) **Storm Windows.** Storm windows must incorporate dimensions that correspond with the window to

be covered, particularly regarding the width of the stiles and rails. The stiles and rails can be narrower than the window to be covered, but not wider. The meeting rail of the storm window must match the meeting rail of the window to be covered. Divided lights generally are not approved for storm windows. Storm windows must fit the opening entirely. Storm windows can be metal or wood and they must be painted or have a factory-applied finish to match the underlying window or the window trim. Interior storm windows may be preferred in some situations.

**C. Treatment Guidelines for Shutters.** A shutter is a movable cover for a door or window used for privacy or to keep out light or air. These guidelines refer to shutters mounted on the exterior of buildings.

- 1) **Preserve historic shutters.** Historic shutters must be retained, repaired, and preserved. Shutters that are partially deteriorated must be repaired by the selective replacement of deteriorated pieces, instead of replaced. Shutters that are vinyl or metal can be removed and may be replaced with wood shutters if documentary or physical evidence suggests they once existed on the building.
- 2) **Material.** Shutters must be wood. However, if documentary or physical evidence shows that shutters fabricated from another material existed historically, then the Commission may approve the installation of shutters fabricated from the documented historic material.
- 3) **Hardware.** Shutters must be attached with historically appropriate hardware, including operable hinges. They must be mounted to the window frame, not the wall.
- 4) **Proper fit required.** Shutters must match the existing openings and cover the opening when closed. They must be the width and length of the windows they are intended to cover.
- 5) **Replacement.** If replacement becomes necessary, replacement shutters must match the originals in terms of size, scale, detail, thickness, and hardware. Replacement shutters must be functional. Aluminum and vinyl shutters will not be approved.
- 6) **Inappropriate installation.** The installation of shutters in locations where they did not exist historically will not be approved. Installation shall only be approved if documentary or physical evidence proves they once existed.

**D. Treatment Guidelines for Entrances.** Entrances are the means of ingress and egress in a building. Entrances are comprised of a door, the structural parts needed to maintain the opening or support the door and features such as pilasters, pediments, columns, sidelights and tran-

3-9 This dwelling on West 2<sup>nd</sup> Street features a wood batten door typical of the Tudor Revival style.



soms. Entrances are important aspects of a building's character and historic fabric.

- 1) **Preserve historic entrances.** All historic features of an entrance shall be identified, repaired, and preserved. Entrances can be returned to their original configuration and detailing if documentary or physical evidence exists.
- 2) **Modification.** Radically altering historically intact entrances will not be approved. However, the Commission will take into consideration that to meet modern needs and uses and to provide access to the disabled, some alteration may be required.
- 3) **Adding new entrances.** It is not appropriate to damage original walls with new entrances and such modifications will only be approved on a case-by-case basis.
- 4) **Entrance accessories.** The size, placement, scale, and design of house numbers, mail boxes, light fixtures, and other entrance amenities must be appropriate for the resource. Bright brassy or chrome-like finishes are generally not appropriate for the historic buildings. The Commission does not review peepholes, doorbells, door knockers, or mail slots.

- E. Treatment Guidelines for Exterior Doors.** Doors are movable barriers often comprised of metal, wood, or glass, used for opening and closing an entranceway that providing access to a building, protection from the elements, and security. Historically, most doors were wood although in some industrial buildings historic metal doors may be evident. Doors are defined by structural, practical and decorative elements, such as panels, windows, and hardware. Types of doors reviewed include, but are not limited to, residential entry doors, commercial storefront doors, garage doors, bulkhead or cellar doors, sidewalk vault doors, and doors at loading docks.

- 1) **Preserve historic doors.** Historic doors and their hardware must be identified, preserved, and repaired. Deteriorated doors must be selectively repaired with new parts, rather than replaced. A door should be as weather-tight and as secure as possible, and repairs and the selective replacement of parts, such as hardware, will be permitted to assure security.
- 2) **Replacement.** If historic doors are so deteriorated that they need to be replaced, then the replacement door must match the original in terms of design and

materials. If the original door no longer exists and documentation is not available to substantiate the appearance of the original door, then the new door must be compatible to the period and style of the building. Existing door frames must not be enlarged or reduced in size to accommodate a new door.

- 3) **Material.** Solid wood doors are required unless prohibited by code requirements for a fire-rating. Metal or vinyl clad doors and hollow core doors will not be approved. Glass or metal doors may be appropriate for industrial or institutional buildings. Metal cellar or bulkhead doors may be permitted on side or rear elevations, but will be approved on the front façade only on a case-by-case basis. In all cases, metal doors may not be textured.
- 4) **Hardware.** Original door hardware must be identified, retained, and repaired. If replacement becomes necessary, the new hardware must match the original, in terms of design and materials, as closely as possible. If non-original hardware needs to be replaced, the new hardware must be compatible in scale, material, finish, and the design of the period of the house and style of the door. Hardware with a bright, modern sheen will not be approved. Levers will only be approved where required by code or for handicapped accessibility. Door knockers, peep holes and mail slots do not require HPC approval.

#### F. Treatment Guidelines for Storm/Screen Doors. A

storm door is any door installed outside an exterior door and intended to protect the exterior door and conserve energy. Storm doors generally include a glazed opening. Some storm doors have built-in screens or removable screen panels that can replace the glass seasonally.

- 1) **Design.** Storm doors and screen doors should be simple in design and their dimensions should approximate the dimensions of the historic vestibule doors. The finish of storm/screen doors should correspond with the main door or door frame. Metallic finishes are not permitted.
- 2) **Materials.** Storm doors can be metal or wood. Metal doors must have a non-metallic finish. Wood doors must be painted or stained with a solid, opaque stain.
- 3) **Inappropriate features.** Storm doors with leaded, frosted or etched glass inserts will not be approved. Storm doors with a cross-buck panel, scalloped trim, or other ornamentation will not be approved. Historically, louvered doors were common in some regions of the country, but not in Frederick, and they will not be approved.
- 4) **Hardware.** Storm door hardware should be simple and should not visually dominate the door. If available, door knobs should be selected. Levers may be used instead of door knobs, if door knobs are not

available or when handicapped accessibility is required. Both door knobs and levers must have a matte finish; a bright, modern sheen will not be approved.

#### G. Treatment Guidelines for Transoms and Side-

**lights.** Transoms are windows located directly above a door or window. Sidelights are narrow windows on either side of a door. For treatment guidelines for transoms and sidelights, please refer to B, Treatment Guidelines for Windows.

#### H. Treatment Guidelines for Porches and Door

**Stoops.** A porch is an exterior appendage to a building that forms a covered approach to a doorway that often spans more than one bay on a façade. A stoop is a small entrance porch. Although generally not sheltered by a roof, stoops may have hood molds, a projecting decorative treatment, either arched or square and often with brackets. Porches and stoops are common to residential buildings.

- 1) **Preserve existing.** Historic porches and door stoops and their character-defining elements must be retained and preserved whenever possible. Such elements include the columns, railings, roof shapes, balustrades, posts, lattice, floors, ceilings, cheek walls, and stairs.
- 2) **Finishes.** All wood components must be painted or stained with a solid, opaque stain unless another finish is more appropriate for the style and age of the resource. Painting concrete and brick decks and stairs generally is not appropriate. Metal porches must be painted. Masonry porches shall not be parged, unless the Commission deems parging a good solution to conceal cracks.
- 3) **Ceilings.** Exposed joists and rafters do not characterize historic porch ceilings. Therefore, all porch ceilings must be finished, unless documentary or physical evidence prove that the structural members were exposed. Original porch ceilings must be retained wherever possible. If the Commission determines that replacement is necessary, the new ceiling must be fabricated from traditional materials identified in Chapter 2.
- 4) **Lattice.** Wood lattice typically was used as a skirt on a porch or stoop to keep small animals out and to present a neat, finished appearance. Both square and diagonal lattice was used historically and will be approved, but all lattices must be framed with wood. Lattice made of synthetic materials, such as plastic, will not be approved.
- 5) **Conjectural additions.** Porches and stoops must not be added to character-defining façades if pictorial or documentary evidence does not indicate their previous existence. Features, such as turned posts,



3-10 This porch at the c. 1851 Birely-Roelkey Farmstead (F-3-134) features bracketed wood posts, tongue-and-groove wood decking, and a beaded ceiling—features common to many residential porches.



3-11 One half of this double house on Dill Avenue retains its original slate roof while the other half has been replaced with asphalt shingles. Asphalt shingles are not a compatible substitute for slate tiles. When the asphalt roof requires replacement, the material should be based on documentary or physical evidence.

brackets, and cut wood balusters must not be added unless documentary or physical evidence proves they existed historically.

- 6) **Porch replacement.** Porch replacement should be based on documentary or physical evidence. If it is known that a porch or stoop existed, but if documentary or physical evidence is not available, the replacement design should resemble historic porches that exist in the neighborhood and/or that are in keeping with the style and period of the building. The design must be consistent with the streetscape in terms of materials, size, scale, profile and details.
- 7) **Retrofitting for accessibility and egress.** Retrofitting porches and stoops for ramps or chair lifts must be done in a manner that preserves character-defining details as much as possible, has a minimal impact on the façade or feature, and does not cause irreversible damage to historic fabric. Similarly, new stairs to upper level porches that are required by code should be designed in a manner that preserves character-defining details as much as possible, has a minimal impact on the porch, and minimizes damage to historic fabric.

**I. Treatment Guidelines for Roofs.** The roof is the surface covering the top of a building or structure.

- 1) **Character-defining.** Roof form is an important character-defining element of a building. Roof form shall not be altered or obscured.
- 2) **Original materials.** Except for some slate roofs, most historic roofs do not feature their original

sheathing; instead a second, third, or fourth generation roof material is evident, often not reflecting the original material.

- 3) **Roof repairs.** Repairs to roofs must include replacement in kind wherever possible, or replacement of extensively deteriorated portions with a compatible substitute material. Commission approval is not required to replace flashing.
- 4) **Replacement of roofing material.** If replacement of the finished roofing becomes necessary, either the existing roofing type (if it is original or appropriate to the building) or a substitute material that reflects an earlier roof must be used. If a material is to be changed, the new material should be based on documentary or physical evidence of the earlier roof on the building. When there are multiple roofing materials on a building, the material that will provide the best service and best historic appearance should be selected.
- 5) **Changes to roofs.** In general, alterations or changes that radically change, damage or destroy the roof's defining historic characteristics are not permitted. See Chapter 7 for information on the installation of antennas, mechanical equipment and solar panels on roofs.
- 6) **Functional and decorative roof features.** Functional and decorative features must be preserved. Such features include but are not limited to cupolas, cornice elements that rise above the roof, cresting, finials, snow guards, dormers, chimneys,



3-12 This dwelling on Upper College Terrace features dramatic flared cross gable roofs covered in slate with a center gable, hipped dormer, and a large chimney with dentil and corbelled details.

weathervanes, lightning rods, vents, soffits, and the shape, materials, size, color, and patterning of roofs.

- 7) **Skylights and light tunnels.** Skylights are windows installed in the plane of a roof to light interior spaces. Light tunnels are small-scale, cylindrical windows, usually with a domed top, that are used for the same purpose. Skylights and light tunnels cannot be added to front elevations or side elevations visible from the street. On rear elevations, low profile skylights and light tunnels may be approved on a case-by-case basis. Bubble, faceted, or domed skylights will not be approved.
- 8) **Replacement of roof features.** If the replacement of roof features becomes necessary, then the replacement feature shall match the original in terms of design and materials. If documentary or physical evidence does not exist to guide reconstruction of features known to be missing, such as cresting, the reconstructed feature should be in keeping with the age and style of the house and its roof. Conjectural decorative features must not be added.

- 9) **Replacement of roof structure.** If the roof structure is deteriorated beyond repair, then the replacement structure must result in a roof of the same form, shape, and dimensions.

**J. Treatment Guidelines for Dormers.** Dormers are roof projections with windows, allowing light and ventilation on the uppermost story of a building. Wall dormers are dormers that project upward from the top of the wall and are an extension of the wall. Dormers are found on a variety of roof types and exhibit a variety of roof forms. Often, they have single windows, but double and triple window dormers also are evident.

- 1) **Retain and repair.** Dormers are character-defining features that must be retained and repaired.
- 2) **New dormers.** New dormers on roofs facing the street are generally not appropriate if they did not exist historically. New dormers should be located on rear and side facing slopes of the roof that are not visible from the street.

**K. Treatment Guidelines for Chimneys.** Chimneys are masonry projections from walls or roofs that allow smoke and gas to escape from fireplaces, stoves, and furnaces inside buildings.

- 1) **Retain and repair.** Chimneys are character-defining features that must be retained and repaired. Chimneys that are no longer used must be retained and with Commission approval may be capped with an unobtrusive cover. Screening the tops of chimneys is acceptable.
- 2) **Flashing.** Commission approval is not needed for the repair or replacement of chimney flashing.

**L. Treatment Guidelines for Cornices.** A cornice is a projecting horizontal band or molding between floors or at the top of a building that helps to protect the windows and walls below from water damage. It is usually designed as part of the parapet to emphasize the roofline or upper silhouette of the building.

- 1) **Preserve cornices.** Intact cornices must be preserved. Their defining elements must be repaired rather than replaced. Removing, covering, or obscuring all or part of a projecting cornice is not permitted.
- 2) **Cornice replacement.** If a cornice is missing or replacement becomes necessary, the replacement must be based on documentary or physical evidence. If no such evidence exists, the cornice should be compatible with the style and period of the building.

**M. Treatment Guidelines for Gutters and Downspouts.** Gutters are channels positioned at the top of a wall to catch water running off the roof. Downspouts are the pipes that carry the water from the gutters to the yard or street below, or to the public stormwater management system. Gutters and downspouts are drainage devices for keeping water from the house and essential to maintaining its longevity.

- 1) **Appropriate style and material.** Round-profile gutters and downspouts are generally the most appropriate for resources constructed before World War II. Galvanized and copper gutters and downspouts and those with factory-finishes are appropriate. Ogee or K-style gutters are appropriate for modern resources. When possible, historic gutters and downspouts should be repaired. If existing gutters and downspouts must be replaced, the new gutters must be appropriate of the style and age of the resource.
- 2) **Retain character-defining gutter and downspout features.** Some components of the drainage system, such as cast iron downspouts, decorative leader heads and splash blocks may be historic features. Such features shall be retained and repaired.

**N. Treatment Guidelines for Awnings.** Often found in the City's nineteenth and early twentieth century commercial and residential architecture, awnings are simple, inexpensive, but highly effective devices for providing shelter from the elements, creating shade, and focusing attention on a building's storefront. Awnings are vehicles for introducing color, variety, and interest to the streetscape and they can increase energy efficiency by significantly reducing heat gain.

- 1) **Preserve historic awnings.** Historic awnings are character-defining features that must be repaired and preserved, rather than replaced.
- 2) **Appropriate location and types.** Awnings are permitted over a wide variety of entrances and windows. Unless historic photographic or other documentation suggests a different style previously existed, shed-type fabric awnings that slope away from the building will be the only type of awning approved by the Commission. Awnings must correspond with existing openings. For arched windows and doors, the Commission may approve a rounded awning that matches the size and configuration of the opening. Both retractable and permanent awnings are permitted.
- 3) **Inappropriate awnings.** Backlit (internally lit) and dome awnings will not be approved.
- 4) **Materials.** Canvas and synthetic materials that closely resemble canvas are permitted for awnings. The fabric should be slightly loose on the frame and the valances should hang freely. Plastic, vinyl and metal awnings will not be approved.
- 5) **Open-sided awnings.** Although open-sided awnings are preferred to minimize the visual intrusion on building elements, modern awning hardware may



*3-13 This commercial building at the corner of Market and 8th Street features a fixed-arm awning over the storefront. An appropriate repair for the awning would involve retaining the awning hardware and replacing the damaged fabric.*

make them an inferior choice. The selection of open - or closed-sided awnings will be made on a case-by-case basis, depending on the hardware and building façade.

- 6) **Valance.** A valance or skirt on an awning can be straight or scalloped, but should not be taut.
- 7) **Attachment.** All awning hardware must be approved by the Commission. All awning hardware must be mounted in the mortar joints of masonry buildings. The awning must be attached directly onto the building, rather than requiring columns or supporting poles inserted into the sidewalk. On the backs of houses, pole supports may be acceptable. If extant and functional, historic hardware must be used.
- 8) **Colors.** Awning colors should complement those used on the storefront or upper façade of commercial buildings. The Commission will approve awning colors on a case-by-case basis.



*3-14 Closed-sided shed awnings with a loose scalloped valance extend from the porch of this early twentieth-century residence on West 2<sup>nd</sup> Street.*

# CHAPTER 4

## SPECIAL RESOURCE TYPES

This chapter provides supplemental guidance for specific types of historic resources that have unique qualities or characteristics not covered by other chapters of these guidelines. This chapter also provides guidance for the design of new structures.

### A. Commercial Buildings.

1) **Character-defining features.** Commercial buildings generally contain a storefront with the main entrance to the business, a display area to be viewed from the sidewalk or street, and signage. Typically, the main entrance was centered on the façade and recessed. A wide transom may span the width of the storefront. Awnings and a signboard may also be incorporated into the storefront. Commercial buildings may also include important rear wings or ancillary buildings that were used for storage or processing.

2) **Typical alterations.** Over time, many features of commercial buildings may have been altered or concealed. For example, transoms may have been covered, display windows, doors and bulkheads may have been replaced, a recessed entrance may have been moved forward, and the signboard may have been modified. As appropriate, the rehabilitation of historic commercial buildings may include returning the building to its historic commercial appearance. Any change should be based on documentary or physical evidence, if available, or be appropriate for the style and age of the building.

1) **Inappropriate alterations.** In most cases the following modifications to commercial buildings will not be approved.

- a. Installing a door that is not commercial in nature at the main entrance.
- b. Filling the transom or changing the nature of the glass in the transom.
- c. Using inappropriate materials to replace the bulkhead.
- d. Concealing any character-defining features.
- e. Removing or obscuring character-defining elements, including architectural features, rear wings or ancillary structures, historic signage, and historic advertising painted on walls.
- f. Replacing storefront glass and frames in a manner that is inconsistent with the original.



4-1 This commercial building on the corner of Market and Eighth Streets in the Frederick Historic District (National Register) features a storefront with a recessed center entrance and an awning—common features of historic commercial buildings.



4-2 The Ox Fibre Brush Company, built in 1892, consisted of three large brick buildings housing a factory, sawmill, and stock warehouse. It was one of the first major industrial plants on the east side of East Street.



4-3 The Ebert's Dairy Building was built in 1931 and is a good example of a purpose-built, independently owned, ice cream manufactory that was designed to be one of the largest independent plants in the country boasting some of the most efficient, modern methods of freezing, handling, and storing ice cream.

**B. Industrial Buildings.** Frederick's industrial buildings exhibit a wide range of scale, from large buildings that housed agricultural processing businesses to small buildings that may have housed smaller-scale manufacturing.

1) **Character-defining features.** Industrial buildings incorporated features to accommodate a manufacturing process, such as wide doorways, large windows to provide adequate lighting and ventilation, monitor roofs, and loading docks. Industrial buildings are frequently one-story. Roofs forms are typically gable, shed, or flat. Industrial buildings are commonly masonry with steel or wood windows.

2) **Typical alterations.** Over time, features of industrial buildings may have been altered or concealed. For example, loading docks may have been removed and entrances and windows may have been blocked. Some changes were done to accommodate adaptive uses. As appropriate, the rehabilitation of historic industrial buildings may include returning the buildings to their historic appearance, using materials of the original construction, and removing inappropriate alterations. Any change should be based on documentary or physical evidence, if available, or be appropriate for the style and age of the building.



4-4 This warehouse and garage at the Coca-Cola Bottling Plant is an example of a one-story brick service building with parapeted flat roof and steel windows.

**C. Service Buildings.** Service buildings include warehouses and other buildings used to provide commercial services, such as wagon and automobile repairs.

1) **Character-defining features.** Service buildings incorporated some of the same features as industrial buildings, although storage buildings may have a minimal number of windows. Frequently they are one-



4-5 St. Timothy's Episcopal Church, built in 1924, is an English Gothic style limestone building on Franklin Street that started out as a "mission" chapel of the All Saints Parish, which administered to the spiritual needs of the working class community that grew alongside light industries on the east side of the city beginning in the late 19<sup>th</sup> century and accelerating through the first half of the 20<sup>th</sup> century.

story. Roofs forms are typically gable, shed, or flat. Service buildings may be masonry and may have steel or wood windows, but they may also be built of timber or wood frame construction.

- 2) **Typical alterations.** Over time, features of service buildings may have been altered or concealed. For example, loading docks may have been removed and entrances and windows may have been blocked. In some cases changes were made to accommodate adaptive uses. As appropriate, the rehabilitation of historic service buildings may include returning the building to its historic appearance, using materials of the original construction, and removing inappropriate alterations. Alterations that have acquired historical or architectural significance should be retained.

**D. Places of Worship.** Places of worship include churches, synagogues, temples, mosques, and any other building intended for worship.

- 1) **Character-defining features.** Different religions may incorporate features in their buildings that include, but are not limited to, the following: the plan and form of the building; the shape, placement, and

quality of windows; the placement and character of doors; symbols of the religion; domes; towers; and other projections.

- 2) **Typical alterations.** The most common alterations include additions, modifications to entrances, and the removal of decorative elements, particularly when the original use is abandoned.
- 3) **Inappropriate alterations.** In most cases, alterations that compromise character-defining features, even if the original use of the building has been abandoned, will not be approved.

**E. Educational Institutions**

- 1) **Special features.** Educational institutions include schools, academies, colleges, and any other building used for teaching. Often historic schools have been or can be converted to other uses.
- 2) **Preserve character-defining features.** Character-defining features of educational institutions must be identified, repaired, and preserved, whether the original function still exists.



4-6 The Colonial Revival administration building at Hood College, later known as Alumnae Hall, was constructed in 1915 as the first building on the current campus. The building is a contributing resource in the Hood College Historic District listed on the National Register of Historic Places.



4-8 An example of a residential garage.



4-7 Parkway Elementary School, built in 1929, is located on Carroll Parkway. The school was constructed as part of a county-wide effort to improve primary and secondary education through consolidation of rural one and two-room school houses into larger buildings at more centralized locations. The Colonial Revival building was designed by York, Pennsylvania architect John B. Hamme. It is a contributing resource within the National Register Frederick Historic District.

**F. Residential Garages.** Historic garages contribute to residential historic districts and may also be important on individually designated sites.

- 1) **Character-defining features.** Early garages date from the early twentieth-century and were often of wood frame construction. These early garages typically housed one vehicle with a shed or gable roof and a dirt floor. Later garages may have been constructed of concrete block, stucco, or brick. Almost all garages had a wood garage door that either raised or slid at the vehicle opening, and typically faced an alley. Garage doors were commonly plank or bead-board. Garages often featured a window or windows. Early two-car garages may have served duplexes and later two-car garages may have served a single house. In either case, single bay doors were used on historic garages. Garages constructed at the same time as the house often exhibit similar a similar style and materi-

als. Garages constructed later were often of a different style and material.

- 2) **Typical alterations.** Garages often were not substantially built and many early garages have deteriorated or been altered over time. The most common alterations include the replacement of garage doors, the replacement of roofs, replacement or infill of windows, and the addition of new siding. In more recent times, conveniences such as electronic doors may have been installed.
- 3) **Appropriate alterations.** The installation of new wood doors, including those with electronic opening devices, may be approved to replace deteriorated original doors or later replacement doors. Wood replacement doors must match the original wood doors or, if the appearance of the original door is unknown, they must be in keeping with the period of the structure. Retrofitting original doors with electronic opening devices will be approved if it preserves the integrity of the door and opening.
- 4) **Inappropriate alterations.** Replacing a historic garage door with a new door of a different style or material is not appropriate. The installation of vinyl and metal garage doors that imitate wood paneling will not be approved.

**G. Sheds and Other Ancillary Residential Structures.** Sheds and other small outbuildings or appendages to buildings were used for storage, privies, workshops, or for other functions.

- 1) **Character-defining features.** Board-and-batten was a typical early sheathing. Other wood siding and corrugated metal also were used for siding. Sheds and other small outbuildings may have single or double doors and they may have windows or vents. They generally are wood frame construction with shed or gable roofs.



4-9 This metal clad outbuilding originally served as a stable to the dwelling at 823 North Market Street in the National Register Frederick Historic District.



4-10 A wagon shed, as seen here on the Belle-Air Conley Farm, is one type of agricultural outbuilding that may be found on farms in the city.

- 2) **Typical alterations.** Sheds and other small outbuildings often were poorly built on inadequate foundations. As these buildings became obsolete, maintenance may have been neglected. New doors may have been installed, windows may be boarded up, modern siding may have been added, and bracing may be evident.
- 3) **Inappropriate alterations.** In most cases, siding sheds with the materials identified in Chapter 2, Section B(4), will not be approved.

**H. Agricultural Resources.** Agriculture has played a major role in Frederick's history since its first settlement, initially grain farming and later dairying, drove the economy. Evidence of this exists in the many working and non-working farms throughout the City. Supporting industries, such as mills, are also evident.

- 1) **Character-defining features.** The farmhouse is typically the center of the historic farm complex and closely surrounded by domestic outbuildings such as summer kitchens, privies, springhouses, smokehouses, and root cellars. Common agricultural buildings include barns, sheds, corn cribs, silos, milk houses, and any number of other buildings designed for the storing crops or equipment or sheltering livestock. In some cases, a tenant house or work house may be present. Important agricultural landscape features may include fields; vegetation; fencing; fence rows or hedgerows; ponds or streams; and roads.
- 2) **Siting of new buildings.** Every effort must be made to locate new buildings outside of the identified historic farm complex and so as not to detract from historic landscape features.
  - a. **Density.** New construction should be clustered and concentrated away from the historic farm complex.

- b. **Minimize visual impact.** Important views of agricultural resources shall be preserved. The visual impacts of new construction may be minimized by using the existing topography and landscape, providing an appropriate landscape buffer, integrating the development with the landscape, and incorporating typical agricultural features or patterns into any visible development.
- c. **Alternatives.** If after considering all possible alternatives it is determined that new structures must be located within the historic farm complex, they must be designed to reflect the architectural features, form, styles, and materials of historic farm buildings. The scale of new structure must not detract from the historic farm complex.

- 3) **Special considerations for working farms.** Active farming helps ensure the preservation of important agricultural landscapes. Historic agricultural buildings should always be maintained and reused to the extent possible; however, these guidelines acknowledge in some cases modern farm equipment and structures may also be necessary. New agricultural buildings should be compatible with historic buildings in size, scale, form, and materials. The Commission will be more lenient in their review of new structures which are located outside the historic farm complex on active farms. For example, prefabricated metal structures may be permitted.

**I. Cemeteries.** The design of new individual markers is not regulated by these guidelines or the Historic Preservation Commission.

- 1) **Character-defining features.** Character-defining features of cemeteries may include the overall plan, topography, plot arrangements, roads and pathways, markers, signs, fences, walls, plantings, trees, lighting, and other infrastructure. They may also include



4-11 This Folk Victorian farmhouse is the center of the Hargett Farm complex. The dairy barn and milk house can be seen in the background.

a caretaker's home or other structures such as sheds or greenhouses.

2) **Maintenance and repair.**

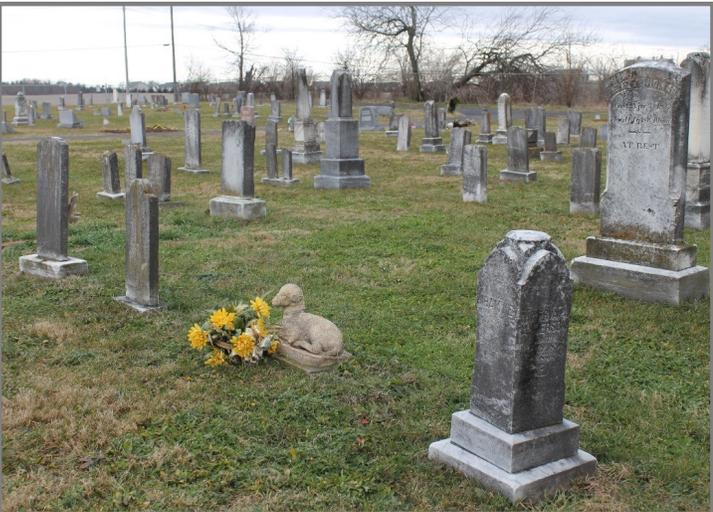
- a. **Cleaning.** Markers and monuments should be cleaned using the gentlest means possible and only when necessary to remove staining, soiling, biological growth, or vandalism. Pressure-washing and abrasive cleaning methods can cause damage to historic stone and are not appropriate. Certain chemical cleaners and biocides may be appropriate in conjunction with soft bristle brushes and water washing. A test strip may be required.
- b. **Repair and replacement.** Damaged grave markers should be reset and repaired in-kind. Broken markers may be reattached using mechanical methods or epoxies. If broken elements from markers are missing, they may be replicated or patched with the same material or a compatible substitute. Fallen markers should not be removed for offsite repair without documenting the original location for reinstallation.

- c. **Landscape.** A cyclical maintenance schedule should include removal of uncharacteristic vegetation and the pruning and fertilization of trees. The location and surface material of roads and paths should not be altered. If materials must be altered to provide for accessibility, then the new material should be compatible with the setting.
- d. **Other features.** Historic fences, gates, walls, signage, and lighting should be retained and preserved. New features should be compatible with the design and materials of existing historic features and the setting.
- e. **Excavation.** Excavation of any depth in historic cemeteries is strongly discouraged. When excavation is required for new plantings or for foundation, wall, or fence repairs, it should be with the advice of a professional archaeologist.

**J. Modern Resources.** Modern resources are generally considered to be those built after 1945. The City is well known for its downtown historic district of predominantly nineteenth century buildings; however, there are many



4-12 Fairview Cemetery is an African American cemetery established in 1923 that remains active today (2014). It is the last remaining of the three all-black cemeteries that has been established in Frederick. Many veterans of the American Civil War, World I and II are buried here along with other prominent individuals.



4-13 Existing markers and monuments should be cleaned using the gentlest means possible and only when necessary to remove staining, soiling, biological growth, or vandalism.

4-14 The Frederick Municipal Airport Administration Building was built in 1947-1949 and is important for its association with the city's growth and development after World War II and for its Moderne design.



important modern resources that contribute to the City's heritage. These resources may include residential historic districts, individual sites, schools, industrial or commercial buildings, or places of worship.

- 1) **Character-defining features.** Character-defining features of modern resources will vary depending on the building although they generally have restrained and simplified ornamentation. Speculative developments or subdivisions will generally consist of houses constructed with mass produced and interchangeable parts. In these situations it is generally the overall mass, height, form, texture, and orientation rather than specific materials and decorative details that are character-defining. Important individual modern resources are generally designed by architects and will have unique character that should be identified and preserved.
- 2) **Materials.** Many modern resources used experimental or new materials. In some cases, these materials were durable and long-lasting. In other cases these material were of poor quality and had a short lifespan. When possible, original materials should be retained and preserved. If an original material is deteriorated, it may be replaced in-kind or with a compatible substitute material. The Commission will be lenient regarding replacing materials in historic districts comprised primarily of modern resources when material is not a character-defining feature and provided that replacement materials closely replicate the original material.

# CHAPTER 5

## ADDITIONS

This chapter pertains to the expansion of existing buildings or structures by the construction of a new room, wing, or feature. Additions have been a common means of increasing livable space since the early days of Frederick. Over time, certain conventions regarding additions have been followed and the guidelines describe these characteristics.

- A. Typical Additions.** In general additions have been built on the backs of buildings; however, additions have also been constructed on the side of a building. Expanding existing buildings by constructing additions on the façade are rare, and should be discouraged. Building materials for additions did not necessarily correspond with the materials of the original building. Masonry houses often have wood additions or additions built of other types of masonry, and wood buildings sometimes had masonry additions. Additions may be rooms, porches, attached sheds, etc.
- B. Preserve Historical Integrity and Features.** Additions shall not compromise the historical or architectural integrity of the existing building, the setting, the streetscape, or the neighborhood. Additions may not destroy, damage, or conceal historic fabric that is considered essential to the character-defining nature of the building or specific features.
- C. Affect on Historic Walls and Openings.** Historic exterior walls shall not be removed or damaged to allow construction of an addition. Existing door and window openings must be left in place if an addition is approved, although the Commission may permit existing doors and windows to be concealed by a new wall. Access to additions should be via an existing door, although the Commission may allow a window to be converted to a door on a case-by-case basis if there is no existing door that can be used for access.
- D. Permitted Additions.** An addition must be constructed on the rear or on an inconspicuous side of a building. The rear of a garage is considered the side without the garage door, generally facing the yard. If the Commission considers the back or side of a building character-defining, then an addition in these locations may not be approved.
- E. Additions that are not Permitted.** Additions to con-

tributing and significant properties will not be approved on street-facing elevations if they would be visible from the public way. Additions may be approved on street-facing elevations of non-contributing resources in districts and non-contributing resources on individual sites if they will not negatively impact the integrity of the historic streetscape or setting, respectively.

- F. Design.** Additions to historic structures must be compatible with the design of the existing structure and the setting. They should reflect the style, patterning, and



5-1 The 1950s-era addition (left) is differentiated from the c. 1800 stone house on the Belle-Air Conley Farm by its setback, lower height, and material. The addition utilizes a compatible roof form and windows arranged in a similar pattern to the historic building.



5-2 A second story addition has been added to the original one-story brick porch at this house on Fleming Avenue in the National Register Frederick Historic District. The addition is differentiated from the historic structure through its materials and by the arrangement and amount of windows.



5-3 The former Frederick County Jail on West South Street, an important Frederick landmark, was designed by architect Franke E. Davis of Baltimore and completed in 1875. It is located in the National Register-listed Frederick Historic District. An addition was carefully integrated into the existing building which was preserved and was only minimally modified to accommodate the addition. The addition is compatible with historic building in terms of its scale, massing, materials, roof form, and details.



5-4 Several additions have been added at the rear of this dwelling on the corner of 2<sup>nd</sup> Street and Upper College Terrace in the National Register Frederick Historic District. The additions are set back and lower than the historic structure and include some windows that match the historic structure as well as contemporary window arrangements.

design motifs of the original building. Additions should be differentiated from historic structures by offsetting the new addition from the original structure through an obvious or subtle change in materials, the insertion of a vertical joint or trim element, or a change in wall plane.

**G. Scale and Massing.** Additions shall be limited in size, scale, and relationship to the historic building. Additions cannot be higher, longer, or wider than the existing

building.

**H. Preservation of Setting.** On residential and institutional properties, and on other properties with yards, additions cannot reduce green space to a degree that is not in keeping with the neighborhood or the building. A landscape plan that shows the treatment of the area to be disturbed and the surrounding yard must be submitted to the Commission for approval.

**I. Materials.** Additions to historic buildings must incorporate materials that are compatible with the age and style of the historic building. The materials listed in Chapter 2 should be used in the construction of additions. On a case-by-case basis the Commission may approve materials acceptable for new construction, as discussed in Chapter 8, New Construction. The materials of the addition do not have to be the same as the materials of the existing building.

**J. Doors and Windows.** Doors and windows may closely resemble the existing windows and doors or may be contemporary expressions that are similar in size and scale to the existing windows.

**K. Roof Forms.** The roof forms of additions must be compatible with the existing roof. The roof of the addition does not have to be the same as the original roof, but it must not detract from it. On a case-by-case basis, the Commission may approve the removal of a roof on a character-defining rear elevation to allow construction of an additional story.



5-5 This dormer addition on the rear of one dwelling in a row of four along West South Street in the National Register Frederick Historic District is compatible with the historic building constructed c. 1900.

**L. Porch Infill.** Proposals to infill character-defining porches will be carefully considered for their impact on the historic feature and the elevation. On a case-by-case basis, the Commission may approve the partial in-fill of a character-defining porch or approve another strategy to save a porch from being completely obscured, removed, or damaged. considers the back or side of a building character-defining, then an addition in these locations may not be approved.



5-6 This dormer addition on the front of this double house is on the street-facing façade and detracts from the original roof form.

# CHAPTER 6

## LANDSCAPES & STREETSAPES



6-1 The Swinging Bridge in Baker Park is within the National Register Frederick Historic District.

The Commission considers the potential impact of rehabilitation, new construction, and demolition on the landscape and streetscape and on the settings of buildings.

**A. Review required.** The Commission review includes, but is not limited to, the following aspects of landscapes and streetscapes:

- 1) The rehabilitation, new construction, and demolition of sites and settings, including but not limited to yards, parks, memorials, streets, alleys, and parking lots;
- 2) The removal of trees greater than 12 inches in diameter;
- 3) Window boxes mechanically fastened to a structure;
- 4) Fences, gates, and walls;
- 5) Paving;
- 6) Garden structures and permanently installed equipment;
- 7) Hot tubs and swimming pools;
- 8) Water features;
- 9) Street furniture;
- 10) Street lights;
- 11) Public art.



6-2 Schley Park is a small park in a residential neighborhood with the National Register Frederick Historic District.



6-3 The trees are an important part of the landscape at the Maryland State Odd Fellows Home on North Market Street.

**B. Review not required.** The Commission does not review the following:

- 1) Water features less than four feet in diameter, unless their installation requires any permit;
- 2) Items that are temporary in nature, such as patio furniture or freestanding planters;
- 3) Removal of trees less than 12" in diameter;
- 4) Unattached window boxes;
- 5) Garden plantings.

**C. Rehabilitation Treatments for Landscapes and Streetscapes.** Historic landscape and streetscape features must be identified, repaired, and preserved. The National Park Service publication, [Guidelines for the Treatment of Cultural Landscapes](#), edited by Charles Birnbaum and Christine Capella Peters, contains additional guidance on the subject.

- 1) **Replacement features.** If upon review the Commission determines that replacement of a historic feature is necessary, then the replacement must be the same as the existing. If the exact appearance of the historic element is not known, then the replacement must be based on documentation or physical evidence. If evidence is not available, then the replacement must be in keeping with the landscape or streetscape.
- 2) **Materials.** The materials used in landscapes and streetscapes must be appropriate for the site and setting. All materials must be compatible in color and texture with historic streetscapes and landscapes. Non-traditional materials may be approved on a case-by-case basis.

**D. Fences, Gates, and Walls.** Fences and walls are constructed barriers that help define and screen parking lots, yards, and walkways. A gates is a movable portion of a



6-4 This low rubble stone wall at the Belle-Air Conley Farm defines the north side of the agricultural complex.

fence that allows passage. The Commission reviews the removal, replacement, and new installation of fences, gates, and walls.

- 1) **Height of fences and walls.** The height of fences and walls is regulated by the City Code. The code allows fences and walls to be six feet high, including posts, as measured from the outside of the fence or wall. The Commission may not approve a fence at the maximum height allowed if it will negatively impact the site or setting.
- 2) **Appropriate materials.** The following materials are generally appropriate for residential historic districts: wrought or cast iron, aluminum, steel, wood boards (generally 4"-8" wide), wood pickets, and wire (including woven wire). Other fence types may be appropriate in residential districts constructed after 1945. Split rail fences and fences constructed with wide wood board boards may be appropriate in agricultural or rural settings. Chain link fences may be appropriate for recreational or industrial sites. Brick and stone are appropriate wall materials. Tra-



6-5 This fence with spaced horizontal rails is typical in an agricultural setting.



6-6 An example of a fence in a residential neighborhood.



6-7 An example of appropriate street furniture.

ditional, rectangular, untinted concrete block and poured concrete walls may be approved on a case-by-case basis if it is appropriate for the resource type and setting.

- 3) **Inappropriate materials.** Materials that will not be approved include plastic, including vinyl post caps; fiberglass; lattice (unless used as a detail); dry-laid landscaping block; and other non-traditional materials. Pressure treated wood is permitted for fences and gates that do not face streets.

**E. Paving.** Paving refers to the surface treatment of horizontal surfaces intended for pedestrian or vehicular travel. Paved surfaces must be durable and dust free according to standards issued by the city Engineering Department. The Commission reviews paving proposals for sidewalks, private walks and patios, driveways, parking areas, parking lots, streets, and crosswalks. A parking area is a small number of spaces located on private property. A parking lot is larger and publicly or commercially operated.

- 1) **Materials.** New paving materials must be selected from the list below although the method of installation may reflect modern needs and technology.
  - a. **Brick.** Historic brick paving should be retained and preserved. Historic brick paving that has settled may be re-laid and any cracks or deteriorated bricks should be replaced in-kind. Brick paving on streets and sidewalks must be laid according to the City standard.
  - b. **Concrete.** Concrete paving on public roads and sidewalks must be poured according to the city standard and should have a light gray color. Concrete should have a horsehair broom finish (a light broom finish); a dimpled finish is also acceptable. Patterned concrete may be approved on a case-by-case basis.
  - c. **Stone.** Cut and shaped stone surfaces will be approved on a case-by-case basis.
  - D. **Gravel.** Gravel was historically used as a paving material; however, its use today is limited because it is not considered a dust-free surface. Gravel only will be approved within the limits imposed by the Engineering Department.
  - d. **Asphalt.** The use of asphalt is limited to areas designed for vehicular traffic, including parking. Historic brick, concrete, and stone paving may not be replaced by asphalt.
- 1) **Paved Surfaces for Specific Uses**
  - a. **Public sidewalks.** Public sidewalks may be paved with brick or concrete according to the City standards but with some exceptions. Brick shapes and patterns not included in the City standards, including hexagonal-shaped, may be approved on a case-by-case basis. Acceptable

brick patterns from the City standards are limited to herringbone and running bond. The brick on existing sidewalks may be removed and re-laid, according to the current City standard. Only broken bricks should be replaced. New brick that matches the old sidewalk brick in Frederick may be used to replace concrete sidewalks. Commission approval is not needed to re-lay brick sidewalks, to replace concrete sidewalks with brick, or to re-pave concrete sidewalks with concrete. Commission approval is required to replace brick sidewalks with concrete. Property owners should contact the Building Department for more information on paving City sidewalks.

- b. **Public streets and alleys.** Streets and alleys in districts will be consistent with the City Code. The Commission will approve new streets and alleys in a historic district and changes in materials for existing streets and alleys.
- c. **Private walkways and patios.** Paving for private pedestrian walks and patios may be brick, concrete, stone, or other masonry pavers. Crushed gravel may be used for private walks. A private walk that abuts a City sidewalk must be brick or concrete.
- d. **Driveways, parking lots, and parking areas.** Parking areas and driveways near alleys may be asphalt, brick, concrete, or other masonry pavers approved by the Commission, but those visible from a public street must be consistent with the surrounding streets and sidewalks. New parking lots must be located so that they have the least impact on historic structures, the setting, or in districts, the streetscape. Screening with vegetation, fencing, or walls, is encouraged when parking lots and parking areas will be visible from a public way. Drawings for parking lots submitted to the Commission should include the delineation of spaces and a description of the appearance and placement of stops.
- e. **Crosswalks.** Crosswalks may be required where streets, alleys, or driveways intersect a City street. The design of crosswalks must correspond with the design specified in the City Code. Crosswalks of alternative materials will be reviewed by the Commission.

#### F. Garden Structures and Permanently Installed

**Equipment.** Garden structures include gazebos, arbors, pergolas, and similar devices that provide sitting areas and may support plants.

- 1) **HPC review.** The Commission reviews the scale of permanently installed garden structures, their visual

impact on the setting, their effect on green space, and the appropriateness of their materials and construction.

- 2) **Materials.** Garden structures are usually made of wood or metal. Pressure treated wood may be used for garden structures, but it must be painted or stained with a solid, opaque stain.

#### G. Hot Tubs, Swimming Pools, and Other Water

**Features.** Hot tubs, swimming pools, other water features, and their settings that require any permit for installation are subject to Commission approval. The Commission will evaluate the impact on the yard or setting, the appropriateness of the scale and materials, visibility from the public way, screening, and the impact on green space. If excavation is required for installation, an archaeological investigation may be required.

**H. Street Furniture.** Street furniture includes, but is not limited to, benches, trash receptacles, ash trays, commercial mail boxes and drinking fountains placed on public sidewalks or in other public spaces. The design and location of street furniture must be approved by the Commission. Written consent from the City may be required in install certain items in the public way.

- 1) **Vending machines.** Vending machines and publication racks shall not be placed in front of building or along the primary street frontage. The visibility of such vending machines should be minimized and placed inside buildings whenever possible.
- 2) **Materials.** In general, street furniture must blend with the historic nature of the streetscape through the use of materials that are consistent with approved materials. Plastic and other non-historic materials are generally not acceptable.
- 3) **Benches.** Benches have long been common street furnishings in downtown Frederick. New benches must resemble historic benches. They must be made of metal, wood, concrete, or a combination.
- 4) **Trash receptacles.** Trash receptacles shall appropriate for the style, age, and setting of the resource.
- 5) **Drinking fountains and ash trays.** Drinking fountains and ash trays shall not be placed on public sidewalks, but may be placed in parks and other public spaces that encourage passive recreation. Their materials, design, and size must be appropriate for the setting.
- 6) **Commercial mail boxes.** Mail boxes, other than boxes placed by the United States Postal Service, shall not be placed in front of building or along the primary street frontage. The visibility of such mailboxes should be minimized and placed inside buildings whenever possible.

I. **Street Lights.** Street lights are installed by the City of Frederick to illuminate streets and sidewalks. Street lights also are used to illuminate parks, parking lots, and other public spaces. The preferred street lights for residential historic districts are “acorn” fixtures according to the City standard, installed on 10 or 12 foot cast iron poles. Other street lights should be appropriate for the resource type and setting.

J. **Street Signage.** Street signs are public signs displayed by the city, county, state, or federal government to provide directions, control traffic, identify locations, and provide emergency information. In historic districts unnecessary and redundant signage should be avoided to reduce the amount of streetscape clutter. The amount of sign poles should be minimized and signs should be consolidated as feasible.

K. **Public Art.** Public art refers to works of art that are placed or created outside and intended for public appreciation. Such artwork includes, but is not limited to, sculpture, murals, and mosaics. Functional aspects of streetscapes and landscapes, such as bridges, benches, and fencing may provide opportunities for artistic expressions and in certain situations will be evaluated as public art.

1) **Review of Public Art.** The Commission reviews all applications for public art with respect to its relationship to character-defining façades or features or its placement within a historic streetscape or landscape in addition to the effect of its attachment on any historic materials. The Commission shall not consider the content, color, subject matter, or style of the proposed artwork. The Commission shall have final approval authority regarding height, massing, scale, materials, and placement. The Commission shall give great weight to the recommendation of the Public Art Commission when reviewing public art.

2) **Placement.** Public art should be located in a manner that complements the existing site design and streetscape, while not necessarily dominating the character-defining elevations of historic buildings or the streetscape. When selecting the location of public art, consideration should be given to the height, scale, and massing of the installation, so that the artistic work does not irreversibly alter the character-defining features of historic buildings or damage historic materials.

# CHAPTER 7

## BUILDING ACCESSORIES

Building accessories are items attached to or located near buildings that are intended to increase comfort or convenience. Such amenities are clearly modern and often electronic. They can negatively impact the historical integrity of a building and the streetscape; therefore, their placement shall be as unobtrusive as possible. Building accessories should be placed inside the building, if possible, but if inside placement is not possible, they should be placed in areas not readily visible from the public right-of-way.

- A. Mechanical Equipment.** HVAC systems, including air conditioning units, heat pumps, air compressors, vents; and other types of mechanical equipment placed outside of buildings, are subject to Commission review.
- 1) **Placement.** Mechanical equipment must be installed so that it will not destroy or damage building materials, the setting, or the streetscape.
  - 2) **Rooftop mechanical equipment.** Rooftop mechanical equipment is permitted if it can be installed so it is not visible from the public right-of-way. If rooftop mechanical equipment cannot be installed so it is not visible from the public right-of-way, it may be screened from view if such screening will not detract from the historic site, structure, setting, or streetscape.
  - 3) **Placement of cables and wires.** Electrical, telephone and cable service should be placed underground whenever possible. If this is not an option, they should be placed on side or rear elevations.
  - 4) **Vents.** Vents include openings intended to eliminate exhaust or exchange air. They may be round, rectangular or square, with or without louvers. The location of vents should be as discrete as possible. They must be installed so they are not readily visible from the public right-of-way and their finish color should correspond with the wall or trim color. Their location should not negatively impact the historic site, structure, setting, or streetscape. They must be installed in a manner that causes the least damage to historic materials.
- B. Exterior Lighting.** Exterior lighting encompasses fixtures attached to buildings, fixtures on freestanding poles, and fixtures placed at ground level. Commission approval is required for lighting on public ways and on private property.



7-1 Wall lanterns and hanging fixtures at the entrance on West 2<sup>nd</sup> Street.



7-2 Pole lighting at 1201 North Market Street.



7-3 Gooseneck light fixtures illuminate signage along North East Street.

- 1) **Preserve historic lighting.** Historic fixtures should be preserved and repaired if possible.
  - 2) **Attached fixtures.** Many historic structures did not feature attached light fixtures originally; however, for safety and convenience many property owners want to add fixtures to illuminate entrances or for security. “Period” fixtures, such as coach lights, are discouraged unless there is documented evidence that a particular type of fixture was used. The size, design, material, and finish of attached fixtures should be appropriate for the style and age of the historic resource. Although brass may be appropriate, fixtures with a shiny, modern sheen will not be approved. On masonry walls, fixtures must be attached in mortar joints to prevent damage to historic materials.
  - 3) **Pole fixtures.** Light poles and their fixtures must be pedestrian in scale. In the public right-of-way light poles are placed by the City, according to approved standards. See Chapter 6 for more on street lights. The Commission may approve pole lights on private property to light a walk or doorway. The scale and intensity of the fixture shall reflect this limited use.
  - 4) **Security lights.** The Commission may approve the attachment of security lights to the building, on the ground, or on a pole. Security lights are generally utilitarian in nature and are to be placed where they are minimally noticeable, while serving the lighting purpose.
  - 5) **Gas lights.** Gas lights attached to houses will not be approved unless documentary or physical evidence indicates that they once existed on the building. Gas lights on poles may be approved on a case-by-case basis.
  - 6) **Light quality and intensity.** The Commission prefers lights that give warm, true color renditions and that have non-glaring qualities.
  - 7) **Artistic lighting.** Artistic lighting that is intended to highlight architectural features by creating sharp or contrasting shadows, such as up-lighting, will not be permitted.
- C. Signs.** A sign is any device, structure, painting, or visual image designed to be seen by the public for the purpose



7-4 An example of projecting signs.



7-5 An example of window signs.



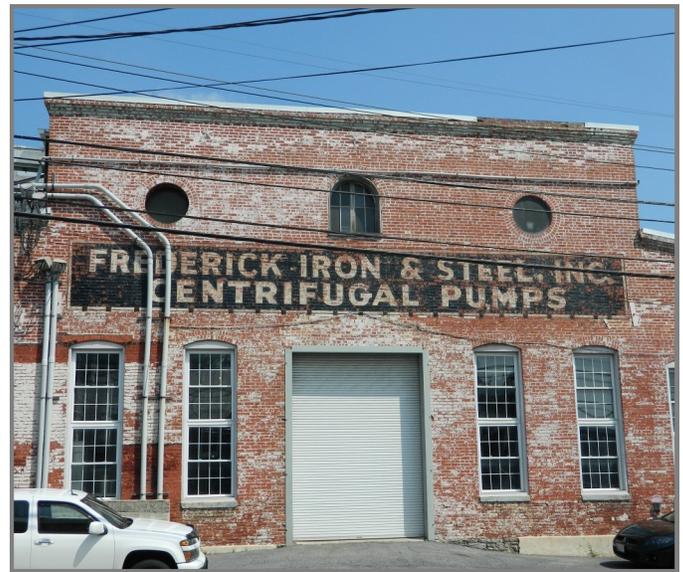
7-6 A freestanding sign at Hood College.

of advertising or identifying a business, product, or service. Signage can incorporate graphics, symbols, letters, or numbers. All signage must be in accordance with the City's Land Management Code (City Code).

- 1) **Types.** Signs come in a variety of sizes, shapes, and types, as defined below. The sign type must be appropriate for the site or structure.
  - a. **Panel sign.** A sign that is fastened parallel to and directly on a signboard or wall.
  - b. **Projecting or hanging sign.** A two-sided sign that hangs from a bracket or is suspended from an overhang, usually perpendicular to the building. Hanging signs, such as those marking an entrance, are intended to be seen by pedestrians on a sidewalk or those already on a site.
  - c. **Window sign.** Signage that is applied directly to a window or is within 12 inches of a window and intended to be seen from the street or sidewalk.
  - d. **Awning sign.** Signage that is painted or applied to the slope or valance of an awning.
  - e. **Freestanding sign.** A sign that is not attached to a building and that is supported by posts or similar construction.
  - f. **Sidewalk or entrance sign.** Signage that has been incorporated into the sidewalk in front of a building or in the paving at the front entrance.
  - g. **Building directory.** A sign that lists the occupants of a building. The Commission encourages the use of building directories for multi-tenanted buildings, instead of the installation of a sign for each tenant.
  - h. **Painted sign.** Signs that are painted directly on the finish wall material of a building.
- 2) **Preserve historic signs.** Historic signs must be identified, repaired and preserved. A historic sign is one that conveys a significant aspect or period of history related to the specific building to which it is attached or the City in general long after its commercial or advertising value no longer applies. Historic signs are generally those:
  - a. Associated with historic figures, events, or places;
  - b. Providing evidence of the history of a product, business, or service;
  - c. Reflective of the history of the building or the development of the area;
  - d. Characteristic of a specific historic period (such as gold leaf on glass or neon);
  - e. Integral to the building's design or physical materials;
  - f. Outstanding examples of sign maker's art (excellent craftsmanship, use of materials, or design) ;



7-7 A historic painted sign at the Union Manufacturing Company (FHD-1300).



7-8 A historic painted sign at the former Frederick Iron & Steel Company Building (F-3-37) on East 7<sup>th</sup> Street

- g. Important in defining the character of a district (ex. marquees in a theater district).
- 3) **Appropriate size, scale and design.** Signage must not obscure or overwhelm architectural details. The size and location of signage must be compatible with the architecture, scale, and design of the building. The City Code specifies the amount of signage allowed and parameters regarding its placement; however, the Commission does not have to allow the maximum signage allowed by the code. The Commission considers the style of signage, its impact on the building, its placement, and other aesthetic factors. Signs that graphically represent a business are acceptable, but it should be clear they are signage, not murals.
- 4) **Projecting or hanging signs.** The distance a projecting sign can extend from the wall of a building and required clearances are regulated by the City Code. However, the Commission may not approve the maximum projection if it will detract from the site or setting. Projecting sign must be installed so that historic materials is not damaged. For example, signs attached to masonry walls must be attached into mortar joints rather than the stone or brick.
- 5) **Historic and commemorative markers.** Historic and commemorative markers are plaques that contain information about aspects of the community's culture. Such markers may not dominate a streetscape or block the view of buildings.
- 6) **Permitted materials.** Wood signs are preferred and Medium Density Overlay (MDO) is permitted. All wood and MDO signs must be painted. Metal may be approved for signs. Vinyl letters and graphics are acceptable. Other synthetic materials for signs may be approved on a case-by-case basis. Dimensional acrylic lettering and graphics will only be approved if they have a matte finish. Signs with illumi-

nated tubes, such as neon or fluorescent, will only be approved if they are appropriate for the style and age of the building. Individual letters may be installed flush to a backer panel but may not be individually pin mounted to a wall.

- 7) **Types of signs that will not be approved.** The following types of signs are not permitted: light-emitting diode (LED) signs, pin-mounted letters mounted directly on walls, signs with moving, lighted characters, plastic signs, and cabinet signs. Banners may only be installed as permitted by the City Code. Vinyl that mimics frosted glass will only be permitted for lettering or graphics and will not be approved for entire windows. Neon or fluorescent tube-type signs will only be approved as described in (6) above.
  - 8) **Lettering, graphics and finishes.** Lettering and graphics may be painted, applied, or carved onto the background of the primary materials.
  - 9) **Lighting for signs.** Light fixtures may be installed to illuminate signs, but flashing or blinking lights will not be approved. Light fixtures should be unobtrusive. The Commission encourages lighting that gives a warm, true color rendition and have a non-glaring quality. Their appearance and placement should be compatible with the building façade.
- D. Energy Conserving Features.** Energy conserving features include treatments that reduce the amount of energy expended in heating, cooling, or construction. The Commission will approve the use of energy conserving features if they do not obscure, damage, or cause the removal of historic features or materials.
- 1) **Shading devices.** Shading devices, such as awnings, intended to conserve energy may be approved on existing buildings if they do not obscure character



7-9 The awnings on College Place are an energy-conserving feature with historic precedence.



7-10 This satellite dish is mounted to a pole installed in the ground in the rear yard of a historic building.

-defining features or damage historic material. See Chapter 3, Section N for additional guidelines regarding awnings. On new construction shading devices should be integrated into the overall design.

- 2) **Storm windows and storm doors.** Storm windows and storm doors are energy-conserving features that may be approved by the Commission. Specific guidelines for these features are covered in Chapter 3.
- 2) **Photovoltaic materials.** Photovoltaic materials (PV) convert solar energy into electric power and may consist of panels, films, shingles, or tiles. On existing buildings, photovoltaic materials may be approved if they are not visible from the street, if they do not extend higher than the existing building, and if they do not destroy or damage historic material. On new construction photovoltaic materials should be integrated into the overall design of the building or should not detract from the setting or streetscape.



7-11 The utility meters are located on the side of a historic building and have been painted to match the wall.

- E. **Satellite Antennas and Dishes.** Satellite antennas and dishes are electronic communication devices used for telephone, television, and computer connections. Dishes and antennas can often be installed in several locations on a property and still received the necessary signals. It is the responsibility of the property owner or applicant to inform antenna and dish installers of the regulations pertaining to designated sites, structures, and districts.

- 1) **Placement.** Antennas and dishes must be installed in the least obtrusive location possible; where they are least visible from the street. To reduce their visibility, antennas should be installed as far back from the building's roof edge as possible. Where possible, antennas must be concealed behind a parapet wall. Antennas and dishes may be mounted on metal or wood poles installed in yards as an alternative to mounting on historic structures. Such poles should be installed so they are not visible from the street and in a manner that does not detract from the historic setting.
- 2) **Size.** The Commission encourages the smallest antenna or dish size possible that is consistent with the requirements for reception and transmission.
- 3) **Screening.** The Commission may require a satellite dish or antenna to be screened by a wall, fence, or vegetation.
- 4) **Color.** If satellite dishes and antennas are installed so that they will be visible from a public way, they shall match the predominant color of structure to which it is attached in order to limit visibility from the public way.

- F. **Utility Boxes and Meters.** Utility boxes and meters are used to monitor the use of gas, water, electricity, and other services.

- 1) **Placement.** The Commission will not approve the installation of a utility box or meter on the primary

façade of a building unless no other option is available.

- 2) **Screening.** In some situations the Commission may require the utility box or meter to be screened from view from the public right-of-way.
- 3) **Painting utility boxes.** The Commission may require boxes and meters to be painted to match the building.
- 4) **Junction boxes.** Junction boxes placed by utility companies must be approved by the Commission and must be screened from view from the public right-of-way by the applicant, to the extent possible.

**G. Vending Machines.** Vending machines are stations for purchasing or dispensing small-scale items, such as food and newspapers. They are usually free-standing boxes.

- 1) **Newspaper vending machines.** The Planning Department has developed specifications for the design and installation of newspaper vending machines, in consultation with local newspaper companies. These specifications are available from the Planning Department. Newspaper vending machines will be the only type of vending machine that will be approved by the Commission for installation in a public right of way.
- 2) **Other vending machines.** Other vending machines should be located inside structures. If vending machines cannot be located inside of a structure, they should be placed on the rear or side of a historic resource where they will have the least negative visual impact on the site or structure and will not destroy or damage historic materials.

**H. Literature Racks.** Literature racks, usually made of wood, metal, or plastic, are stands intended to store pamphlets, newspapers, flyers, and other papers for public distribution. The Commission will not approve permanently installed literature racks on a public way or where they are visible from a public way unless it is appropriate for the style and age of the building.

**I. Automatic Teller Machines (ATMs).** Automatic teller machines, or ATMs, are unstaffed, electronic banking facilities that are generally available at all hours. An ATM may be a panel that is installed in a vestibule or on the façade of a building, frequently banks.

- 1) **Required review.** An ATM proposed for the exterior of a building requires Commission approval.
- 2) **Placement.** ATMs are generally incompatible with the character of historic resources and their placement should be carefully considered prior to undergoing any rehabilitation project. The installation of ATMs can detract from the character of historic resource and/or disrupt the streetscape by replacing historically open storefronts with solid panels or by



7-12 A simple brick ramp and metal railing provide access to this store at the rear of former factory building along East Street.



7-13 An example of address numbers.

causing irreversible damage to historic materials. For these reasons, every effort should be made to install an ATM on the interior of a building. If an ATM cannot be located on the interior, they should be installed in a manner that is reversible and does not damage or obscure a character-defining feature of the building. ATMs should be installed on the sides and rears of buildings whenever possible.

**J. Night Depositories.** A night depository is a small opening in a bank wall that houses a receptacle for making deposits when the bank is closed. In historic banks they generally were installed on a street-facing elevation, often near the main entrance. Night depositories have been evident on Frederick banks at least since the early twentieth century.

- 1) **Required review.** Night depositories require Commission approval prior to installation.

- 2) **Placement.** Night depositories that are not installed as new construction must be installed where they do not damage or conceal character-defining architectural elements. If installed in a masonry wall, the night depository should correspond with the mortar joints. Night depositories installed in new construction should correspond with the placement of historic night depositories.
- 3) **Size.** The size of night depositories should correspond to the size of historic night depositories.
- 4) **Materials.** Night depositories must be fabricated from metal, with a finish that matches other metallic finishes on the building or, in the absence of other metallic finishes on the building, a finish that is compatible with the wall material.

**K. Accessories to Improve Access for the Disabled.**

Accessories that enhance access for disabled people include, but are not limited to, ramps, railing, hardware, signage, and new entrances.

- 1) **Compliance with ADA.** The Americans with Disabilities Act (ADA) establishes standards for accommodating the movement of disabled people to

and through buildings. ADA requirements should be met in a manner that results in the least amount of damage to historic buildings, while providing adequate access to the disabled.

- 2) **Information about ADA.** The National Park Service, the U. S. Department of Justice, and the Maryland Department of Housing and Community Development provide guidance on complying with ADA requirements. *Preservation Brief 32, Making Historic Properties Accessible*, is a helpful resource. The Justice Department maintains a telephone hotline to answer basic questions about ADA requirements (800-872-2253). The Maryland Building Rehabilitation Code Hotline can interpret the state’s “Smart Codes” for historic properties (866-424-6269; Maryland Relay for the Deaf: 800-735-2258).

- L. Miscellaneous Wall Features.** Items such as mailboxes, house numbers, and fire department connections that may be necessary or desirable to install on the front or secondary façade of a building must be approved by the Commission. These items are generally reviewed under the Administrative Approval Program (see Chapter 1).



7-14 An example of an appropriate residential mailbox, light fixture, and address numbers painted on the transom.

Approval is not required for hose bibs or electrical outlets.

- 1) **Appropriate designs and placement.** Features that are important to safety, such as house numbers and fire department connections, must be placed as required by regulations; however, the regulations generally present some latitude, allowing the Commission to select locations that will be less damaging to historic materials or less obtrusive.
- 2) **House numbers.** The size, scale, and materials of house numbers should be compatible with the building. Individual numerals should be mounted on the wall or on a wood component of the opening. Plaques should be sized so they complement the entrance and other features of the building. Gold foil numerals are appropriately placed in transoms over the door.
- 3) **Mailboxes.** Generally mailboxes for historic resources constructed prior to 1945 should be rectangular with the long dimension running vertically. Horizontally oriented mailboxes and free-standing mailboxes are generally more appropriate for modern and rural resources. Mailbox placement should be appropriate for the site or structure. Where mandated by the United States Postal Service cluster mailboxes should be located in manner that does not detract from a historic streetscape or setting.

# CHAPTER 8

## NEW CONSTRUCTION

New construction refers to the development of new, free-standing buildings and structures, infill development, and new site development, such as the construction of a park. “New construction” also encompasses proposals for housing and multi-use developments that involve the construction of more than one building. New construction should be designed to be sensitive to the built environment of the immediate vicinity, but should clearly be a product of its own time. Additions on existing buildings and structures are considered part of the rehabilitation process and addressed in Chapter 5.

**A. Process.** Historic Preservation Commission review for new construction involves a two part process (Level 1 and Level 2) as outlined in the City’s Land Management Code (LMC). Specific guidance for the various design elements is included in this chapter.

**B. Individual sites or structures.** This section provides general guidance for the design of new structures on an individually designated site. In these cases, new construction should positively enhance its surroundings through a design that is compatible with existing buildings and the setting. More specific guidance for special resource types can be found in Chapter 4.

- 1) **Location and setback.** New structures must be located so that they do not detract from the historic structures on the site. New construction should not be located in front or forward of the primary historic structures on the site or between the primary historic structure and any historic accessory or secondary structures.
- 2) **Footprint.** The footprint of new construction should have an intentional relationship to the footprint of historic buildings on the site or the setting.
- 3) **Massing.** The mass or massing of a structure refers to its bulk and shape. The massing of new structures should relate to the massing of the historic structures on the site or have a massing that is appropriate for the type of resource and the setting.
- 4) **Height.** The height of new structures should not exceed the height of the primary historic structure on the site unless it is appropriate for the specific resource type. The height of new accessory structures should be compatible with historic accessory structures on the site.
- 5) **Scale.** The scale of a building refers to the proportionate size of the building in relation to surrounding

buildings, and the proportionate size of building components and decorative elements in proportion to each other. New buildings should have a scale consistent with historic structures on the site.

- 6) **Façade, elevations, and articulation.** The style, ornamentation, and detail must be compatible with existing historic structures and the resource type. New construction should generally not have more ornamentation than historic structures on the site. New structures should reference motifs and patterns of historic buildings on the site and be appropriate for the resource type. Openings and fenestration also contribute to compatible facades, elevations, and articulation.
- 7) **Roof form.** Roof profile is an important character-defining feature in existing and new construction. New roofs should respond to forms that are present on historic buildings on the site. Their orientation and height should be compatible with historic applications. Roof forms should be designed so that roof features such as skylights, sun tunnels, and solar devices may be situated on secondary elevations or obscured from view from the street unless they are integral to the overall design of the building and do not detract from the site.
- 8) **Materials.** Materials should be compatible with historic buildings on the site in terms of texture, size, shape, color, and scale. The materials outlined in Chapter 2 are generally considered to be compatible with many historic structures. Non-traditional materials may be appropriate for new construction and will be evaluated on a case-by-case basis for their compatibility and contribution to the integrity of the overall design and site.
- 9) **Plot plan.** The layout of building and landscape elements must be compatible with the historic character of the site.
- 10) **Texture.** Texture refers to the overall visual appearance of buildings created by materials, architectural details, wall surfaces, and the proportion of openings to solid wall. The texture of new buildings should be compatible with existing historic buildings and the setting.
- 11) **Openings and fenestration.** Openings in new construction projects should be compatible with historic buildings on the site or should be compatible for the special resource type. The review of openings



8-1 When designing new buildings in historic districts, the patterns established by nearby buildings should be identified and incorporated. Clear patterns of height, setback, roof form, and openings are highlighted in this image of historic buildings on Carroll Parkway. The buildings are also all constructed of similar materials.

includes appropriate proportions, size and detailing, rhythm, and relationship between solids (wall area) and voids (openings). The design, size, proportion, and material of fenestration should be compatible with the resource type and historic structures on the site.

- 12) **Lighting.** The lighting plan must include all fixtures attached to buildings, street lights, walkway lights, signage lighting, and lighting intended for artistic effect. Light fixtures should generally be simple, scaled appropriately for the building, include a compatible finish, and be without inappropriate historical references (such as coach lamps). Artistic lighting, or lighting that is intended to highlight architectural features by creating sharp or highly contrasting shadows, is generally not appropriate for historic structures and sites.
- 13) **Landscaping.** Planting layouts and materials, fences and other site features should correspond to the guidelines in Chapter 6. In some cases, it may be appropriate to use the existing topography and landscaping to minimize the appearance of or screen new buildings. Visible mechanical equipment and utilities shall be screened with plant materials or fencing if visible from the street. The Commission may require plant materials of a certain size and type not only for screening purposes but to enhance the overall design and site. Landscape plans will be reviewed for compatibility with the proposed structure and its context.

- 14) **Site plan.** The Final Site Plan approved by the Planning Commission and the approval letter issued by the Planning Department must be submitted for HPC consideration as part of the Level 2 review.

**C. Historic districts.** In historic districts, the Commission evaluates the overall design of new construction itself in addition to its compatibility with and impact on the historic district. Any new construction in a historic district should positively enhance its surroundings through a design that is compatible with existing buildings and the streetscape. New construction should respect the massing, scale, materials, form, detailing, rhythm, and setbacks of nearby historic buildings.

- 1) **Location.** The rhythm of a streetscape is created by the siting, spacing, and proportions of buildings; the organization of building façades; and architectural details. The prevailing pattern or rhythm should be referenced in designs for new construction to enhance their compatibility with the existing streetscape.
- 2) **Footprint.** The footprint of new construction should have an intentional relationship to the footprint of adjacent historic buildings. Existing buildings will suggest an appropriate width for new construction.
- 3) **Massing.** The mass or massing of a structure refers to its bulk and shape. The wall placement and roof shape of buildings define their form. The massing of



8-2 These buildings on Washington Street are another example of patterns that are established by historic buildings that should be referenced in the design of any new construction that may be considered for the area. The height, roof form, openings, and facades articulated by porches are highlighted here.

new structures should relate to the prevalent massing and forms in the historic district.

- 5) **Height.** In order to preserve the unique qualities of a historic district and its streetscape, new construction should be designed so that it is visually compatible with neighboring structures and with the predominant pattern in the block or vicinity. The height of accessory structures, such as sheds and detached garages should generally not exceed the height of the primary structure and should be compatible with the other accessory structures.
- 6) **Setback.** New construction should maintain the setback line that has been established on the street
- 7) **Scale.** The scale of a building refers to the proportionate size of the building in relation to surrounding buildings, and the proportionate size of building components and decorative elements in proportion to each other. New buildings should have a scale consistent with surrounding buildings. The perception of scale can be influenced by the size, number, and placement of openings and by the type, placement, and size of ornamentation; therefore, proposed openings and ornamentation need to be addressed early in the review process.
- 8) **Facade, elevations, and articulation.** The style, ornamentation, and detail must be compatible with surrounding historic building and the streetscape. New construction should reference motifs and patterns of historic buildings in the vicinity. In some cases, it may be necessary to divide the facade of

large new buildings into a series of small visual units. Openings and fenestration also contribute to compatible facades, elevations, and articulation.

- 9) **Roof form.** The roof profile is an important character-defining quality in existing and new construction. New roofs should respond to forms that are common in the historic district. Their form, orientation, and height should be compatible with surrounding buildings and typical applications. Roof forms should be designed so that roof features such as skylights, sun tunnels, and solar devices may be situated on secondary elevations or obscured from view from the street unless they are integral to the overall design of the building and do not detract from the streetscape.
- 10) **Materials.** Materials should be compatible with historic buildings in terms of texture, size, shape, color, and scale. The materials outlined in Chapter 2 are generally considered to be compatible with many historic structures. Non-traditional materials may be appropriate for new construction and will be evaluated on a case-by-case basis for their compatibility and contribution to the integrity of the overall design and impact on the streetscape.
- 11) **Plot plan.** The layout of buildings and landscape elements must be consistent with the layouts of surrounding lots that are in keeping with the historic district.
- 12) **Texture.** Texture refers to the overall visual appearance of buildings created by materials, architectural details, wall surfaces, and the proportion of



8-3 Although the new building on the left maintains the setback and height of the adjacent historic building, the front gable roof and lack of openings on the front wall make for a design that is not compatible with the surrounding historic buildings.



8-4 The new building on the left is another example that maintains the setback and height of the adjacent historic buildings but where the front gable roof, window pattern, and lack of front porches are not compatible with the adjacent historic buildings.

openings to solid wall. The texture of new buildings should be compatible with adjacent historic buildings and the streetscape.

- 13) **Openings and fenestration.** Openings in new construction projects should be compatible with historic buildings on the site or should be compatible for the special resource type. The review of openings includes appropriate proportion, size and detailing, rhythm, and relationship between solids (wall area) and voids (openings). The design, size, proportion, and material of fenestration should be compatible with the resource type and historic structures on the site.

- 14) **Lighting.** The lighting plan must include all fixtures attached to buildings, street lights, walkway lights, signage lighting, and lighting intended for artistic effect. Light fixtures should generally be simple, scaled appropriately for the building, include a compatible finish, and be without inappropriate historical references (such as coach lamps). Artistic lighting, or lighting that is intended to highlight architectural features by creating sharp or highly contrasting shadows, is generally not appropriate.
- 15) **Landscaping.** Planting layouts and materials, fences, and other site features should correspond to the guidelines in Chapter 6. Utilities, if visible from the street, and incompatible sight lines shall be screened with plant materials or fencing. The Commission may require plant materials of a certain size and type not only for screening purposes but to enhance the overall design and site. Landscaping has the potential to greatly enrich architecture. For that reason, the Commission will review landscaping in as much detail as other aspects outlined in this chapter. Landscape plans will be reviewed for compatibility with the proposed structure and its context.
- 16) **Site plan.** The Final Site Plan approved by the Planning Commission and the approval letter issued by the Planning Department must be submitted for HPC consideration as part of the Level 2 review.

# CHAPTER 9

## DEMOLITION

This chapter provides guidance for the demolition of existing buildings, structures, and features. In general, demolition refers to the removal of an entire structure or landscape. Partial demolition refers to the removal of a portion of a building or landscape, such as a wing on a building, or a specific feature, such as an entire porch. The removal of small-scale elements, such as a small portion of a wall to enable construction of an addition, will be considered in the context of the proposed rehabilitation.

**A. Demolition is Discouraged.** When a historic resource is demolished, a vital and tangible link to the city's past is lost. In historic districts demolition disrupts the historic streetscape and decreases the historical and architectural integrity of the entire district. The demolition of contributing structures on individual sites can negatively impact the historic and architectural integrity of the site. The demolition of contributing historic resources is discouraged and will be considered only when all possible alternatives to preservation have been exhausted.

**B. Proposed Work that Requires a Demolition Application.**

- 1) Demolition of an entire structure, including ancillary buildings, such as sheds and garages.
- 2) Demolition of a portion of a building, as opposed to a single feature that would be reviewed as part of the rehabilitation process.
- 3) Demolition of a feature, such as a porch or a roof, if the feature will not be replaced in-kind or at all.

**C. Proposed Work that Does Not Require a Demolition Application.** The following work does not require a demolition application, but does require Commission approval:

- 1) The removal of a feature that has deteriorated beyond repair and will be replaced with a replica in keeping with the design and materials of the historic.
- 2) The removal of metal and plastic shutters and awnings.
- 3) The removal of vinyl sheds.

**D. Demolition by Neglect.** Buildings that are greatly deteriorated because of deferred maintenance will not be approved for demolition.

**E. Alternatives to Demolition.** The Secretary of the Interior's Guidelines for Rehabilitation encourage the



*9-1 Located prominently along the historic National Road at 8518 East Patrick Street (MD Route 144) Benvenue, a c. 1810 Federal style stone house, can be seen here shortly before it was demolished in 2012. During the Civil War, Philip Reich, a wealthy farmer, owned the property which served as a staging ground for Confederate forces and was the site of skirmishes that occurred during the Battle of Monocacy. In addition for its association with the Civil War, this property was significant for its association with the agricultural heritage of Frederick County and for its architecture which reflected the Federal styles popular nationally and locally from about 1780 to 1820.*

following alternatives to demolition:

- 1) Protecting and maintaining historic features through treatments such as rust removal, caulking and painting.
- 2) Repairing historic features with the least degree of intervention possible, and according to recognized preservation methods.
- 3) Replacing an entire feature with new material only because the level of deterioration or damage precludes repair.
- 4) Attaching a new addition, including code-required safety and accessibility features, so that character-defining features of the historic building are not obscured, damaged, or destroyed.
- 5) Design and build new features to avoid the removal of historic landscape features, including plant materials and paths.

**F. Moving Historic Buildings.** The relocation of a historic structure to prevent its demolition will be considered after all other options have been exhausted. Relocating a historic structure can adversely impact its struc-



9-2 Park Hall (F-3-22), a c. 1840 brick manor house at 1100 East Patrick Street, also along the historic National Road, during demolition in 2012. The dwelling, which exhibited Greek Revival and Gothic Revival influences, was significant for its architecture and for its association with the City's agricultural heritage.

tural and historical integrity and its removal can impose a severe loss to the setting or streetscape. For these reasons, it is preferable to preserve a structure in place and the Commission will carefully evaluate all applications for moving a building.

#### G. Required Considerations at Demolition Hearings.

A decision regarding demolition shall be based on a complete application, including historical information about the resource and the replacement plan. In taking action on a demolition application, the Commission considers the following:

- 1) The degree of importance of the resource (see Chapter 1);
- 2) The proposed replacement plan for the demolished resource.

#### H. The Degree of Importance Influences Demolition Decisions

1) **Non-contributing.** If the resource is non-contributing (as defined in Chapter 1), demolition will not be approved if one of the following pertains:

- a. The integrity of the streetscape will be compromised; or
- b. The integrity of any surrounding historic properties will be compromised; or
- c. The resource being considered is a part or feature or a building, site, structure, or object and its demolition will compromise the design integrity of the overall building, site, structure or object.

2) **Contributing.** If the resource is contributing (as defined in Chapter 1), but not of unusual importance, demolition will not be approved if one of the following pertains:

- a. The integrity of the streetscape will be compromised; or
- b. The integrity of any surrounding historic properties will be compromised; or
- c. The resource being considered is a part or feature of a building, site, structure, or object and its demolition will so alter the overall building, site, structure, or object such that the building, site, structure, or object will no longer be contributing.

3) **Of Unusual Importance.** Resources of unusual importance (as defined in Chapter 1) are individual contributing resources that embody the highest levels of architectural, historical, or archaeological significance. If the resource is of unusual importance, demolition will only be approved if one of the following pertains:

- a. The site or structure is a deterrent to a major improvement program which will be of substantial benefit to the local jurisdiction; or
- b. The retention of the site or structure would cause undue financial hardship to the owner or not be in the best interest of a majority of persons in the community.

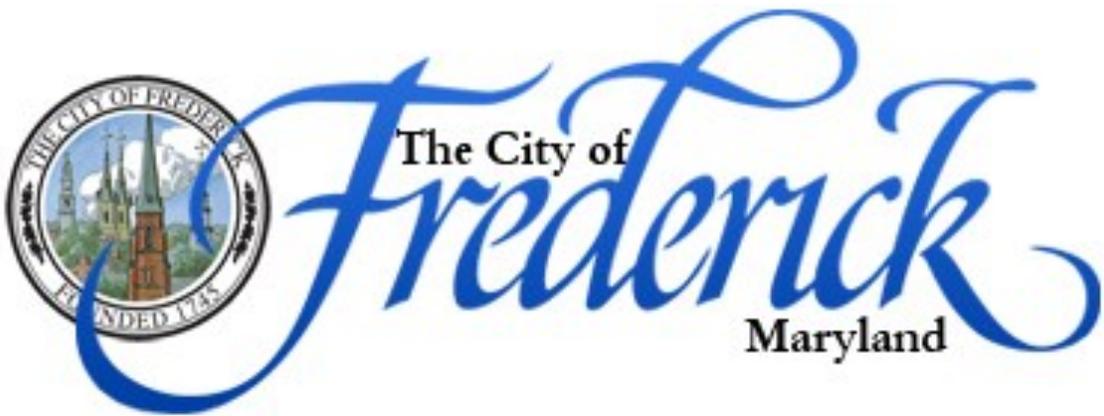
I. **Financial Hardship.** If a request to demolish is denied, a subsequent request may be made to the Commission to consider if financial hardship is justification for the approval of the demolition of a contributing resource. Financial hardship means that the resource cannot be put to reasonable use without an expenditure that will exceed the value of the property upon completion of its rehabilitation. An applicant must provide substantial structural and financial information to demonstrate the presence of financial hardship. The requirements are outlined in the demolition application form. Any request for consideration of financial hardship must include all required documentation.

J. **Documentation Requirements.** If the Commission allows demolition of a resource, it must be documented as determined by the Commission and prior to the demolition. The amount of documentation will depend on the significance of the resource and will be in accordance with the document titled "Archival Documentation for Resources to be Demolished in the Frederick Town Historic District."

# PRESERVATION BRIEFS

The National Park Service (NPS) Preservation Briefs provide technical preservation information. The briefs are available on the NPS website, <http://www.nps.gov/tps/how-to-preserve/briefs.htm>. Copies are available in the Planning Department upon request. The information in these briefs provides additional guidance on rehabilitation topics but do not substitute for these design guidelines.

- 01: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
- 02: Repointing Mortar Joints in Historic Masonry Buildings
- 03: Conserving Energy in Historic Buildings
- 04: Roofing for Historic Buildings
- 05: The Preservation of Historic Adobe Buildings
- 06: Dangers of Abrasive Cleaning to Historic Buildings
- 07: The Preservation of Historic Glazed Architectural Terra-Cotta
- 08: Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
- 09: 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: Problems and General Approaches
- 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 Retrofit of Historic Buildings: Keeping Preservation in the Forefront
- 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



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