

## 5. Guidelines for Rehabilitating Various Building Elements

The removal or alteration of distinctive historic features shall be avoided. Missing or deteriorated building elements should be replaced to match the original. This chapter pertains to the rehabilitation and maintenance of existing building elements in the Historic District. It complements Chapter 4, *Materials*, and, likewise, is intended to correspond with the *Secretary of the Interior's Standards for Rehabilitation*. It is important to review both Chapters 4 and 5 together as much as the information is inter-related. Some parts of this chapter pertain to additions, which are considered an aspect of rehabilitation. However, additions are discussed more fully in Chapter 9.

### A. Treatment Guidelines for Walls

- (1) **Definition.** Walls are the vertical planes that form the sides of a building envelope. Walls are constructed by various methods, generally with self-supporting materials or a wood or steel framing system that supports a cladding material. Historically, self-supporting walls in the Historic District were stone or brick. Traditional wood framing systems included timber framing and balloon framing. Timber framing was common until the mid-nineteenth century, and then was eclipsed by the lighter, cheaper balloon framing in all but utilitarian construction. Later, steel framing systems were used, mostly in larger or industrial buildings. Wood siding was the most typical cladding material in the Historic District, although in the twentieth century, brick and stone veneers became evident. Other veneers included glass, such as Carrara glass, and metal. As wood-sided buildings aged, new siding was often applied over the old. Rolled composition siding, asbestos and asphalt shingles, vinyl and metal siding and stucco were added to a number of historic buildings.
- (2) **Preserve original wall materials.** Non-historic siding may be removed, with permission from the Commission, to reveal earlier siding that often can be rehabilitated. The original, underlying material must be preserved and repaired wherever possible.
- (3) **Preserve non-original siding that has achieved significance.** Some later siding, such as pressed metal, is now rare and has achieved significance that is as important as the underlying material. The Commission evaluates the removal of all siding, although it allows a very minimal removal to examine the underlying material, as per the *Minor Rehabilitation* guidelines that are part of the HPC Rules of Procedure. Please obtain a copy of the *Minor Rehabilitation* guidelines, which is a list of maintenance and diagnostic tasks that can be undertaken without HPC approval, at the Planning Department or the City's web site, [www.cityoffrederick.com](http://www.cityoffrederick.com).
- (4) **Removal of non-historic siding from walls.** Removal of non-historic siding requires Commission approval. If a structure has been resurfaced with inappropriate materials, such as vinyl, the Commission encourages the removal of the inappropriate material and the repair of underlying surfaces. Before undertaking the removal of inappropriate siding materials, a test patch must be conducted to insure that the removal method will not unduly harm the underlying material.
- (5) **Retain historic foundation materials.** Materials at the base of a building may differ from the material above. Foundation materials may be fieldstone, concrete block, poured concrete, or other load-bearing or cladding materials. Foundation materials are considered character-defining aspects of walls, and their treatment should correspond to the treatment of other wall materials.

- (6) **Retain the number, pattern, and placement of openings.** 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.
- (7) **Retain decorative elements.** All historic decorative elements, 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 as closely as possible.
- (8) **Materials.** The treatment of various wall materials is explained in Chapter 4.

## B. Treatment Guidelines for Parapets

- (1) **Definition.** A parapet is a low protective wall that extends above the roof or side walls of a building. Parapets on the front façade of buildings in the District are often ornamented with cornices. Typically made of wood, brick, stone, or terra cotta, cornices on parapets also were made of decorative metal, such as pressed sheet metal.
- (2) **Preserve parapets.** Existing parapets must be retained and preserved.
- (3) **Replacing parapets.** Only elements that are lost or deteriorated beyond repair should be replaced, matching any new elements as closely as possible to the original. Entire replacement of a parapet is only permitted where the parapet is severely deteriorated. The replacement should match the original.

## C. Treatment Guidelines for Windows

- (1) **Definition.** 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. See *Preservation Brief 9, The Repair of Historic Wooden Windows*, and *Preservation Brief 13, The Repair and Thermal Upgrading of Historic Steel Windows*.
- (2) **Preserve window features.** All existing window assemblies shall be preserved, with their defining elements repaired rather than replaced. The functional and decorative features of the windows that help define a building's historic character should be 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 and moldings. Deteriorated elements may be selectively repaired. With Commission approval, window elements or entire windows that are deteriorated beyond repair can be replaced. Windows should be repaired in place, where possible, to prevent further damage and routine maintenance should be undertaken to prevent window deterioration.
- (3) **Glass quality.** Only clear glass is permitted. Mirrored and tinted glass will not be approved, and applied films are only permitted in the context of signage. Plexiglas may not be used in place of glass.
- (4) **Stained and leaded glass.** Existing stained and leaded glass must be retained and preserved. Stained and leaded glass is appropriate in the rehabilitation of existing buildings,

only where historical documentation or physical evidence proves it existed, although it may be approved on additions.

- (5) **Spandrel glass.** Spandrel glass will generally not be approved on existing buildings in the Historic District that are significant or contributing buildings. However, spandrel glass with a back-colored surface may be approved as a replacement material for Carrara Glass or Vitrolite if the original material cannot be replaced in-kind.
- (6) **Glass block.** 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.
- (7) **Energy efficiency.** 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 (8), below, is an appropriate option for obtaining energy efficiency in historic windows. Replacing historic windows for the sole purpose of achieving energy efficiency will not be approved.
- (8) **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. More detailed information on increasing energy efficiency in historic buildings is available in National Park Service publications and on the National Park Service website, [www.cr.nps.gov](http://www.cr.nps.gov). See *Preservation Brief 3, Conserving Energy in Historic Buildings*.
- (9) **Replacing decorative elements on windows.** If decorative elements, such as trim, pediments, corbels and pilasters are missing, their replacement must match that which was present historically, based on documentary or physical evidence. If such evidence does not exist, a historically compatible facsimile may be approved.
- (10) **Replacing windows.** 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. Approval to replace one window does not imply approval is granted to replace other windows in the building. Window replacements are considered on a window-by-window basis.
  - b. For windows with divided lights, replacement windows must have true divided lights (without insulated glass), with the style and size of the muntins matching the window to be replaced. Removable muntins are not acceptable. If the Commission finds that all windows on a street-facing façade need to be replaced due to severe deterioration, they may approve true divided lights with insulated glass or simulated divided light windows if the size and profile of the muntins closely match those on the historic window; the muntins are fixed; and a dark, non-metallic color spacer bar is placed between the layers of glass. Simulated divided-light windows (with fixed muntins and a dark, non-metallic color spacer bar) may be acceptable on new additions or on rear and side elevations.

- c. The glazing pattern on replacement windows must correspond with the glazing pattern on windows to be replaced. Without documentation or physical evidence showing it previously existed, replacing multi-pane windows with a single span of glass and replacing a single span of glass with a multi-light sash is prohibited. With documentation or physical evidence, the Commission may approve replacement windows that reflect an earlier style.
  - d. Replacement windows for wood windows must be all wood, without cladding. Vinyl, clad and metal windows will not be approved in place of wood windows. Metal windows can only be used to replace metal windows, unless documentary or physical evidence indicates alternatives once existed.
  - e. Replacement windows in buildings that historically had metal windows must be metal and in keeping with the historic windows.
  - f. 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, and they must incorporate acceptable features, as described above, if applicable. The Commission will determine if the pane configuration of second generation windows should match the original windows or the first generation replacement.
  - g. Replacement windows on the street-facing façade must match the existing windows, unless all the windows will be replaced. In that case, insulated glass can be used, although the glazing pattern of the original windows must be followed. Replacement windows on other façades can be an approximate match. For example, the pane configuration can match, but the glass can be insulated.
- (11) **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.
- (12) **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.
- (13) **Window boxes.** The Commission must 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 fabric will be approved.
- (14) **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 will not be approved. See *Preservation Brief 37, Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing*. Addition resources of information are provided in Chapter 4.

## E. Treatment Guidelines for Shutters

- (1) **Definition.** 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.
- (2) **Retain, repair, and preserve historic shutters.** Historic, character-defining shutters and associated hardware must be retained, repaired and preserved. Deteriorated historic shutters must be repaired by the selective replacement of deteriorated pieces instead of replaced.

Shutters that are vinyl or metal can be removed and can be replaced with wood shutters if documentary or physical evidence suggests they once existed on the building.

- (3) **Removal.** Shutters shall not be permanently removed without prior approval.
- (4) **Replacement.** If replacement becomes necessary, replacement shutters must match the historic in terms of size, scale, detail, thickness and hardware. Mid-rails must be incorporated in new shutters if physical or documentary evidence shows they were present. Replacement shutters must be functional. Aluminum, vinyl, composite or synthetic shutters will not be approved.
  - a. **Material.** Shutters must be wood. However, if documentary or physical evidence proves that shutters fabricated from another material existed historically, the Commission may approve the installation of shutters fabricated from the documented historic material.
  - b. **Hardware.** Shutters must be attached with historically appropriate hardware, including operable hinges. They must be mounted to the window frame, not the wall.
  - c. **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) **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.

#### F. Treatment Guidelines for Entrances

- (1) **Definition.** Entrances are the means of ingress and egress in a building. Entrances are composed of a door, the structural parts needed to maintain the opening or support the door and features such as pilasters, pediments, columns, sidelights and transoms. Entrances are important aspects of a building's character and historic fabric.
- (2) **Preserve original entrances.** All original 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.
- (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) **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 accommodate handicapped accessibility, some alteration may be required.
- (5) **Entrance accessories.** The design and placement of house numbers, mail boxes, light fixtures, door bells and other entrance amenities must be in keeping with the Historic District and the scale and appearance of the building. Approval is required for these entrance features but these items are generally reviewed under the Administrative Approval Program (see Chapter 1).

#### G. Treatment Guidelines for Exterior Doors

- (1) **Definition.** Doors are the metal or wood covers to entrances that provide access to the building, protection from the elements and security. Historically, most doors in the Historic District 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.

- (2) **Original doors.** Original doors and their hardware must be identified, preserved and repaired.
- (3) **Repairs.** 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. The installation of weather-stripping is encouraged to reduce drafts. Storm doors may be installed to increase energy efficiency (see H, below).
- (4) **Replacement.** If historic doors are so deteriorated that they need to be replaced, 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, the new door must be compatible to the period and style of the building. All replacement doors must fit into the original opening in the same manner as the original door.
- (5) **Door openings.** Existing door frames must not be enlarged or reduced in size to accommodate a new door.
- (6) **Material.** Solid wood doors are required, unless a code requirement for a fire-rated door prohibits a solid wood door. Clad doors and hollow core doors will not be approved. Wood-covered steel doors will be approved for new additions to meet fire codes.
- (7) **Hardware.** The Commission reviews all door hardware including door knobs, mail slots, door knockers and peep holes.
- a. **Maintain original.** Original door hardware must be identified, retained and repaired. The removal of historic hardware requires HPC approval.
  - b. **Replacement.** 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. New hardware must have a satin, antique, oil-rubbed, aged, or black matte finish. Bright brass and chrome or polished finishes will not be approved. Levers will only be approved on a case-by-case basis and where required by code or for accessibility. New hardware shall be installed in a manner that minimizes damage to historic materials.
  - c. **Modern locking mechanisms.** Various modern locking mechanisms are on the market and may be appropriate.
    - i. Keypads will only be permitted on rear or secondary elevations or on accessory structures like a garage.
    - ii. Smart locks, which are designed to perform locking and unlocking functions with a mobile device or fob, may be appropriate on a front entry if it features a discreet design that blends into the historic character of the door. Although these locking mechanisms may light up temporarily when in use, new smart locks shall not feature a continuous glow or keypad.
- (8) **Cellar doors.** Cellars can be reached from the outside by various types of entrances. In the Historic District the most prevalent entrances are slanted entrances (traditionally with wood doors), entrances flush with and parallel to the ground plane (traditionally with metal doors) and standard pedestrian doors with interior or exterior stairs. Historic cellar doors must be retained and repaired wherever possible. If the door is deteriorated beyond repair, the replacement cellar door must be in keeping with the historic door. If the historic door has

been replaced, the new door must be in keeping with the building. Metal cellar doors may be permitted on side or rear elevations, but will be approved on the front façade only on a case-by-case basis.

#### H. Treatment Guidelines for Storm Doors

- (1) **Definition of storm door.** 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.
- (2) **Design.** Storm doors should be simple in design and their dimensions should approximate the dimensions of the historic vestibule doors. The glazed opening should be surrounded on the top and sides by 4" to 6" framing.
- (3) **Inappropriate features.** Storm doors with leaded, frosted or etched glass inserts will not be approved. Storm doors with a cross-buck panel or decorative trim will not be approved.
- (3) **Hardware.** Storm door hardware should be simple and should not visually dominate the door. If available with a model and brand that has been approved, door knobs should be selected in situations where the building code allows door knobs. Hardware must have a satin, antique, oil-rubbed, aged, or black matte finish. Bright brass and chrome or polished finishes will not be approved. Levers will only be approved on a case-by-case basis and where required by code or for accessibility.
- (4) **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.

#### I. Treatment Guidelines for Screen Doors

- (1) **Definition of screen door.** A screen door is a door with openings covered with screens, intended to keep insects out of the house, but allow air flow. Screen doors sometimes are installed seasonally.
- (2) **Appropriate.** Screen doors should be in keeping with the historic character of the entrance. Wood and metal doors will be approved. Multi-track storm/screen doors will be approved on side and rear elevations only; however, screen and storm panels that are removed seasonally are appropriate on any façade.
- (3) **Inappropriate.** Historically, louvered doors were common in some regions of the country, but not in Frederick, and they will not be approved.
- (4) **Hardware.** Screen door hardware should be simple and should not visually dominate the door. If available with a model and brand that has been approved, door knobs should be selected in situations where the building code allows door knobs. Levers will only be approved on a case-by-case basis and where required by code or for accessibility. Hardware must have a satin, antique, oil-rubbed, aged, or black matte finish. Bright brass and chrome or polished finishes will not be approved.
- (5) **Finishes.** The finish of screen doors should correspond with the main door or door frame. Metallic finishes are not permitted.

#### J. Treatment Guidelines for Transoms and Sidelights

- (1) **Definitions.** Transoms are windows located directly above a door or window. Sidelights are narrow windows on either side of a door.

- (2) **Repair.** Transoms and sidelights, along with their character-defining elements, must be repaired and preserved. If necessary, deteriorated parts of transoms and sidelights, such as trim and muntins, may be replaced, rather than replacing the entire feature.
- (3) **Replacement.** Replacement will only be approved if the Commission determines the original feature is deteriorated beyond repair. Replacement transoms and sidelights must be consistent with the original. If the window is missing, the replacement must be compatible with the opening and the period of the house.
- (4) **Obscuring.** Transoms and sidelights must not be covered, filled, or obscured by painting. Removing the transom or sidelight and filling it with masonry, plywood, glass block, or other material will not be approved. Address numbers on transoms may be approved in accordance with Chapter 7, N, Miscellaneous Wall Features.
- (5) **Glass.** If the transom glass requires replacement, clear, transparent glass must be installed, unless documentation or physical evidence reveals a different original material. Films that mimic other treatments will not be approved.

## K. Treatment Guidelines for Porches and Door Stoops

**Definition.** A porch is an exterior appendage to a building that forms a covered approach to a doorway that generally 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. Residential buildings in the Historic District reflect recurring types of porches. The rear wing of a house that was perpendicular to the main block generally included a two-story porch along the long wall. Other building types had one- or two-story porches across the back wall. A front porch may span the entire front façade or part of the front façade of houses that have an adequate front setback. Porches and stoops sometimes project into the public right-of-way if the front wall of the house is on the front lot line.

- (1) **Original materials.** Porches were generally built of wood, although larger and later houses, such as those on Clarke Place, may have originally had masonry porches. Stoops were wood, metal, stone, or concrete. Some stoops had brick cheek walls, but brick treads and decks were rare. Many porch and stoop details have been replaced with inappropriate wood, brick and metal details, which should be replaced as needed with appropriate materials and forms. Porches and stoops are character-defining features that make important contributions to façades in the Historic District.
- (2) **Preserve existing.** All existing 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.
- (3) **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 and brackets, must not be added unless documentary or physical evidence proves they existed historically.
- (4) **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 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.

- (5) **Materials.** Porches must be built of the acceptable materials outlined in Chapter 4. Turned posts are acceptable where there is evidence they existed. Turned balusters (spindles) generally are not appropriate for exterior applications. Cut wood balusters will be approved if documentation shows they existed historically.
- (6) **Finishes.** All wood components must be painted or stained with a solid, opaque stain. 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.
- (7) **Ceilings.** Because exposed joists and rafters did not characterize historic porch ceilings, 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 materials identified in Chapter 4. The Commission may approve the replacement of a slatted ceiling with a solid ceiling. If a slatted ceiling is kept to improve ventilation under the porch roof, screen can be installed to keep insects out.
- (8) **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.
- (9) **Ramps and chair lifts.** 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 and does not cause irreversible damage to historic fabric.

#### L. Treatment Guidelines for Roofs

- (1) **Definition.** The roof is the surface covering the top of a building or structure. Roofs in the Historic District are varied, but predominant types are gable and shed roofs (some nearly flat). Hipped and mansard roofs are evident and gambrel roofs are rare.
- (2) **Character-defining.** Roof form is an important character-defining element of a building. Roof form shall not be altered or obscured.
- (3) **Original materials.** The earliest roofs in the Historic District were sheathed with slate, wood shakes, or wood shingles. Wood shingles were machine-cut, while wood shakes were hand-split. There is no known documentary or physical evidence showing that wood shakes were used on roofs in the City, but wood shingles may exist under later roofing. Sheet iron and galvanized metal roofs were other nineteenth century roofing materials. By the 1920s asphalt roofing was readily available, in sheets and shingles. Composition (rolled) roofs are used throughout the Historic District. Except for some slate roofs, most roofs in the Historic District are not original; instead a second, third, or fourth generation roof is evident, often not reflecting the original material. See *Preservation Brief 9, The Repair, Replacement, and Maintenance of Historic Slate Roofs*.
- (4) **Changes to roofs.** In general, alterations or changes that radically change, damage or destroy the roof's defining historic characteristics are not permitted. If permission is granted to install skylights and sun tunnels, they must be installed so they are not visible from the pedestrian view (see p, below). In some cases, the Commission will allow such features to

be screened. See Chapter 7 for information on the installation of antennas, mechanical equipment and solar panels on roofs.

- (5) **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, weathervanes, lightning rods, soffits and the shape, materials, size, color and patterning of roofs.
- (6) **Replacement of roof features.** If the replacement of roof features becomes necessary, 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.
- (7) **Roof repairs.** Repairs to roofs must include replacement in kind wherever possible, or replacement of extensively deteriorated portions with a compatible substitute material.
- (8) **Replacement of finished roofing.** If replacement of the finished roofing becomes necessary, either the existing roofing type or a traditional material that reflects the original or historic 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. Further guidance on slate roofs can be found in Chapter 4, G.2.
- (9) **Replacement of roof structure.** If the roof structure is deteriorated beyond repair, the replacement structure must result in a roof of the same form, shape and dimensions.

#### M. Treatment Guidelines for Dormers

- (1) **Definition.** 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, in fact, are an extension of the wall. Dormers are found on a variety of roof types, and exhibit a variety of roof forms themselves. Most typically they have single windows in the Historic District, but double and triple window dormers also are evident.
- (2) **Retain and repair.** Dormers are character-defining features that must be retained and repaired.
- (3) **New dormers.** The installation of a new dormer may be an appropriate method to create additional living space while retaining the original roof form. New dormers on roofs facing the street are generally not appropriate if they did not exist historically. However, new dormers may be allowed on the side or rear of buildings on a case-by-case basis. New dormers shall not obscure the original roof line. The style of the new dormer shall be compatible to the historic roof form.

#### N. Treatment Guidelines for Monitor Roofs

- (1) **Definition.** Monitor roofs are elongated projections on the ridge of a gable roof that were designed to allow light and ventilation into industrial spaces.
- (2) **Retain and repair.** Monitor roofs are character-defining features that must be retained and repaired.

- (3) **New monitors.** Monitor roofs were generally used on industrial buildings. Their use on other types of buildings generally is inappropriate, but will be evaluated on a case-by-case basis.

#### **O. Treatment Guidelines for Skylights and Light Tunnels**

- (1) **Definition.** 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.
- (2) **Appropriate.** Skylights and light tunnels cannot be added to front elevations. Installation of low profile skylights and light tunnels may be appropriate on the side or rear of buildings on a case-by-case basis. They should have minimal visual impact from the public right-of-way.
- (3) **Inappropriate.** Bubble, faceted or domed skylights will not be approved.

#### **P. Treatment Guidelines for Chimneys**

- (1) **Definition.** Chimneys are masonry projections from walls or roofs that allow smoke and gas to escape from fireplaces, stoves and furnaces inside buildings.
- (2) **Retain and repair.** Chimneys are character-defining features that must be retained and kept in a good state of repair. They add visual interest to the district's skyline and character to individual buildings. 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.
- (3) **Flashing.** Commission approval is not needed for the repair or replacement of chimney flashing.

#### **Q. Treatment Guidelines for Cornices**

- (1) **Definition.** 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.
- (2) **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.
- (3) **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 and incorporate approved materials, as defined in Chapter 4.

#### **R. Treatment Guidelines for Gutters and Downspouts**

- (1) **Definition.** 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 essential drainage devices for keeping water from the house and maintaining its longevity.
- (2) **Appropriate style.** Round-profile, galvanized gutters and downspouts are most appropriate for historic buildings, but copper gutters and downspouts and those with factory finishes also are approved. K-style or ogee gutters will be approved only where they are either documented to be original to the building, on secondary elevations not visible from the

street, appropriate for the style and age of the building, or on a non-contributing resource. The gutter size should be appropriate for the roof area to be drained. If square profile gutters and downspouts on a building need to be repaired, they should be repaired in-kind. When they need replacing, round profile gutters and downspouts may be installed.

- (3) **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 should be retained and repaired.

## S. Treatment Guidelines for Awnings

- (1) **Definition.** 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, particularly in south and east facing openings.
- (2) **Preserve historic awnings.** Historic awnings are character-defining features that must be repaired and preserved, rather than replaced. Awnings must be kept clean and in good repair.
- (3) **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 should include a loose valance. Both retractable and permanent awnings are permitted.
- (4) **Inappropriate awnings.** Backlit (internally lit) and dome awnings will not be approved.
- (5) **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 and vinyl awnings will not be approved. Metal awnings are generally not appropriate on historic residential buildings. Depending on the style and age of a resource, metal canopies may be approved for some commercial, industrial, service, or utilitarian buildings.
- (6) **Relationship to openings.** 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.
- (7) **Open-sided awnings.** Although open-sided awnings are preferred to minimize the visual intrusion on building elements, modern awning hardware may 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.
- (8) **Valance.** A valance or skirt on an awning can be straight or scalloped, but should not be taut.
- (9) **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 into 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.
- (10) **Colors.** Awning colors should complement those used on the storefront or upper façade of commercial buildings. On residential buildings, the awning color should correspond with

other colors on the building. The Commission will approve awning colors on a case-by-case basis.

- (11) Information.** *Preservation Brief 44, The Use of Awnings on Historic Buildings*, is an excellent source of information.