PART THIRTEEN—ZONING AND SUBDIVISION CODE

Appendix A

Standards and Guidelines

CROSS REFERENCES

The following sections of Harpers Ferry Ordinances apply:

Sec. 1303.02(c) – Standards and Guidelines

Harpers Ferry

Standards and Guidelines

TABLE OF CONTENTS

INTRODUCTION TO THE GUIDELINES

A. Background

In 2011 and 2012, the Town of Harpers Ferry engaged in a visioning process followed by amendments to the Comprehensive Plan. The town Vision Statement, adopted August 13, 2012, names the preservation of the historic character and ambiance of a 19th century village as a community value. The Comprehensive Plan, adopted June 9, 2007 and amended on August 30, 2013, lists, in Section IV, the goal to preserve and protect the town's historically diverse character and historic integrity for present and future generations.

Harpers Ferry's character is architecturally modest but sophisticated, in keeping with its origins as a prosperous early 19th century town. Many, if not most, of the original homes, shops, and outbuildings remain and have been lovingly maintained. The Lower Town is characterized by buildings that front directly onto the street and sit side by side on narrow lots. Their walkways are perpendicular to the street and in line with their front doors. As one travels up the hill, the architectural styles vary, and lot sizes and setbacks increase. Many walkways lead to gracious porches. Each element of historic structures including, but not limited to, chimneys, porches, windows, and doors, is a significant and character-defining feature of a moment in history.

Over the years, shade trees have been planted in the rights-of-way along the streets, and these soften the appearance of 21st century parking areas and utility poles. This canopy of mature trees is an important characteristic of the town and a natural frame for historic views of the surrounding mountains and rivers.

For all of these reasons, care must be taken when structures are built, altered, or removed. New construction and additions to existing buildings must be done with sensitivity for the architectural style of the structure and the overall harmony of the neighborhood. Demolition of historic structures is always a last resort; and relocation, which removes a structure from its historic context, should only be considered after all other avenues to preservation have been exhausted.

B. Harpers Ferry Historic District

The entire town of Harpers Ferry was nominated and certified as a Historic District in the National Register of Historic Places (1979; amended 2010). The town is historically significant for its architecture, archaeology, and associations with the historic themes of manufacturing and labor, the Civil War, Storer College, the African American community, and tourism. Harpers Ferry attracts tourists who share an interest in learning about our nation's history and who enjoy our unparalleled scenic beauty.

The certification of the town on the National Register recognizes the importance of structures built from the 1790s to 1958.Our designation of the town as a federally recognized Historic District culminated in the Town Council's enactment of a local Historic District zoning overlay in 2014 to be administered by the Board of Zoning Appeals. The Board of Zoning Appeals evaluates projects within the Historic District for compliance with the Standards and Guidelines.

The Standards and Guidelines govern the manner in which all properties in the Historic District are constructed, expanded, and maintained to ensure compatibility with surrounding historic structures and the original 19th and early 20th century village. The Historic Landmarks Commission is responsible for the development of and revisions to the Standards and Guidelines. The Town Council is responsible for the legislative act of designating the boundaries of the Historic District, enacting the zoning amendments, and formally adopting the Standards and Guidelines. By implementing the provisions of the historic district, the Board of Zoning Appeals provides oversight of the Historic District with the advice and counsel of the Historic Landmarks Commission.

While the designation as a local Historic District includes all properties within the Town of Harpers Ferry, nomination to the National Register of Historic Places relies on the presence of historically significant structures. A list of those structures which were identified in 2010, officially called *contributing structures,* is available at Town Hall and on the town website. As additional information becomes available, the list is updated. The contributing structures are of varied architectural styles, but each retains significant elements of its origins and each is a historic treasure that speaks to the life of this community during the formation and development of our country.

HOW TO USE THE STANDARDS AND GUIDELINES DOCUMENT

A. Purpose of this document

Preserving historic resources makes good economic sense. Vital and attractive neighborhoods promote the town's overall quality of life and illustrate its commitment to its heritage and identity. Design review maintains and enhances this character. The Standards and Guidelines are intended for property owners who are planning changes to the exterior of either a contributing or a non-contributing structure and for those who plan new construction in the Historic District. This document explains the process and conditions for rehabilitation or additions to existing structures and for new construction. The Standards and Guidelines have been written to govern, direct or guide property owners, the Ordinance Compliance Officer and the Board of Zoning Appeals to maintain and enhance the harmony of the Historic District.

The goal of the Standards and Guidelines in the Historic District is to ensure that the distinctive characteristics of the historic structures prevail. In general, *The Secretary of the Interior's Standards for Rehabilitating Historic Buildings* (see Appendix A[1])form the basis for the Standards and Guidelines document. The Board of Zoning Appeals, with recommendations of the Historic Landmarks Commission, determines whether an application or proposal is harmonious with these characteristics by considering the following:

- ❑ Exterior architectural features including, but not limited to, doors, windows, chimneys, roofing, siding, foundations, entrances, fences and porches.
- ❑ General design and arrangement including, but not limited to, the design, appearance, placement, scale and proportions of architectural features to one another and to the whole building or structure, and the general proportions of the building or structure itself.
- ❑ Materials of all exterior architectural features and of the building or structure itself including, but not limited to, the following categories: roofs, fences, porches, windows, doors (including screen and storm doors), siding and foundations.
- ❑ The visual compatibility of the proposed work with those features of buildings or structures that can be viewed from the same vantage point.
- ❑ The extent to which the proposed work will be harmonious with the historic surroundings.
- ❑ The extent to which the proposed work and its siting will preserve or protect historic viewsheds, historic places, and the historic character of the Town of Harpers Ferry.
- ❑ The extent to which the proposed work will preserve the historic character of Harpers Ferry.
- ❑ The extent to which the proposed work will promote the general welfare of the Town and all citizens by the preservation and protection of historic places and areas of historic interest in the Town.
- ❑ The extent to which the preservation and protection of the historic resource will promote the general welfare by maintaining and increasing real estate values; generating business; creating new jobs; attracting tourists, students, writers, historians, artists and artisans; attracting new residents; encouraging study and interest in American history; stimulating interest and study in architecture, design and town planning; educating citizens in American culture and heritage; and making the Town a more attractive and desirable place in which to live.

The Board of Zoning Appeals, with advice from the Historic Landmarks Commission evaluates the quality of five primary ***design concepts*** **–**concepts which were strictly regimented during the historic periods when the town's contributing structures were built. They are scale, order, balance, rhythm and proportion:

1. **Scale**. Scale is the relationship between the size of spaces and masses and the size of the human body. Harpers Ferry is built on a comfortably human scale. Our buildings are formal and symmetrical in structure but modest and unpretentious. There are no mansions in Harpers Ferry.

2. **Order**. Order is the relationship of all elements of a building, its setting, and its neighbors as parts of a whole. Harpers Ferry gives a visual impression of unity of design. Individual buildings are all different but show an architectural kinship. The street grid of the village itself is orderly.

3. **Balance.** Harpers Ferry is primarily an early 19th century village. This was a time of balance in design. Balance is achieved if the shapes on one side of an imaginary centerline drawn through the principal façade appear to have the same weight as those shapes on the other side. Balance can be symmetrical or asymmetrical as long as the building expresses and maintains a sense of equilibrium.

4. **Rhythm**. Rhythm is the repetition of architectural elements such as windows or columns. It may also be a repetition of intervening spaces between buildings.

5. **Proportion**. Proportion is the relationship between two things of different size. Good proportion contributes to order, balance and rhythm. Harpers Ferry is a village of well-proportioned buildings where individual elements relate well to one another and contribute to an overall balance.

Harpers Ferry's place in time has strongly influenced its successful adherence to these design concepts. Beyond the five concepts, however, are six *design elements* that are essential to consider in determining suitability of a design for Harpers Ferry.

1. **Compatibility**. Will the new construction look at home with the existing buildings? If additions or changes to an existing building are planned, will they blend with the original design? These questions are crucial in considering construction in the Historic District. Adherence to the five concepts above and consideration of the elements that follow should help assure compatibility.

2. **Height**. Harpers Ferry's historic buildings are one and two stories at street level and occasionally three stories from behind because of the hillside terrain.

3. **Materials**. Harpers Ferry is a village of brick, stone, stucco or parging, and wood. The stone is native, with distinct color and texture. The brick is of local clay so differences in color are subtle. The overall character is of natural materials.

4. **Details.** The village's architectural sophistication is reflected in the attention that was paid to details. The 19th century houses often have decorative wooden or brick cornices, sophisticated doorway trim and many types of columns displayed on the distinctive porches and galleries. Contemporary details such as sliding glass doors or aluminum storm doors are not acceptable.

5. **Massing.** The exterior massing of a building is the enclosed volume or cluster of volumes which constitute the building's exterior form. Most of Harpers Ferry's buildings have a compact mass, suitable to the relatively small lots. A distinctive architectural feature of Harpers Ferry is the 19th century L-shape with a dominant mass on the principal façade and subordinate masses to the rear.

6. **Siting.** Siting is of primary importance in Harpers Ferry in order to maintain the order and balance of the streetscape. Many houses in the commercial area of High Street are very close to the street if not actually adjoining it. This is paramount in establishing and maintaining Harpers Ferry's urban character. On Camp Hill and on the edges of the village, houses are set back from the street, giving notice to viewers that they are leaving the urban area and approaching more open residential or agricultural areas.

B. How to plan and go forward with a building project

No project that affects the exterior of a structure may lawfully proceed without the approval of the Ordinance Compliance Officer or the Board of Zoning Appeals. This includes alteration to existing structures and external site features visible from a public right-of-way (fences, walls, lamp posts, light fixtures, signs, signposts, driveways, walkways, and paving).

Please note that these Standards and Guidelines apply only to the exteriors that are visible from a public right-of-way in the Historic District. Interior alterations as well as routine maintenance and repair of exterior elements, including painting, do not require permits. Emergency permits for repairs necessary to limit or contain damage from storms or accidents can be obtained from Town Hall.

Because Harpers Ferry has been designated a Historic District in the National Register of Historic Places, owners of contributing structures in our town can take advantage of financial incentives – grants and tax credits – as they rehabilitate and restore their homes and commercial buildings. Contact the West Virginia State Historic Preservation Office to learn of incentives available for your project.

STANDARDS AND GUIDELINES
in the Harpers Ferry Historic District

The Historic Landmarks Commission is responsible for establishing standards for the Historic District. The *standards* determine the appropriateness of proposed construction, rehabilitation or demolition within the Historic District. The standards are to be applied in a reasonable manner, taking into consideration economic and technical feasibility. The *guidelines* were developed to

assist property owners during the project planning stage by providing general design and technical recommendations. Unlike standards, the guidelines are not codified as requirements.
For the purposes of this document, a *historic resource* is one that is listed as contributing by the Historic Landmarks Commission. The complete list of contributing structures can be found at Town Hall and on the town website.

A. Fundamental Standards for Historic Resources

The following standards apply to any project undertaken on a historic resource.

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. 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.

2. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved. These features should be repaired rather than replaced and should not be covered or concealed with vinyl, aluminum or other artificial material. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.

3. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new feature will match the old in composition, design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

4. Each property will be honored 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 resources, will not be undertaken.

5. Architectural features may be added if there is physical, pictorial or historical evidence that the additions were original to the building. Any such addition must match the original in terms of materials, scale, location, proportions, form and detailing insofar as practical.

6. Changes to a property that have acquired historic significance in their own right over time will be retained and preserved. Very few historic districts or historic buildings survive into the present without any changes. How do you know if a change has acquired significance? You can start by asking the following questions.

    - Was the change made within the past 50 years (the baseline criteria for National Register listing)? If so, it will most likely not be seen as having acquired significance in its own right.

    - Does it reflect a significant change in the building's use, or historical development of the district?

    - Is it an alteration that can be associated with significant historic American architectural trends or styles?

- Was it constructed of quality material, representing a significant investment in the building?

7. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

B. Standards and Guidelines for Specific Construction Elements

ADDITIONS

See also New Construction
Designing additions to a historic property or new construction within a Historic District is a balancing act between *differentiation* from the original and *compatibility* with the original. An addition may be a *literal replication* for unity of composition (strongly favoring compatibility), an *invention within a style* sustaining a sense of continuity in formal architectural language (slightly favoring compatibility), an *abstract reference* avoiding literal resemblance and reducing composite form to abstract shape (slightly favoring differentiation), or *intentional opposition* to the context and the determination to change its character through conspicuous contrast (strongly favoring differentiation).

In the Historic District, the fundamental interests of preservation are best served if compatibility is given greater weight, since it alone allows us to sustain valued historic character in the face of the many forces threatening it. Differentiation leads to the gradual erosion of historic character and condemns the district to change in ways alien to its historic patterns and typologies. Alterations or additions to historic settings that improve or strengthen the preexisting character should be welcomed, regardless of their style; changes that weaken or diminish the historic character should not be permitted, again regardless of style.

Additions or new construction *may* be in the same style as the historic buildings, provided that the new construction is consistent with the typology, composition, scale, proportion, ornament, materials, and craftsmanship typical of the setting. Violation of these attributes for the sake of a questionable principle of differentiation leads inevitably to the loss of historic character and, thereby, loss of the resource in its truest sense. When additions or new construction are appropriate at all, they should be added in such a way that the new is distinguishable from the historic fabric by informed observers or trained professionals. No differentiation should be made that would result in an incongruous appearance or a ruptured integrity.

What makes buildings from different eras and styles compatible is that they share the same design concepts and elements (see page 5). If these principles are consistent among the buildings along a street, they will be compatible, regardless of style. Compatibility is not uniformity; however, if the principles embodied by neighboring buildings are antithetical, no alignment of cornices or adjustments of massing will be sufficient to maintain a relationship of civility among them. New buildings in an historic setting should focus more on the "sense of place" than the "sense of time."

Standards for all properties in the Historic District

1. The scale and related features of additions will respect classical proportions as exhibited on historic structures throughout the district.

2. The architectural composition and architectural integrity shall be consistent with the existing building.

3. Additions may reintroduce and reinterpret traditional decorative elements taken from historic structures of the same type in the Town.

4. The original orientation of the structure shall be maintained. If the primary entrance is located on a principal façade, it shall remain on that façade.

Additional Standards for Historic Resources

1. The historic character of a structure shall be retained and preserved.

2. New additions, exterior alterations, or related new construction shall not destroy the historic materials, features, and spatial relationships that characterize the property. Construction design shall minimize the removal of original walls and details from the original building by connecting to the original building through existing doors or enlarged window openings wherever possible.

3. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment will be unimpaired.

4. New additions shall be located on a non-principal façade except that the addition of a front porch may be considered on a principal façade when appropriate to the style and period of the structure.

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

6. The size of any addition shall not visually overpower the existing building. Rear additions shall not be substantially visible from a public right-of-way.

7. Rooflines for new additions shall be secondary to those of the existing structure and shall be compatible in pitch and form with the original roof and the style of the building.

8. Additions such as rooftop penthouses or additional stories shall be substantially out of the public view.

Guidelines for Historic Resources

1. The original and the addition should be distinguished by using different wall planes, rooflines or cornice levels.

ALTERNATIVE MATERIALS

As maintenance is carried out, it may seem easier to use contemporary (alternative) materials to replace existing historic or traditional materials. Such incremental actions can result in the loss of the historic architectural appearance of the surviving fabric of the historic district. Taken cumulatively, individual changes to properties as part of on-going exterior maintenance work have the potential to substantially alter the overall historic and architectural character of the district.

In order to safeguard the visual and architectural quality of the district, the Historic Landmarks Commission encourages the use of appropriate materials when maintenance work requires the repair and replacement of exterior features of a building. However, with increasing concerns over sustainability and the expense and unavailability of traditional historic materials, these Standards and Guidelines reflect the Secretary of the Interior's recommendations for the appropriate use of alternative materials.

In the last few decades new materials have been developed and are being used in construction. In some instances these newer products show great promise and in other instances they are less than satisfactory. They are often difficult to integrate with historic materials. Traditional materials can be judged upon a proven performance track record[1] while the newer materials cannot.

As some historic materials become more difficult to acquire and replace in kind, technological efforts will persist to perfect acceptable alternatives to historic materials. One task of the Historic Landmarks Commission is to monitor these advancements and track the material performance to better evaluate their appropriateness for new, non-contributing and contributing structures. The Historic Landmarks Commission endeavors to track previously approved and installed alternative materials in the Harpers Ferry Historic District to gauge the performance in the local climate and with the local historic building materials.

The table below contains the list of approved alternative materials for the Historic District as of the date of this publication. New materials may be considered on a trial basis and added to the list after a period of evaluation.

Historic Material	Alternative Material	Criteria	Application
natural stone	manufactured stone	Must match the coloration and irregular sizing of traditional stone work of the area	May be used on new construction only
natural slate shingles	synthetic rubber slate shingles, composite slate shingles or architectural asphalt shingles	Must match the coloration and size of natural slate; shingles must also match the thickness of natural slate (or give the illusion of depth in the case of architectural asphalt	May be used to replace slate shingles on a contributing structure or on new construction

[1] http://www.nahb.org/fileUpload_details.aspx?contentID=99359

		shingles)	
wooden lap siding	fiber cement lap siding	Must match the width, profile and thickness of traditional siding; install smooth side out (without imitation wood grain)	May be used to replace wooden lap siding on a contributing structure or on new construction
wooden sash windows	aluminum-clad wooden sash windows	Must have true or simulated divided lite with spacer bar; Must fit the style of the building and convey a traditional appearance consistent with the surrounding historic structures	May be used to replace a wooden sash window on a non-contributing structure or on new construction
wooden columns	fiberglass columns	On contributing structures, must match the dimensions and detailing of the original historic column	May be used to replace a wooden column on a contributing structure or on new construction
wooden decking	composite decking	On contributing structures, must match the dimensions of the original wooden decking	May be used to replace wooden decking on a contributing structure or on new construction
wooden storm windows	metal storm windows	Color must match that of the window trim	May be used throughout the Historic District

Standards for all properties in the Historic District

1. Alternative materials are acceptable for use in new construction, on non-contributing structures and on additions to contributing structures provided they are durable and convey the same appearance as traditional materials.

Additional Standards for Historic Resources

1. Alternative materials may be considered on contributing structures when original exterior features are damaged beyond repair or are missing and no other technical or economically feasible option is available.

2. Alternative materials shall not be considered as a viable replacement if the material does not convey the same appearance as the original or retained materials or if it is not physically or chemically compatible with the retained materials. If it can be demonstrated that traditional material details and profiles, textures and shadow lines can be replicated, substitute materials may be considered.

ANTENNAS

See Mechanical Systems and Utilities

ARCHITECTURAL DETAILS

Architectural details include, but are not limited to, gingerbread, verge boards, eaves, brackets, dentils, cornices, pilasters, clapboard, shingle, stucco surfaces, and any other decorative or character-defining features found on a building or structure.

Standards for Historic Resources

1. Original or historic architectural features that define the character of the building shall be retained. Original features shall not be concealed or covered. Repairs shall adhere to original design features, details, profiles, and, whenever possible, materials.

2. Missing cornices or trim shall be replaced using physical evidence, or barring that, local historic architectural precedent. The design shall be compatible with the architectural style of the building.

3. Elements that are part of the original or historic composition shall not be removed without being replaced in-kind.

AWNINGS

Standards for all properties in the Historic District

1. Awnings are appropriate for traditional locations such as over windows and doors or attached to porches.

2. Awnings shall not interfere with existing signs, street trees, street signs or other elements along the street.

3. An awning must fit the width and shape of any storefront or window opening that it covers. Rectangular window and door openings should have straight-across shed type awnings, and awnings over arched windows should be curved or rounded.

4. The bottom of the awning valance must meet any clearance standards in the Town Code.

5. Signage on awnings should be only on the valence and should be painted on or woven into the fabric.

6. Awnings may not be externally illuminated or backlit.

Additional Standards for Historic Resources

1. Awnings must not obscure distinctive architectural features or details such as transoms or decorative glass. Canvas or a canvas-like fabric should be used for new awnings. Metal, plastic, or shiny, plastic-like fabric awnings are not acceptable in the Historic District.

2. Awnings should be attached in a way that prevents unnecessary damage to original historic details and materials.

BALCONIES

See Decks

CHIMNEYS

See also Masonry, Roofs

Flue caps may be installed without a project permit. On historic chimneys, flue caps should be installed in a way that prevents unnecessary damage to original details and materials.

Standards for all properties in the Historic District

1. When added to an existing structure, to an addition, or to new construction, chimneys should be appropriate to the architectural style and design of the main structure. For example, brick chimneys are generally appropriate on 19th-century brick buildings while pre-fabricated 20th-century metal pipe style chimneys are not appropriate on 18th and 19th century structures.

Additional Standards for Historic Resources

1. If original to the building, chimneys shall not be removed, altered or covered with materials such as stucco (unless it is the historic coating). Chimneys shall be repaired and repointed to match the original chimney in material, coating, color, shape and brick pattern. (See caution about abrasive cleaning in *Appendix A[2] section D*)

2. Chimney coatings shall not be replaced with materials that are stronger than the historic material.

3. When rebuilding, in whole or in part, is the only option, the rebuilt chimney shall match the original in design and materials.

4. A chimney may be added if there is physical, pictorial or historical evidence that the addition to be added was original to the building. Any such addition shall match the original in terms of materials, scale, location, proportions, form and detailing. This does not prohibit the use of a direct-vent metal stovepipe on a non-principal façade.

Guidelines for Historic Resources

1. Secure loose flashing around chimneys to prevent water infiltration.

COLUMNS

See Porches

DECKS

Open decks are primarily a late-20th century occurrence and have had wide spread popularity since the 1970s. As a general rule, decks are suburban in character and not appropriate in the historic district. Nevertheless, the Historic Landmarks Commission is cognizant of the amenity that open air decks create and has approved the construction of decks in a number of instances in sections of the historic district that have a distinctly suburban feel or where there is minimal visibility of the deck from a public way.

Standards for all properties in the Historic District

1. Decks shall be located at the rear of buildings, on a non-principal façade or in other areas not substantially visible from a public right-of-way.
2. Inset a deck at least 6 inches from corners of the building to diminish its impact and differentiate it from the existing building.
3. The deck floor shall be no more than one story above ground level. When the deck floor is more than 30" above grade, the area below the deck must be screened from public view, such as with plantings or lattice work.
4. The size and scale of the deck or balcony shall be subordinate to and in proportion to the principal structure.

Additional Standards for Historic Resources

1. Deck or balcony design shall be simple, constructed of painted or solid-stained wood, with traditionally styled railings and balusters that complement the design of the building to which it is attached. Decks constructed of unfinished pressure treated wood are strongly discouraged.
2. Supports should reflect the dimensions of building materials available during the period of significance. For instance, a narrow metal support would not be an appropriate alternative to a 6x6 inch wooden post.

DEMOLITION

See Relocation and Demolition

DRIVEWAYS and PARKING AREAS

See also Sidewalks and Walkways

Driveway, walkway and parking area conditions vary within the Historic District neighborhoods and are largely defined by the lot size, building coverage, and location within a block.

On smaller, traditionally residential lots on streets with no sidewalks, some parallel parking areas have been surfaced in gravel between the right-of-way and the front property line. These dwellings often retain a walkway perpendicular to the street and inline with the front door.

As lot sizes and setbacks increase, driveways and walkways become part of the rhythm of the historic residential areas. Walkways usually connect the public right-of-way to the front stoop or front porch of a residence while a driveway will often lead to the rear of a lot where it may terminate at a historic outbuilding.

Parking for commercial and institutional uses in the Historic District varies from on-street parking to off-street surface parking. Strategically placed landscape screening can help to reduce the strong visual impact that on-site parking areas can create.

Standards for all properties in the Historic District

1. Whenever possible, there shall be no off-street parking directly in front of residences. Off-street parking shall be to the side or rear of residential properties.

2. New paving materials shall be compatible with the character of the area.

3. The design of any new parking area or structure shall have the least impact on adjacent properties.

4. Commercial parking lots should be screened from public view with hedges, shrubs, trees or fences at their edges and employ appropriately planted medians and dividers within their boundaries.

5. Shielded lights that illuminate the road surface and historically appropriate pedestrian-scaled walkway lighting shall be used in parking areas. Fixtures shall reflect the character and period of significance of the district. (see Outdoor Lighting Standards in the zoning ordinance)

Additional Standards for Historic Resources

1. Widening or changing the configuration of existing driveways and parking areas is appropriate when the new design respects and retains historic materials and character.

2. Improvement of the existing paving materials of driveways and parking areas is appropriate when the new material respects and retains the historic character of the property.

Guidelines for all properties in the Historic District

1. Driveways situated in front or side yards should be constructed of gravel, asphalt, brick, cobblestone, narrow strip tracks of concrete, a permeable grass paving (such as Grasscrete), or pea gravel embedded in concrete.

2. Parking areas that will be in public view should be screened with hedges, shrubs, or appropriate fences where possible. Corner-lot parking areas should be edged with landscape screening along both primary and secondary streets.

3. Large expanses of bright white or gray concrete surfaces should be avoided in visible areas.

DOORS and ENTRANCES

See also Screen and Storm Doors

Doors and their surrounds are as much a character defining feature of architectural styles as are windows. For example, Federal and Georgian style residential structures from the late 18th and early 19th century usually have solid wood panel entrance doors. Late 19th century Victorian structures often have wood doors that incorporate glass panels. Main entrance doorways are generally more elaborate than doorways on secondary or rear entrances to a building.

Standards for Historic Resources

1. The location of the main entrance of a structure shall not be removed or changed.
2. Entrances and doors that are original shall be repaired as needed, adhering to historic design features and using original materials whenever possible. Entrances and doors that cannot be repaired shall be replaced with new doors appropriate to the architectural style and period of the building. Replacement doors shall convey the same visual appearance as the original or be compatible in style for the period of the structure.
3. Except for ADA compliance, the original size of the door opening shall not be enlarged, reduced or shortened in height. Door features such as surrounds, sidelights and transoms shall not be removed or altered.
4. Substitute materials for replacement parts shall convey the visual appearance of the surviving parts and shall be physically and chemically compatible.
5. Doors shall not be added to a principal façade where they did not originally exist. Placement of new doors to meet safety codes or to enhance the use of the property shall be at the rear or side of the dwelling or otherwise substantially out of the public view.New entrances shall be compatible in size and scale with the historic building. New entrances shall not obscure, damage, or destroy character-defining features.
6. Sliding glass doors are not permitted on façades that are visible from a public right-of-way.

Guidelines for Historic Resources

1. Utilitarian or service entrances should not be altered to appear to be formal entrances. Paneled doors, fanlights, and sidelights should not be used for utilitarian or service entrances.

FENCES and WALLS

See also Retaining Walls

Fences and free-standing walls of stone, iron, brick and wood contribute to the 19th and early 20th century streetscape of Harpers Ferry.

Standards for all properties in the Historic District

1. The design of new fences and walls shall complement materials and designs that are historically appropriate to the structure or

are found in the neighborhood. Historically appropriate materials include wood, brick, iron, stone, concrete and plantings.Chain link fences, concrete block fences,plastic or fiberglass fences are not appropriate.

2. The height of a fence in the front yard shall not exceed 4 feet. Other fences or walls in the property shall not exceed 6 feet.

3. Painted or stained fences of wood pickets, balusters or spindles are appropriate for front yards. Solid board fences that obstruct visibility of the premises are not appropriate for use in front yards and shall be avoided.

Additional Standards for Historic Resources

1. Existing historic fences and walls shall be retained and repaired. Where this is impossible or impractical, existing historic fences and walls shall be replaced with matching materials and shall replicate the original in height, and detail. Replacement of existing fences and walls must be approved before beginning work.

2. The historic materials of existing walls shall not be painted, parged, or stuccoed unless there is evidence that they were originally covered with these materials

3. Clear water-repellent or waterproofing treatments on masonry shall only be used with the approval of the Ordinance Compliance Officer or the Mayor's designee or the Historic Landmarks Commission.

4. Fences of iron or other historically appropriate material may be added to buildings if suitable to the architectural period and style of the construction.

Guidelines for all properties in the Historic District

1. Traditional plantings such as hedges and shrubs are acceptable alternatives for fences.

FIRE ESCAPES

Standards for Historic Resources

1. Unless required by fire or safety codes, fire escapes should be avoided.

2. So far as possible, fire escapes should be located out of public view.

3. Fire escapes placed on the exterior should be of wood construction with simple balusters and handrails of traditional design. Metal fire escapes may be employed if they are substantially out of the public view.

FOUNDATIONS

Standards for Historic Resources

1. The historic appearance of building and porch foundations shall be retained by preserving original or historic vents and openings.
2. The architectural character of original buildings shall be preserved by placing new openings in existing foundations on non-principal façades.
3. Deteriorated foundation materials, such as brick, stone and mortar, shall be repaired or replaced by matching existing historic materials as closely as possible.
4. Foundations shall not be covered or concealed with siding material, concrete block, plywood panels, corrugated metal, vinyl or plastic panels or other non-original material.
5. Masonry foundations that were not historically parged shall not be parged except where shown necessary to prevent water infiltration. Existing stucco or parging shall be repaired or replaced in kind.
6. Foundations shall be repaired as needed, adhering to the original design features and using original materials whenever possible. If removal of part of a foundation is required to accommodate mechanical unit installation, other upgrades, or repairs, the removal shall be made at the rear or at some other non-principal façade not in public view.

GARAGES, CARRIAGE HOUSES and OUTBUILDINGS

Harpers Ferry's houses, like those of most small 19th and early 20th century villages, often have accessory buildings. Some have garages as well as sheds and other small outbuildings. These small buildings give diversity to the streetscape. They are simple, functional, well-proportioned little buildings of natural materials.

Standards for all properties in the Historic District

1. New outbuildings and other site features shall be compatible with, but clearly subordinate to, the style and scale of the principal structure on the site, especially in materials and roof slope. The design and location of any new site feature shall complement the existing character of the property.
2. Garage doors shall be constructed of solid panels or solid panels with windows. Vinyl and aluminum are not suitable materials for garage doors in the Historic District.
3. Multiple garage doors are acceptable but each should be of single car width only.

4. Attached garages shall occupy no more than 50% of the principal façade.

Additional Standards for Historic Resources

1. Outbuildings that are original to the property or that contribute to its historic character shall be preserved, maintained and repaired as needed, adhering to the original design features and using original materials whenever possible.
2. Relocation of outbuildings to another part of the property shall be avoided except when demolition of the outbuilding is the only other alternative.
3. Original doors shall be preserved, maintained and repaired as needed, adhering to the original design features and using original materials to the greatest extent possible. In some instances, original doors may be retrofitted with appropriate hardware and custom garage door openers.

Guidelines for all properties in the Historic District

1. New outbuildings shall be located at the rear of lots, or, alternatively, to the side of the main dwelling without extending in front of the centerline of the house.

GLASS

See also Doors and Entrances, Windows

Standards for Historic Resources

1. Retain original or historic window glazing when possible.
2. Retain leaded, stained, prismatic and historic structural pigmented glass.
3. Repair leaded, stained and prismatic glass with in-kind materials or with glass that replicates the historic appearance.
4. Do not put storm windows over leaded glass windows as heat build-up can cause significant warping of the lead joints in the historic window.
5. Do not put tinted ultraviolet (UV) coatings on windows as it changes the historic appearance of the window.

GRADE CHANGES

Standards for all properties in the Historic District

1. Grade changes shall not change the character of the streetscape or the relationship of the buildings situated thereon and shall not result in obscuring or concealing an historic building.

GUTTERS and DOWNSPOUTS

See also Metal

Standards for Historic Resources

1. Gutters and downspouts shall not be removed if they can be repaired. Gutters and downspouts that are removed shall be replaced in kind with like materials and with the same historic profile. Replacement gutters and downspouts shall match the original in size, location and design unless new contributing factors dictate the need for a design change.

2. New gutter materials shall be physically and chemically compatible with the existing materials on the building. Copper, for example, reacts with uncoated and galvanized steel, and direct contact between those metals must be avoided.

3. Architectural features shall not be obscured, removed or damaged by the installation of gutters and downspouts.

Guidelines for all properties in the Historic District

1. To ensure that gutters drain properly, make certain they slope toward a downspout.

2. Ensure an adequate number of gutter support brackets.

3. Consider half-round replacement gutters rather than "K" or ogee. Downspouts round in cross-section were typical on historic properties and their use is highly encouraged.

HANDICAPPED ACCESSIBILITY

Access ramps and lifts are a necessity for many older historic buildings that were not built with at-grade entrances. The Americans with Disabilities Act requires that places of public accommodation be accessible to the disabled or provide alternative accommodations. Access ramps and lifts can usually be added to historic buildings without substantially altering their historic significance if designed carefully and sensitively.

Standards for Historic Resources

1. Access should be located at a well-defined entrance to the building and where providing that access will not cause permanent damage to character-defining features of the building.
2. Installation of access ramps and lifts shall not result in damage to or removal of original historic material. Installations of access ramps and lifts shall be readily reversible.
3. Wheelchair ramps shall be designed to have the least visual effect on the building and or setting.
4. Materials and design details used for ramps shall be compatible with existing material on the building.
5. Wooden ramps shall be of simple design and configuration or designed to match an existing porch railing that has historic merit in terms of materials, dimension and detailing.

Guidelines for Historic Resources

1. When possible, ramps should not be placed over the primary historic walkway or path or impede common pedestrian access to the building.
2. Ramps that are located substantially in the public view should be screened with landscaping when possible.

LANDSCAPING and TREES

See also Viewsheds

Canopies of mature trees lining the streets of the Historic District are an important and appreciated characteristic and should be protected. Likewise, landscaping should enhance the historic view rather than detract from it. Check with the Zoning Ordinance (Part 13) and the Harpers Ferry Tree Conservation Ordinance (Article 1104) for standards.

Guidelines for all properties in the Historic District

1. Mature trees in a healthy condition that contribute to the character of the Historic District and are unlikely to cause future damage to buildings should be maintained.
2. The site chosen for new plantings should enhance the appearance and character of the historic streetscape. The natural topography should be maintained in order to enhance drainage and soil stability.
3. Special care should be taken to preserve and enhance historic viewsheds by avoiding excess plantings that block the views and by providing landscape treatment that frames the viewsheds.

LIGHTING

Harpers Ferry's early 20th century streetlights are distinctive and crucial in preserving the historic streetscape. Exterior lights should be subtle and mimic the warmth, color and intensity of gas lamps.
All outdoor lighting in the Corporation of Harpers Ferry must comply with the *Outdoor Lighting Standards* as well as the Sign Ordinance Article 1717 if applicable to the lighting.

Standards for all properties in the Historic District

1. Lighting fixtures should be appropriate to the style, scale and period of the building.

2. Lighting for security purposes (such as flood lights) shall be mounted on the rear or sides of the building to avoid glare to neighboring properties and the public right-of-way and must be activated by motion sensors. When in public view, floodlights or walkway lights should be small, simple in design, aimed downward and their number kept to a minimum.

Additional Standards for Historic Resources

1. Lighting fixtures original to the building shall be retained and repaired whenever possible. If replacement of original fixtures is needed, a style similar to the original is preferred.

Guidelines for all properties in the Historic District

1. Down-lit fixtures are encouraged in all applications.

MASONRY

See also Chimneys, Stucco, Alternative Materials
This section applies to elements constructed from materials such as brick, stone, terra cotta, concrete, adobe, and mortar.

Standards for Historic Resources

1. Historic finishes shall not be removed to create a new appearance.

2. If original to the building and undamaged, historic masonry shall not be removed, altered or covered with other materials.

3. Masonry shall be repaired and repointed to match the historic masonry in detail, shape, size, patterns, textures and craftsmanship. Masonry that is damaged beyond repair shall be replaced with material in-kind that matches the visual character, strength, porosity, and coefficient of expansion as closely as possible. (See Appendix A[2] for information about finishes that are recommended for the preservation of historic materials.)

4. In most instances previously unpainted masonry or stone work shall be left unpainted. *See also Masonry*. *See Appendix A[2] for care and maintenance of painted exteriors.*

5. Spray-on coatings such as liquid vinyl or liquid ceramics shall not be used.

Guidelines for all properties in the Historic District

1. Removal of old mortar should be done in a way that does not widen the masonry joints or damage the face of the brick. Deteriorated mortar should be removed by hand using a tuckpointer's rake and not a power tool, such as an electric saw with masonry blade.

2. Repointing should never be done with Portland cement or other hard mortar compounds unless they are original to the building. Most pre-1920 buildings require soft mortars to match the original composition, but if the original composition cannot be determined, an historic formula such as one part lime to two parts sand should be used.

3. Masonry should never be sandblasted or subjected to any kind of abrasive cleaning, including pressure cleaning with water at any pressure which exceeds 300 pounds per square inch.

MECHANICAL SYSTEMS and UTILITIES

Mechanical systems and utilities are site features that include overhead wires, fuel tanks, utility poles and meters, solar panels, satellite dishes, antennas, exterior mechanical units, and refuse storage areas. The placement of these items can either have a neutral impact on the character of the site and structure or detract from its historic appearance.
Site features fall into two categories; those features that can be controlled by the property owner such as antennae, satellite dishes, and mechanical units, and those that cannot such as utility poles. New and upgraded utility lines should be placed underground in accordance with Part Nine of the Harpers Ferry Ordinances. Standards and guidelines for measures to blend solar panels into the appearance of a roof follow The Secretary of the Interior's *Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings*.

Standards for all properties in the Historic District

1. Mechanical systems, including satellite dishes and antennas, shall not be installed in front yards, in side yards, or on roofs within the public view where less visible alternatives are possible.

2. Satellite dishes shall be of the smallest practical size and, if ground mounted, placed as close to the ground as possible and screened with landscaping, lattice panels or fencing.

3. All satellite dishes and antennas must comply with Article 1715 of the Harpers Ferry Ordinances.

4. Solar panels that are mounted on roofs shall be located on rear sections of the roof, behind dormers or gables, or in other areas not readily visible from a public right-of-way, insofar as possible. If the building orientation does not permit this, every effort shall be made to blend the solar panels and its supports and connections into the slope and appearance of the roof.

5. If freestanding, solar panels shall be located in rear yards or side yards and shall not be readily visible from a public right-of-way. Freestanding panels shall be effectively screened by landscaping, fencing or lattice panels.

Guidelines for all properties in the Historic District

1. Mechanical systems and utilities should generally be located at the rear or sides of buildings or otherwise out of the public view. If located on the sides of buildings, they should be screened with shrubbery, fencing, lattice panels or other acceptable means of screening.

2. Where possible, antennae and satellite dishes should be placed away from the principal façades.

3. Refuse storage areas should be situated at the rear of a building and screened from the public view by shrubbery or fencing.

METAL

See also Gutters and Downspouts, Roofs, Alternative Materials

Standards for Historic Resources

1. Metal shall be protected and preserved with the original finish or a close match to the original finish. Original finishes shall not be removed if they have not failed. Original finishes or patinas shall not be removed to create a new appearance or replaced with a finish that does not convey the same visual appearance or one that will damage the historic material.

2. If a protective finish must be removed, a matching replacement finish must be reapplied in a timely manner to protect the material from accelerated corrosion.

3. No finish shall be applied to a metal that was historically intended to remain unfinished.

4. Metal features shall not be removed if they are not damaged or can be repaired. When a metal feature is damaged beyond repair and is removed, it must be replaced in kind, ensuring that incompatible metals are adequately separated.

MOTHBALLING

Buildings can remain vacant for a variety of reasons including:

a) Difficulty in renting or leasing due to lack of demand,

b) Delay or difficulty in obtaining funds to refurbish the building to make it useable, or

c) Where a development scheme is being prepared and there are delays due to the acquisition of adjoining land, resolution of legal issues or securing finance.

Vacant buildings are likely to be categorized by the town as being "at risk", especially if they are in poor condition. An accepted plan for mothballing may allow the risk category to be reassessed.

Standards for Historic Resources

1. When renovation is not immediately viable, mothballing in accordance with *U.S. Department of the Interior, National Park Service, Preservation Brief 31, Mothballing Historic Buildings* is acceptable.

NEW CONSTRUCTION

See also Additions, Storefronts

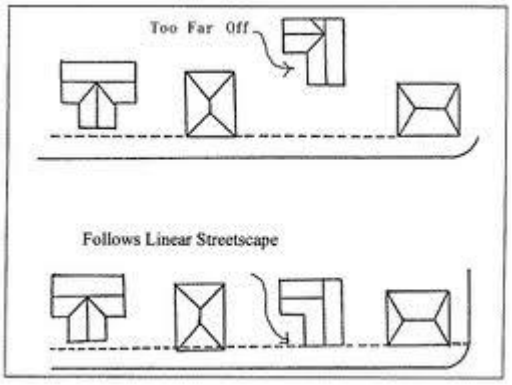
Standards for all properties in the Historic District

1. The character of the Historic District shall be retained and preserved.

2. New construction shall be evaluated on a case by case basis for compatibility in form, scale, mass, setback, spacing, height, fenestration, width, materials, proportion and orientation with the context of the surrounding historic structures within the neighborhood. Less flexibility in design shall be permitted in areas where there are a greater number of contributing structures.

3. New construction may reintroduce and reinterpret traditional decorative elements taken from historic structures in the Town or the themes of the neighborhood.

4. Buildings shall align with the setback of the majority of historic buildings facing on the same street. Orientation shall be toward the primary street.



5. The roof slope for new construction shall be appropriate to its architectural style.

6. On a principal façade, foundation height shall be consistent with foundation heights in the area. However, foundation height on other façades may be altered as required to follow the slope of the lot.

7. New residential construction shall not vary more than one-half story from the predominant building height typical of historic dwellings along the block in which the property is situated. In many blocks this will limit new construction to two and one-half stories or less. In all instances, building height must comply with the Zoning Ordinance.

8. Design new residential buildings so that the mass appears similar to that of neighboring historic ones. Break up the principal façade of large new buildings into smaller visual units to reflect proportions similar to historic buildings.

PAINT

Guidelines for all properties in the Historic District

1. While the Historic Landmarks Commission does not regulate paint colors, it recommends that paint colors be selected to complement the building's architectural style and design. The Historic Landmarks Commission can assist in recommending colors appropriate to particular architectural styles. See Appendix B for recommendations about maintenance of painted structures.

PORCHES

See also Handicap Accessibility, Wood

Porches serve as a defining element of an architectural style. A porch provides a transition area between the public streetscape and the private interior of a building and traditionally provides a social space between the public and private zones. This topic includes all elements of a porch, stoop or landing such as columns, railings, flooring, skirting, and steps.

Standards for all properties in the Historic District

1. Porches, including porches on new construction, shall employ a design that is compatible with the architectural style and period of the particular building.

2. Existing porches on non-historic structures may be screened, provided that:

    a. Screen panels shall be placed behind the original features such as columns or railings.

    b. The screen panels shall not obscure decorative details or necessitate the removal of original porch materials.

    c. The structural framework for the screen panels shall be designed to maintain the open appearance of the porch.

Additional Standards for Historic Resources

1. Porches that define the overall historic character of a building shall not be removed or radically changed. A porch which cannot be repaired shall be replaced with a new porch that conveys the same visual appearance. In some instances, alterations to existing porches may convey a sense of the development of the property over time.

2. Porches that are intact and totally or partially original shall be repaired as needed, adhering to original design features in scale and placement and using original materials, methods of construction, and details, whenever possible, to match the original. If the original design is unknown and cannot readily be determined, the owner shall employ a traditional design which is compatible with the architectural style of the building, using appropriate material and detailing.

3. When damaged elements are replaced, substitute materials may be used that convey the visual appearance of the surviving parts of the porch and that are physically or chemically compatible.

4. Porch floors, staircases, and steps original to a property should be retained in their original location and configuration. If these have been removed or replaced, the porch shall be restored to its original design, or if that is unknown and cannot readily be determined, the porch shall reflect a traditional design compatible with the architectural style of the building.

5. Porches on principal façades shall not be enclosed with wood, screen, glass or other materials which would alter the porch's open appearance. Porches on non-principal façades not visible from a prominent public right-of-way may be enclosed in a manner that does not radically change the historic appearance of the building.

6. When open areas in the foundation of porches are filled in, the design shall be appropriate to or compatible with the original design of the porch.

RAILINGS

See Porches

RELOCATION AND DEMOLITION

1. Because relocation of a structure from its original site is akin to demolition of the building in its historic context, relocation should be considered only after it is determined that to remain in its original location would result in the structure's complete demolition. All other avenues should be explored if the goal is preservation of the structure. Should there be no other option to save a building from demolition, careful plans should be undertaken to find a suitable site for the structure. For purposes of this Section, a proposed relocation of a building shall be deemed the same as its proposed demolition.

2. A Demolition Review Permit is required for the removal of any contributing building or structure approved under Article 1303. The intent of the Demolition Review Permit is to establish a waiting period during which the Town and the Applicant can propose and consider alternatives to the demolition of a building that may have significant historical, architectural, cultural or urban design value. At the time of the passage of this ordinance, existing contributing buildings shall be subject to a Demolition Review Permit. Demolition Review Permits are subject to review by the Board of Zoning Appeals and shall be regulated as follows:

    a. The Board of Zoning Appeals may temporarily stay the demolition of a significant building or structure for up to 90 days if the Board of Zoning Appeals finds the stay would be in the public's interest because of the building's significant historical, architectural, cultural or urban design value.

    b. In considering a Demolition Review Permit, the Board of Zoning Appeals may require the applicant to divulge the proposed use of the property and submit photographic evidence of the existing conditions of the building or structure, structural reports by a certified engineer or architect, and any other information the Board of Zoning Appeals deems necessary.

    c. A Demolition Review Permit shall be reviewed by the Board of Zoning Appeals at a public hearing, except as provided in subsection 3 below. The Board of Zoning Appeals shall consider a Demolition Review Permit within 45 days after the filing thereof by the owner or occupant. Notice of the time and place of the hearing shall be given by publication in a newspaper having general circulation in the Town at least 14 days before such hearing.

3. The Board of Zoning Appeals may approve an emergency Demolition Review Permit without a hearing, by way of an administrative review, if it determines an imminent hazard and the building or structure is well beyond rehabilitation or that the public's interest clearly outweighs its preservation or rehabilitation.

Standards for Historic Resources

1. Demolition or relocation of any original feature or portion of a historic structure shall be avoided.

2. No historic structure shall be demolished or relocated unless at least one of the following factors is present:

    a. Public Emergency: An emergency condition exists in which the public safety and welfare requires the removal or relocation of the building.

b. Loss of Structural Integrity: The building has deteriorated so that restoration poses an economic hardship or exceptional difficulty. In this event, the Board of Zoning Appeals may:

1) Require a site visit by the Board of Zoning Appeals members to more closely inspect and evaluate the building.

2) Require the applicant to submit an unbiased structural engineering report that documents the building's physical condition.

3) Require the applicant to submit an economic and structural feasibility study for rehabilitating or reusing the structure.

4) Require the applicant to submit a feasibility study for the relocation of the building as an alternative to demolition.

5) Require the testimony of expert witnesses at the public hearing at which the demolition request is being considered.

6) Require the preparation of a Historic Structure Report by an experienced preservation professional.

c. If strict application of any provision of this article will result in exceptional practical difficulty or undue economic hardship, the Board of Zoning Appeals may approve demolition.

3. Moving a building into the Historic District may be acceptable if the building is compatible with the District's architectural character in terms of style, period, height, scale, materials, setting and placement on the lot.

4. Demolition of historic accessory buildings, such as sheds and garages, and structures such as fences and walls, shall be avoided. When substantially deteriorated, demolition of accessory buildings and structures may be permitted. (*See also Garages, Carriage Houses, and Outbuildings*)

RETAINING WALLS

See also Fences and Walls

Standards for all properties in the Historic District

1. Retaining walls of unparged concrete block shall not be constructed at the front of buildings.

2. Retaining walls shall be constructed of materials that are compatible with the associated

building and its context in the neighborhood.

Additional Standards for Historic Resources

1. Retaining walls which are contributing structures in their own right or are associated with a contributing structure shall be preserved or maintained wherever possible.

ROOFS

See also Alternative Materials

Roofs of historic buildings are one of the dominant visual elements in the historic district. The choice of roofing materials is an important consideration in the design of any rehabilitation work on a historic structure as well as for new construction.

Standards for all properties in the Historic District

1. The roof slope ratio for new construction shall be appropriate to its architectural style.

2. Roof materials shall be consistent with the visual characteristics of traditional roof materials in Harpers Ferry such as slate, wood shingle and standing-seam metal.

3. Skylights shall have a low profile and skylight tops shall be flat, not convex or of a "bubble" design.

4. Small metal flues, plumbing vents in the roof, and attic exhaust vents required for 20th century functional requirements should be located on visually inconspicuous areas of the roof. Such metal flues and vents should be painted to match the existing color of the roof material in order to reduce visibility.

5. New dormers should align with the existing windows or be centered between the windows. The style of dormers should match existing dormers. All dormers should be appropriate to the architectural style of the existing structure.

Additional Standards for Historic Resources

1. Existing roofs shall be retained in their original configuration, form and pitch, with original features such as cresting, chimneys, finials, dormers, balconies and cupolas.

2. Original materials shall not be removed unless they have failed. Original materials and finishes shall not be removed to create a new appearance.

3. Alternative materials may be considered as a replacement option but shall be considered as the final option. Alternative materials shall convey the same visual appearance as the original and shall be physically and chemically compatible with any retained materials from the original.

4. New dormers, skylights, roof decks, balconies or other additions shall only be introduced on non-principal façades and additions of this type shall not be prominently in the public view.

5. Roofs requiring vents shall have ridge or gable vents rather than pot vents where practical.

6. Historic vents and skylights shall be preserved.

7. Standing-seam metal roofs shall use a narrow panel width consistent with historic convention.

Guidelines for all properties in the Historic District

1. Roof lines that replicate the more common styles and pitch in the Historic District are preferred.

2. Breaking up the roofline of a large building into smaller components, such as intersecting gables, may help reduce the perceived mass of large buildings.

3. New wood shingles are appropriate for most early 19th century buildings. Standing seam metal roofs are appropriate for later 19th century buildings.

SATELLITE DISHES

See Mechanical Systems and Utilities

SCREEN and STORM DOORS

See also Doors and Entrances

Standards for Historic Resources

1. Screen and storm doors shall be as inconspicuous as possible and shall reveal the door behind. Extraneous and distracting decoration such as cast aluminum or plastic foliation on screen and storm doors is strongly discouraged.

2. Screen and storm doors shall be correctly sized to fit the opening for which they are intended and, whenever possible, openings shall not be enlarged, reduced or shortened for new door installation.

3. In protected areas, new screen doors or storm doors shall be constructed of wood. Metal storm doors of full-view design with baked on enamel or anodized finishes may be acceptable. Raw metal finishes are not acceptable.

Guidelines for Historic Resources

1. Structural members of screen and storm doors should be aligned with those of the original door.

SHUTTERS

See Windows

Window and door shutters are an important visual detail of the overall composition of a building and serve both functional and decorative purposes. Inappropriate shutters can detract from the design integrity of a building and create a false impression of the architectural character of a structure.

Standards for Historic Resources

1. If original to the building, shutters shall be preserved, maintained and repaired as needed, adhering to original design features and using original materials whenever possible.

2. Shutters shall be added to a building only where there exists physical, photographic or other evidence that the building originally had shutters or where shutters are consistent with architectural style of the building. Missing shutters shall be replaced with wood shutters of identical or substantially similar size, material and design. Wood shutters shall be of louvered or paneled wood constructed to cover the respective window openings when completely closed.

3. Aluminum, vinyl or other plastic or metal shutters are incompatible with historic buildings and shall not be used.
4. Shutters shall be mounted using appropriate hardware, so as to appear operable. If shutters are used on paired windows, they must be double-hinged. Shutters shall not be used on grouped, picture or bay windows.
5. Shutters shall not be affixed directly to the wall surface.

SIDEWALKS and WALKWAYS

See also Driveways and Parking Areas

Standards for all properties in the Historic District

1. Sidewalks or walkways shall be of brick, stone pavers, or concrete, and compatible in details, dimensions and placement with original or early sidewalks. Asphalt or materials that replicate brick or stone pavers may be appropriate in some instances.

Additional Standards for Historic Resources

1. Widening or changing the configuration of existing walkways is appropriate when the new design respects and retains historic materials and character.
2. Sidewalks or walkways of stone, brick, or other materials original to buildings shall be preserved.
3. Repair or replacement of walkways is appropriate when the new material respects and retains the historic character of the property.

SIDING

See also Wood, Masonry, Alternative Materials

Siding is one of the principal character defining elements of a building. Brick, stone and wood are the predominant exterior wall materials in the historic district.

Standards for Historic Resources

1. Siding that is original to a building shall be repaired rather than replaced.
2. Historic sidingshall not be concealed beneath synthetic materials such as vinyl, Masonite, aluminum, particle board, gypsum board or press board.
3. Where replacement is necessary, the new siding shall match the original siding in size, placement, texture, material and design. Synthetic siding such as aluminum or vinyl is not appropriate.

Guidelines for Historic Resources

1. Synthetic sidings such as aluminum, asbestos or vinyl should be removed from wood siding, and the wood siding repaired to original appearance, caulked and painted. If the "ghosts" or outlines of decorative missing features are revealed by the removal of the synthetic siding, the missing features should either be replicated and re-installed or recorded through photographs or drawings for future replication.

SIGNS

The provisions of the Harpers Ferry Sign Ordinance apply to all signs and graphic designs (see Article 1725).

SKYLIGHTS

See Roofs

SOLAR PANELS

See Mechanical Systems

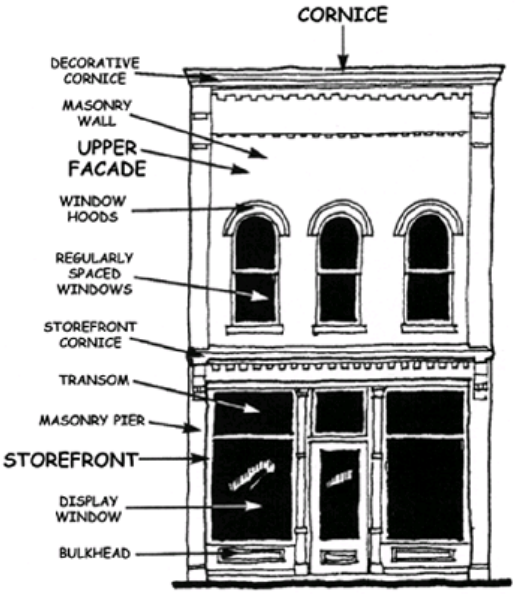
STEPS

See Porches

STOREFRONTS

Façades of commercial buildings include the exterior faces and any storefronts, bulkheads, and display windows that are visible from a public right-of-way. Historic buildings designed and built for commercial use in the lower town are generally two to three stories tall. These buildings are typically built up to the property line and may adjoin neighboring buildings.

The principal façade of most historic commercial buildings has a predictable appearance with three distinct parts that give it an overall unified appearance. These parts are the store front, upper window areas, and the cornice which divide the storefront into smaller parts reflecting the pedestrian scale of the Historic District.
Storefronts are primarily transparent to allow for display of merchandise, allow natural light, and encourage street vitality. The smaller fenestration of the upper levels reflects its differentiated usage as office or living space above the retail first level.



TRADITIONAL FACADE COMPONENTS

Standards for all properties in the Historic District

1. When designing new storefronts, the design, scale, configuration and materials shall be compatible with those on traditional storefronts in the immediate vicinity. Components of traditional Harpers Ferry storefronts such as transom windows, cornices and bulkheads shall be used.

2. False historical appearances, such as "Colonial," or ''Olde English," or other theme designs that include inappropriate elements such as mansard roofs, coach lanterns, metal awnings, plastic shutters, inoperable shutters, or shutters on windows where they never previously existed shall not be used.

3. Windows and storefronts shall be of a size and proportion consistent with adjacent and nearby historic commercial buildings.

4. Traditional separations between storefronts and upper façades shall be maintained and shall be consistent with those existing in adjacent or nearby historic commercial buildings.

5. Vertical divisions that express the rhythm of traditional building widths shall be maintained, especially where large buildings extend across several lots.

6. Where feasible, new commercial buildings shall be designed to fill the lot area to the extent that they form a continuous street façade.

Additional Standards for Historic Resources

1. Any portions of commercial or institutional façades that are original shall be repaired as needed, adhering to original design features, reinforcing historic materials, and using original materials wherever possible.

2. Repairs may include the limited replacement in-kind of extensively deteriorated or missing parts.

3. If replacement with the same material is not technically or economically feasible, then compatible substitute materials shall be considered. Substitute material for replacement parts shall convey the same visual appearance as the surviving parts of the storefront using materials that are physically and chemically compatible.

4. A storefront that is not repairable shall be replaced with a new storefront that conveys the same visual appearance.

5. If the original design is unknown and cannot readily be determined, new elements and alterations shall respect the historic character, materials, configuration, proportion and design of the building.

6. Bulkheads and display windows that are original shall be repaired as needed, adhering to original design features and using original materials wherever possible. If the original design is unknown and cannot be determined, the following provisions apply:

    a. Missing bulkhead: If any original bulkhead is missing, it shall be replaced by a bulkhead of traditionally appropriate materials.

    b. Missing display windows: If any display window is missing, it shall be replaced with traditionally scaled windows matching the historic original in divisions.

7. Bulkheads and display windows shall have window mullions or framing of wood, copper, or bronze metal and be similar in size and shape to the original design.

Guidelines for Historic Resources

1. The appearance of storefronts should remain commercial, rather than residential, in nature.

STREETS

The original street grid designed by arsenal managers is still in use in Harpers Ferry. The width of the streets, which predate the automobile, are often narrow. Many of the streets are arranged in a strict perpendicular fashion with apparent disregard for the natural terrain. The street grid includes many unimproved *paper streets.* The Harpers Ferry street grid is listed as a distinctive and contributing resource.

Standards for Historic Resources

1. The alignment of the existing street grid shall not be changed.
2. Paper streets shall not be paved, fenced, or developed for private use.

Guidelines for Historic Resources

1. The use of cobblestone is discouraged. A street surface of asphalt or macadam is preferred.

STUCCO

See also Masonry, Alternative Materials

Standards for Historic Resources

1. Historic finishes shall not be removed unless they have failed. Historic finishes shall not be removed to create a new appearance.
2. Historic stucco coatings that are original to buildings shall be repaired, retaining as much of the original as possible. Stucco coatings shall not be removed from brick, stone, or log structures. Repairs shall match the original in any new stucco application. (See Appendix A[2] for information about commercial materials that may damage stucco.)
3. Buildings that show no evidence of previous stucco applications shall not have stucco applied.

SWIMMING POOLS

Standards for all properties in the Historic District

1. Swimming pools shall be located in rear or side yards and screened from public view by fencing or landscaping.
2. Mechanical equipment related to the operation of swimming pools shall be located out of the public view and screened with shrubbery, low fencing, lattice panels or other acceptable means of screening.
3. Lighting for swimming pools shall be beneath the surface of the water or at ground level.

TEMPORARY STRUCTURES

Temporary structures in these guidelines include tents and shelters intended for seating or outdoor dining located at residences as well as commercial establishments when such structures remain in place longer than 30 days. Temporary structures do not include tents or sun shelters erected for single events, such as weddings, receptions, parties, Civil War reenactments or weekly farmers' markets.

Guidelines for all properties in the Historic District

1. Temporary structures shall complement the colors, sizes, and architectures of the buildings in near proximity.

2. In no case shall temporary structures obscure architectural details of historic buildings in the Historic District from public view.

VENTS

See Roofs

VIEWSHEDS

Views to natural and historic features abound in Harpers Ferry and contribute to its unique setting. These view corridors should be respected. Maintaining views of the rivers, the mountains, and the Blue Ridge Gap is especially important. These standards seek to preserve the natural contours of the landscape and vistas to and from natural and historic features.

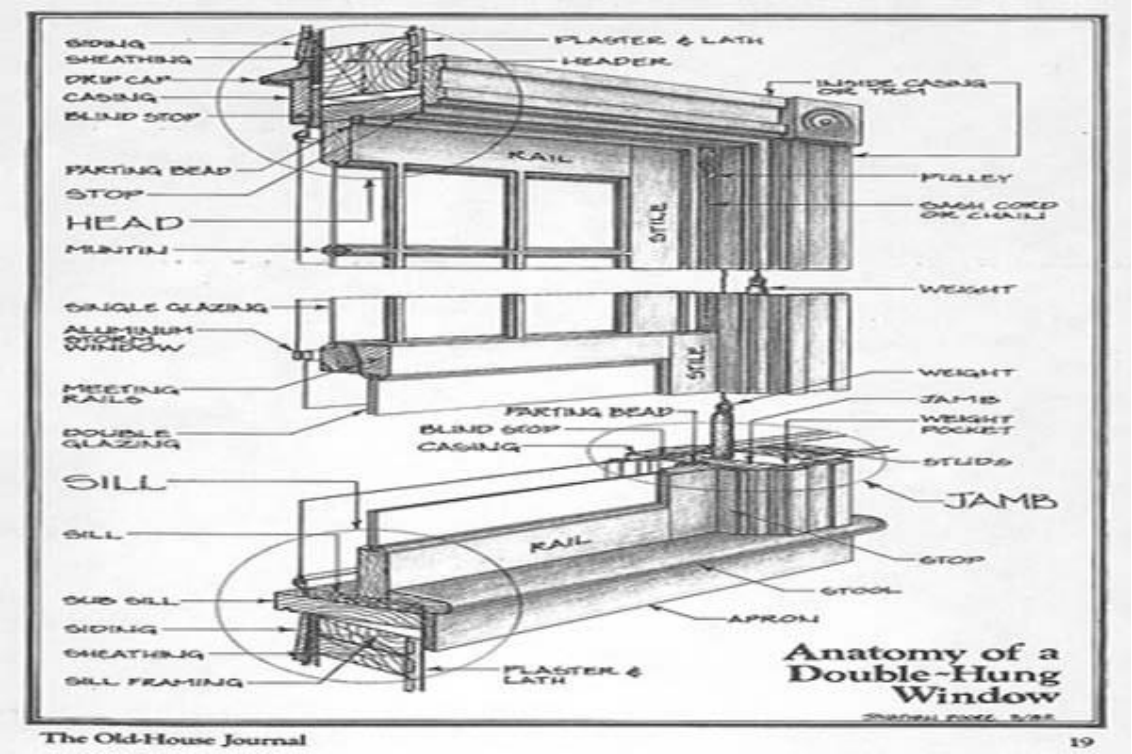
Standards for all properties in the Historic District

1. Views of natural and historic features shall be preserved and protected to the maximum extent practicable through site design, building location, and parking layout. Special consideration shall be given to the impact of projects on historic views as identified in the *Harpers Ferry Tree Plan and Standards.*

WINDOWS

See also Glass, Alternative Materials

The window sash, frame, and architectural details that surround the window are significant character-defining features of many buildings. Harpers Ferry's windows are simple and symmetrically balanced. Even Victorian houses have relatively simple windows. There are often jack arches or eyebrow cornices above six over six or two over two panes.



Standards for all properties in the Historic District

1. Vinyl windows may be used on buildings where vinyl was available at the time of the original construction.

2. Original windows may be repaired, or if repair is not feasible, replaced with new windows appropriate to the period, materials, and style of the building.

3. Horizontal, picture, round, octagonal, or bay windows and bow windows shall not be installed unless appropriate to the architectural style of house.

4. Storm windows with built-in lower screens are permitted.

Additional Standards for Historic Resources

Windows

1. Windows and their decorative features shall be preserved in their original location, size, design, and numbers of panes (glass lights).

2. Window openings that are not original shall not be added to the principal façade of a building or where visible from a public right-of-way.

3. Historic window openings shall not be eliminated from the principal façade of a building.

4. Windows shall be repaired rather than replaced.

5. Windows that are missing or beyond repair shall be replaced with windows that replicate materials, operation, and pane configuration. Only those elements of the window which are missing or beyond repair shall be replaced. Where an entire window is approved for replacement, the new window unit shall meet the criteria below:

    a. Design, dimension, and operation of the original window:
        1) Maintain the original dimensions and shape of the window.
        2) Match the height and width of the original opening.
        3) Match the width and depth of the historic meeting rail.
        4) Maintain the existing glazed surface area.
        5) Retain associated details such as arched tops, hoods, and decorative elements.
    b. Pane configuration
        1) Maintain the original or historic number and arrangement of panes.
        2) Use true divided lights, or three-part simulated divided lights with integral spacer bar and interior and exterior fixed muntins to give depth and profile to windows. Do not use clip-in/false muntins or removable internal grilles.

6. Historic decorative glass windows shall be preserved in their original location, size and design and with their original materials and glass pattern.

7. Dark tinted windows or windows with reflective glass and coatings shall not be used if they are in the public view.

Screens

8. Screens shall be correctly sized to fit window openings without overlap, including openings for arched windows. Screen shall be sized to fit without the need for a subframe or panning (a filler panel) around the perimeter.

9. Screens shall be constructed of painted wood or aluminum with a baked-on enamel or anodized finish. Raw metal screen frames are not acceptable. Screen window panels shall be of a full-view design or have meeting rails (or support bar) that match the windows behind them.

Storm Windows

10. Storm windows shall use only clear glass.

11. Storm windows shall be constructed of painted wood or aluminum with a baked-on enamel or anodized finish. Raw metal storm windows are not acceptable. Storm window panels shall be of a full-view design or have meeting rails (or support bar) that match the windows behind them.

Guidelines for Historic Resources

1. Interior functioning storm windows are recommended.

2. When interior alterations necessitate the removal of a window visible from a public right-of-way, design treatments should be used to maintain the appearance of the window on the exterior of the building.

3. When replacing a historic window on a principal façade and a matching window exists on a subordinate façade, consider moving the window to the principal façade and installing the replacement window on the subordinate façade.

WOOD

See also Alternative Materials

Standards for Historic Resources

1. Wood features shall not be removed if they are not damaged or can be repaired.
2. When wood material is damaged beyond repair and is removed, it shall be replaced in kind. Alternative materials shall not be considered as a viable replacement for wood if the material does not convey the same appearance as the original or retained materials or if it is not physically or chemically compatible with the retained materials.

Guidelines for Historic Resources

1. Wood shall be protected and preserved with the historic finish or a close match to the historic finish.

YARD FEATURES SUCH AS PERGOLAS, GAZEBOS and FOUNTAINS

Standards for all properties in the Historic District

1. Pergolas, gazebos, fountains and other large yard features shall be of materials and an architectural style that reflect the period of the main structure and surroundings.

APPENDIX A[1]: THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The Secretary of the Interior's Standards for Rehabilitation are general guidelines which were first developed in 1979 and have since been expanded and refined, most recently in 1995. The National Park Service uses these guidelines to determine if the rehabilitation of a historic building has been undertaken in a manner that is sensitive to its historic integrity. The guidelines, itemized below, are very broad in nature since they apply to the rehabilitation of any contributing building in any historic district in the United States.

A. Guidelines

2. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
3. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
4. Each property shall 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 architectural elements from other buildings, shall not be undertaken.
5. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
6. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
7. Deteriorated historic features shall 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 other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
8. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
9. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
10. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
11. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment will be unimpaired.

At the date of this publication, an interactive web class on the Secretary of Interior's Standards for Rehabilitation is available online at www.cr.nps.gov/hps/tps/e-rehab/ index.htm.
The National Park Service also publishes Preservation Briefs, technical bulletins which provide detailed information for all types of projects and which are written in accordance with the Secretary's Standards. Over forty subjects are covered in the briefs, which are available online at www.cr.nps.gov/hps/tps/briefs/ presbhom.htm.

The Secretary of the Interior's Standards for the Treatment of Historic Properties with Illustrated Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings is a government publication and is available from the Government Printing Office (GPO) at www.cr.nps.gov/hps/tps/tpscat.htm or by calling the GPO at 866-512-1800 (toll-free).

B. Preservation Methods

These standards and guidelines express a basic rehabilitation credo of *retain, repair, and replace*. In other words, the integrity of historic elements shall be preserved unless there are no options for retaining and repairing them.

Terms such as preservation, restoration, and rehabilitation are often used interchangeably. However, by definition, they signify different approaches to the work to be performed on a historic structure.

The following definitions are based on the National Park Service's preservation terminology as used in *The Secretary of Interior's Standards for Rehabilitating Historic Buildings*.

Preservation focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. For example, the repair of a window using an epoxy consolidant, thereby retaining its historic form, would be considered preservation.

Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character. Rehabilitation is the act of bringing an old building into use by adding modern amenities, meeting current building codes, and providing a use that is viable.

For instance, in the case of the reuse of a historically residential building for a commercial use, the addition of an elevator or an accessible entry to the building would be considered rehabilitation. Rehabilitation assumes that at least some repair or alteration will be needed in order to provide for an efficient contemporary use. However, these repairs and alterations must not damage or destroy materials, features or finishes that are important in defining the building's historic character.

Restoration is the process of depicting a property at a particular period of time in its history, while removing evidence of other periods. Restoration projects are usually undertaken by museums and seek to capture a building at a particular time in its history.

Reconstruction re-creates vanished or non-surviving portions of a property that can be determined by physical evidence and by historic photographs, drawings, or by other research. For instance, reconstruction may be undertaken by a museum or other entity for interpretive purposes.

The Harpers Ferry National Historical Park provides an excellent local example of these last two approaches: restoration and reconstruction.

APPENDIX A[2]: MAINTENANCE

Proper maintenance of a building includes periodic inspections to identify problems before they cause significant damage. Regular maintenance will stop any deterioration already begun and provide an easy and less expensive way to maintain the physical condition of the building. It is a good idea to keep documentation of yearly maintenance for present and future homeowners.

As a general guideline, perform maintenance checks once each year, preferably after a moderate rainfall.

A. Foundations

a. General Maintenance

1. Ensure that land is graded so that water flows away from the foundation; and, if necessary, install drains around the foundation.

2. Remove any vegetation that may cause structural disturbances at the foundation.

3. Keep crawl space vents open so that air flows freely when above freezing.

b. Preventive and cyclical maintenance: What to look for...

☐Masonry: Does water drain away from the foundation? Is masonry flaking, crumbling, spalling, cracking? Is masonry loose or missing? Is the mortar secure?
☐Structure: Is awall bulging or bowing?
☐Vegetation: Are algae, moss, vines growing on the foundation?
☐WaterControl: Do downspouts have splash blocks?

B. Gutters and Downspouts

See also Metals, Paint

a. General Maintenance

1. Check gutters on a regular schedule to avoid clogging which can lead to moisture damage.

2. Correct sagging gutters with additional support hangers.

C. Landscaping

a. General Maintenance

1. Prune trees and shrubbery as often as necessary so as not to conceal, obscure, or damage historic resources. Maintain vines to prevent damage to both siding and trees.

2. Remove diseased or damaged trees or those causing structural damage to buildings.

D. Masonry

Properly maintained masonry should last indefinitely. Most major masonry problems can be avoided with monitoring and preventative maintenance. Prevent water from causing deterioration by ensuring proper drainage, removing vegetation too close to the building, repairing leaking roof and gutter systems, securing loose flashing around chimneys, and caulking joints between masonry and wood.
Waterproof coatings that act as vapor barriers should not be applied to masonry surfaces as they will cause, rather than prevent damage to the masonry surface. Water repellent coatings may sometimes be permitted. Caution should be used in choosing water repellent coatings so that they do not result in acting as a surface that collects and retains soil; adds color or obscures the original color of the surface to which they are applied; or degrades substantially when exposed to natural elements. In all instances such coatings should be applied in a test area away from public view and allowed to cure before being assessed for appropriateness in a large application.

a. General Maintenance

1. Monitor the effects of weather on the condition of mortar and masonry units and ensure that improper water drainage is not the cause of the deterioration.

2. Prevent water from gathering at the base of a wall by ensuring that the ground slopes away from the wall or by installing drain tiles.

3. Repair leaking roofs, gutters, and downspouts; and secure loose flashing.

4. Caulk the joints between masonry and door and window frames to prevent water penetration.

5. Identify disintegrating mortar, open joints, loose masonry units, or damaged interior plaster which may indicate the need for masonry repair.

6. Identify any cracks that may indicate structural issues (e.g., movement, differential settlement, arch failure). Consult with a preservation specialist to determine their causes and appropriate remedial treatments.

7. Repair cracks and unsound mortar according to the repointing guidelines in (d) below.

8. Clean masonry only when necessary to remove heavy paint buildup or soiling, or to halt deterioration. Refer to the guidelines in (b) and (c) below for cleaning masonry.

9. Repair any water damage to the underlying structure to provide a sound base for necessary stucco repairs.

10. Use appropriate patch materials to repair stucco. Because of the difference in consistency and texture, repairs made with inappropriate materials may be highly visible and may also cause more damage.

11. Do not use waterproof, water-repellent, or non-historic coatings on uncoated masonry. They often aggravate rather than solve moisture problems.

12. Provide adequate maintenance through the repair of cracked or open cement joints with tinted silicone compounds.

b. Preventive and cyclical maintenance: What to look for…

☐Is the surface of masonry or stucco flaking, crumbling, spalling, or are units missing?
☐Is the mortar loose or crumbling?

c. General Cleaning Methods for Masonry

Clean masonry only when necessary to halt deterioration or remove heavy soiling, using the gentlest method possible. Avoid sandblasting brick or stone with abrasives or applying high pressure water cleaning methods that will damage historic masonry and the mortar joints.

1. Water Cleaning

Generally the simplest, gentlest and least expensive cleaning method, water cleaning methods include hand scrubbing, spraying and pressure washing. For hand washing, use natural or nylon bristle brushes – never use metal brushes or scrapers. Intermittent water spraying, misting or dripping may be used to clean masonry surfaces. Soiling may be removed with pressurized water washing or rinsing at low (400-600 psi), moderate (600-800 psi) and high pressure (over 800 psi). When pressure washing, care must be taken to maintain a sufficient distance from the substrate (at least 9"), to use the appropriate pressure for the type of masonry and its condition and to use proper nozzle tips (15-45 degree fan tip).

2. Chemical Cleaning

Chemical cleaning is a generally acceptable method for removing soiling from masonry. However, if it is not properly utilized, chemical cleaning can cause damage (e.g. staining, efflorescence) to masonry. Proprietary chemical cleaning systems are generally based on acids, alkalis or organic compounds.
Use products which are specifically formulated for cleaning masonry.

- *Acidic Cleaners*
  Acidic cleaners are typically appropriate for granites, sandstones, non-calcareous stones and unglazed brick. They are usually based on hydrofluoric acid. Hydrochloric acid is generally not recommended for cleaning old masonry. Acidic cleaners are not appropriate for limestone, marble, sandstones containing calcium carbonate, and polished surfaces.

- *Alkaline Cleaners*
  Alkaline cleaners are appropriate for limestone, marble, glazed brick and terra cotta. These cleaners are typically based on potassium or sodium hydroxide. Alkaline cleaning systems for masonry often require a neutralizing rinse with a mildly acidic solution to prevent efflorescence(salts).

- *Biocidal Cleaners*

Biocidal cleaners, which are generally based on quaternary ammoniums, may be utilized to remove biological growth (algae, lichens, moss) on masonry.

- *Detergents*
  Non-ionic detergent solutions may be used to remove light general soiling on masonry.
- *Paint Removers*
  Solvent-based (e.g. methylene chloride) and alkaline paint strippers may be used to remove paints, coatings and graffiti from masonry.

3. Mechanical/Abrasive Cleaning

   Soiling and coatings may be removed from masonry by spraying, under pressure, substances which impact and abrade the masonry surface. While sandblasting is not recommended for cleaning masonry, the use of other blasting media, such as nut shells, pulverized corn cobs, glass beads, microballoons, rice hulls and baking soda, applied at an appropriate pressure for the type of masonry and its condition may be utilized to clean masonry. Abrasive cleaning should only be performed by qualified masonry restoration/cleaning contractors. Do not use metal brushes or scrapers, power sanders or grinders, or rotary drill attachments to clean masonry.

Refer to:

Preservation Brief 1: The Cleaning and Waterproof Coating of Masonry Buildings, by Robert C. Mack

Preservation Brief 6: Dangers of Abrasive Cleaning of Historic Buildings, by Anne E. Grimmer.

Preservation Brief 38: Removing Graffiti from Historic Masonry, by Martin E. Weaver

d. Masonry: Repointing

Repointing is the removal and replacement of deteriorated mortar in a masonry wall. An appropriately formulated and applied repointing mortar will maintain the strength, composition, color, texture, physical and visual integrity of the original masonry and will last more than 50 years. Improper formulation and application of repointing mortar, in addition to being unsightly, can cause irreparable damage to the masonry.
Professionals experienced in working with historic masonry can provide guidance for appropriate repointing methods and materials.

1. Before repointing, identify and rectify any conditions that may be causing deterioration of the mortar – such as leaking gutters and downspouts, rising damp or structural issues.

2. Carefully remove deteriorated mortar without damaging the adjacent masonry units or altering the original width of the joints. In some cases, hand-raking the joints may be the best method for removing mortar. Remove deteriorated mortar to a minimum depth that is 2-1/2 times the width of the joint.

3. The general rule for formulating an appropriate repointing mortar is that its 'hardness' in regard to compressive strength should not exceed the compressive strength of the masonry units or historic mortar.

Excessively 'hard' or 'strong' mortars which contain a high percentage of portland cement may cause irreparable damage to the masonry units. Mortars must be formulated to accommodate stresses within a masonry wall caused by expansion, contraction, movement, settlement and moisture migration.

4. Traditional mortars generally consisted of hydrated lime and sand, although Portland cement was widely used in mortars by the end of the 19th century. The American Society for Testing Materials (ASTM) Standards provides standards for modern materials that are recommended for repointing mortars.

   As a minimum standard, replacement mortar should consist primarily of one part lime (ASTM C-207, Type S) and 2 parts sand (ASTM C-144). In some cases, Portland cement (ASTM C-150, Type II) can be included to improve workability and control color. Portland cement, however, should not exceed 20% of the combined volume of lime and cement.

5. Laboratory analyses may be performed by specialty providers or testing facilities to identify the historic mortar's constituents and their ratios within the mix in order to assist building owners in developing appropriate repointing mortars.

6. When matching the color of historic mortar, the new mortar should match the color of un-weathered, clean or interior portions of the mortar. Most early historic mortars were either white or a very light sand color. Late-nineteenth and early-twentieth century mortars were sometimes pigmented. If necessary, use alkali-proof mineral oxide pigments for masonry to achieve the proper color.

7. The use of anti-freeze compounds, bonding agents and air-entraining agents are generally discouraged in repointing mortars for historic masonry.

Refer to:

Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings, by Robert C. Mack, FAIA and John P. Speweik.

E. Metals

See also Gutters and Downspouts, Roofs

a. General Maintenance

1. Maintain a protective paint finish on steel and iron. Maintain a protective paint finish on sheet steel or iron roofing, where original tin, terne or galvanized coatings have deteriorated.

2. Prevent corrosion by galvanic action which occurs when dissimilar metals such as steel or iron and copper come into contact. Do not use these metals together or install plastic insulators where necessary.

3. Severely corroded elements, structural failures, broken or failed joints and impact damage should be assessed by a preservation specialist to evaluate causes and determine appropriate remedial treatments.

b. Preventive and cyclical maintenance: What to look for…

☐Is cast iron or pressed metal rusting, pitted, or missing?

c. Cleaning and Paint Removal on Iron

1. Remove paint finishes and corrosion from iron with hand-scraping, wire-brushing or low-pressure grit blasting. Appropriate chemical strippers may also be utilized to remove paint finishes. Remove any soiling, grease or oil before painting. The metal surfaces must be dry before painting.

2. Prime iron with an alkyd rust-inhibitive or zinc-rich primer.

3. Apply alkyd finish coats with a brush.

Refer to:
Preservation Brief 17: The Maintenance and Repair of Cast Iron, by John G. Waite, AIA.

F. Paint

See also Windows and Doors, Wood

a. General Maintenance

1. Keep existing painted materials well painted.

2. Use high-quality paint and follow the manufacturer's specifications for preparation and application.

3. Annual cleaning of painted surfaces using a low-pressure spray will prolong the life of the paint job.

b. Preventive and cyclical maintenance: What to look for…

☐Paint: Is the paint cracked, faded, or peeling?

c. Preparation for Painting

1. Remove loose and peeling paint down to the next sound layer using the gentlest means possible: hand-scraping and hand-sanding for wood and masonry, and wire brushing for metal.

- Professional chemical removal of paint may be acceptable in certain situations and if performed by a contractor experienced in working on historic buildings.

- Do not use sandblasting, open flames, or high-pressure water to remove paint from masonry, wood, or soft metals. The use of a blow torch or open flame, which can

permanently damage wood surfaces, presents a fire hazard and may also release toxic lead fumes.

- Follow all local environmental regulations for the use and disposal of paints and paint residue.

2. Properly prepare all surfaces, so that they are free of dirt, grease or oil before painting.

3. Prime surfaces, if wood or metal is exposed. Prime wood and metal surfaces to ensure compatibility between different types of paint and to enhance adhesion.

   - Do not apply latex or water-based paint directly over oil-based paint without proper surface preparation and a primer intended for such use as it will not properly adhere to the oil-based layer and will ultimately fail.

   - Use proper metal primers when painting metal.

Refer to:

Preservation Brief 10: Exterior Paint Problems on Historic Woodwork, by Kay D. Weeks and David W. Look, AIA.

G. Porches

See also Wood

Porch columns often deteriorate first at the bottom next to the porch floor, in which case the owner should consider removing and replacing the deteriorated area rather than replacing the entire column. Similarly, the deteriorated area may also be boxed in the case of square cross section porch columns or the deteriorated wood repaired with wood epoxy.

a. Preventive and cyclical maintenance: What to look for…

☐Porch floors: Are there cracks, splits, loose boards, missing boards, rot?
☐Are porches, stairs, railings, cornices, brackets and other exterior features in good repair? Are elements missing?

H. Roofs

a. Preventive and cyclical maintenance: What to look for…

☐Materials: Is there warping, severe wear, cracking, lumps, curling, decay, splitting, rusting, loose pieces, missing pieces, broken pieces, thin material?
☐Structure: Is the roof level, or does it sag?
☐Roof flashing, Gutters, Downspouts, Vents: Is there rusting, paint loss, sagging, missing, or torn pieces, blockages, poor drainage?
☐Decorative elements (finials, snowbreaks, cresting, etc.):Are there loose pieces, rust, missing pieces, deteriorated cornice?
☐Chimney or parapet: Is the chimney sagging, leaning, or bowing? Are the mortar joints tight? Is the chimney cap rusting or missing? Are bricks loose or missing?

☐Inspect roofs periodically.
Repair and paint metal roofs as necessary.
Repair or replace other roof materials as necessary.

I. Structural Elements

See also Masonry, Paint, Wood

a. Preventive and cyclical maintenance: What to look for…

☐Are the walls leaning, bowing, bulging? Are cracks evident? Are the door and window openings square?
☐Inspect for insect and water damage.

J. Windows and Doors

See also Wood

a. General Maintenance

1. Ensure that all hardware is in good operating condition.
2. Ensure that caulk, glazing putty and finishes are intact and that water drains off the sills.
3. Ensure that storm window weep holes are kept open to drain moisture.
4. Heavy solid wood doors are good insulators if they fit tightly and are weatherized. Various concealed weather stripping materials can be installed on the inside of exterior door frames to reduce air leakage.
5. Repair original windows by patching with consolidating material (such as wood epoxy) or by splicing in new material.

b. Preventive and cyclical maintenance: What to look for...

☐Operation: Do windows and doors open and close smoothly?
☐Glass: Is the glass broken? Is the glazing secure? Do the glass panes fit securely? Are the stops and putty secure?
☐Frames, etc.: Do the frame, muntins, sash, and door show signs of rust, rot, or insect damage? Is the threshold rotted? Are there open joints around the frames and trim?
☐Hardware: Is the hardware operational and in good repair?
☐Weatherization: Is the weather stripping in good repair? Do storm windows fit tightly? Are the screens damaged?

Refer to:
Preservation Brief 9: The Repair of Historic Wooden Windows, by John H. Myers.

K. Wood

Wood requires regular maintenance. The main objective is to keep it free from water infiltration and wood-boring pests. Modern wood derived from tree farms grows fast. Fast-growing wood is less dense because the growth rings are far apart and has a higher percentage of sapwood attractive to insects. The slower and more naturally the tree is allowed to grow, the more dense the wood. This results in a stable, dense wood that mills well, holds paint and stains well, is not as attractive to insects, and has natural rot resistance. It is far more sustainable to repair existing old growth wood elements than to replace.

a. General Maintenance

1. Inspect wood surfaces for signs of water damage, rot, and pest infestation.

2. Even though wood may look deteriorated, it may be strong enough to repair with epoxy products specifically formulated for wood preservation. To test the condition of wood materials, insert an ice pick perpendicular to the wood grain. If it penetrates less than 1/8", the wood is solid; if it penetrates more than 1/2" it may have dry rot or other serious problems.

3. Keep all surfaces primed and painted in order to prevent water infiltration. Retain protective surface coatings.

4. Identify sources of moisture problems and take appropriate measures to remediate them including:

   - Remove vegetation that grows too closely to wood
   - Repair leaking roofs, gutters, downspouts, and flashing
   - Ensure proper ventilation
   - Maintain proper drainage around the foundation to prevent standing water and backsplash
   - Recaulk joints where moisture might penetrate a building.
     Note: Do not caulk under individual siding boards or window sills as this action seals the building too tightly and can lead to moisture problems within the frame walls and paint failure

5. When cleaning or preparing surfaces for a new treatment, use the gentlest means possible.

6. Replace clapboards that are beyond repair (estimated life span 150 years with proper maintenance).

b. Preventive and cyclical maintenance: What to look for...

☐Is the wood siding cracked, loose, rotted, or split? Do courses of siding appear straight or wavy? Are the walls stained? Is paint peeling, cracking, blistering, or chalking?
☐Decorative elements: Is there peeling paint, cracks, or loose pieces?

APPENDIX A[3]: Words, Terms and Phrases

The following words, terms and phrases shall have the definitions or meanings ascribed to them. If not defined in Article 1302, this Appendix A[3], or within other Articles or Sections of any of the ordinances of the Town, any word, phrase or term shall have the meaning or meanings ascribed to it in that Article or Section, or, in the absence of a definition, in any standard or widely published dictionary or American Planning Association publication.

Americans With Disabilities Act (ADA). Federal law, enacted in 1990, that guarantees civil rights protections and equal opportunity in public accommodations, employment, transportation, state and local government services, and telecommunications for individuals with disabilities.

Ashlar. A hewn or squared stone cut on all faces adjacent to those of other stones so as to permit very thin mortar joints.

Balcony. A projecting platform on a building, sometimes supported from below, sometimes cantilevered; enclosed with a railing, parapet, or balustrade.

Baluster. The post or spindle that supports a hand railing of a balustrade.

Balustrade. The entire railing system, for example enclosing a balcony or porch, consisting of the top and bottom rails and balusters.

Bay. A part of a structure defined by vertical divisions such as adjacent columns or piers; a section of one or more stories that projects from the face of a building, usually defined by windows as in a bay window.

Bay Window. Fenestration projecting from an exterior wall surface and often forming a recess in the interior space.

Beam. A structural member whose major function is to carry transverse loads, as a joist, girder, rafter, or purlin.

Bulkhead. In commercial buildings, the structural supporting wall under the display windows of a storefront. Bulkheads are often paneled and are usually constructed of wood.

Bracket. A wooden or stone decorative support extending from the face of the wall, beneath a projecting floor, window, or cornice.

Capital. The uppermost portion of a column or pilaster, usually decorated.

Column. A vertical support, usually supporting a member above.

Compatible. The favorable relationship of a structure's elements and features (general design, arrangement, texture, and material) with similar elements and features of buildings and structures in the vicinity.

Composite Material. Any of a number of newer materials that may use wood, wood resins, fiber reinforced cement, urethane, and cellular PVC.

Cornice. Any continuous, molded projecting cap to a wall, window or door opening. In Classical architecture it is the upper, projecting part of a classical entablature resting on the frieze. Often found as a decorative treatment under the eaves of a roof.

Cresting. A roof ornament, usually rhythmic, highly decorative and frequently perforated as in cast-iron fencing.

Cupola. A structure crowning a roof or tower.

Demolition By Neglect. The destruction of a building or structure through abandonment or lack of maintenance.

Dormer. A small window with its own roof projecting from a sloping roof.

Double-Hung Sash. A type of window with lights (or windowpanes) on both upper and lower sashes, which move up and down in vertical grooves one in front of the other.

Downspout. A pipe for directing rain water from the roof to the ground.

Eave. The lower edge of a sloping roof that extends past the wall face.

Entablature. In Classical architecture, the horizontal beam member carried by the columns, divided into three horizontal sections of architrave (below), frieze, and cornice. The proportions are different for each Classical order.

Fanlight. A semicircular or elliptical shaped window with radiating muntins in the form of a fan, located above a door.

Fenestration. The arrangement of the openings of a building.

Finial. A top or finishing ornament that caps a gable, hip, pinnacle, or other architectural feature.

Flashing. Pieces of metal or other materials used to divert water.

Frieze. A horizontal band, sometimes decorated with sculpture relief or other ornamentation, located immediately below the cornice. The middle horizontal member of a Classical entablature.

Gable. The triangular portion of the end of a building created by the angle of a double-sloping roof.

Gallery. A wide, wrap-around covered porch lined with columns on one side.

Glazing. Another term for glass or other transparent material used in windows.

Hipped Roof. A roof with slopes on all sides.

Historic District. A geographically definable area, designated as historic on a national, state or local register, possessing a significant concentration, linkage or continuity of sites, buildings, structures or objects united historically or aesthetically by plan or physical development.

Historic Landmark. A site, building, structure or object designated as historic on a national, state or local register.

Historic Landmarks Commission. The public body established by the Town by ordinance under section four, article twenty-six-a of chapter eight of the Code of West Virginia of 1931, as amended.

Historic Site. The location of a significant event, a prehistoric or historic occupation or activity, or a building or structure whether standing, ruined or vanished, where the location itself possesses historical, cultural or archaeological value regardless of the value of any existing structure and designated as historic on a national, state or local register.

Imminent Hazard. The existence of a condition that presents a substantial likelihood that death, serious illness, severe personal injury, or a substantial endangerment to health, property, or the environment may occur before a notice of investigation proceeding, or other administrative hearing or formal proceeding, to abate the risk of harm can be completed.

In-Kind Replacement. A feature that matches that being replaced in design, texture, and other visual qualities and, where possible, materials.

Integrity. Authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic period.

Joist. One of a series of parallel timber beams used to support floor and ceiling loads supported in turn by larger beams, girders, or bearing walls.

Leaded Glass. Glass set in pieces of lead.

Original. The design, form, scale, and material utilized on a historic resource during its period of significance.

Parging. Plasterwork that provides a smooth or textured surface.

Patina. (1) a greenish brown crust which forms on bronze (2) any thin oxide film which forms on a metal; often multi-colored (3) A film, similarly colored, which forms on a material other than metal.

Pergola. A garden structure with open sides and a latticed roof, usually wooden framed. Also, a colonnade that has a lattice roof.

Period Of Significance. The period of time when a property was associated with important events, activities, or persons, or attained the characteristics which qualify it for National Register or local Historic District listing.

Pier. An upright vertical support structure, such as a column, constructed of masonry and designed to take a concentrated load.

Pilaster. A flat-faced or half-round pier attached to a wall with a shallow depth projecting from the wall plane and sometimes treated as a classical column with a base, shaft, and capital. These are decorative features, not support members.

Pitch. The degree of slope of a roof.

Pointing. In masonry, the troweling of mortar or other filler in masonry joints.

Porch. A covered but unenclosed projection from the main wall of a building that may or may not use columns or other ground supports for structural purposes. If a porch is uncovered it is considered to be a deck.

Preservation. The sustaining of the existing form, integrity, and material of a building or structure and the existing form and vegetation of a site.

Proportion. Harmonious relation of parts to one another or to the whole.

Rehabilitation. The process of returning a property to a state of utility, through repair or alteration, which make possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural significance.

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

Repoint. To remove old mortar from courses of masonry and replace it with new mortar.

Rhythm. Regular occurrence of elements or features such as spacing between windows or buildings.

Riser. The vertical face of a stair step.

Rising Damp. A condition in which moisture from the ground rises into the walls of a building.

Sash. A frame, which may be fixed or moveable, holding the glass in a window. Sash may be single-, double-, or triple-hung, slide along a vertical plane, or pivot.

Sidelights. Narrow windows flanking a door.

Sill. The lowest horizontal member in a frame which sheds water at the bottom of a door or window.

Spalling. A condition in which pieces of masonry split off from the surface, usually caused by weather.

Standing-Seam Metal Roof. A roof where long narrow pieces of metal are joined with raised seams.

State Historic Preservation Office (SHPO). The subdivision of the West Virginia Division of Culture and History charged with the administration of federal and state laws, rules and regulations applicable to historic sites or properties, historic landmarks and historic districts or real properties, structures, buildings and other improvements that are eligible to become historic sites, historic landmarks and historic designations based on the Secretary of the Interior's Standards.

Stile. A vertical framing member of a paneled door.

Streetscape. Features such as streetlights, street trees, paving, street furniture, plantings and signage that contribute to, enhance, and help to define the unique character of a neighborhood.

Story. That portion of a building above ground level at the building line between floors, except that the top story shall be that portion of a building included between the upper surface of the top floor and the ceiling or roof above.

Stucco. A textured exterior finish consisting of sand, lime, and Portland cement.

Threshold. At the floor of a doorway, a material covering the joint where two types of materials meet.

Transom Window. A small window above a doorway or window.

Tread. The horizontal surface of a step.

Vernacular. Indigenous architecture characteristic of a particular area.

Visible From The Public Right-Of-Way. Any portion of a structure that is visible with the unaided eye from a distance of not more than 120 feet as viewed from a public street or sidewalk. Any portion of a structure that is shielded by landscaping shall be considered visible from the public right-of-way.