

# Harpers Ferry

Historic District

Standards and Guidelines

Adopted by the Town Council

*Date TBD*

## **DEDICATION**

This document is dedicated to the visionary coalition that, in 1979, recognized the historic significance of our town and established the Harpers Ferry Historic District on the National Register of Historic Places in order to preserve our town for future generations.

Ron Rago, inaugural chair of the Harpers Ferry Historic Landmarks Commission

Linda Rago, Harpers Ferry Town Recorder

Freddie Adkinson

Paul Pritchard, Appalachian Trail Conference (now Conservancy)

Martin Conway, Harpers Ferry National Historical Park

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Kip Stowell, Mayor

Clarence Moran, West Virginia State Historic Preservation Office

***WELCOME***

*Reserved for letter from Mayor*

# Harpers Ferry

## Historic District Standards and Guidelines

### TABLE OF CONTENTS

<b>INTRODUCTION TO THE GUIDELINES .....</b>	<b>1</b>
<b>A. Background .....</b>	<b>1</b>
<b>B. Harpers Ferry Historic District .....</b>	<b>1</b>
<b>HOW TO USE THE STANDARDS AND GUIDELINES DOCUMENT .....</b>	<b>3</b>
<b>A. Purpose of this document .....</b>	<b>3</b>
<b>B. How to plan and go forward with a building project .....</b>	<b>5</b>
<b>STANDARDS AND GUIDELINES IN THE HARPERS FERRY HISTORIC DISTRICT.....</b>	<b>7</b>
<b>A. Fundamental Standards for Historic Resources .....</b>	<b>7</b>
<b>B. Standards and Guidelines for Specific Construction Elements .....</b>	<b>8</b>
ADDITIONS .....	8
ALTERNATIVE MATERIALS .....	10
ANTENNAS.....	12
ARCHITECTURAL DETAILS.....	12
AWNINGS .....	13
BALCONIES .....	14
CHIMNEYS .....	14
COLUMNS.....	14
DECKS .....	15
DEMOLITION and RELOCATION.....	15
DRIVEWAYS and PARKING AREAS .....	17
DOORS and ENTRANCES.....	18
FENCES and WALLS.....	19
FIRE ESCAPES.....	20
FOUNDATIONS .....	21
GARAGES, CARRIAGE HOUSES and OUTBUILDINGS .....	21
GLASS .....	22
GRADE CHANGES.....	23

GUTTERS and DOWNSPOUTS .....	23
HANDICAPPED ACCESSIBILITY .....	23
LANDSCAPING and TREES <i>See also Viewsheds</i> .....	24
LIGHTING .....	25
MASONRY .....	25
MECHANICAL SYSTEMS and UTILITIES .....	26
METAL .....	27
MOTHBALLING .....	27
NEW CONSTRUCTION .....	28
PAINT .....	29
PORCHES .....	29
RAILINGS .....	30
RETAINING WALLS .....	31
ROOFS .....	31
SATELLITE DISHES .....	32
SCREEN and STORM DOORS .....	32
SHUTTERS .....	33
SIDEWALKS and WALKWAYS .....	34
SIDING .....	34
SIGNS .....	35
SKYLIGHTS .....	35
SOLAR PANELS .....	35
STEPS .....	35
STOREFRONTS .....	35
STREETS .....	37
STUCCO .....	37
SWIMMING POOLS .....	38
TEMPORARY STRUCTURES .....	38
VENTS .....	38
VIEWSHEDS .....	38
WINDOWS .....	39
WOOD .....	41
YARD FEATURES SUCH AS PERGOLAS, GAZEBOS and FOUNTAINS .....	42
<b>APPENDIX A: THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION .....</b>	<b>43</b>
<b>A. Guidelines .....</b>	<b>43</b>
<b>B. Preservation Methods .....</b>	<b>44</b>
<b>APPENDIX B: MAINTENANCE .....</b>	<b>46</b>
<b>A. Foundations .....</b>	<b>46</b>
<b>B. Gutters and Downspouts .....</b>	<b>46</b>

C. Landscaping.....	46
D. Masonry .....	47
E. Metals .....	50
F. Paint.....	51
G. Porches .....	52
H. Roofs.....	52
I. Structural Elements .....	53
J. Windows and Doors .....	53
K. Wood .....	54
<b>APPENDIX C: GLOSSARY .....</b>	<b>56</b>
<b>APPENDIX D: REFERENCES AND RESOURCES.....</b>	<b>61</b>
A. General References .....	61
B. Resource Organizations and Web Sites.....	62
<b>APPENDIX E: ECONOMIC HARDSHIP .....</b>	<b>64</b>

# 1 INTRODUCTION TO THE GUIDELINES

## 2 ***A. Background***

3  
4 In 2011 and 2012, the Town of Harpers Ferry engaged in a visioning process followed by  
5 amendments to the Comprehensive Plan. The town Vision Statement adopted August 13, 2012,  
6 names the preservation of the historic character and ambiance of a 19th century village as a  
7 community value. The Comprehensive Plan, adopted June 9, 2007 and amended on August 30,  
8 2013 lists, in Section IV, the goal to preserve and protect the town’s historically diverse character  
9 and historic integrity for present and future generations.

10  
11 Harpers Ferry’s character is architecturally modest but sophisticated, in keeping with its origins as  
12 a prosperous early 19th century town. Many, if not most, of the original homes, shops, and  
13 outbuildings remain and have been lovingly maintained. The Lower Town is characterized by  
14 buildings that front directly onto the street and sit side by side on narrow lots. Their walkways are  
15 perpendicular to the street and in line with their front doors. As one travels up the hill, the  
16 architectural styles vary, and lot sizes and setbacks increase. Many walkways lead to gracious  
17 porches. Each element of historic structures including, but not limited to, chimneys, porches,  
18 windows, and doors, is a significant and character-defining feature of a moment in history.

19  
20 Over the years, shade trees have been planted in the rights-of-way along the streets, and these  
21 soften the appearance of 21st century parking areas and utility poles. This canopy of mature trees  
22 is an important characteristic of the town and a natural frame for historic views of the surrounding  
23 mountains and rivers.

24  
25 For these reasons, care must be taken when structures are built, altered, or removed. New  
26 construction and additions to existing buildings must be done with sensitivity for the architectural  
27 style of the structure and the overall harmony of the neighborhood. Demolition of historic  
28 structures is always a last resort; and relocation, which removes a structure from its historic  
29 context, should only be considered after all other avenues to preservation have been exhausted.

## 30 ***B. Harpers Ferry Historic District***

31  
32  
33 The entire town of Harpers Ferry was nominated and certified as a Historic District on the National  
34 Register of Historic Places (1979; amended 2010). The town is historically significant for its  
35 architecture, archaeology, and associations with the historic themes of manufacturing and labor,  
36 the Civil War, Storer College, the African American community, and tourism. Harpers Ferry attracts  
37 tourists who share an interest in learning about our nation’s history and who enjoy our  
38 unparalleled scenic beauty.

39  
40 The certification of the town on the National Register recognizes the importance of structures built  
41 from the 1790s to 1958. Our designation of the town as a federally recognized Historic District  
42 culminated in the Town Council’s enactment of a local Historic District zoning overlay in 2014 to be  
43 administered by the Board of Zoning Appeals. The Board of Zoning Appeals evaluates projects with  
44 the Historic District zoning overlay for compliance with the Standards and Guidelines.

*Harpers Ferry Historic District  
Standards and Guidelines*

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

56  
57 While the designation as a local Historic District includes all properties within the Town of Harpers  
58 Ferry, nomination to the National Register of Historic Places relies on the presence of historically  
59 significant structures. A list of those structures which were identified in 2010, officially called  
60 *contributing structures*, is available at Town Hall and on the town website. As additional  
61 information becomes available, the list is updated. The contributing structures are of varied  
62 architectural styles, but each retains significant elements of its origins and each is a historic  
63 treasure that speaks to the life of this community during the formation and development of our  
64 country.  
65



66 **HOW TO USE THE STANDARDS AND GUIDELINES DOCUMENT**

67  
68 **A. Purpose of this document**

69  
70 Preserving historic resources makes good economic sense. Vital and attractive neighborhoods  
71 promote the town’s overall quality of life and illustrate its commitment to its heritage and  
72 identity. Design review maintains and enhances this character. The Standards and Guidelines  
73 are intended for property owners who are planning changes to the exterior of either a  
74 contributing or a non-contributing structure and for those who plan new construction in the  
75 Historic District. The document explains the process and conditions for rehabilitation or  
76 additions to existing structures and for new construction. These Standards and Guidelines  
77 have been written to help property owners, the Historic Landmarks Commission, the  
78 Preservation Planner, and the Board of Zoning Appeals determine how best to maintain and  
79 enhance the harmony of the Historic District.

80  
81 The goal of renovation and new construction in the Historic District is to ensure that the distinctive  
82 characteristics of the historic structures prevail. In general, *The Secretary of Interior’s Standards*  
83 *for Rehabilitating Historic Buildings* (see Appendix A) form the basis for the Standards and  
84 Guidelines document. The Historic Landmarks Commission and the Board of Zoning Appeals, in  
85 determining whether a proposal is harmonious with these characteristics, consider the following:

- 86  
87  Exterior architectural features including, but not limited to, doors, windows, chimneys, roofing,  
88 siding, foundations, entrances, fences and porches.
- 89  General design and arrangement including, but not limited to, the design, appearance,  
90 placement, scale and proportions of architectural features to one another and to the whole  
91 building or structure, and the general proportions of the building or structure itself.
- 92  Materials of all exterior architectural features and of the building or structure itself including,  
93 but not limited to, the following categories: roofs, fences, porches, windows, doors (including  
94 screen and storm doors), siding and foundations.
- 95  The visual compatibility of the proposed work with those features of buildings or structures  
96 that can be viewed from the same vantage point.
- 97  The extent to which the proposed work will be harmonious with the historic surroundings.
- 98  The extent to which the proposed work and its siting will preserve or protect historic  
99 viewsheds, historic places, and the historic character of the Town of Harpers Ferry.
- 100  The extent to which the proposed work will preserve the historic character of Harpers Ferry.
- 101  The extent to which the proposed work will promote the general welfare of the Town and all  
102 citizens by the preservation and protection of historic places and areas of historic interest in the  
103 Town.
- 104  The extent to which the preservation and protection of the historic resource will promote the  
105 general welfare by maintaining and increasing real estate values; generating business; creating  
106 new jobs; attracting tourists, students, writers, historians, artists and artisans; attracting new  
107 residents; encouraging study and interest in American history; stimulating interest and study in  
108 architecture, design and town planning; educating citizens in American culture and heritage;  
109 and making the Town a more attractive and desirable place in which to live.

*Harpers Ferry Historic District  
Standards and Guidelines*

111 In advising the Board of Zoning Appeals, the Historic Landmarks Commission evaluates the quality  
112 of five primary **design concepts** –concepts which were strictly regimented during the historic  
113 periods when the town’s contributing structures were built. They are scale, order, balance, rhythm  
114 and proportion:

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

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

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

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

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

134 Harpers Ferry’s place in time has strongly influenced its successful adherence to the design  
135 concepts. Beyond the five concepts, however, are nine *design elements* which are essential to  
136 consider in determining suitability of a design for Harpers Ferry.

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

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

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

- 146 4. **Details.** The village’s architectural sophistication is reflected in the attention that was paid to  
147 details. The 19<sup>th</sup> century houses often have decorative wooden or brick cornices, sophisticated  
148 doorway trim and many types of columns displayed on the distinctive porches and galleries.  
149 Contemporary details such as sliding glass doors or aluminum storm doors are not acceptable.
- 150 5. **Massing.** The exterior massing of a building is the enclosed volume or cluster of volumes which  
151 constitute the building’s exterior form. Most of Harpers Ferry’s buildings have a compact mass,  
152 suitable to the relatively small lots. A distinctive architectural feature of Harpers Ferry is the  
153 19th century L-shape with a dominant mass on the front elevation and subordinate masses to  
154 the rear.
- 155
- 156 6. **Siting.** Siting is of primary importance in Harpers Ferry in order to maintain the order and  
157 balance of the streetscape. Many houses in the commercial area of High Street are very close to  
158 the street if not actually adjoining it. This is paramount in establishing and maintaining Harpers  
159 Ferry’s urban character. On Camp Hill and on the edges of the village, houses are set back from  
160 the street, giving notice to viewers that they are leaving the urban area and approaching more  
161 open residential or agricultural areas.  
162

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

164  
165 No project that affects the exterior of a structure may go forward without the approval of the Board  
166 of Zoning Appeals or Preservation Planner. This includes alteration to existing structures and  
167 external site features visible from a public right-of-way (fences, walls, lamp posts, light fixtures,  
168 signs, signposts, driveways, walkways, and paving).  
169

170 Please note that these Standards and Guidelines apply only to the exteriors that are visible from a  
171 public right-of-way in the Historic District. Interior alterations as well as routine maintenance and  
172 repair of exterior elements, including painting, do not require permits. Emergency permits for  
173 repairs necessary to limit or contain damage from storms or accidents can be obtained from Town  
174 Hall.  
175

176 Because Harpers Ferry has been designated a Historic District on the National Register, owners of  
177 contributing structures in our town can take advantage of financial incentives – grants and tax  
178 credits – as they rehabilitate and restore their homes and commercial buildings. Contact the West  
179 Virginia State Historic Preservation Office to learn of incentives available for your project.  
180

### 181 **1. Applying for a Project Permit**

- 182  Read the Standards and Guidelines.
- 183  Complete a project permit application (available at Town Hall and on the town website).
- 184  Submit the completed project permit application and required fee at Town Hall.
- 185  If the project is to occur within the Historic District and involves exterior elements visible from a  
186 public right-of-way, the following items shall apply.
- 187  The Board of Zoning Appeals shall inform owners of property likely to be affected by an application  
188 in advance of the hearing.

- 189  The Historic Landmarks Commission shall review the project permit for its potential impact on  
190 the Historic District and provide a recommendation based on the Standards and Guidelines to  
191 the Board of Zoning Appeals.
- 192  Within 45 days of the filing of a completed project permit application and payment of the fee,  
193 the application will be discussed in an open and noticed hearing of the Board of Zoning Appeals,  
194 and you are invited to attend and to speak on behalf of your project. The Board of Zoning  
195 Appeals shall approve, approve with conditions, or reject the project permit application.
- 196  Approval of a project permit by the Board of Zoning Appeals is required before work may  
197 commence. If work begins without an approved project permit, a stop work order will be  
198 issued by the Ordinance Compliance Officer and a daily fine may be assessed. Penalties may be  
199 appealed to the Town Council.
- 200
- 201  An approved permit is valid for two years. The Preservation Planner may approve the  
202 extension of a permit for six months.
- 203
- 204  In the event your project permit application is denied, the Board of Zoning Appeals shall  
205 provide the reasons, in writing, to the applicant. If the proper rehabilitation would pose undue  
206 financial hardship, you may apply for Relief Based on Economic Hardship (see Appendix E).  
207 You may also appeal the decision to the Jefferson County Circuit Court.

208 Certain projects which do not require deliberation may be referred to the Preservation Planner in  
209 order to expedite your application. A completed application shall be reviewed by the Historic  
210 Landmarks Commission. Within one week of receipt of the application, any member of the Historic  
211 Landmarks Commission may request that the application be considered at a public hearing before  
212 the Board of Zoning Appeals. If there is no request for a public hearing, the Preservation Planner  
213 may administratively approve, approve with conditions, or deny the project permit application. If  
214 an applicant is not satisfied with the decision of the Preservation Planner, they are entitled to a  
215 public hearing before the Board of Zoning Appeals.

216

## 217 **2. Routine Maintenance**

218 No application needs to be filed for routine maintenance and no project permit is required. The  
219 Town of Harpers Ferry considers the following items routine maintenance.

- 220  Repair or in-kind replacement, in whole or in part, of architectural features or elements, including  
221 windows, doors, exterior siding, roofing, porches, cornices, balustrades, stairs, trim, ornament,  
222 and the like, that are deteriorated, damaged beyond restoration, or previously removed. *Provided*  
223 *that, for contributing structures, as much original historic material is retained as possible.*
- 224  Repair or in-kind replacement of site or landscape features that are deteriorated, damaged  
225 beyond restoration, or previously removed *provided the existing footprint remains unchanged.*
- 226  Painting
- 227  Repointing masonry with mortar of the same color, composition, and mortar joint profile.
- 228

229 If you are not sure whether your project is considered routine maintenance, contact the  
230 Preservation Planner or the Historic Landmarks Commission for guidance.

231

232 **STANDARDS AND GUIDELINES**  
233 **in the Harpers Ferry Historic District**

234 The Historic Landmarks Commission is responsible for establishing standards for the Historic  
235 District. The *standards* determine the appropriateness of proposed construction, rehabilitation or  
236 demolition within the Historic District. The standards are to be applied in a reasonable manner,  
237 taking into consideration economic and technical feasibility. The *guidelines* were developed to  
238 assist property owners during the project planning stage by providing general design and technical  
239 recommendations. Unlike standards, the guidelines are not codified as requirements.

240 For the purposes of this document, a *historic resource* is one that is listed as contributing by the  
241 Historic Landmarks Commission. The complete list of contributing structures can be found at Town  
242 Hall and on the [town website](#).

243  
244 **A. Fundamental Standards for Historic Resources**

245  
246 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.

247

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.

248

## 249 ***B. Standards and Guidelines for Specific Construction Elements***

### 250 **ADDITIONS**

251 *See also New Construction*

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

260

261 In the Historic District, the fundamental interests of preservation are best served if compatibility is  
262 given greater weight, since it alone allows us to sustain valued historic character in the face of the

263 many forces threatening it. Differentiation leads to the gradual erosion of historic character and  
264 condemns the district to change in ways alien to its historic patterns and typologies. Alterations or  
265 additions to historic settings that improve or strengthen the preexisting character should be welcomed,  
266 regardless of their style; changes that weaken or diminish the historic character should not be permitted,  
267 again regardless of style.

268  
269 Additions or new construction *may* be in the same style as the historic buildings, provided that the new  
270 construction is consistent with the typology, composition, scale, proportion, ornament, materials, and  
271 craftsmanship typical of the setting. Violation of these attributes for the sake of a questionable principle  
272 of differentiation leads inevitably to the loss of historic character and, thereby, loss of the resource in its  
273 truest sense. When additions or new construction are appropriate at all, they should be added in such a  
274 way that the new is distinguishable from the historic fabric by informed observers or trained  
275 professionals. No differentiation should be made that would result in an incongruous appearance or a  
276 ruptured integrity.

277  
278 What makes buildings from different eras and styles compatible is that they share the same design  
279 concepts and elements (see page 5). If these principles are consistent among the buildings along a street,  
280 they will be compatible, regardless of style. Compatibility is not uniformity; however, if the principles  
281 embodied by neighboring buildings are antithetical, no alignment of cornices or adjustments of massing  
282 will be sufficient to maintain a relationship of civility among them. New buildings in an historic setting  
283 should focus more on the “sense of place” than the “sense of time.”

#### 284 *Standards for all properties in the Historic District*

- 285 1. The scale and related features of additions will respect classical proportions as exhibited on  
286 historic structures throughout the district.  
287
- 288 2. The architectural composition and architectural integrity shall be consistent with the  
289 existing building.  
290
- 291 3. Additions may reintroduce and reinterpret traditional decorative elements taken from  
292 historic structures in the Town.  
293
- 294 4. The original orientation of the structure shall be maintained. If the primary entrance is  
295 located on the front elevation, it shall remain on that elevation.  
296

#### *Additional Standards for Historic Resources*

1. The historic character of a property 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 the rear or side elevations, but not on the front elevation of the structure except that the addition of a front porch may be considered 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.



### 297 *Guidelines for Historic Resources*

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

## 300 **ALTERNATIVE MATERIALS**

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

306  
307 In order to safeguard the visual and architectural quality of the district, the Historic Landmarks  
308 Commission encourages the use of appropriate materials when maintenance work requires the  
309 repair and replacement of exterior features of a building. However, with increasing concerns over  
310 sustainability and the expense and unavailability of traditional historic materials, these Standards  
311 and Guidelines reflect the Secretary of the Interior's recommendations for the appropriate use of  
312 alternative materials.

313  
314 In the last few decades new materials have been developed and are being used in construction. In  
315 some instances these newer products show great promise and in other instances they are less than



*Harpers Ferry Historic District  
Standards and Guidelines*

316 satisfactory. They are often difficult to integrate with historic materials. Traditional materials can  
317 be judged upon a proven performance track record<sup>1</sup> while the newer materials cannot.

318  
319 As some historic materials become more difficult to acquire and replace in kind, technological  
320 efforts will persist to perfect acceptable alternatives to historic materials. It is important to monitor  
321 these advancements and track the material performance to better evaluate their appropriateness  
322 for new, non-contributing and contributing structures. It is also important to track previously  
323 approved and installed alternative materials in the Harpers Ferry Historic District to gauge the  
324 performance in the local climate and with the local historic building materials.

325  
326 The table below contains the list of approved alternative materials for the Historic District. New  
327 materials may be considered on a trial basis and added to the list after a period of evaluation.  
328

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 shingles)	May be used to replace slate shingles on a contributing structure or on new construction
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	May be used to replace a wooden column on a contributing

<sup>1</sup> [http://www.nahb.org/fileUpload\\_details.aspx?contentID=99359](http://www.nahb.org/fileUpload_details.aspx?contentID=99359)

*Harpers Ferry Historic District  
Standards and Guidelines*

		historic column	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

329

330 *Standards for all properties in the Historic District*

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

334

*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.

335 **ANTENNAS**

336 *See Mechanical Systems and Utilities*

337 **ARCHITECTURAL DETAILS**

338 Architectural details include, but are not limited to, gingerbread, verge boards, eaves, brackets,  
339 dentils, cornices, pilasters, clapboard, shingle, stucco surfaces, and any other decorative or  
340 character-defining feature found on the 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.

341 **AWNINGS**

342 *Standards for all properties in the Historic District*

- 343 1. Awnings are appropriate for traditional locations such as over windows and doors or attached  
344 to porches.
- 345 2. Awnings shall not interfere with existing signs, street trees, street signs or other elements along  
346 the street.
- 347 3. An awning must fit the width and shape of any storefront or window opening that it covers.  
348 Rectangular window and door openings should have straight-across shed type awnings, and  
349 awnings over arched windows should be curved or rounded.  
350
- 351 4. The bottom of the awning valance must meet any clearance standards in the Town Code.  
352
- 353 5. Signage on awnings should be only on the valance and should be painted on or woven into the  
354 fabric.  
355
- 356 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.

357

358 **BALCONIES**

359 *See Decks*

360 **CHIMNEYS**

361 *See also Masonry, Roofs*

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

364 *Standards for all properties in the Historic District*

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

*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 should be repaired and repointed to match the original chimney in material, coating, color, shape and brick pattern. (See caution about abrasive cleaning in *Appendix B 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 side or rear elevation.

369



370 *Guidelines for Historic Resources*

- 371
1. Secure loose flashing around chimneys to prevent water infiltration.

372

373

374 **COLUMNS**

375 *See Porches*

376 **DECKS**

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

383 *Standards for all properties in the Historic District*

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

*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.

393

394 **DEMOLITION and RELOCATION**

395 Because relocation of a structure from its original site is akin to demolition of the building in its  
396 historic context, relocation should only be considered after it is determined that to remain in its  
397 original location would result in the structure's complete demolition. All other avenues should be  
398 explored if the goal is preservation of the structure. Should there be no other option to save a  
399 building from demolition, careful plans should be undertaken to find a suitable site for the  
400 structure.

*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 Historic Landmarks Commission may:
    - 1) Require a site visit by the Historic Landmarks Commission 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 which provides a history of the structure (age, significant and historic events, persons associated), its site and setting, identification of those architectural features, materials and finishes that are character-defining and therefore significant, and the existing conditions.
  - c. If strict application of any provision of this article will result in exceptional practical difficulty or undue economic hardship, the Historic Landmarks Commission may approve demolition.
3. Moving buildings into the Historic District may be acceptable if 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*)

402

## 403 **DRIVEWAYS and PARKING AREAS**

404 *See also Sidewalks and Walkways*

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

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

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

419 Parking for commercial and institutional uses in the Historic District varies from on-street parking  
420 to off-street surface parking.

421 Strategically placed landscape screening can help to reduce the strong visual impact that on-site  
422 parking areas can create.

### 423 *Standards for all properties in the Historic District*

- 424 1. Whenever possible, there shall be no off-street parking directly in front of residences. Off-street  
425 parking shall be to the side or rear of residential properties.
- 426 2. New paving materials shall be compatible with the character of the area.
- 427 3. The design of any new parking area or structure shall have the least impact on adjacent  
428 properties.
- 429 4. Commercial parking lots should be screened from public view with hedges, shrubs, trees or  
430 fences at their edges and employ appropriately planted medians and dividers within their  
431 boundaries.



- 432 5. Shielded lights that illuminate the road surface and historically appropriate pedestrian-scaled  
433 walkway lighting shall be used in parking areas. Fixtures shall reflect the character and period  
434 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.

435



*Guidelines for all properties in the Historic District*

- 438 1. Driveways situated in front or side yards should be constructed of gravel, asphalt, brick,  
439 cobblestone, narrow strip tracks of concrete, a permeable grass paving (such as Grasscrete), or  
440 pea gravel embedded in concrete.
- 441 2. Parking areas that will be in public view should be screened with hedges, shrubs, or  
442 appropriate fences where possible. Corner-lot parking areas should be edged with landscape  
443 screening along both primary and secondary streets.
- 444 3. Large expanses of bright white or gray concrete surfaces should be avoided in visible areas.

445 **DOORS and ENTRANCES**

446 *See also Screen and Storm Doors*

447  
448 Doors and their surrounds are as much a character defining feature of architectural styles as are  
449 windows. For example, Federal and Georgian style residential structures from the late 18<sup>th</sup> and  
450 early 19<sup>th</sup> century usually have solid wood panel entrance doors. Late 19<sup>th</sup> century Victorian  
451 structures often have wood doors that incorporate glass panels. Main entrance doorways are  
452 generally more elaborate than doorways on secondary or rear entrances to a building.  
453



*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 should not be added to a primary 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 elevations 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.

456  
457

458 **FENCES and WALLS**

459 *See also Retaining Walls*

460 Fences and free-standing walls of stone, iron,  
461 brick and wood contribute to the 19<sup>th</sup> and early  
462 20<sup>th</sup> century streetscape of Harpers Ferry.

463 *Standards for all properties in the Historic*  
464 *District*

- 465 1. The design of new fences and walls shall  
466 complement materials and designs that are



- 467 historically appropriate to the structure or are found in the neighborhood. Historically  
468 appropriate materials include wood, brick, iron, stone, concrete and plantings. Chain link  
469 fences, concrete block fences, plastic or fiberglass fences are not appropriate.
- 470 2. The height of a fence in the front yard setback shall not exceed 4 feet. Other fences or walls in  
471 the property setback shall not exceed 6 feet.
- 472 3. Painted or stained fences of wood pickets, balusters or spindles are appropriate for front  
473 yards. Solid board fences that obstruct visibility of the premises are not appropriate for use  
474 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 prior to 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 Preservation Planner 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.

475



476 *Guidelines for all properties in the Historic District*

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

478 **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.

479 **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 secondary elevations rather than the primary elevation.
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 elevation not in public view.

480

481 **GARAGES, CARRIAGE HOUSES and OUTBUILDINGS**

482 Harpers Ferry's houses, like those of most small 19th and early  
483 20th century villages, often have accessory buildings. Some have  
484 garages as well as sheds and other small outbuildings. These  
485 small buildings give diversity to the streetscape. They are simple,  
486 functional, well-proportioned little buildings of natural materials.



487 *Standards for all properties in the Historic District*

- 488 1. New outbuildings and other site features shall be compatible  
489 with, but clearly subordinate to, the style and scale of the  
490 primary building on the site, especially in materials and roof  
491 slope. The design and location of any new site feature shall  
492 complement the existing character of the property.
- 493 2. Garage doors shall be constructed of solid panels or solid  
494 panels with windows. Vinyl and aluminum are not suitable



- 495 materials for garage doors in the Historic District.
- 496 3. Multiple garage doors are acceptable but each should be of single car width only.
- 497 4. Attached garages shall occupy no more than 50% of the primary building 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.

498



*Guidelines for all properties in the Historic District*

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

502

503 **GLASS**

504 *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.

505

## 506 **GRADE CHANGES**

507 *Standards for all properties in the Historic District*

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

## 511 **GUTTERS and DOWNSPOUTS**

512 *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.

513



### *Guidelines for all properties in the Historic District*

- 514 1. To ensure that gutters drain properly, make certain they slope toward a downspout.
- 516 2. Ensure an adequate number of gutter support brackets.
- 517 3. Consider half-round replacement gutters rather than “K” or ogee. Downspouts round in cross-  
518 section were typical on historic properties and their use is highly encouraged.

## 519 **HANDICAPPED ACCESSIBILITY**

520 Access ramps and lifts are a necessity for many older historic buildings that were not built with at-  
521 grade entrances. The Americans with Disabilities Act requires that places of public accommodation  
522 be accessible to the disabled or provide alternative accommodations. Access ramps and lifts can  
523 usually be added to historic buildings without substantially altering their historic significance if  
524 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. Design wheelchair ramps to have the least visual effect on the building and or setting.
4. Materials and design details used for ramps should 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.

525



*Guidelines for Historic Resources*

528

1. When possible, ramps should not be placed over the primary historic walkway or path, or impede common pedestrian access to the building.

529

2. Ramps that are located substantially in the public view should be screened with landscaping when possible.

530

**531 LANDSCAPING and TREES**

532 *See also Viewsheds*

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



*Guidelines for all properties in the Historic District*

538

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.

539

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.

540

541

542

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.

543

544

545

546 **LIGHTING**

547 Harpers Ferry's early 20<sup>th</sup> century streetlights are distinctive and crucial in preserving the historic  
548 streetscape. Exterior lights should be subtle and mimic the warmth, color and intensity of gas  
549 lamps.

550 All outdoor lighting in the Town of Harpers Ferry must comply with the *Outdoor Lighting Standards*  
551 as well as the Sign Ordinance Article 1725, if applicable, to the lighting.

552 *Standards for all properties in the Historic District*

- 553 1. Lighting fixtures should be appropriate to the style, scale and period of the building.
- 554 2. Lighting for security purposes (such as flood lights) should be mounted on the rear or sides of  
555 the building to avoid glare to neighboring properties and the public right-of-way and must be  
556 activated by motion sensors. When in public view, floodlights or walkway lights should be  
557 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.

558



559 *Guidelines for all properties in the Historic District*

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

561 **MASONRY**

562 *See also Chimneys, Stucco, Alternative Materials*

563 This section applies to elements constructed from materials such as brick, stone, terra cotta,  
564 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 B for information about finishes that are recommended for the preservation of historic materials.)



565



*Guidelines for all properties in the Historic District*

- 568 1. Removal of old mortar should be done in a way that does not widen the masonry joints or  
569 damages the face of the brick. Deteriorated mortar should be removed by hand using a  
570 tuckpointer's rake and not a power tool, such as an electric saw with masonry blade.
- 571 2. Repointing should never be done with Portland cement or other hard mortar compounds unless  
572 they are original to the building. Most pre-1920 buildings require soft mortars to match the  
573 original composition, but if the original composition cannot be determined, an historic formula  
574 such as one part lime to two parts sand should be used.
- 575 3. Masonry should never be sandblasted or subjected to any kind of abrasive cleaning, including  
576 pressure cleaning with water at any pressure which exceeds 300 pounds per square inch.

577 **MECHANICAL SYSTEMS and UTILITIES**

578 Mechanical systems and utilities are site features that include overhead wires, fuel tanks, utility  
579 poles and meters, solar panels, satellite dishes, antennas, exterior mechanical units, and refuse  
580 storage areas. The placement of these items can either have a neutral impact on the character of the  
581 site and structure or detract from its historic appearance.

582 Site features fall into two categories; those features that can be controlled by the property owner  
583 such as antennae, satellite dishes, and mechanical units, and those that cannot such as utility poles.

584 New and upgraded utility lines should be placed underground in accordance with Part Nine of the  
585 Harpers Ferry Ordinances. Standards and guidelines for measures to blend solar panels into the  
586 appearance of a roof follow The Secretary of the Interior's *Standards for Rehabilitation & Illustrated*  
587 *Guidelines on Sustainability for Rehabilitating Historic Buildings*.

588 *Standards for all properties in the Historic District*

- 589 1. Mechanical systems, including satellite dishes and antennas, shall not be installed in front yards,  
590 in side yards, or on roofs within the public view where less visible alternatives are possible.  
591
- 592 2. Satellite dishes shall be of the smallest practical size and, if ground mounted, placed as close to  
593 the ground as possible and screened with landscaping, lattice panels or fencing.  
594
- 595 3. All satellite dishes and antennas must comply with Article 1715 of the Harpers Ferry  
596 Ordinances.  
597
- 598 4. Solar panels that are mounted on roofs shall be located on rear sections of the roof, behind  
599 dormers or gables, or in other areas not readily visible from a public right-of-way, insofar as  
600 possible. If the building orientation does not permit this, every effort shall be made to blend the  
601 solar panels and its supports and connections into the slope and appearance of the roof.



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



605 *Guidelines for all properties in the Historic District*

- 606 1. Mechanical systems and utilities should generally be located at the rear or sides of buildings or  
607 otherwise out of the public view. If located on the sides of buildings, they should be screened  
608 with shrubbery, fencing, lattice panels or other acceptable means of screening.  
609  
610 2. Where possible, antennae and satellite dishes should be placed away from the primary  
611 elevation.  
612  
613 3. Refuse storage areas should be situated at the rear of a building and screened from the public  
614 view by shrubbery or fencing.

615 **METAL**

616 *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. Do not remove original finishes if they have not failed. Do not remove original finishes or patinas to create a new appearance or replace with a finish that does not convey the same visual appearance or 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. Do not apply a finish 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.

617

618 **MOTHBALLING**

619 Buildings can remain vacant for a variety of reasons including:

- 620 a) Difficulty in renting or leasing due to lack of demand,  
621 b) Delay or difficulty in obtaining funds to refurbish the building to make is useable, or

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

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

*Standards for Historic Resources*

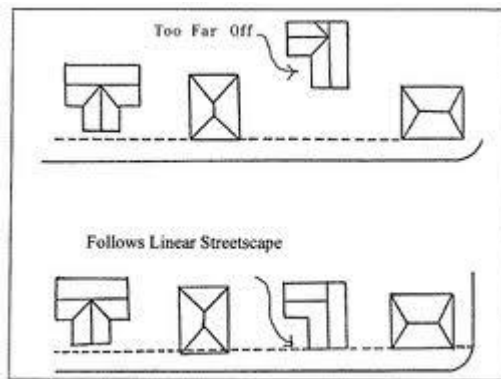
1. When renovation is not immediately viable, mothballing in accordance with *U.S. Department of the Interior, National Park Service, Preservation Brief 31, Mothballing Historic Buildings* is acceptable.

626 **NEW CONSTRUCTION**

627 *See also Additions, Storefronts*

628 *Standards for all properties in the Historic District*

- 629 1. The character of the Historic District shall be retained and preserved.  
630
- 631 2. New construction shall be evaluated on a case by case basis for compatibility in form, scale,  
632 mass, setback, spacing, height, fenestration, width, materials, proportion and orientation with  
633 the context of the surrounding historic structures within the neighborhood. Less flexibility in  
634 design shall be permitted in areas where there are a greater number of contributing structures.  
635
- 636 3. New construction may reintroduce and reinterpret traditional decorative elements taken from  
637 historic structures in the Town or the themes of the neighborhood.  
638
- 639 4. Buildings shall align with the setback of the majority of historic buildings facing on the same  
640 street. Orientation shall be toward the primary street.  
641



- 642 5. The roof slope for new construction shall be appropriate to its architectural style.  
643
- 644 6. At the front elevation, foundation height shall be consistent with foundation heights in the area.  
645 However, foundation height at the sides or rear elevations may be altered as required to follow  
646 the slope of the lot.  
647  
648

- 649  
650 7. New residential construction shall not vary more than one-half story from the predominant  
651 building height typical of historic dwellings along the block in which the property is situated. In  
652 many blocks this will limit new construction to two and one-half stories or less. In all instances,  
653 building height must comply with the Zoning Ordinance.  
654  
655 8. Design new residential buildings so that the mass appears similar to that of neighboring historic  
656 ones. Break up the façade of large new buildings into smaller visual units to reflect proportions  
657 similar to historic buildings.

*Standards for Historic Resources*

1. In most instances previously unpainted masonry or stone work shall be left unpainted.  
*See also Masonry. See Appendix B for care and maintenance of painted exteriors.*
2. Spray-on coatings such as liquid vinyl or liquid ceramics shall not be used.

658 **PAINT**



659 *Guidelines for all properties in the Historic District*

- 660 1. While the Historic Landmarks Commission does not regulate paint colors, it recommends that  
661 paint colors be selected to complement the building's architectural style and design. The  
662 Historic Landmarks Commission can assist in recommending colors appropriate to particular  
663 architectural styles. See Appendix B for recommendations about maintenance of painted  
664 structures.  
665

666 **PORCHES**

667 *See also Handicap Accessibility, Wood*

668  
669 Porches serve as a defining element of an architectural style. A porch provides a transition area  
670 between the public streetscape and the private interior of a building and traditionally provides a  
671 social space between the public and private zones. This topic includes all elements of a porch, stoop  
672 or landing such as columns, railings, flooring, skirting, and steps.

673 *Standards for all properties in the Historic District*

- 674 1. Porches shall employ a design that is compatible with the architectural style and period of the  
675 particular building. For example, enclosed screen porches are not appropriate on 18<sup>th</sup> century  
676 structures.

*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 primary elevations shall not be enclosed with wood, glass or other materials which would alter the porch's open appearance. Porches on secondary elevations shall not be enclosed in a manner that radically changes the historic appearance of the building. Porches may be screened; however:
  - 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.
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.

678 **RAILINGS**

679 *See Porches*

680 **RETAINING WALLS**

681 *See also Fences and Walls*

682 *Standards for all properties in the Historic District*

683

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

685

686 2. Retaining walls shall be constructed of materials that are compatible with the associated  
687 building and its context in the neighborhood.

688

*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.

689 **ROOFS**

690 *See also Alternative Materials*

691

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

695 *Standards for all properties in the Historic District*

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

697

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

700

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

703

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

708

709 5. New dormers should align with the existing windows or be centered between the windows.  
710 The style of dormers should match existing dormers. All dormers should be appropriate to the  
711 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 side and rear elevations 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.

712



713 *Guidelines for all properties in the Historic District*

- 714 1. Roof lines that replicate the more common styles and pitch in the Historic District are preferred.
- 715
- 716 2. Breaking up the roofline of a large building into smaller components, such as intersecting gables, may
- 717 help reduce the perceived mass of large buildings.
- 718
- 719 3. New wood shingles are appropriate for most early 19th century buildings. Standing seam metal
- 720 roofs are appropriate for later 19th century buildings.

721

722 **SATELLITE DISHES**

723 *See Mechanical Systems and Utilities*

724 **SCREEN and STORM DOORS**

725 *See also Doors and Entrances*

726

*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 foliage 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.

727



*Guidelines for Historic Resources*

729  
730

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

731 **SHUTTERS**

732 *See Windows*

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

737

## 738 **SIDEWALKS and WALKWAYS**

739 *See also Driveways and Parking Areas*

740 *Standards for all properties in the Historic District*

- 741 1. Sidewalks or walkways shall be of brick, stone pavers, or concrete, and compatible in details,  
742 dimensions and placement with original or early sidewalks. Asphalt or materials that replicate  
743 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.

744

## 745 **SIDING**

746 *See also Wood, Masonry, Alternative Materials*

747 Siding is one of the principal character defining elements of a building. Brick, stone and wood are  
748 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 siding shall 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.



749



### Guidelines for Historic Resources

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

## 756 SIGNS

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

## 759 SKYLIGHTS

760 *See Roofs*

## 761 SOLAR PANELS

762 *See Mechanical Systems*

## 763 STEPS

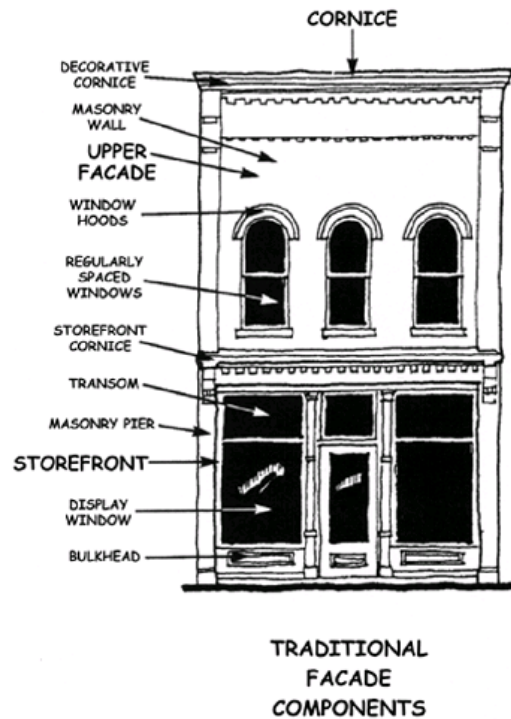
764 *See Porches*

## 765 STOREFRONTS

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

775 The primary elevation, or facade, of most historic commercial buildings has a predictable  
776 appearance with three distinct parts that give it an overall unified appearance. These parts are the  
777 storefront, upper window areas, and the cornice which divide the storefront into smaller parts  
778 reflecting the pedestrian scale of the Historic District.

779 Storefronts are primarily transparent to allow for display of merchandise, allow natural light, and  
780 encourage street vitality. The smaller fenestration of the upper levels reflects its differentiated usage  
781 as office or living space above the retail first level.



782 *Standards for all properties in the Historic District*

783

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

788

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

793

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

796

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

799

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

802

803 6. Where feasible, new commercial buildings shall be designed to fill the lot area to the extent that  
804 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.

805  
806



*Guidelines for Historic Resources*

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

809 **STREETS**

810 The original street grid designed by arsenal managers, is still in use in Harpers Ferry. The width  
811 of the streets, which predate the automobile, are often narrow. Many of the streets are arranged  
812 in a strict perpendicular fashion with apparent disregard for the natural terrain. The street grid  
813 includes many unimproved *paper streets*. The Harpers Ferry street grid is listed as a distinctive  
814 and contributing resource.  
815

*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.

818 **STUCCO**

819 *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 B for information about commercial materials that may damage stucco.)
3. Buildings that show no evidence of previous stucco applications shall not have stucco applied.

820 **SWIMMING POOLS**

821 *Standards for all properties in the Historic District*

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

828 **TEMPORARY STRUCTURES**

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



*Guidelines for all properties in the Historic District*

- 834 1. Temporary structures shall complement the colors, sizes, and architectures of the buildings in  
835 near proximity.
- 837 2. In no case shall temporary structures obscure architectural details of historic buildings in the  
838 Historic District from public view.

839 **VENTS**

840 *See Roofs*

841 **VIEWSHEDS**

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

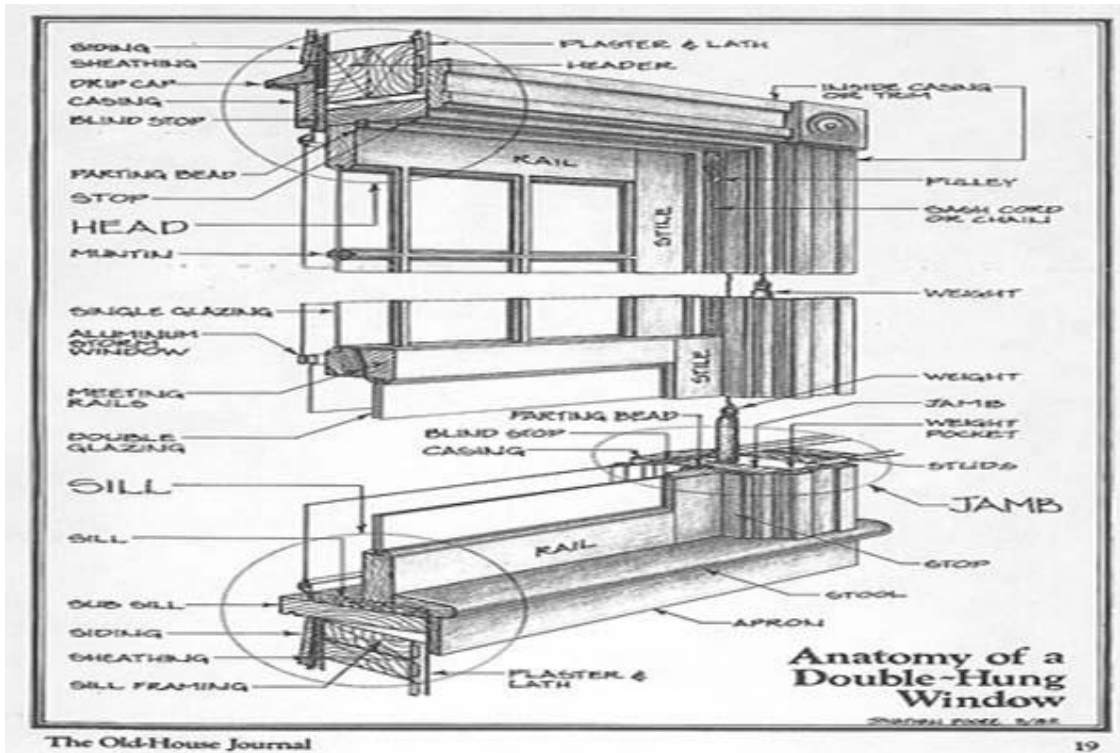
846 *Standards for all properties in the Historic District*

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

851 **WINDOWS**

852 *See also Glass, Alternative Materials*

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



857

858 *Standards for all properties in the Historic District*

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

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

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

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

866

### *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. Unless they are located out of the public view, window openings that are not original shall not be added to the primary or secondary elevation of a building.
3. Historic window openings shall not be eliminated from the primary elevation 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 should 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 wood, baked-on enamel, or anodized aluminum. 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. Storm windows shall be of full-view design or have meeting rails that match the windows behind them.

868



869 *Guidelines for Historic Resources*

- 870 1. Interior functioning storm windows are recommended.
- 871 2. When interior alterations necessitate the removal of a window façade visible from a public  
872 right-of-way, design treatments should be used to maintain the appearance of the window on  
873 the exterior of the building.
- 874 3. When replacing a historic window on the primary façade and a matching window exists on a  
875 subordinate façade, consider moving the window to the front façade and installing the  
876 replacement window on the subordinate façade.

877 **WOOD**

878 *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 must 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.

879



880 *Guidelines for Historic Resources*

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

883

884 **YARD FEATURES SUCH AS PERGOLAS, GAZEBOS and FOUNTAINS**

885 *Standards for all properties in the Historic District*

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

888



889 **APPENDIX A: THE SECRETARY OF THE INTERIOR'S STANDARDS**  
890 **FOR REHABILITATION**

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

897 **A. Guidelines**

- 898 1. A property shall be used for its historic purpose or be placed in a new use that requires  
899 minimal change to the defining characteristics of the building and its site and environment.
- 900 2. The historic character of a property shall be retained and preserved. The removal of historic  
901 materials or alteration of features and spaces that characterize a property shall be avoided.
- 902 3. Each property shall be recognized as a physical record of its time, place, and use. Changes that  
903 create a false sense of historical development, such as adding conjectural features or architectural  
904 elements from other buildings, shall not be undertaken.
- 905 4. Most properties change over time; those changes that have acquired historic significance in  
906 their own right shall be retained and preserved.
- 907 5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that  
908 characterize a property shall be preserved.
- 909 6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of  
910 deterioration requires replacement of a distinctive feature, the new feature shall match the old in  
911 design, color, texture, and other visual qualities and, where possible, materials. Replacement of  
912 missing features shall be substantiated by documentary, physical, or pictorial evidence.
- 913 7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials  
914 shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the  
915 gentlest means possible.
- 916 8. Significant archaeological resources affected by a project shall be protected and preserved. If  
917 such resources must be disturbed, mitigation measures shall be undertaken.
- 918 9. New additions, exterior alterations, or related new construction shall not destroy historic  
919 materials that characterize the property. The new work shall be differentiated from the old and  
920 shall be compatible with the massing, size, scale, and architectural features to protect the historic  
921 integrity of the property and its environment.
- 922 10. New additions and adjacent or related new construction shall be undertaken in such a manner  
923 that if removed in the future, the essential form and integrity of the historic property and its  
924 environment will be unimpaired.

925 An interactive web class on the Secretary of Interior's Standards for Rehabilitation is available  
926 online at [www.cr.nps.gov/hps/tps/e-rehab/index.htm](http://www.cr.nps.gov/hps/tps/e-rehab/index.htm).

927 The National Park Service also publishes Preservation Briefs, technical bulletins which provide  
928 detailed information for all types of projects and which are written in accordance with the  
929 Secretary’s Standards. Over forty subjects are covered in the briefs, which are available online at  
930 [www.cr.nps.gov/hps/tps/briefs/presbhom.htm](http://www.cr.nps.gov/hps/tps/briefs/presbhom.htm).

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

935 **B. Preservation Methods**

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

941  
942 Terms such as preservation, restoration, and  
943 rehabilitation are often used interchangeably.  
944 However, by definition, they signify different  
945 approaches to the work to be performed on a historic  
946 structure.

947  
948 The following definitions are based on the National  
949 Park Service’s preservation terminology as used in *The*  
950 *Secretary of Interior’s Standards for Rehabilitating*  
951 *Historic Buildings*.

952



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**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

972 alterations must not damage or destroy materials, features or finishes that are important in  
973 defining the building’s historic character.

974  
975 **Restoration** is the process of depicting a property at a particular period of time in its history,  
976 while removing evidence of other periods. Restoration projects are usually undertaken by  
977 museums and seek to capture a building at a particular time in its history.

978  
979 **Reconstruction** re-creates vanished or non-surviving  
980 portions of a property that can be determined by physical  
981 evidence and by historic photographs, drawings, or by  
982 other research. For instance, reconstruction may be  
983 undertaken by a museum or other entity for interpretive  
984 purposes.

985  
986 The Harpers Ferry National Historical Park provides an  
987 excellent local example of these last two approaches:  
988 restoration and reconstruction.

989



990 **APPENDIX B: MAINTENANCE**

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

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

997 **A. Foundations**

998 a. General Maintenance

- 999 1. Ensure that land is graded so that water flows away from the foundation; and, if  
1000 necessary, install drains around the foundation.
- 1001 2. Remove any vegetation that may cause structural disturbances at the foundation.
- 1002 3. Keep crawl space vents open so that air flows freely when above freezing.

1003 b. Preventive and cyclical maintenance: What to look for...

- 1004  Masonry: Does water drain away from the foundation? Is masonry flaking, crumbling,  
1005 spalling, cracking? Is masonry loose or missing? Is the mortar secure?
- 1006  Structure: Is the wall bulging or bowing?
- 1007  Vegetation: Are algae, moss, vines growing on the foundation?
- 1008  Water Control: Do downspouts have splash blocks?

1009 **B. Gutters and Downspouts**

1010 *See also Metals, Paint*

1011 a. General Maintenance

- 1012 1. Check gutters on a regular schedule to avoid clogging which can lead to moisture  
1013 damage.
- 1014 2. Sagging gutters may indicate an insufficient number of support hangers.

1015 **C. Landscaping**

1016 a. General Maintenance

- 1017 1. Trees and shrubbery should be pruned as often as necessary so as not to conceal, obscure,  
1018 or damage historic resources. Vines should be maintained to prevent damage to both  
1019 siding and trees.
- 1020 2. Remove diseased or damaged trees or those causing structural damage to buildings.

1021 **D. Masonry**

1022 Properly maintained masonry should last indefinitely. Most major masonry problems can  
1023 be avoided with monitoring and preventative maintenance. Prevent water from causing  
1024 deterioration by ensuring proper drainage, removing vegetation too close to the building,  
1025 repairing leaking roof and gutter systems, securing loose flashing around chimneys, and  
1026 caulking joints between masonry and wood.

1027 Waterproof coatings that act as vapor barriers should not be applied to masonry surfaces as they  
1028 will cause, rather than prevent damage to the masonry surface. Water repellent coatings may  
1029 sometimes be permitted. Caution should be used in choosing water repellent coatings such that  
1030 they do not result in acting as a surface that will collect and retain soil, add color or obscure the  
1031 original color of the surface to which they are applied, or degrade substantially when exposed to  
1032 natural elements. In all instances such coatings should be applied in a test area away from public  
1033 view and allowed to cure before being assessed for appropriateness in a large application.

1034

1035 a. General Maintenance

1036 1. Monitor the effects of weather on the condition of mortar and masonry units and ensure  
1037 that improper water drainage is not the cause of the deterioration.

1038 2. Prevent water from gathering at the base of a wall by ensuring that the ground slopes  
1039 away from the wall or by installing drain tiles.

1040 3. Repair leaking roofs, gutters, and downspouts; and secure loose flashing.

1041 4. Caulk the joints between the masonry and the door and window frames to prevent water  
1042 penetration.

1043 5. Identify disintegrating mortar, open joints, loose masonry units, or damaged interior  
1044 plaster which may indicate the need for masonry repair.

1045 6. Identify any cracks that may indicate structural issues (e.g., movement, differential  
1046 settlement, arch failure). Consult with a preservation specialist to determine their  
1047 causes and appropriate remedial treatments.

1048 7. Repair cracks and unsound mortar according to the repointing guidelines in (d) below.

1049 8. Clean masonry only when necessary to remove heavy paint buildup or soiling, or to halt  
1050 deterioration. Refer to the guidelines in (b) and (c) below for cleaning masonry.

1051 9. Repair any water damage to the underlying structure to provide a sound base for  
1052 necessary stucco repairs.

1053 10. Use appropriate patch materials to repair stucco. Because of the difference in consistency  
1054 and texture, repairs made with inappropriate materials may be highly visible and may also  
1055 cause more damage.

- 1056 11. Do not use waterproof, water-repellent, or non-historic coatings on uncoated masonry.  
1057 They often aggravate rather than solve moisture problems.
- 1058 12. Provide adequate maintenance through the repair of cracked or open cement joints with  
1059 tinted silicone compounds.
- 1060 b. Preventive and cyclical maintenance: What to look for...
- 1061  Is the surface of masonry or stucco flaking, crumbling, spalling, or are units missing?  
1062  Is the mortar loose or crumbling?
- 1063 c. General Cleaning Methods for Masonry  
1064  
1065 Clean masonry only when necessary to halt deterioration or remove heavy soiling, using the  
1066 gentlest method possible. Avoid sandblasting brick or stone with abrasives or applying high  
1067 pressure water cleaning methods that will damage historic masonry and the mortar joints.
- 1068 1. Water Cleaning
- 1069 Generally the simplest, gentlest and least expensive cleaning method, water cleaning  
1070 methods include hand scrubbing, spraying and pressure washing. For hand washing, use  
1071 natural or nylon bristle brushes – never use metal brushes or scrapers. Intermittent water  
1072 spraying, misting or dripping may be used to clean masonry surfaces. Soiling may be  
1073 removed with pressurized water washing or rinsing at low (400-600 psi), moderate (600-  
1074 800 psi) and high pressure (over 800 psi). When pressure washing, care must be taken to  
1075 maintain a sufficient distance from the substrate (at least 9”), to use the appropriate  
1076 pressure for the type of masonry and its condition and to use proper nozzle tips (15-45  
1077 degree fan tip).
- 1078 2. Chemical Cleaning
- 1079 Chemical cleaning is a generally acceptable method for removing soiling from masonry.  
1080 However, if it is not properly utilized, chemical cleaning can cause damage (e.g. staining,  
1081 efflorescence) to masonry. Proprietary chemical cleaning systems are generally based on  
1082 acids, alkalis or organic compounds.
- 1083 Use products which are specifically formulated for cleaning masonry.
- 1084 • *Acidic Cleaners*  
1085 Acidic cleaners are typically appropriate for granites, sandstones, non-calcareous  
1086 stones and unglazed brick. They are usually based on hydrofluoric acid.  
1087 Hydrochloric acid is generally not recommended for cleaning old masonry. Acidic  
1088 cleaners are not appropriate for limestone, marble, sandstones containing  
1089 calcium carbonate, and polished surfaces.
- 1090 • *Alkaline Cleaners*  
1091 Alkaline cleaners are appropriate for limestone, marble, glazed brick and terra cotta.  
1092 These cleaners are typically based on potassium or sodium hydroxide. Alkaline

1093 cleaning systems for masonry often require a neutralizing rinse with a mildly acidic  
1094 solution to prevent efflorescence (salts).

1095 • *Biocidal Cleaners*  
1096 Biocidal cleaners, which are generally based on quaternary ammoniums, may be  
1097 utilized to remove biological growth (algae, lichens, moss) on masonry.

1098 • *Detergents*  
1099 Non-ionic detergent solutions may be used to remove light general soiling on  
1100 masonry.

1101 • *Paint Removers*  
1102 Solvent-based (e.g. methylene chloride) and alkaline paint strippers may be used to  
1103 remove paints, coatings and graffiti from masonry.

1104 3. Mechanical/Abrasive Cleaning

1105 Soiling and coatings may be removed from masonry by spraying, under pressure,  
1106 substances which impact and abrade the masonry surface. While sandblasting is not  
1107 recommended for cleaning masonry, the use of other blasting media, such as nut shells,  
1108 pulverized corn cobs, glass beads, microballoons, rice hulls and baking soda, applied at an  
1109 appropriate pressure for the type of masonry and its condition may be utilized to clean  
1110 masonry. Abrasive cleaning should only be performed by qualified masonry  
1111 restoration/cleaning contractors. Do not use metal brushes or scrapers, power sanders or  
1112 grinders, or rotary drill attachments to clean masonry.

1113 Refer to:

1114 *Preservation Brief 1: The Cleaning and Waterproof Coating of Masonry Buildings*, by Robert C.  
1115 Mack

1116 *Preservation Brief 6: Dangers of Abrasive Cleaning of Historic Buildings*, by Anne E. Grimmer.

1117 *Preservation Brief 38: Removing Graffiti from Historic Masonry*, by Martin E. Weaver

1118 d. Masonry: Repointing

1119 Repointing is the removal and replacement of deteriorated mortar in a masonry wall. An  
1120 appropriately formulated and applied repointing mortar will maintain the strength,  
1121 composition, color, texture, physical and visual integrity of the original masonry and will last  
1122 more than 50 years. Improper formulation and application of repointing mortar, in addition to  
1123 being unsightly, can cause irreparable damage to the masonry.

1124 Professionals experienced in working with historic masonry can provide guidance for  
1125 appropriate repointing methods and materials.

1126 1. Prior to repointing, identify and rectify any conditions that may be causing deterioration  
1127 of the mortar – such as leaking gutters and downspouts, rising damp or structural issues.

1128 2. Carefully remove deteriorated mortar without damaging the adjacent masonry units or  
1129 altering the original width of the joints. In some cases, hand-raking the joints may be the  
1130 best method for removing mortar. Remove deteriorated mortar to a minimum depth that  
1131 is 2-1/2 times the width of the joint.

1132 3. The general rule for formulating an appropriate repointing mortar is that its 'hardness' in  
1133 regard to compressive strength should not exceed the compressive strength of the  
1134 masonry units or historic mortar.

1135 Excessively 'hard' or 'strong' mortars which contain a high percentage of portland  
1136 cement may cause irreparable damage to the masonry units. Mortars must be  
1137 formulated to accommodate stresses within a masonry wall caused by expansion,  
1138 contraction, movement, settlement and moisture migration.  
1139

1140 4. Traditional mortars generally consisted of hydrated lime and sand, although portland  
1141 cement was widely used in mortars by the end of the 19th century. The American  
1142 Society for Testing Materials (ASTM) Standards provides standards about modern  
1143 materials that are recommended for repointing mortars.

1144 As a minimum standard, replacement mortar should consist primarily of one part lime  
1145 (ASTM C-207, Type S) and 2 parts sand (ASTM C-144). In some cases, portland cement  
1146 (ASTM C-150, Type II) can be included to improve workability and control color.  
1147 Portland cement, however, should not exceed 20% of the combined volume of lime and  
1148 cement.

1149 5. Laboratory analyses may be performed by specialty providers or testing facilities to  
1150 identify the historic mortar's constituents and their ratios within the mix, to assist  
1151 building owners in developing appropriate repointing mortars.

1152 6. When matching the color of historic mortar, the new mortar should match the color of  
1153 un-weathered, clean or interior portions of the mortar. Most early historic mortars were  
1154 either white or a very light sand color. Late-nineteenth and early-twentieth century  
1155 mortars were sometimes pigmented. If necessary, use alkali-proof mineral oxide  
1156 pigments for masonry to achieve the proper color.

1157 7. The use of anti-freeze compounds, bonding agents and air-entraining agents are  
1158 generally discouraged in repointing mortars for historic masonry.

1159 Refer to:

1160 *Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings*, by Robert C. Mack,  
1161 FAIA and John P. Speweik.

## 1162 ***E. Metals***

1163 *See also Gutters and Downspouts, Roofs*

1164 a. General Maintenance



- 1165 1. Maintain a protective paint finish on steel and iron. Maintain a protective paint finish on  
1166 sheet steel or iron roofing, where original tin, terne or galvanized coatings have  
1167 deteriorated.
- 1168 2. Prevent corrosion by galvanic action which occurs when dissimilar metals such as steel  
1169 or iron and copper come into contact. Do not use these metals together or install plastic  
1170 insulators where necessary.
- 1171 3. Severely corroded elements, structural failures, broken or failed joints and impact  
1172 damage should be assessed by a preservation specialist to evaluate causes and  
1173 determine appropriate remedial treatments.
- 1174 b. Preventive and cyclical maintenance: What to look for...
- 1175  Is cast iron or pressed metal rusting, pitted, or missing?
- 1176 c. Cleaning and Paint Removal on Iron
- 1177 1. Remove paint finishes and corrosion from iron with hand-scraping, wire-brushing or  
1178 low-pressure grit blasting. Appropriate chemical strippers may also be utilized to  
1179 remove paint finishes. Remove any soiling, grease or oil prior to painting. The metal  
1180 surfaces must be dry before painting.
- 1181 2. Prime iron with an alkyd rust-inhibitive or zinc-rich primer.
- 1182 3. Apply alkyd finish coats with a brush.
- 1183 Refer to:
- 1184 *Preservation Brief 17: The Maintenance and Repair of Cast Iron*, by John G. Waite, AIA.
- 1185 **F. Paint**
- 1186 *See also Windows and Doors, Wood*
- 1187 a. General Maintenance
- 1188 1. Keep existing painted materials well painted.
- 1189 2. Use high-quality paint and follow the manufacturer's specifications for preparation and  
1190 application.
- 1191 3. Annual cleaning of painted surfaces using a low-pressure spray will prolong the life of  
1192 the paint job.
- 1193 b. Preventive and cyclical maintenance: What to look for...
- 1194  Paint: Is the paint cracked, faded, or peeling?
- 1195 c. Preparation for Painting

1196 1. Remove loose and peeling paint down to the next sound layer using the gentlest means  
1197 possible: hand-scraping and hand-sanding for wood and masonry, and wire brushing for  
1198 metal.

1199 • Professional chemical removal of paint may be acceptable in certain situations and if  
1200 performed by a contractor experienced in working on historic buildings.

1201 • Do not use sandblasting, open flames, or high-pressure water to remove paint from  
1202 masonry, wood, or soft metals. The use of a blow torch or open flame, which can  
1203 permanently damage wood surfaces, presents a fire hazard and may also release  
1204 toxic lead fumes.

1205 • Follow all local environmental regulations for the use and disposal of paints and paint  
1206 residue.

1207 2. Properly prepare all surfaces, so that they are free of dirt, grease or oil prior to painting.

1208 3. Prime surfaces, if wood or metal is exposed. Prime wood and metal surfaces to ensure  
1209 compatibility between different types of paint and to enhance adhesion.

1210 • Do not apply latex or water-based paint directly over oil-based paint without proper  
1211 surface preparation and a primer intended for such use as it will not properly adhere to  
1212 the oil-based layer and will ultimately fail.

1213 • Use proper metal primers when painting metal.

1214 Refer to:

1215 *Preservation Brief 10: Exterior Paint Problems on Historic Woodwork*, by Kay D. Weeks and  
1216 David W. Look, AIA.

## 1217 **G. Porches**

1218 *See also Wood*

1219 Porch columns often deteriorate first at the bottom next to the porch floor, in which case the owner  
1220 should consider removing and replacing the deteriorated area rather than replacing the entire  
1221 column. Similarly, the deteriorated area may also be boxed in the case of square cross section  
1222 porch columns or the deteriorated wood repaired with wood epoxy.

1223 a. Preventive and cyclical maintenance: What to look for...

1224  Porch floors: Are there cracks, splits, loose boards, missing boards, rot?

1225  Are porches, stairs, railings, cornices, brackets and other exterior features in good  
1226 repair? Are elements missing?

## 1227 **H. Roofs**

1228 a. Preventive and cyclical maintenance: What to look for...

- 1229  Materials: Is there warping, severe wear, cracking, lumps, curling, decay, splitting, rusting,  
1230 loose pieces, missing pieces, broken pieces, thin material?
- 1231  Structure: Is the roof level, or does it sag?
- 1232  Roof flashing, Gutters, Downspouts, Vents: Is there rusting, paint loss, sagging,  
1233 missing, or torn pieces, blockages, poor drainage?
- 1234  Decorative elements (finials, snow breaks, cresting, etc.): Are there loose  
1235 pieces, rust, missing pieces, deteriorated cornice?
- 1236  Chimney or parapet: Is the chimney sagging, leaning, or bowing? Are the mortar  
1237 joints tight? Is the chimney cap rusting or missing? Are bricks loose or missing?
- 1238  Inspect roofs periodically.  
1239 Repair and paint metal roofs as necessary.  
1240 Repair or replace other roof materials as necessary.

1241 ***I. Structural Elements***

1242 *See also Masonry, Paint, Wood*

- 1243 a. Preventive and cyclical maintenance: What to look for...
- 1244  Are the walls leaning, bowing, bulging? Are cracks evident? Are the door and window  
1245 openings square?
- 1246  Inspect for insect and water damage.

1247 ***J. Windows and Doors***

1248 *See also Wood*

- 1249 a. General Maintenance
- 1250 1. Ensure that all hardware is in good operating condition.
- 1251 2. Ensure that caulk, glazing putty and finishes are intact and that water drains off the sills.
- 1252 3. Ensure that storm window weep holes are kept open to drain moisture.
- 1253 4. Heavy solid wood doors are good insulators if they fit tightly and are weatherized. Various  
1254 concealed weatherstripping materials can be installed on the inside of exterior door frames  
1255 to reduce air leakage.
- 1256 5. Repair original windows by patching with consolidating material (such as wood epoxy) or  
1257 by splicing in new material.
- 1258 b. Preventive and cyclical maintenance: What to look for...
- 1259  Operation: Do windows and doors open and close smoothly?

- 1260       Glass: Is the glass broken? Is the glazing secure? Do the glass panes fit securely? Are the  
1261      stops and putty secure?
- 1262       Frames, etc.: Do the frame, muntins, sash, and door show signs of rust, rot, or insect  
1263      damage? Is the threshold rotted? Are there open joints around the frames and trim?
- 1264       Hardware: Is the hardware operational and in good repair?
- 1265       Weatherization: Is the weather stripping in good repair? Do storm windows fit tightly? Are  
1266      the screens damaged?
- 1267      Refer to:
- 1268      *Preservation Brief 9: The Repair of Historic Wooden Windows*, by John H. Myers.

1269      **K. Wood**

1270      Wood requires regular maintenance. The main objective is to keep it free from water infiltration  
1271      and wood-boring pests. Modern wood derived from tree farms grows fast. Fast-growing wood is  
1272      less dense because the growth rings are far apart and has a higher percentage of sapwood attractive  
1273      to insects. The slower and more naturally the tree is allowed to grow, the more dense the wood.  
1274      This results in a stable, dense wood that mills well, holds paint and stains well, is not as attractive to  
1275      insects, and has natural rot resistance. It is far more sustainable to repair existing old growth wood  
1276      elements than to replace.

1277      a. General Maintenance

- 1278      1. Inspect wood surfaces for signs of water damage, rot, and pest infestation.
- 1279      2. Even though wood may look deteriorated, it may be strong enough to repair with epoxy  
1280      products specifically formulated for wood preservation. To test the condition of wood  
1281      materials, insert an ice pick perpendicular to the wood grain. If it penetrates less than  
1282      1/8", the wood is solid; if it penetrates more than 1/2" it may have dry rot or other  
1283      serious problems.
- 1284      3. Keep all surfaces primed and painted in order to prevent water infiltration. Retain  
1285      protective surface coatings.
- 1286      4. Identify sources of moisture problems and take appropriate measures to remediate them  
1287      including:
- 1288      • Remove vegetation that grows too closely to wood
  - 1289      • Repair leaking roofs, gutters, downspouts, and flashing
  - 1290      • Ensure proper ventilation
  - 1291      • Maintain proper drainage around the foundation to prevent standing water  
1292      and backsplash
  - 1293      • Recaulk joints where moisture might penetrate a building.  
1294      *Note:* Do not caulk under individual siding boards or window sills as this action seals  
1295      the building too tightly and can lead to moisture problems within the frame walls and  
1296      paint failure

*Harpers Ferry Historic District  
Standards and Guidelines*

- 1297 5. When cleaning or preparing surfaces for a new treatment, use the gentlest means  
1298 possible.
- 1299 6. Replace clapboards that are beyond repair (estimated life span 150 years with proper  
1300 maintenance).
- 1301 b. Preventive and cyclical maintenance: What to look for...
- 1302  Is the wood siding cracked, loose, rotted, or split? Do courses of siding appear straight  
1303 or wavy? Are the walls stained? Is paint peeling, cracking, blistering, or chalking?
- 1304  Decorative elements: Is there peeling paint, cracks, or loose pieces?

1305 **APPENDIX C: GLOSSARY**

1306 *Also see additional Definitions in Zoning Ordinance*

1307 ADDITION. A new part such as a wing, ell, or porch added to an existing building or structure.

1308

1309 ALTERATION. A visible change to the exterior of a building or structure.

1310

1311 AMERICANS WITH DISABILITIES ACT (ADA). The Americans with Disabilities Act, enacted in 1990,  
1312 guarantees civil rights protections and equal opportunity in public accommodations, employment,  
1313 transportation, state and local government services, and telecommunications for individuals with  
1314 disabilities.

1315

1316 BALCONY. A projecting platform on a building, sometimes supported from below, sometimes  
1317 cantilevered; enclosed with a railing, parapet, or balustrade.

1318

1319 BALUSTER. The post or spindle that supports a hand railing of a balustrade.

1320

1321 BALUSTRADE. The entire railing system, for example enclosing a balcony or porch, consisting of  
1322 the top and bottom rails and balusters.

1323

1324 BAY. A part of a structure defined by vertical divisions such as adjacent columns or piers; a section  
1325 of one or more stories that projects from the face of a building, usually defined by windows as in a  
1326 bay window.

1327

1328 BAY WINDOW. Fenestration projecting from an exterior wall surface and often forming a recess in  
1329 the interior space.

1330

1331 BEAM. A structural member whose major function is to carry transverse loads, as a joist, girder,  
1332 rafter, or purlin.

1333

1334 BULKHEAD. In commercial buildings, the structural supporting wall under the display windows of a  
1335 storefront. Bulkheads are often paneled and are usually constructed of wood.

1336

1337 BRACKET. A wooden or stone decorative support extending from the face of the wall, beneath a  
1338 projecting floor, window, or cornice.

1339

1340 CAPITAL. The uppermost portion of a column or pilaster, usually decorated.

1341

1342 COLUMN. A vertical support, usually supporting a member above.

1343

1344 COMPATIBLE. The relationship of a structure's elements and features (general design,  
1345 arrangement, texture, and material) with similar elements and features of buildings and structures  
1346 in the vicinity.

1347

1348 COMPOSITE MATERIAL. Any of a number of newer materials that may use wood, wood resins, fiber  
1349 reinforced cement, urethane, and cellular PVC.

1350

*Harpers Ferry Historic District  
Standards and Guidelines*

- 1351 CONTRIBUTING RESOURCES. Those that are named in the Harpers Ferry Historic Resources  
1352 Inventory, as amended.  
1353
- 1354 CORNICE. Any continuous, molded projecting cap to a wall, window or door opening. In Classical  
1355 architecture it is the upper, projecting part of a classical entablature resting on the frieze. Often  
1356 found as a decorative treatment under the eaves of a roof.  
1357
- 1358 CRESTING. A roof ornament, usually rhythmic, highly decorative and frequently perforated as in  
1359 cast-iron fencing.  
1360
- 1361 CUPOLA. A structure crowning a roof or tower.  
1362
- 1363 DECK. A flat open platform as on a roof or raised above the ground.  
1364
- 1365 DEMOLITION BY NEGLECT. The destruction of a building or structure through abandonment or  
1366 lack of maintenance.  
1367
- 1368 DORMER. A small window with its own roof projecting from a sloping roof.  
1369
- 1370 DOUBLE-HUNG SASH. A type of window with lights (or windowpanes) on both upper and lower  
1371 sashes, which move up and down in vertical grooves one in front of the other.  
1372
- 1373 DOWNSPOUT. A pipe for directing rain water from the roof to the ground.  
1374
- 1375 EAVE. The lower edge of a sloping roof that extends past the wall face.  
1376
- 1377 ENTABLATURE. In Classical architecture, the horizontal beam member carried by the columns,  
1378 divided into three horizontal sections of architrave (below), frieze, and cornice. The proportions  
1379 are different for each Classical order.  
1380
- 1381 FACADE. The front face, elevation, or principal view of the exterior face of a building.  
1382
- 1383 FANLIGHT. A semicircular or elliptical shaped window with radiating muntins in the form of a fan,  
1384 located above a door.  
1385
- 1386 FENCE. A type of barrier that defines a property line, encloses a yard or part of a yard.  
1387
- 1388 FENESTRATION. The arrangement of the openings of a building.  
1389
- 1390 FINIAL. A top or finishing ornament that caps a gable, hip, pinnacle, or other architectural feature.  
1391
- 1392 FLASHING. Pieces of metal or other materials used to divert water.  
1393
- 1394 FRIEZE. A horizontal band, sometimes decorated with sculpture relief or other ornamentation,  
1395 located immediately below the cornice. The middle horizontal member of a Classical entablature.  
1396
- 1397 GABLE. The triangular portion of the end of a building created by the angle of a double-sloping roof.  
1398
- 1399 GALLERY. A wide, wrap-around covered porch lined with columns on one side.

*Harpers Ferry Historic District  
Standards and Guidelines*

- 1400  
1401 GLAZING. Another term for glass or other transparent material used in windows.  
1402  
1403 HIPPED ROOF. A roof with slopes on all sides.  
1404  
1405 IN-KIND REPLACEMENT. A feature that matches that being replaced in design, texture, and other  
1406 visual qualities and, where possible, materials.  
1407  
1408 INTEGRITY. Authenticity of a property's historic identity, evidenced by the survival of physical  
1409 characteristics that existed during the property's historic period.  
1410  
1411 JOIST. One of a series of parallel timber beams used to support floor and ceiling loads that is  
1412 supported in turn by larger beams, girders, or bearing walls.  
1413  
1414 LEADED GLASS. Glass set in pieces of lead.  
1415  
1416 ORIGINAL. The earliest design, form, scale, and material utilized on a historic resource.  
1417  
1418 PARAPET. A low wall that rises above a roof line, terrace, or porch.  
1419  
1420 PARGING. Plasterwork that provides a smooth or textured surface.  
1421  
1422 PATINA. (1) a greenish brown crust which forms on bronze (2) any thin oxide film which forms on  
1423 a metal; often multi-colored (3) A film, similarly colored, which forms on a material other than  
1424 metal.  
1425  
1426 PATIO. An outdoor extension of a building at ground level, open to the sky.  
1427  
1428 PERGOLA. A garden structure with open sides and a latticed roof, usually wooden framed. Also a  
1429 colonnade that has a lattice roof.  
1430  
1431 PERIOD OF SIGNIFICANCE. The period of time when a property was associated with important  
1432 events, activities, or persons, or attained the characteristics which qualify it for National Register  
1433 listing.  
1434  
1435 PIER. An upright vertical support structure, such as a column, constructed of masonry and designed  
1436 to take a concentrated load.  
1437  
1438 PILASTER. A flat-faced or half-round pier attached to a wall with a shallow depth projecting from  
1439 the wall plane and sometimes treated as a classical column with a base, shaft, and capital. These are  
1440 decorative features, not support members.  
1441  
1442 PITCH. The degree of slope of a roof.  
1443  
1444 POINTING. In masonry, the troweling of mortar or other filler in masonry joints.  
1445  
1446 PORCH. A roofed space outside the main support walls of a building. May also be called a veranda.  
1447  
1448 PORTICO. A small entrance porch.



*Harpers Ferry Historic District  
Standards and Guidelines*

- 1449  
1450 PRESERVATION. The sustaining of the existing form, integrity, and material of a building or  
1451 structure and the existing form and vegetation of a site.  
1452  
1453 PROPORTION. Harmonious relation of parts to one another or to the whole.  
1454  
1455 REHABILITATION. The process of returning a property to a state of utility, through repair or  
1456 alteration, which make possible an efficient contemporary use while preserving those portions and  
1457 features of the property which are significant to its historic, architectural, and cultural values.  
1458  
1459 RESTORATION. The act or process of accurately depicting the form, features, and character of a  
1460 property as it appeared at a particular period of time by means of the removal of features from  
1461 other periods in its history and reconstruction of missing features from the restoration period.  
1462  
1463 REPOINT. To remove old mortar from courses of masonry and replace it with new mortar.  
1464  
1465 RHYTHM. Regular occurrence of elements or features such as spacing between windows or  
1466 buildings.  
1467  
1468 RISER. The vertical face of a stair step.  
1469  
1470 RISING DAMP. A condition in which moisture from the ground rises into the walls of a building.  
1471  
1472 SASH. The movable part of the framework of a window, which may be fixed or movable, and which  
1473 holds the glass. Sash may be single-, double-, or triple-hung, slide along a vertical plane, or pivot.  
1474  
1475 SIDELIGHTS. Narrow windows flanking a door.  
1476  
1477 SILL. The lowest horizontal member in a frame which sheds water at the bottom of a door or  
1478 window.  
1479  
1480 SPALLING. A condition in which pieces of masonry split off from the surface, usually caused by  
1481 weather.  
1482  
1483 STANDING-SEAM METAL ROOFS. A roof where long narrow pieces of metal are joined with raised  
1484 seams.  
1485  
1486 STILE. A vertical framing member of a paneled door.  
1487  
1488 STREETSCAPE. Features such as streetlights, street trees, paving, street furniture, plantings and  
1489 signage that contribute to, enhance, and help to define the unique character of a neighborhood.  
1490  
1491 STUCCO. A textured exterior finish consisting of sand, lime, and portland cement.  
1492  
1493 THRESHOLD. At the floor of a doorway, a material covering the joint where two types of materials  
1494 meet.  
1495  
1496 TRANSOM WINDOW. A small window above a doorway or window.  
1497

*Harpers Ferry Historic District  
Standards and Guidelines*

- 1498 TREAD. The horizontal surface of a step.  
1499  
1500 VERNACULAR. Indigenous architecture characteristic of a particular area.  
1501  
1502 VISIBLE FROM THE PUBLIC RIGHT-OF-WAY. Any portion of a structure that is visible with the  
1503 unaided eye from a distance of not more than 120 feet as viewed from a public street or sidewalk.  
1504 Any portion of a structure that is not visible due to landscaping shall be considered visible from the  
1505 public right-of-way.  
1506  
1507

1508 **APPENDIX D: REFERENCES AND RESOURCES**

1509

1510 ***A. General References***

1511 Preservation Briefs, technical bulletins published by the National Park Service and written in  
1512 accordance with *The Secretary of the Interior's Standards for Rehabilitation* (see Appendix A),  
1513 provide valuable detailed information about the rehabilitation of historic structures.

1514

1515 Website: [www.cr.nps.gov/hps/tps/briefs/presbhom.htm](http://www.cr.nps.gov/hps/tps/briefs/presbhom.htm).

1516

1517 The National Park Service offers a series of free publications covering a variety of subjects,  
1518 including the National Register of Historic Places, preservation planning, historic landscapes and  
1519 historic documentation methods. Bulletins may be ordered from the National Park Service.

1520 Website: [www.cr.nps.gov/nr/publications/bulletins.htm](http://www.cr.nps.gov/nr/publications/bulletins.htm)

1521 A number of interactive websites are hosted by the Technical Preservation Services of the National  
1522 Park Service and cover topics including moisture, maintenance, rehabilitation and tax incentives.

1523 Website: [www.cr.nps.gov/hps/tps/online\\_ed.htm](http://www.cr.nps.gov/hps/tps/online_ed.htm)

1524

1525 Preservation Books

1526 A large variety of books addressing various topics of preservation are available from the National  
1527 Trust for Historic Preservation web site. Subjects that may be of interest include:

- 1528 • Basics of Preservation
- 1529 • Building Better Organizations
- 1530 • Living in a Historic Community
- 1531 • Communities and Sprawl
- 1532 • Economics of Historic Preservation
- 1533 • Fund Raising
- 1534 • Advocacy
- 1535 • Preservation and the Natural Environment
- 1536 • Preserving Special Building Types
- 1537 • Disaster Preparedness
- 1538 • Program Models

1539 • Heritage Tourism

1540 • Heritage Education

1541 Website: [www.preservationbooks.org](http://www.preservationbooks.org)

1542 National Register Bulletins

1543 ***B. Resource Organizations and Web Sites***

1544 a. Local

1545 i. Corporation of Harpers Ferry

1546 PO Box 217

1547 Harpers Ferry, WV 25425

1548 Phone: (304) 535-2206

1549 Website: [www.harpersferrywv.org](http://www.harpersferrywv.org)

1550 ii. Harpers Ferry Historic Town Foundation

1551 Website: [www.historicharpersferry.com](http://www.historicharpersferry.com)

1552

1553 iOS App: [https://itunes.apple.com/us/app/visit-harpers-ferry-](https://itunes.apple.com/us/app/visit-harpers-ferry-bolivar/id656653124?mt=8&ign-mpt=uo%3D4)

1554 [bolivar/id656653124?mt=8&ign-mpt=uo%3D4](https://itunes.apple.com/us/app/visit-harpers-ferry-bolivar/id656653124?mt=8&ign-mpt=uo%3D4)

1555 Android App:

1556 <https://play.google.com/store/apps/details?id=com.historicharpersferry.discoveranyw>

1557 here

1558 iii. Harpers Ferry Historical Association

1559 Website: [www.harpersferryhistory.org](http://www.harpersferryhistory.org)

1560 iv. Jefferson County WV Historical Society

1561 Website: [www.jeffersonhistoricalwv.org](http://www.jeffersonhistoricalwv.org)

1562 b. State

1563 i. West Virginia State Historic Preservation Office

1564 The West Virginia Division of Culture and History maintains information on the state's  
1565 historic architecture and archaeological sites. It is the mission of the Division to foster,  
1566 encourage, and support the stewardship of West Virginia's significant historic,  
1567 architectural, archaeological, and cultural resources.

1568 Website: [www.wvculture.org/shpo](http://www.wvculture.org/shpo)

*Harpers Ferry Historic District  
Standards and Guidelines*

- 1569           ii.    Preservation Alliance of West Virginia
- 1570                    The Preservation Alliance of West Virginia’s mission is to preserve and promote West  
1571                    Virginia’s heritage of irreplaceable historic structures, collections, communities and  
1572                    archaeological sites and thereby provide cultural, economic and educational benefits to  
1573                    the public.
- 1574                    Website: [www.pawv.org](http://www.pawv.org)
- 1575    Please report broken links in this section to the Historic Landmarks Commission.
- 1576

1577 **APPENDIX E: ECONOMIC HARDSHIP**

1578  
1579 The term *economic hardship* is a legal term that has particular relevance to historic preservation  
1580 law. Economic hardship may be claimed if rehabilitation of a property will pose undue financial  
1581 hardship and the level of rehabilitation required is so extensive and costly that it could be  
1582 construed as a *regulatory taking*<sup>2</sup>. Economic hardship is not related to the income or wealth of the  
1583 applicant, nor is it applicable when a property owner has willfully neglected his or her property.  
1584 Economic hardship, in this context, refers to instances where the property owner can demonstrate  
1585 that the cost of sensitive, historic repair will not be realized by a reasonable increase in the  
1586 assessed value of the property. An application for Relief Based on Economic Hardship may not be  
1587 submitted until your original project permit application is denied.

1588  
1589 To support the claim of economic hardship, the applicant should provide as much pertinent  
1590 information as possible, including any or all of the following (submit with the application for Relief  
1591 Based on Economic Hardship):

- 1592  
1593 1. Form of ownership or operation of the property whether by sole proprietorship, for-profit or not-  
1594 for-profit corporation, limited partnership, joint venture, or other;
- 1595 2. Estimate of the cost of the proposed action and an estimate of any additional cost that will be  
1596 incurred to comply with the recommendations of the Commission for changes necessary for the  
1597 issuance of a Certificate of Economic Hardship;
- 1598 3. A report from a licensed engineer or architect with experience in rehabilitation as to the structural  
1599 soundness of any structures on the property and their suitability for rehabilitation. Any dangerous  
1600 conditions must be identified;
- 1601 4. The appraised value of the property: (a) in its current condition; (b) after completion of the  
1602 proposed action; (c) after any changes recommended by the board; and (d) in the case of a  
1603 proposed demolition, after renovation of the existing property for continued use;
- 1604 5. An assessed value of the property according to the two most recent assessments;
- 1605 6. Real estate taxes for the previous two years;
- 1606 7. An estimate from an architect, developer, real estate consultant, appraiser or other real estate  
1607 professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse  
1608 of the existing structure on the property;
- 1609 8. The amount paid for the property, the date of purchase, and the party from whom it was  
1610 purchased, including a description of the relationship, if any, between the owner of record or  
1611 applicant and the person from whom the property was purchased, and any items of financing  
1612 between the seller and buyer.
- 1613 9. If the property is income-producing, the annual gross income from the property for the previous  
1614 two years; itemized operating and maintenance expenses for the previous two years; and the  
1615 depreciation deduction and annual cash flow before and after debt service, if any, during the same  
1616 period;

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<sup>2</sup> A regulatory taking in the context of historic preservation regulations is any restrictions without just compensation by the government on the property that would prevent a reasonably beneficial use or a reasonable economic return of the property to the present or future owners. See the landmark U.S. Supreme Court case *Penn Central Transportation Co. v. New York City*, 438 U.S. 104 (1978) and the *Takings Clause* of the Fifth Amendment to the United States Constitution.

- 1617 10. The remaining balance of any bonafide mortgage or other financing secured by the property and  
1618 annual debt service, if any, for the previous two years;  
1619 11. All appraisals obtained within the previous two years by the owner or applicant in connection  
1620 with the purchase, financing, or ownership of the property;  
1621 12. Any listing of the property for sale or rent, price asked and offers received, if any, within the  
1622 previous two years;  
1623 13. Any other information necessary to make a determination as to whether the property does yield or  
1624 may yield a reasonable use or economic return to the owners.  
1625

1626 The Board of Zoning Appeals will schedule a public hearing on this request within sixty (60) days from  
1627 the receipt of the application.  
1628

1629 In evaluating the evidence, the Board of Zoning Appeals will consider five distinct areas of inquiry:  
1630

- 1631 1. **Is the evidence sufficient?** Does the Board of Zoning Appeals have all the information it  
1632 needs to understand the entire picture, or is something missing. The application is not  
1633 complete unless all the required information has been submitted. If additional information  
1634 is needed, it will be requested.  
1635 2. **Is the evidence relevant?** Any information that is not relevant to the issue of economic  
1636 hardship in the case before the Board of Zoning Appeals will be disregarded. For example,  
1637 the Board of Zoning Appeals may be given more information than it needs or information on  
1638 issues that are not germane to the issue, such as how much money the project could make if  
1639 the historic property were demolished. The property owner is not entitled to the highest  
1640 and best use of the property.  
1641 3. **Is the evidence competent?** An assessment as to whether the evidence establishes what it  
1642 purports to show will be made.  
1643 4. **Is the evidence credible?** The Board of Zoning Appeals must consider whether the  
1644 evidence is believable. For example, the Board of Zoning Appeals must determine whether  
1645 the figures make sense; whether the source of the evidence is reliable; whether any experts  
1646 who testify may be biased or qualified, experienced in the field of rehabilitation,  
1647 expenditures or otherwise. The Board of Zoning Appeals must determine if the evidence is  
1648 valid for the issue being addressed.  
1649 5. **Is the evidence consistent?** The Board of Zoning Appeals must look for inconsistencies in  
1650 the testimony or the evidence submitted and request that they be explained. If there is  
1651 contradictory evidence, the Board of Zoning Appeals must strive to determine which  
1652 evidence is credible and why.  
1653