

# Frederick County Historic Preservation Commission

## INTERIM DESIGN GUIDELINES

### General Information

The Frederick County Register of Historic Places is representative of Frederick County's rich heritage of historical buildings, sites, places, and districts. These valuable resources deserve protection and careful management because they contribute greatly to the County's special character and identity. Therefore, a Certificate of Appropriateness (COA) is required for exterior changes to the properties listed on the County Register of Historic Places. The Historic Preservation Commission (HPC) reviews the exterior changes in accordance with the Interim Design Guidelines.

Listing on the County Register does not change the use or zoning of the property, and it does not require that the property owner make improvements. It does provide the owner with the ability to apply for State, and possibly Federal, income tax credits when work is done that meets the Secretary of the Interior's Standards for Rehabilitation. The owner may also apply for the Frederick County Historic Property Tax Credit. The Interim Design Guidelines are based on the Secretary of the Interior's Standards. A successful State or Federal tax credit application is a reasonable assurance that the rehabilitation work will also be in accordance with the Interim Design Guidelines and will thus result in a successful COA application.

**WHAT MUST BE REVIEWED:** Any alterations to the exterior of any structure(s) or its environment within the County Register designated boundary of each site must be reviewed. Any signs within the County Register designated boundary of each site that are designed to be visible from a public way must be reviewed.

**HOW TO FILE A CERTIFICATE OF APPROPRIATENESS APPLICATION:** A COA application form may be obtained from the Frederick County Historic Preservation Planner at 301-600-2958 or from the Frederick County website at [www.co.frederick.md.us/planning/historic\\_preservation.htm](http://www.co.frederick.md.us/planning/historic_preservation.htm). The application should be filed at least 30 days in advance of the HPC's regular monthly meeting. The property must be posted with a temporary sign indicating the hearing details for at least 15 days prior to the date of the HPC meeting.

**HISTORIC PRESERVATION COMMISSION MEETINGS:** The HPC meets on the first Wednesday of each month at 7 p.m. in the Third Floor Meeting Room, Winchester Hall, 12 E. Church Street, Frederick, MD 21701. Applicants or their representatives must attend the HPC meeting.

**FOR FURTHER INFORMATION:** The Frederick County Planning Department maintains the Inventory of Historic Properties files for Frederick County's unincorporated areas as well as extensive technical information resources. Contact the Historic Preservation Planner at 301-600-2958.

# Frederick County Historic Preservation Commission

## INTERIM DESIGN GUIDELINES

### Masonry

*These guidelines are based on the Secretary of the Interior's Standards for Rehabilitation issued by the National Park Service. The Historic Preservation Commission has adapted the following information with the hope of making the process of review and approval of work on County Register properties as clear and simple as possible.*

The surface cleaning of structures should be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that damage the building materials should not be undertaken.

#### RECOMMENDED

■ Carefully scraping, repointing in necessary areas, priming, and repainting formerly painted masonry surfaces.

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■ Using new brick that matches old brick in color, size, and texture when undertaking wall repairs.

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■ Matching the old bonding pattern in new masonry work.

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■ Using soft lime mortar for pointing new bricks inserted into an old wall.

#### NOT RECOMMENDED

■ Repainting a masonry building repeatedly without cleaning the subsurface.

■ Repointing with mortar of high Portland cement content, which can create a bond that is often stronger than the building material. This can cause deterioration as a result of the differing coefficient of expansion and the differing porosity of the material and the mortar.

# Masonry (cont'd)

## RECOMMENDED

- Duplicating old mortar in composition, color, and texture.
- Duplicating old mortar in joint design, size, method of application, and joint profile.
- Repointing only those mortar joints where there is evidence of moisture problems or when sufficient mortar is missing to allow water to stand in the mortar joint.

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■ Repairing stucco with a stucco mixture duplicating the original as closely as possible in appearance and texture.

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■ Cleaning masonry only when necessary to halt deterioration, always using the gentlest method possible, such as low-pressure water and soft natural bristle brushes.

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■ Repairing or replacing, where necessary, deteriorated material with new material that duplicates the old as closely as possible.

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■ Replacing missing architectural features, such as cornices, brackets, railings, and shutters.

## NOT RECOMMENDED

■ Repointing with mortar joints of differing size, joint profile, texture, color, or content.

■ Sandblasting brick or stone surfaces. This method of cleansing erodes the surface of the material and accelerates deterioration.

■ Using chemical cleaning products that could have an adverse chemical reaction with the masonry materials, i.e., acid on limestone or marble.

■ Applying new material that is inappropriate or was unavailable when the building was constructed, such as artificial brick siding, artificial cast stone or brick veneer, or aluminum or vinyl siding.

■ Removing architectural features, such as cornices, brackets, railings, shutters, window trim, and doorway pediments.

# Masonry (cont'd)

## RECOMMENDED

■ Retaining wherever possible the original or early color and texture of masonry features. Brick or stone surfaces may have been painted or whitewashed for practical and aesthetic reasons.

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## NOT RECOMMENDED

■ Applying waterproof or repellant coatings to masonry. Coatings are frequently unnecessary and expensive, and can accelerate deterioration of the masonry.

# Frederick County Historic Preservation Commission

## INTERIM DESIGN GUIDELINES

### Siding and Trim

*These guidelines are based on the Secretary of the Interior's Standards for Rehabilitation issued by the National Park Service. The Historic Preservation Commission has adapted the following information with the hope of making the process of review and approval of work on County Register properties as clear and simple as possible.*

Deteriorated architectural features should be repaired rather than replaced whenever possible. In the event replacement is needed, the new material should match the material being replaced in color, composition, texture, design, and other visual qualities. Repair or replacement of missing features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other sources.

The distinguishing original qualities or character of a structure or site should not be destroyed. The removal or alteration of any historic material or distinctive features should be avoided.

Distinctive stylistic features or examples of skilled craftsmanship that characterize a building should be treated with sensitivity.

For more information on this topic, read the following:

*Preservation Briefs: Aluminum and Vinyl Sidings on Historic Buildings* by John H. Myers

*Preservation Briefs: Exterior Paint Problems on Historic Woodwork* by Kay D. Weeks

# Siding and Trim (cont'd)

## A. Siding

### RECOMMENDED

■ Repairing or replacing wood siding when necessary with siding that duplicates the old in size, shape, and texture as closely as possible.

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■ Retaining and preserving architectural features, such as cornices, brackets, railings, shutters, window trim, and doorway pediments.

### NOT RECOMMENDED

■ Resurfacing frame buildings with new material that is inappropriate or was unavailable when the building was constructed, such as artificial stone, brick veneer, asbestos or asphalt shingles, and vinyl or aluminum siding.

■ Removing distinctive architectural features or covering trim.

## B. Trim

### RECOMMENDED

■ Retaining original decorative details on porches, cornices, windows, and doors by replacing and repairing existing material.

■ Replacing missing trim with exact duplication if possible or trying to match mass and rhythm of the original.

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### NOT RECOMMENDED

■ Decorating a building with inappropriate “gingerbread” trim that never existed on the building.

■ “Colonializing” any building by adding pedimented doorways, pent roofs, columns, shutters, etc., that never existed on the building and detract from its true architectural style.

■ Removing paint and finishes down to the bare surface. Strong paint strippers, whether chemical or mechanical, can permanently damage the surface.

# Frederick County Historic Preservation Commission

## INTERIM DESIGN GUIDELINES

### Roofs, Windows and Doors, and Entrances

*These guidelines are based on the Secretary of the Interior's Standards for Rehabilitation issued by the National Park Service. The Historic Preservation Commission has adapted the following information with the hope of making the process of review and approval of work on County Register properties as clear and simple as possible.*

Deteriorated architectural features should be repaired rather than replaced whenever possible. In the event replacement is needed, the new material should match the material being replaced in color, composition, texture, design, and other visual qualities. Repair or replacement of missing features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other sources.

All buildings should be recognized as products of their own time. Alterations that have no historical basis and that seek to create an earlier appearance should be discouraged.

Changes that may have taken place in the course of time are evidence of the history and development of a building and its environment. These changes may have acquired significance in their own right, and this significance should be recognized and respected.

For more information on this topic, read the following:

*Preservation Briefs: Conserving Energy in Historic Buildings* by Baird M. Smith, AIA

*Preservation Briefs: Roofing for Historic Buildings* by Sarah M. Sweetser

*Preservation Briefs: The Repair of Historic Wooden Windows* by John H. Myers

# Roofs, Windows and Doors, and Entrances (cont'd)

## A. Roofs

### RECOMMENDED

■ Preserving the original shape of the roof.

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■ Retaining the original roofing material whenever possible and replacing deteriorated roofing with new material that matches the old in composition, size, shape, color, and texture.

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■ When replacing slate on a slate roof, following the pattern used as closely as possible.

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■ Adding dormers, skylights, vents, etc., only when necessary in a style appropriate to the character of the building.

### NOT RECOMMENDED

■ Replacing roofing material with material that significantly alters the appearance of the structure.

■ Stripping the roof of important architectural features, such as cresting or finials.

■ Substantially changing the character of the building by adding inappropriate dormer windows, skylights, or vents that can detract from the architecture of the building.



# Roofs, Windows and Doors, and Entrances (cont'd)

## B. Windows and Doors

### RECOMMENDED

■ Retaining and repairing original window and door openings including window sash, glass, lintels, sills, trim, doors, pediments, steps, and hardware.

■ Duplicating the material, design, and the hardware of the older window sash and doors if new sash and doors are used.

■ Installing storm windows and doors with painted finish to match surrounding trim. Installing interior storm windows.

■ When awnings are needed, installing weatherproofed canvas type or vinyl.

### NOT RECOMMENDED

■ Altering the size of the window or door openings.

■ Adding new window or door openings to the façade of the building.

■ Adding new trim to doors or windows where it never existed.

■ Changing the size of the window panes or sash.

■ Painting the surface of the window panes.

■ Installing storm windows with mullions not in line.

■ Installing metal or plastic strip awnings.

# **Roofs, Windows and Doors, and Entrances (cont'd)**

## **B. Windows and Doors (cont'd)**

### **RECOMMENDED**

- Replacing and repairing original shutters that have been removed or damaged.
  
- Ensuring that shutters are able to close and cover the window and have enough room to lie flat against the building when opened.

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■ Repairing rather than replacing doors.

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■ When necessary, replacing existing doors with four, six, or eight-panel wood doors or single-glass panel wood doors.

### **NOT RECOMMENDED**

- Installing shutters around windows and doors where they never existed.
  
- Installing aluminum or ranch-type shutters.

## **C. Entrances, Porches, and Steps**

### **RECOMMENDED**

■ Retaining porches or additions reflecting later architectural styles important to the integrity of the building.

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■ Repairing and replacing when necessary original decorative features.

### **NOT RECOMMENDED**

■ Removing or altering porches or steps appropriate to the building's development and style.

■ Removing original material, such as handrails, balusters, columns, and brackets.

# Frederick County Historic Preservation Commission

## INTERIM DESIGN GUIDELINES

### Landscaping, Walls, and Fences

*These guidelines are based on the Secretary of the Interior's Standards for Rehabilitation issued by the National Park Service. The Historic Preservation Commission has adapted the following information with the hope of making the process of review and approval of work on County Register properties as clear and simple as possible.*

Landscaping should be undertaken to beautify a building, highlight special architectural features, screen unattractive areas from public view, and create privacy.

Landscaping should be accomplished in such a way that the overall effect harmonizes with the established look of the neighborhood and complements the architectural style of the building.

#### A. Landscaping

##### RECOMMENDED

■ Installing planters that are appropriate to the setting of the building.

■ Installing window boxes that are in proportion to the window elements.

##### NOT RECOMMENDED

■ Installing window boxes that cover or deface architectural elements.

# Landscaping, Walls, and Fences (cont'd)

## A. Landscaping (cont'd)

### RECOMMENDED

- Retaining plants, trees, fencing, walkways, streetlights, signs, and benches that reflect the property's history and development.

- If changes in site are made, carefully evaluating them in light of past appearance.

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### NOT RECOMMENDED

- Destroying the relationship of buildings and their environment by changes that are incompatible with the character of the neighborhood or site.

- Placing or leaving plant materials or trees in close proximity to a building. These plants or trees may cause deterioration of the building fabric.

## B. Walls and Fences

### RECOMMENDED

- Retaining existing walls or fences that reflect the property's history and development.

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- Repairing or replacing, where necessary, deteriorated material that duplicates the old in size, shape, and texture as closely as possible.

### NOT RECOMMENDED

- Removing original walls or fences.

- Using new construction material that is not harmonious with existing wall or fence material.

# **Landscaping, Walls, and Fences (cont'd)**

## **B. Walls and Fences (cont'd)**

### **RECOMMENDED**

■ Using brick walls or cast-iron, picket, straight-board, and board-and-batten fences compatible in material and design with adjacent structures.

■ Using chain links, snow fences, wire-mesh fences, and concrete block when appropriate to the site's history and features.

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Painting the exterior surfaces on all wooden fences and gates.

### **NOT RECOMMENDED**

■ Installing fences of split rail or post-and-rail design.

# Frederick County Historic Preservation Commission

## INTERIM DESIGN GUIDELINES

### New Construction

*These guidelines are based on the Secretary of the Interior's Standards for Rehabilitation issued by the National Park Service. The Historic Preservation Commission has adapted the following information with the hope of making the process of review and approval of work on County Register properties as clear and simple as possible.*

Every reasonable effort should be made to provide a compatible use of a property that requires minimal alteration of the structure or site.

Contemporary design for alterations and additions to existing properties will not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property or neighborhood.

Whenever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

#### RECOMMENDED

■ Using contemporary designs that blend with the architectural design of the area.

■ Blending new construction with existing buildings according to material, texture, and colors.

#### NOT RECOMMENDED

■ Introducing new construction that is not compatible with the character of the district or site.

■ Designing new work that is incompatible with the earlier building and the site in material, texture, color, size, or scale.

# New Construction (cont'd)

## RECOMMENDED

■ Ensuring that the width, scale, spacing, and rhythm of new construction are compatible with adjacent buildings in the area or district.

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■ Within a designated district, constructing new buildings to an average height within 10 % of the height of surrounding structures.

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■ Ensuring that rooflines are compatible with those of surrounding structures.

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■ Protecting architectural details and features that contribute to the character of the building.

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■ Placing television antennae and mechanical equipment, such as air conditioners, in an inconspicuous location.

## NOT RECOMMENDED

■ Adding new height to buildings that changes the scale and character of the buildings and/or site. Additions in height should not be visible when viewing the principal facades.

■ Adding new floors or removing existing floors that result in the destruction of important architectural details, features, and spaces of the building.

■ Imitating an earlier style or period of architecture in new additions, except in rare cases where a contemporary design would detract from the architectural unity of an ensemble or group. Imitating an earlier style or period of architecture in new additions that have a completely contemporary function, such as a drive-in bank or garage.

■ Placing television antennae and mechanical equipment, such as air conditioners, where they can be seen from the street.