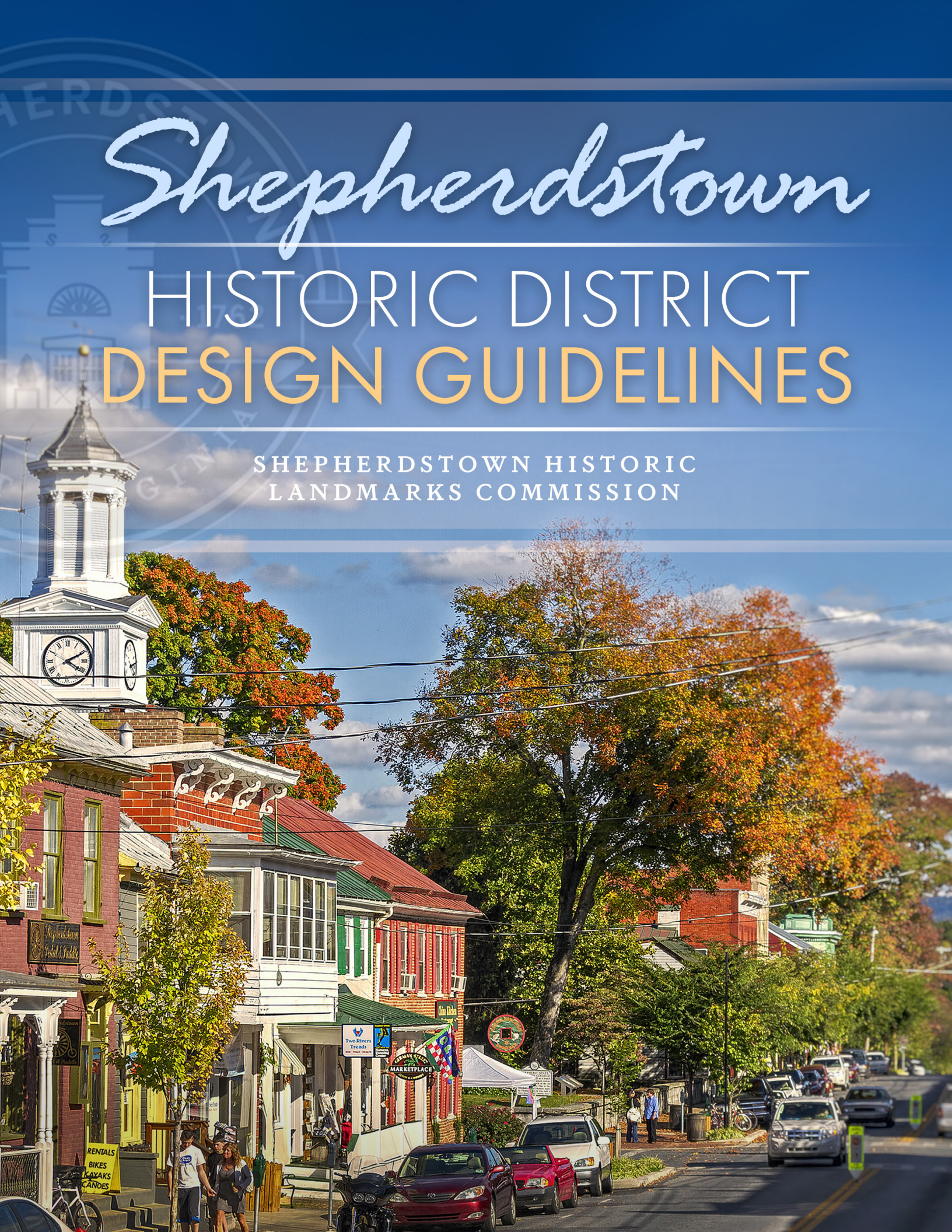
Shepherdstown

HISTORIC DISTRICT DESIGN GUIDELINES

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION





Shepherdstown

HISTORIC DISTRICT
DESIGN GUIDELINES

PREPARED FOR

THE SHEPHERDSTOWN HISTORIC
LANDMARKS COMMISSION

BY

MILLS GROUP, LLC.

DEDICATED TO THE MEMORY OF

Michael F. Taylor, who loved the historic fabric of Shepherdstown and influenced the Historic Landmarks Commission and these guidelines immeasurably with his great knowledge of historic building techniques and materials. We will miss his generous spirit.

ACKNOWLEDGMENTS

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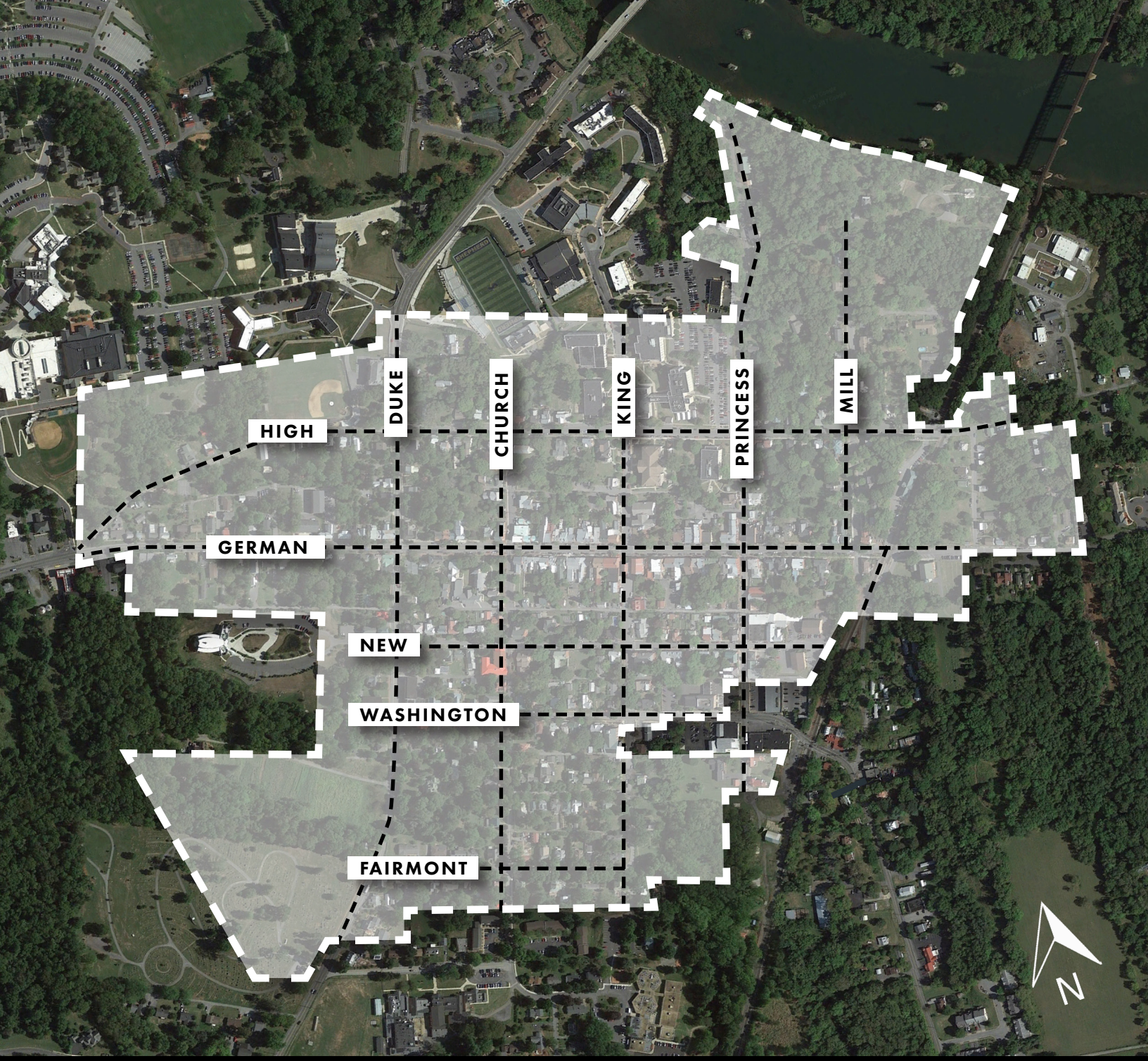
IMAGE CREDIT

Mills Group

Shepherd University

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West Virginia GeoExplorer Project



HISTORIC DISTRICT OF SHEPHERDSTOWN

LISTED IN THE NATIONAL REGISTER OF HISTORIC PLACES

AUGUST 17, 1973



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SHEPHERDSTOWN

OLDEST TOWN IN WEST VIRGINIA. EARLY SETTLERS, 1707-1732, CROSSED PACK HORSE FORD TWO MILES EAST. FOUNDED BY THOMAS SHEPHERD IN 1762. HERE LIVED JAMES RUMSEY, INVENTOR OF STEAMBOAT. FIRST COMPANY OF SOUTHERN SOLDIERS TO JOIN WASHINGTON AT BOSTON MET AT SPRING SOUTH OF TOWN. SHEPHERD COLLEGE FOUNDED 1872.

INTRODUCTION

West Virginia's oldest town has a rich and diverse architectural and historical heritage that can be maintained for generations to come—with the assistance of our town's property owners and residents. As of 2018, most of Shepherdstown's more than 200 acres is within a local historic district, listed in the National Register of Historic Places in 1973. An amendment and boundary increase to the district was completed in 1986.

PURPOSE OF DESIGN REVIEW GUIDELINES

These Guidelines outline how to stabilize, restore, protect, and preserve contributing structures and the public view in the Shepherdstown Historic District. With adaptations where our historic district requires more flexibility, these Guidelines follow the principles of The Secretary of Interior's Standards for the Treatment of Historic Properties ('the Standards'). These Guidelines are not intended to prevent property owners from making changes to their property. Rather, they are intended to assist property owners in making practical decisions that enhance the historic qualities of our town.

These Guidelines Can

- Explain and interpret general design criteria outlined in the local preservation ordinance.
- Help reinforce the historic character of Shepherdstown and protect its visual aspects.
- Indicate which design approaches are encouraged by the community at large, as well as which design approaches are discouraged.
- Serve as a tool for property owners to use in making preliminary design decisions.

These Guidelines Can NOT

- Limit growth and development, or regulate where these activities take place.
- Control how space within the interior of a building is used.
- Guarantee that all new construction will be compatible with a historic area.

BENEFITS OF HISTORIC PRESERVATION

For property owners within the historic district, there are several benefits, including:

Economic

- ***Investment Protection*** – Historic district property owners and residents are assured that architectural character will be preserved.
- ***Property Value*** – Higher property values may be maintained in historic districts, and small businesses can use their status as contributors to the historic district as a marketing tool.

Community

- ***Better Design*** – Studies show that historic districts embody a greater sense of community, employ more innovative uses of materials and technologies, and have greater public appeal.
- ***Education*** – Historic districts provide opportunities for public education on the origins and development of the community.

Tax Benefits

Both the Federal government and the State of West Virginia offer tax incentives to property owners located in historic districts who rehabilitate their properties in accordance with the Secretary of the Interior's Standards (see Appendix. For more information on these programs, refer to the National Park Service (https://www.nps.gov/tps/tax-incentives.htm) and the West Virginia Division of Culture and History (http://www.wvculture.org/shpo/tcres.html). The Federal government also offers tax incentives for improving ADA accessibility to eligible properties (https://www.ada.gov/archive/taxpack.pdf).

Grants

In West Virginia, two types of grants are also available for owners of properties that are either individually listed in the National Register of Historic Places or are contributors to historic districts, such as the Shepherdstown Historic District.

Survey and Planning Grants:

- Funded by the State Historic Preservation Office through the National Park Service
- Matching grants for a variety of projects:

  - Archeological Development
  - Archaeology
  - Comprehensive Planning
  - Heritage Education
  - Survey
  - Predevelopment
  - National Register

Development Grants:

- Funded by the State of West Virginia
- Matching grants for a variety of projects:
  - Restoration
  - Rehabilitation
  - Repair

SUSTAINABILITY AND ENERGY EFFICIENCY

Sustainable design involves making design decisions that lessen the impact of a construction project on the environment. Architect Carl Elefante of Washington, D. C. is quoted as saying that "the greenest building is the one that is already built." Reusing an existing historic building reduces waste and "recycles" materials used in the initial construction—materials which generally have longer lifespans than many modern materials used for new construction. For example, historic windows constructed of tight-grained, old growth wood can last hundreds of years, while modern wood windows have an average lifespan of 30 years.

Increasing Energy Efficiency in a Historic Building:

- Take advantage of the patterns of door and window openings in structures built before the advent of air conditioning. These homes were built to provide cooling via cross-ventilation.
- Ensure that historic windows and transoms remain operable to promote cooling by cross-ventilation.
- Retain and use wood shutters to reduce the amount of heat either entering or leaving the building.
- Retain original covered porches to provide shade.
- Caulk, weatherstrip, and paint exterior doors to reduce drafts.
- Insulate attic, basement, and crawl spaces, where most of a home's heat loss occurs.
- Keep fireplace dampers closed when not in use.



WORKING WITH THE GUIDELINES

In 2007, the Corporation of Shepherdstown was established as a Certified Local Government (CLG) following the creation of the Historic Landmarks Commission (HLC) and the Historic District Design Guidelines. Shepherdstown's status as a CLG allows access for certain Federal and State grant programs and assistance. To maintain this status, the Corporation must strive to maintain its Historic District in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties ('Standards,' see Appendix C). The Design Guidelines are intended to assist property owners and the Corporation make responsible decisions about changes to the visual character of the Historic District in accordance with the Standards.

These Guidelines encourage but do not require restoration and preventative maintenance. The HLC guidelines are applicable only to exterior work, and should be applied only for changes that are visible from the primary right-of-way. Changes visible only from rear alleys are reviewed with less scrutiny than those visible from the primary façade. Although property owners are encouraged to maintain the historic integrity of interiors, interior work does not require review by the HLC.

When making a change to the exterior of a property or structure within the Shepherdstown Historic District, the property owner must apply for a Certificate of Appropriateness (COA) and a Project Permit. Regular preventative maintenance to your property does not require a COA—see Appendix B for more information and a sample annual maintenance checklist. If there is doubt about the necessity of a COA or Project Permit, speak with the zoning officer, explain what you have in mind, and ask how to go about achieving it.

The best way to keep the application process within the shortest timeframe is proper planning. Building stewards should expect the process of acquiring a COA and Project Permit to take at least one month. Blank applications can be found online at shepherdstown.us. The following steps outline the procedure of applying for a COA and Project Permit.

1. Research the history of your property to determine approximate build date, architectural style, and original appearance and features.

a. See Appendix A for more information on researching the history of your home.

2. Submit a completed COA application with the proper fee.

a. The completed application must be received at Town Hall two weeks prior to the next scheduled Historic Landmarks Commission (HLC) session--normally on the second Monday of the month.

3. Submit a Project Permit application with the proper fee.

a. The Planning Commission, which reviews Project Permit applications, meets on the third Monday of the month.

4. Attend both Historic Landmarks Commission and Planning Commission sessions.

a. Sometimes, unexpected questions can arise during these sessions that, without an adequate response, may result in a rejected application. If the PC declines to approve the project, the applicant can seek relief from the Board of Appeals.

5. Once the project is finished, notify the zoning officer and request a Certificate of Completion.

a. Approved projects should be completed within one year of the date of approval. If completion by that date appears unlikely, contact the zoning officer or town clerk about extending the expiration date; an extension request should be made in a period sixty (60) days before the expiration date or within thirty (30) days after expiration.



BRIEF HISTORY OF THE SHEPHERDSTOWN HISTORIC DISTRICT

Founded in 1762 on a previous town site, Shepherdstown is the oldest community in present-day West Virginia. The earliest Euro-American settlers in the area were Germans from Pennsylvania who crossed the Potomac River at Pack Horse Ford and settled near the current site of Shepherdstown, which they named New Mecklenburg. Thomas Shepherd acquired the site in 1734 and began dividing it into lots and streets in 1762. In December of that year, the council of Virginia approved Shepherd's town, "Mecklenburg," and signed its charter into law.



The original town site contained 96 lots and was bounded by Shoe Lane to the west, Rocky Street to the north, the railroad tracks to the east, and Back Alley to the south. Early deeds specified that, within a year of purchase, the lot owner would construct "one good dwelling house 20 feet long by 17 feet wide with a stone or brick chimney." By 1793, the original town site had expanded south to Church Alley and west of Shoe Lane, and the population reached 1,000 by 1795. To honor Thomas Shepherd, who had passed away in 1776, the name of the town was officially changed from Mecklenburg to Shepherdstown in January of 1798.

Several industries fed the early economy of the town. A commercial brick yard was in operation in Shepherdstown by 1794, allowing for the construction of a multitude of brick residential and commercial buildings throughout the town site. In the years leading up to the turn of the century, a brewery was established on the south side of East New Street, adjacent to the Town Run. By the early nineteenth century, the Mecklenburg Tobacco Warehouse began operations along North Princess Street. Thomas Shepherd had established a grist mill at the point where the Town Run meets the Potomac in 1738; later, a sawmill and grist mill were established along the Town Run off of High Street. During this time, a tannery and pottery also fed the growing town's economy.

Due to its location along the Potomac River, transportation and travel have served to shape the built environment of Shepherdstown since its earliest days. Ferries began operating near the town site as early as the mid-eighteenth century, and in 1848, the first bridge to cross the Potomac was constructed at Princess Street. Although the covered wooden bridge was burned down in 1861, the toll house remains standing today. Two subsequent wooden bridges were constructed and destroyed by floods before the current bridge, which crosses at Duke Street rather than Princess, was constructed in 1939. The Shenandoah Valley Railroad had reached Shepherdstown by 1875. Its access to the railroad allowed Shepherdstown to develop into a major market center for the surrounding agricultural community through the nineteenth and twentieth centuries.

In 1849, the first public school in present-day West Virginia was established at the intersection of Princess and New Streets. A second early public school for Black children was constructed in 1857 on Brown's Alley between High and German Streets. In 1871, a state normal school, later known as Shepherd College, was established in Shepherdstown.

In 1859, the Hamtramck Guard of Shepherdstown were dispatched to Harpers Ferry to help pacify John Brown's raid of the Federal Arsenal located there. When the Civil War broke out two years later, this group became known as Company B, 2nd Virginia Infantry, Army of the Confederacy. Shepherdstown played a role in the aftermath of the Battle of Antietam when 5000-8000 casualties were treated in the homes, churches, and streets of town (Historic Shepherdstown). In September of 1862, the town served as the epicenter of The Battle of Shepherdstown, which left 162 dead.

During the postwar years, war damage to the Charles Town courthouse caused the Jefferson County seat to be relocated to Shepherdstown. Rezin Davis Shepherd provided a large Greek Revival building on the corner of German and King Streets, now known as McMurran Hall, to the town for use as a courthouse and town hall. In 1871, the county seat was restored to Charles Town, and the following year, the town hall building was designated as a Classic and Scientific Institute. Shortly thereafter, the state leased the building for use as the Shepherd State Normal School, a college providing secondary education for aspiring teachers. The Normal School provided the groundwork for the establishment of Shepherd University, which, through the expansion of the East and West campuses and the offering of various employment and educational opportunities, helped to shape the town through the next two centuries.

The advent of the automobile and its mass adoption through the 1920s and beyond allowed for Shepherdstown to expand further from its commercial center on German Street. This also led to the closure of the Chesapeake and Ohio Canal and the construction of new roads through town. While the town was no longer the important stopover point it had once been, Shepherdstown began to capitalize on its rich historic heritage as a tourist destination. Historic buildings all over town were slowly converted for use as art studios, performance venues, hotels, and restaurants. This commitment to heritage, coupled with the presence of Shepherd University, have worked together over the past century to make Shepherdstown a vibrant and culturally diverse community today.





HISTORIC ARCHITECTURE OF SHEPHERDSTOWN

The Shepherdstown Historic District is largely made up of residential properties which date from 1790 to 1920, with some notable examples falling outside of that date range. Most of the earliest buildings in the Shepherdstown settlement were of log construction. With the establishment of a commercial brick yard prior to 1794, brick became a major building material throughout the nineteenth century. Extant examples dating from this time period are characterized by molded brick water tables and jack arches applied over windows.

A relatively small number of architectural styles dominate the residential character of the district, including Federal, Queen Anne, and Craftsman. Gothic Revival and National examples are also present, though to a lesser extent. This limited variety of styles lends itself to the visual continuity of the district, and homeowners are encouraged to consider the original architectural style of their property when making changes.

The commercial architecture of the district is partially made up of Federal residences that have been converted for use as storefronts. Other representative styles include Greek Revival, Italianate, Romanesque Revival, and Beaux Arts. Each of these styles are explored in detail in the following pages.

The following style guide draws from Virginia Savage McAlester's *A Field Guide to American Houses*, Second Edition, 2013. Significant or defining architectural features are highlighted.


A
B
C
D



FEDERAL

1780 - 1840

The Federal style is inspired by the rigid symmetry and classicism of ancient Greek and Roman architecture. Residences of this type can feature a side-gabled or hipped roof, sometimes with a centered cross gable.

FEATURES

A . SYMMETRICAL

B . DOUBLE-HUNG WINDOWS WITH 6 PANES PER SASH (SHUTTERS COMMON)

C . ENTRY DOOR WITH FANLIGHT OR SIDELIGHTS

D . DECORATIVE ENTRY SURROUND OR SMALL PORCH

E . DECORATIVE CORNICE

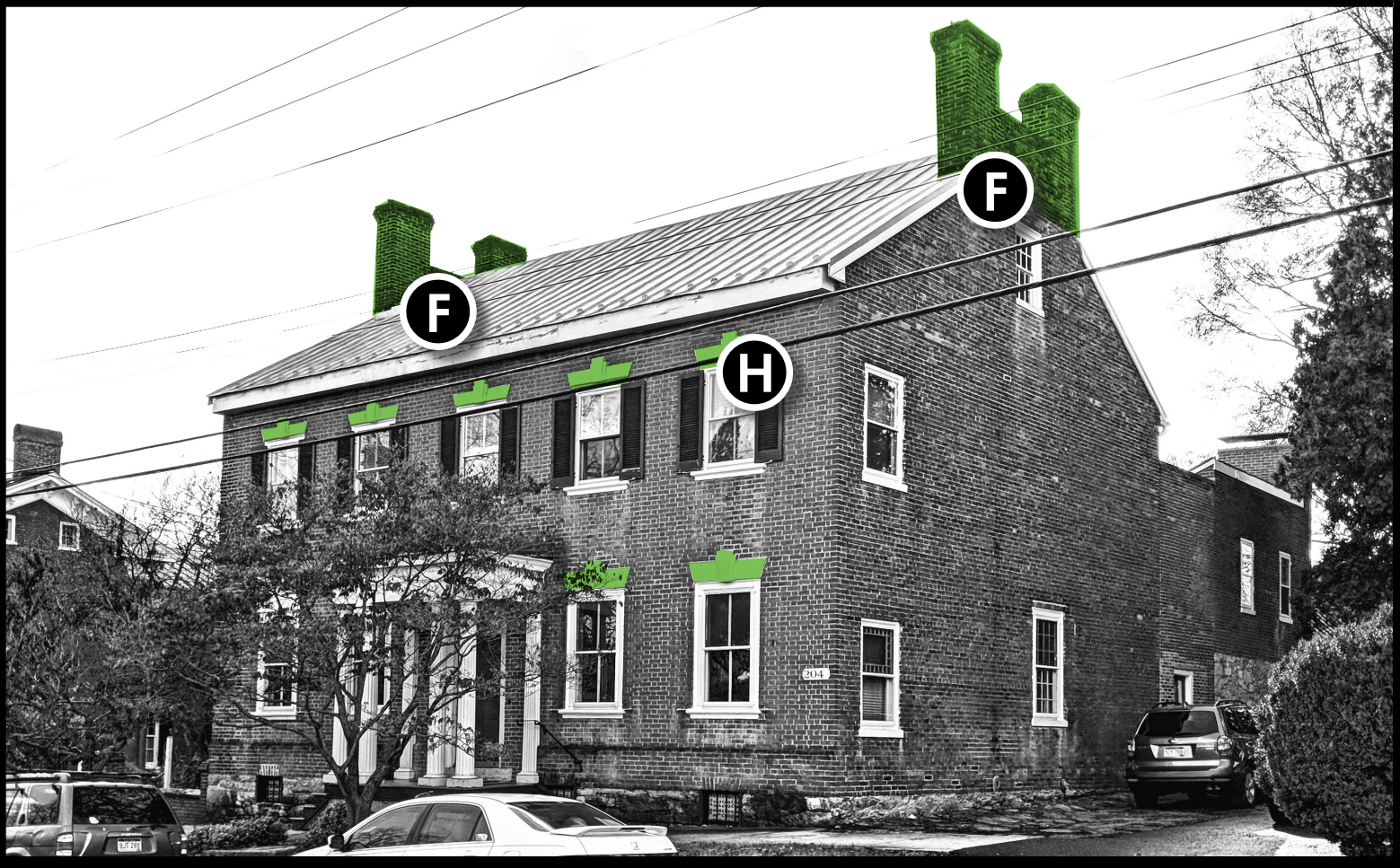
MATERIALS

WALLS : WOOD CLAPBOARD, BRICK

WINDOWS : WOOD

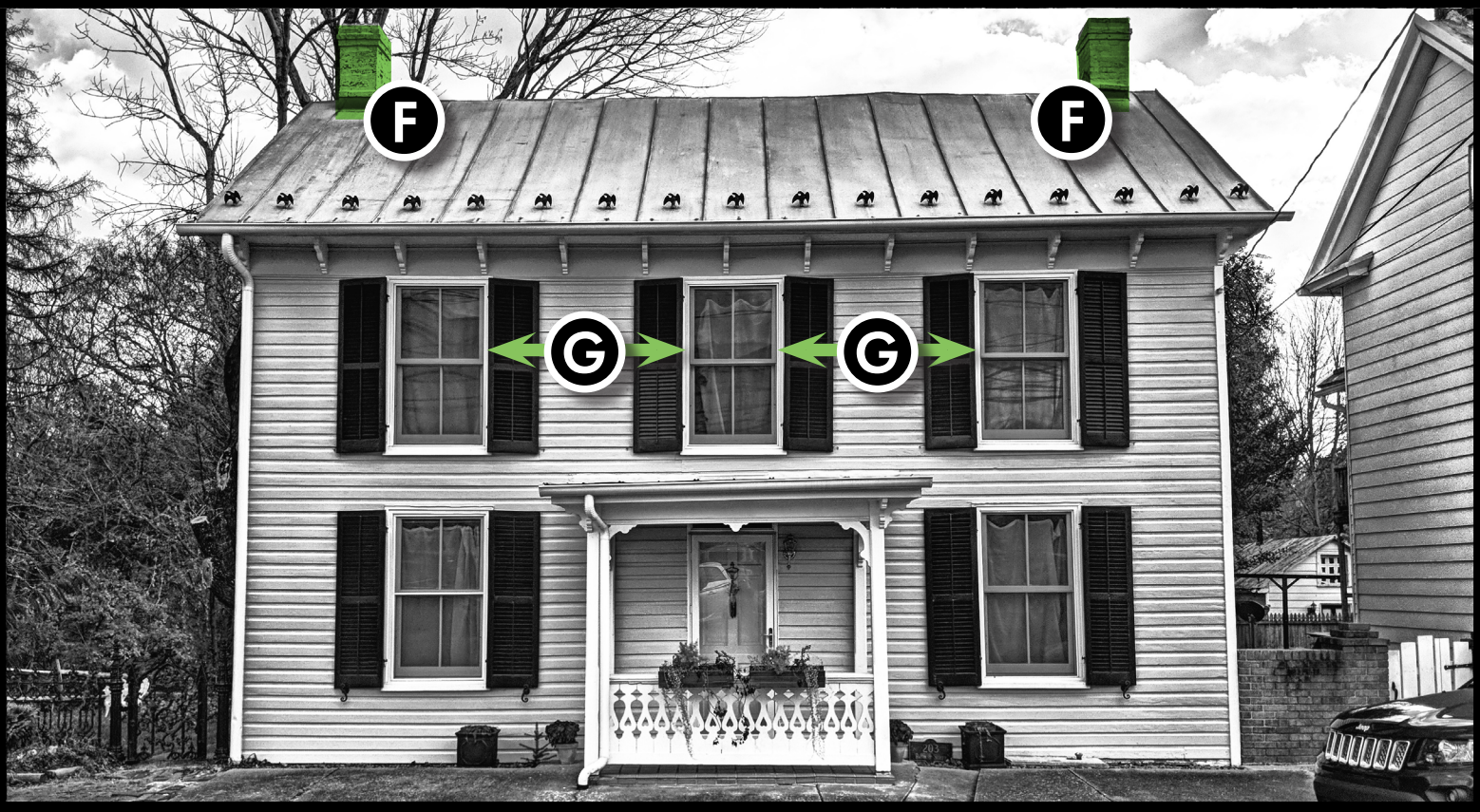
ROOFING : ASPHALT & WOOD SHINGLES, METAL





ADDITIONAL FEATURES





F . PAIRED CHIMNEYS

G . WINDOWS RARELY ADJACENT

H. JACK ARCH LINTELS


B
A
D
E



QUEEN ANNE

1870 - 1910

Growing industrialization through the late eighteenth century allowed for houses to be built in more complex forms at a lower cost. Despite its name, this subset of the Victorian style shares almost no relationship to the English architecture produced during the actual reign of Queen Anne, from 1702-1714.

FEATURES

A . ASYMMETRICAL FACADE

B . MIXTURE OF EXTERIOR MATERIALS

C. STEEPLY PITCHED GABLE OR HIPPED ROOF

D . DECORATIVE EXTERIOR WOODWORK & MATERIALS

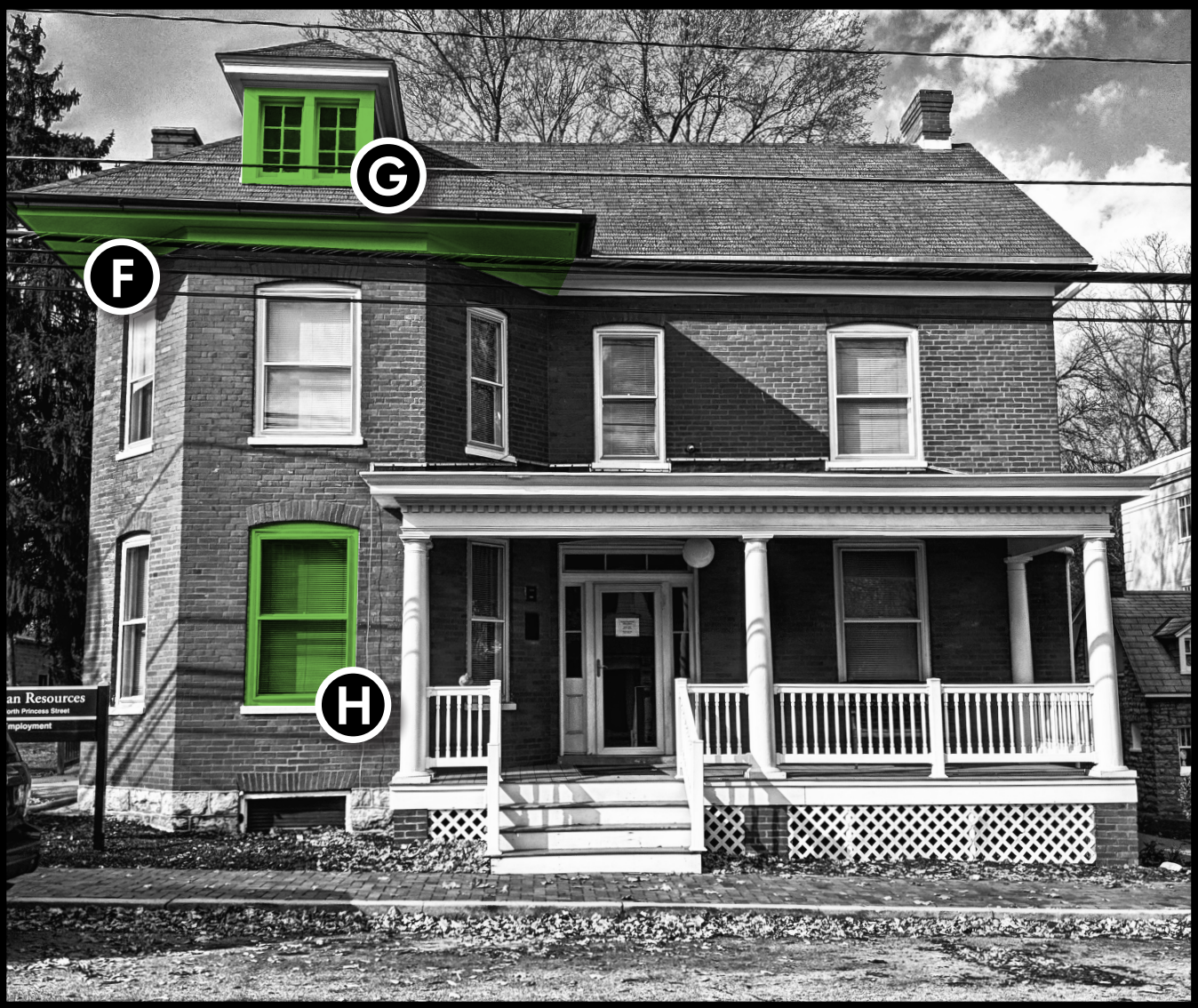
E . PARTIAL OR FULL-WIDTH PORCH

MATERIALS

WALLS : WOOD CLAPBOARD, SHINGLES, BRICK

WINDOWS : WOOD, LEADED

ROOFING : ASPHALT OR WOOD SHINGLES, METAL









ADDITIONAL FEATURES







F . EXTENDED EAVES

G. DECORATIVE WINDOWS

H . DOUBLE-HUNG OR SINGLE-HUNG WINDOWS


A
B
C
D
E



CRAFTSMAN

1905 - 1930

The American Craftsman style, or the American Arts and Crafts movement, is an American domestic architectural, interior design, landscape design, applied arts, and decorative arts style and lifestyle philosophy that began in the last years of the 19th century. As a comprehensive design and art movement it remained popular into the 1930s. However, in decorative arts and architectural design it has continued with numerous revivals and restoration projects through present times.

FEATURES

A . LOW-PITCHED ROOFLINE

B . CENTRAL ROOF DORMER

C . WIDE, OVERHANGING EAVES

D . FULL OR PARTIAL WIDTH FRONT PORCH

E . DECORATIVE WINDOW & DOOR DETAILS

F . BRACKETS AND EXPOSED STRUCTURAL ELEMENTS

MATERIALS

WALLS : WOOD CLAPBOARD, SHINGLES, BRICK

WINDOWS : WOOD

ROOFING : SHINGLES

CHIMNEY : BRICK OR STONE







ADDITIONAL FEATURES











G . EXPOSED RAFTER TAILS

H . PAIRED OR GROUPED WINDOWS

I . TAPERED COLUMNS

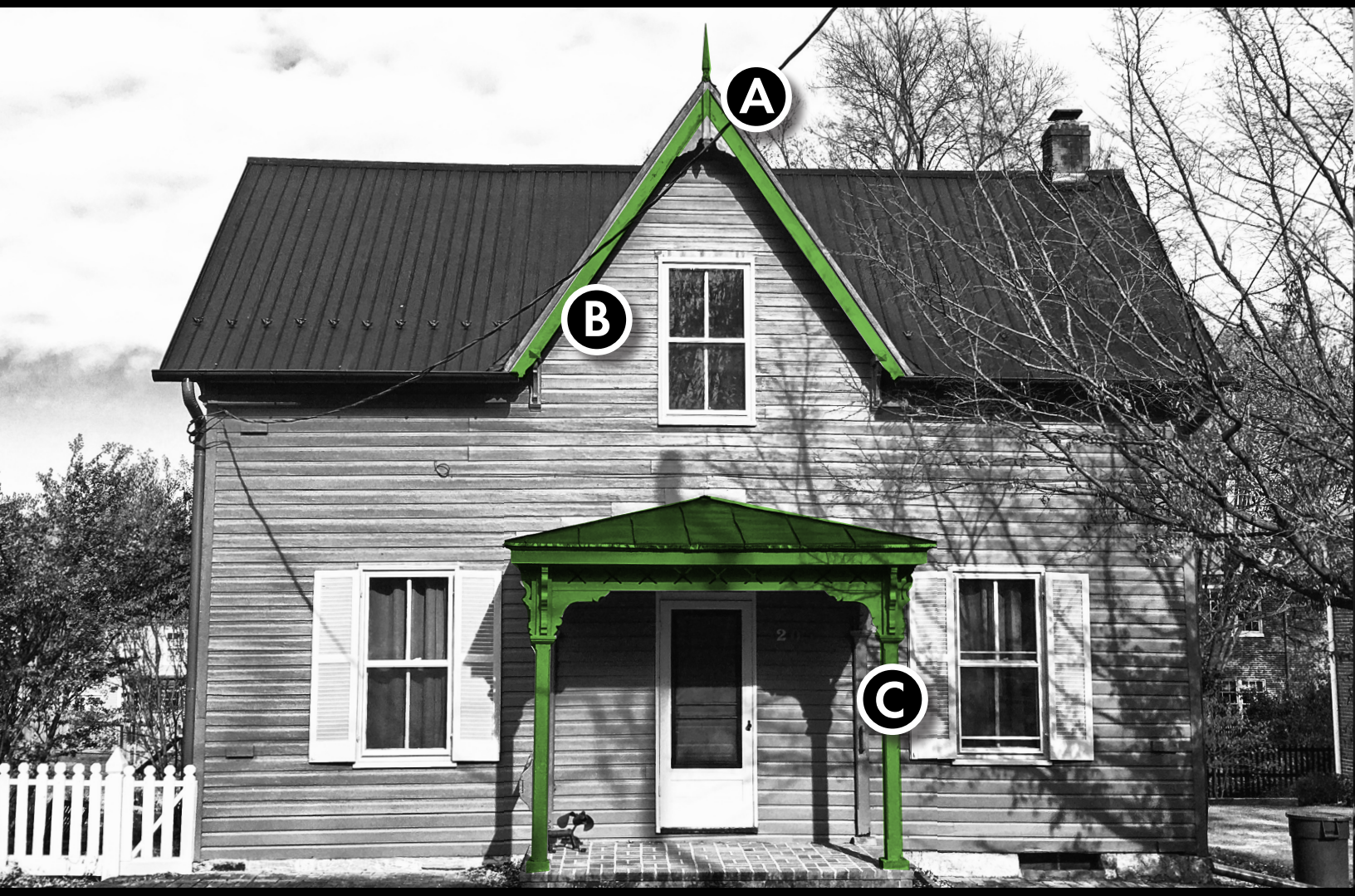
J . LOW, HORIZONTAL MASSING

GOTHIC REVIVAL

1840 - 1880

RESIDENTIAL STYLE

The Gothic Revival style was born of a reaction to the rapidly-industrializing society of the late nineteenth century. Inspired by the architecture of medieval cathedrals in Europe, the Gothic Revival residence evoked the pre-industrialization "golden age" with delicate carved details and soaring roof peaks.



FEATURES

A . DECORATIVE BARGEBOARDS OR SPINDLES

B . STEEPLY PITCHED ROOF

C . ENTRY OR FULL PORCH WITH DECORATIVE DETAILING

D . POINTED ARCH OR DIAMOND PANE WINDOWS COMMON

NATIONAL

1850 - 1930

RESIDENTIAL STYLE

As railroads changed the landscape of America through the late 1800s, folk building techniques changed as well. Log construction waned in popularity as wood framing became more popular. With this changing technology, the standardization of decorative features grew.



FEATURES

A . LITTLE OR NO ORNAMENTATION

B . ENTRY PORCH WITH PLAIN WOOD COLUMNS

C . WOOD FRAMING, CLAPBOARD SIDING

D . HIPPED, FRONT-GABLED OR SIDE-GABLED ROOF

GREEK REVIVAL

1825 - 1860

COMMERCIAL STYLE

Like the Federal style, the Greek Revival style is based on the architecture of ancient Greece. These buildings are designed to resemble a classical temple and typically feature an elaborate, pedimented door surround or a full-height entry porch.



FEATURES

A . LOW-PITCHED GABLE ROOF

B . DOUBLE-HUNG WINDOWS WITH 6 PANES PER SASH

C . ENTRY PORCH WITH CLASSICAL COLUMNS

D . HEAVY CORNICE OR BROAD EAVES

ITALIANATE

1840 - 1885

COMMERCIAL STYLE

Based on sixteenth-century Italian Renaissance architecture, the Italianate style was introduced in the United States as an alternative to Greek or Gothic Revival styles. Although most Italianate buildings feature a low-pitched hipped or flat roof, some examples have a front-gabled roof.



FEATURES

A . TALL, NARROW WINDOWS, SOMETIMES ARCHED

B . WIDE OVERHANGING EAVES WITH BRACKETS

C . LOW-PITCHED HIPPED OR FLAT ROOF

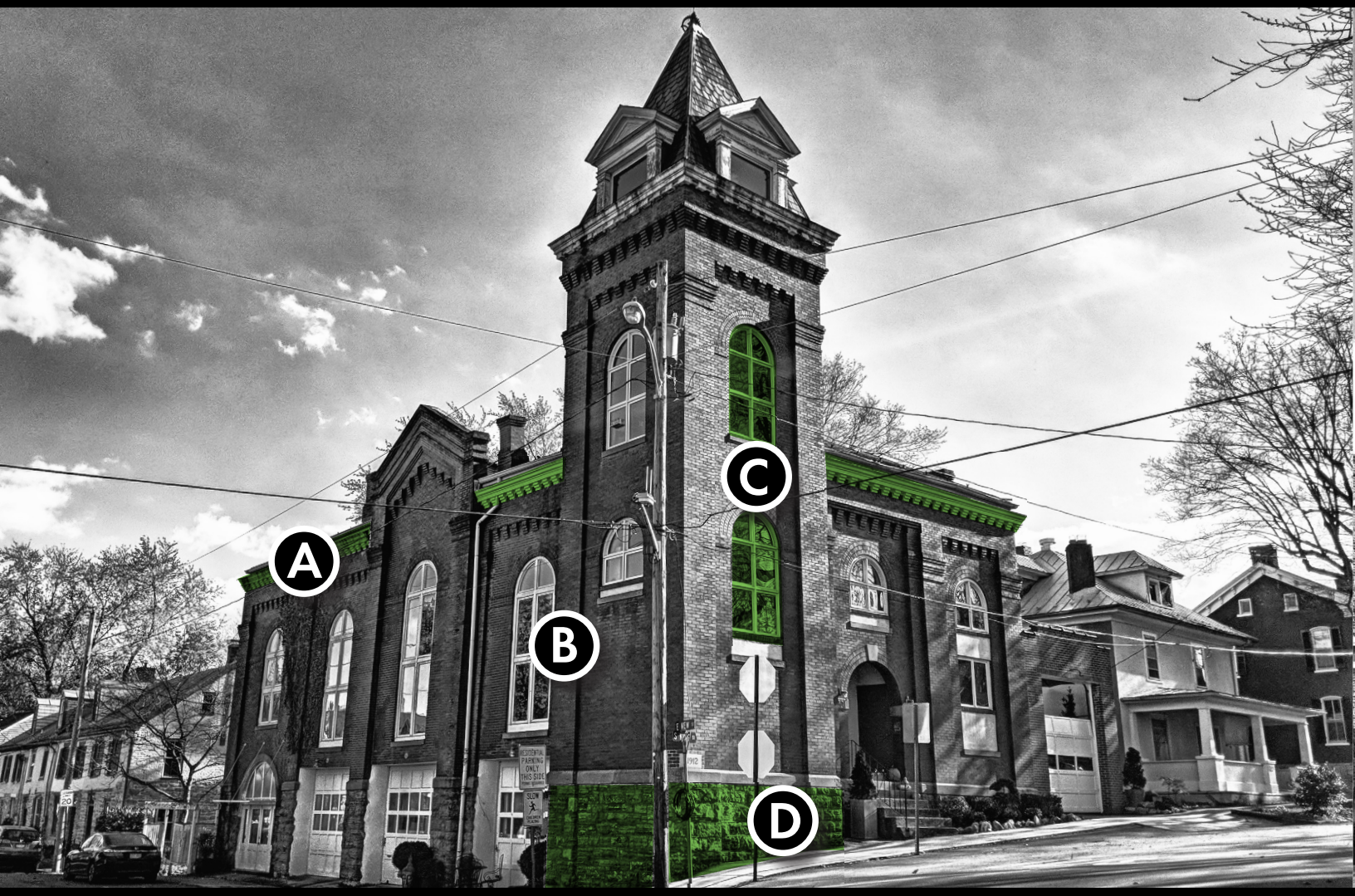
D . TOWER OR CUPOLA COMMON

ROMANESQUE REVIVAL

1870 - 1900

COMMERCIAL STYLE

Inspired by the medieval European Romanesque style of the 11th and 12th centuries, this style is characterized by the use of the semicircular arch for window and door openings. Also called Richardsonian Romanesque in honor of architect Henry Hobson Richardson, who popularized the style throughout America.



FEATURES

A . CORBEL TABLE

B . SQUARE TOWER

C . SEMICIRCULAR ARCH OPENINGS

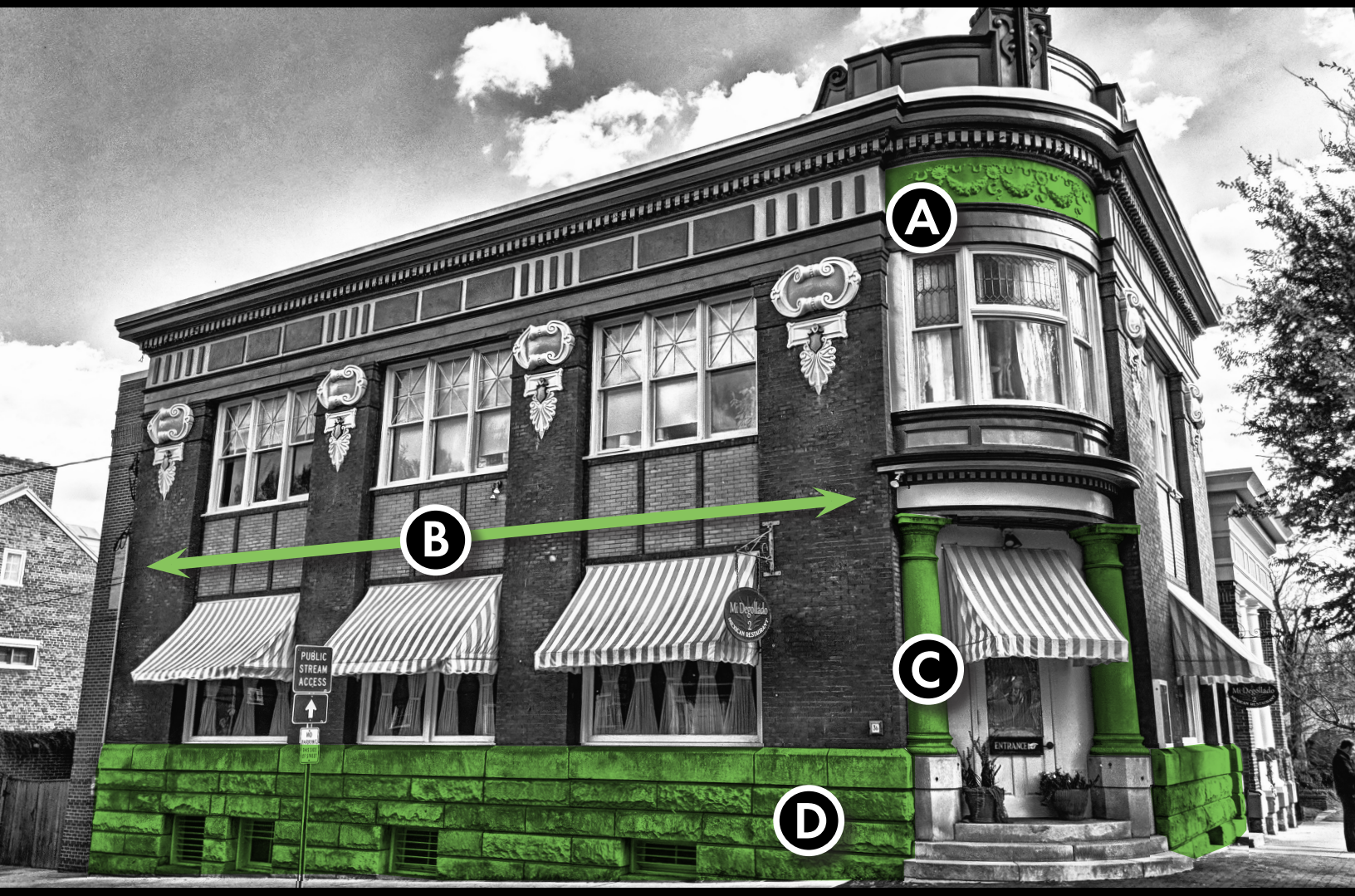
D . USE OF ROCK-FACED STONE

BEAUX ARTS

1905 - 1930

COMMERCIAL STYLE

Associated with the Ecole de Beaux-Arts in France, where many 19th and 20th century architects studied, the Beaux Arts style emphasized Greek and Roman features and left little surface area unornamented. This style was used mostly in grand public and institutional buildings.



FEATURES

A. ELABORATE DETAILING

B . WIDE MASSING

C . CLASSICAL FORMS & FEATURES

D . USE OF HEAVY MASONRY

SHEPHERDSTOWN HISTORIC DISTRICT DESIGN GUIDELINES

In the following pages, **general** guidelines for all buildings within the Historic District are listed first. This section is followed by guidelines for **residential** buildings. The third section is focused on guidelines for **commercial** properties, and the fourth focuses on changes to a **site**. It should be noted that commercial buildings are required to follow the residential guidelines regarding material and feature conservation.

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DEMOLITION & RELOCATION

DEMOLITION

A Demolition of any original feature or portion of a building that is more than fifty (50) years old should be avoided. (See "Demolition by Neglect" in glossary.)

B Any building that contributes to the historic or architectural significance of the Shepherdstown Historic District should not be demolished unless an emergency condition exists in which the public safety and welfare requires the removal of the building.

C Outbuildings, such as garages, that date fifty (50) or more years before the proposed date for demolition should be repaired or reconstructed whenever possible, rather than demolished.

RELOCATION - MOVING BUILDINGS

A Subject to the provisions of Shepherdstown ordinances, moving buildings into the Shepherdstown 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. Relocation of a building into the historic district should be evaluated as if it were new construction.

B Moving out of the Shepherdstown Historic District any building that contributes to the historic and architectural character of the district should be avoided unless the only alternative is demolition. In this case, the demolition permitting process in ordinance §9-902 is necessary.

C Relocated historic buildings within the historic district shall have their character defining elements and significant architectural features protected during the process and any damage will be repaired. EVERY EFFORT SHOULD BE MADE TO SAVE IMPORTANT MASONRY FEATURES, SUCH AS CHIMNEYS, AND TO REBUILD THEM IN THE NEW LOCATION IN THEIR PROPER CONFIGURATION.

D Moving buildings such as garages, sheds, or other outbuildings from one location to another on the same lot is acceptable in lieu of demolition so long as the location will not obscure the view of an historic building. It is preferable that the new location not be substantially in the public view.

E Mature trees and other significant vegetation should be protected on the new site, as well as on the old site. Landscaping consistent with the surrounding historic properties should be installed.

F A marker or plaque giving the original location of the building and any other information pertinent to its move should identify a building that has been moved if it was a contributing structure in the historic district.

GENERAL GUIDELINES

ACCESSIBILITY

A It is often necessary to make modifications to a historic building to make it compliant with accessibility code requirements. Federal rules, regulations, and standards provide guidance on how to make historic buildings accessible. Work must be carefully planned and undertaken in a manner that results in minimal or no loss of historic exterior and interior character-defining spaces, features, or finishes. The goal should be to provide the highest level of access with the least impact to the historic building.

B Whenever possible, persons with disabilities should have the ability to experience historic sites and spaces. Historic doors and entrances, walkways and interior corridors, stairs and elevators, public toilets, and other features may pose challenges to accessibility.

C When adapting a historic property for accessibility, every effort should be made to minimize damage to character-defining features.

D Whenever possible, the intended entry experience of historic sites should be maintained and preserved. The widening of historic door openings should be avoided. This may require the creation of an alternative accessible entrance. Where this is not possible, new doors and openings should be designed to be compatible with the existing historic materials and detailing.

E Ramp construction should not result in damage or removal of original historic material and should be reversible. Ramps should be constructed of materials compatible with the existing structure. Every effort should be made to locate ramps in areas that do not detract from the visual character of the building.

F Wooden ramps should either be of simple design and configuration or designed to match an existing porch railing that has historic merit in terms of materials, dimensions and detailing. If located substantially in the public view, the ramp should be screened with landscaping when possible.

G Refer to the most recent edition of the ***ADA Accessibility Guidelines***, available online, for compliance. See also the ***Whole Building Design Guide*** on Providing Accessibility for Historic Buildings, along with ***NPS Preservation Brief 32: Making Historic Properties Accessible***, both available online, for detailed guidelines on accessibility and historic properties.





GENERAL GUIDELINES

ADDITIONS

DESIGN

A New additions should be compatible with the original building in scale, placement and design, taking into consideration roof shape, materials, color, location of windows, doors, cornice heights and other design elements.

B Additions at the rear of buildings are acceptable but should be compatible with the original building in terms of size, scale, proportions, and rhythm of openings.

C New additions should avoid imitating an earlier historic style or architectural period.

D Additions should be differentiated from the original by the use of setbacks or other devices. An addition should not obscure the original form and proportions of the main structure or of other historical additions. It should be constructed on a smaller scale than the historic structure and not overpower it.

PRESERVATION OF ORIGINAL FABRIC

A Construction should be carried out in a manner that avoids extensive removal or loss of historic materials and damage or destruction of significant original architectural features.

B Construction should impact the exterior walls of the original building as minimally as possible using existing door and window openings for connecting the addition to the original building.





OTHER GUIDELINES

MECHANICAL SYSTEMS

A Mechanical systems should be located at the rear of buildings or otherwise out of the public view. If that is not practical, they may be located on the sides of buildings if screened with shrubbery, fencing, lattice panels or other acceptable means of screening.

B Electrical conduits, gas meters, cable TV connections, satellite dishes and similar equipment may be located on the rear or sides of buildings if out of the public view and behind appropriate screening if locating these items at the rear of the structure is not practical.

TEMPORARY STRUCTURES

A See the Planning and Zoning Ordinance for more information on temporary structures.

B This section is not meant to include tents or sun shelters erected for single events, such as weddings, receptions, parties, Civil War reenactments or weekly farmers' markets. Temporary structures in these guidelines include tents and shelters intended for seating or outdoor dining located at residences as well as commercial establishments that remain in place longer than 30 days. These tents should reflect and complement the colors, sizes, and architectural styles of the buildings in near proximity.

C Other structures to be located temporarily within the Historic District, whether for commercial, non-profit, or residential purpose, should be of design, material, size, and color so as to complement the surrounding permanent structures at these locations. In no case shall they obscure from public view architectural details of historic buildings in the Historic District.



RESIDENTIAL BUILDINGS

FOUNDATIONS

A Foundations should not be replaced but 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 or other upgrades or repairs, the removal should be made at the rear or at some other façade not in public view.

B Foundations should be cleaned, repaired, or repainted as needed. See Masonry guidelines in this document for details on repointing and masonry materials.

C Foundations should not be concealed with concrete block, plywood panels, corrugated metal, vinyl or plastic panels or other non-original material.

D Foundations of brick may be painted or stuccoed if past repointing was poorly crafted or if the mortar was mismatched.









EXTERIOR WALLS

MASONRY

A Materials original to the building should be preserved and maintained. The removal of historic masonry that alters the historic character of the building is discouraged.

B Removal of paint from a masonry façade is permitted. However, the removal of historic paintings, murals, or markings that add to the historical character of the building is discouraged. Masonry should never be sandblasted or subjected to any kind of abrasive cleaning, including pressure cleaning with water at any pressure which exceeds 300 pounds per square inch. Note: Chemical cleaning of masonry is a job for an experienced practitioner. Most chemical cleaning is extremely dangerous to masonry, to the environment, and to the worker. This includes chemical removal of old paint layers which may contain lead.

C Painting of unpainted masonry is discouraged. Waterproof coatings that act as vapor barriers should not be applied to masonry surfaces as they will cause, rather than prevent, damage to the masonry surface. Water repellent coatings may sometimes be permitted. Caution should be used in choosing a water repellent coating, as application could result in a surface that will collect and retain soil, add color or obscure the original color of the surface, or degrade substantially when exposed to natural elements. In all instances such coatings should be applied to a test area away from public view and allowed to cure before being assessed for appropriateness in a large application. Masonry should not be coated with silicone-based water sealants because such substances generally prevent interior moisture from evaporating through the walls and resulting in damage to the brick.

D Any repairs should be performed carefully to match brickwork and mortar historically appropriate to that building. If possible, the original mortar composition and color should be determined through simple testing. The type of brick, method of manufacture, hardness, color, and shape should be carefully matched. The ideal repair should be indistinguishable from the original brickwork.

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

F The new mortar joints should match the old in style, width, depth, color and raking profile, and mortar should not be smeared across the face of the brick.

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

H Masonry should not be cleaned unless there is major staining, accumulated dirt, moss, or paint build-up. Limited staining or dirt accumulation should be left alone.

EXTERIOR WALLS

SIDING AND SHINGLES

A Wood siding that is original to a building should be repaired rather than replaced. However, if replacement is necessary, the siding should be replaced with new siding to match the original siding in material, size, placement and design. Replacement shingles should likewise match the original shingles in material, size, placement, and design.

B Wood siding original to a building should not be concealed beneath synthetic materials such as vinyl, masonite or aluminum. Similarly, it should not be concealed beneath wood based materials such as particle board, gyp-board or press board as such materials generally do not offer textures or designs that closely match original wood siding. Fiber cement siding may provide an acceptable alternative to original wood siding on parts of the structure not in the public view.

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

D For weather protection, insulation may be added so long as the installation does not alter or damage the siding. Insulating without an appropriate vapor barrier may do long term damage to the structure and is discouraged.

E Asbestos shingles or siding original to a building should be kept stained or painted. If asbestos shingle siding has deteriorated or otherwise poses a health hazard, it may be removed and replaced with traditional wood or other permitted siding. The applicant is encouraged to follow applicable state and federal hazardous material guidelines for removal of any siding, which may contain hazardous materials (esp. asbestos or lead paint).

F As new siding technologies become available, they may be considered for any of the above.





EXTERIOR WALLS

PAINTING AND PAINT COLORS

A Any owner wishing to repaint a building in solid colors may do so without HLC review.

B Owners wishing to repaint a building in a new paint scheme within the Historic District are encouraged to consider historical precedent and examples of use on similar structures when making paint color choices.

C High-quality paint is recommended to provide a long lasting finish.

D In most instances, previously unpainted masonry or stonework should be left unpainted (see Masonry guideline).

E Murals, artwork, and patterned paint schemes are subject to HLC review. Murals will not be permitted on unpainted brick, painted or unpainted stone, wood sidings, or any other textured wall surfaces. Permitted mural signs and artwork should be designed to complement the historic architectural character of the Historic District and should not overlap historic architectural features and details.

STUCCO AND OTHER COATINGS

A Stucco coatings that are original to buildings should be repaired rather than replaced. As much of the original stucco as possible should be retained. Repairs should match the original in strength, color, texture, and composition. If the original decorative scoring pattern is evident, it should be replicated in any new stucco application during repair.

B The patina of historic stucco is an important feature and should be left unpainted.

C Masonry should not be covered with stucco or like coating materials unless there is solid evidence that at the time of its original application it was, or over time it became, historically appropriate to the structure.





DECKS & PORCHES

A Porches which are intact and totally or partially original should not be replaced but repaired as needed, adhering to original design features in scale and placement and using original materials whenever possible to match the original. If the original design is unknown and cannot readily be determined, the owner should employ a traditional design which is compatible with the architectural style of the particular building to which the associated porch is planned, using appropriate material and detailing.

B New construction of porches should employ a traditional design compatible with the architectural style and period of the particular associated building.

C Porches within the public view should not be enclosed with wood, glass or other materials which would alter the porch's open appearance. Porches may be screened if:

- **I** The screen panels are placed behind the original features such as columns or railings.
- **II** The screen panels do not hide decorative details or result in the removal of original porch materials.
- **III** The structural framework for the screen panels is minimal, so that the open appearance of the porch is maintained.

D Porches should not be altered by replacing wood floors or steps with a different material. Masonry porch floors or masonry patio and terrace surfaces may use poured concrete steps.

E Open areas between porch foundation supports should be infilled as appropriate to the original design. If the original design is unknown, or if the porch is of new construction, these areas should be infilled with decorative wood framed skirting or vertical slats.

F Wood construction is preferable for decks, which should be located at the rear of buildings or in other areas not substantially in the public view. The use of engineered wood and other non-historic materials is discouraged.

G Decks should be stained or painted in accordance with the applicable manufacturer's instructions. Stains should be opaque, and paints should blend with the colors of the associated building. In some cases, unstained and unpainted wood may be acceptable.

H Deck design should be kept simple, with traditionally styled wood railings and balusters that complement the design of the building.

DECKS & PORCHES

COLUMNS AND RAILINGS

A Porch columns and railings should be preserved and maintained. Where repair is required, the owner should use materials to match the original dimensions and detailing. If the original columns and railings have been removed or replaced, the porch should be restored to its original design, or if that is unknown and cannot readily be determined, to a traditional design compatible with the architectural style of the associated building. *Note: Porch columns often deteriorate first at the bottom next to the porch floor, in which case the owner should consider removing and replacing the deteriorated area rather than replacing the entire column. Similarly, the deteriorated area also may be boxed in the case of square cross section porch columns or the deteriorated wood repaired with wood epoxy.*

B Front porches may require new balusters (also called spindles) for the railing, in which case the replacements should be of appropriate size and design for the building's style and period.







DECKS & PORCHES

STAIRCASES AND STEPS

A Porch staircases and steps original to a property should be retained in their original location and configuration. Wood, masonry, and concrete steps should be repaired with materials to match the original.

B If the porch has a wooden floor, it should have wooden steps. However, in some cases, brick or concrete steps may also be appropriate.

C Porch staircases and steps added to a building should have newel posts, balusters, stringers, treads and risers and any other details needed to match the original porch construction.







ARCHITECTURAL DETAILS

A Decorative architectural details such as trim work, bargeboards, brackets, dentils, terra cotta, moldings, and pilasters should not be removed or altered.

B Original architectural details should not be removed or altered. These features should be repaired rather than replaced and should not be covered or concealed with vinyl, aluminum or other artificial material.

C Architectural features may be added if there is physical, pictorial or historical evidence that the additions to be added were original to the building. Any such addition must match the original in terms of materials, scale, location, proportions, form and detailing. Applicants are encouraged to seek sufficient documentation providing evidence of the historic presence of the desired feature.







DOORS & ENTRANCES

A Door features such as surrounds, sidelights, and transoms should not be removed or altered, nor should the original size of the door opening be enlarged, reduced, or shortened in height, **except for the purpose of creating an accessible entrance to the building where no other alternatives exist**.

B Doors should not be added where they did not originally exist unless needed to meet safety codes or to enhance the use of a property, in which case placement may be at the rear or side of the dwelling or otherwise substantially out of the public view.

C All doors should be constructed of traditional design appropriate to the architectural style and period of the building concerned.

I New Door Designs. Original doors at front or side entrances and substantially in the public view should not be replaced with new doors. However, doors that cannot be repaired should be replaced with doors that match the design and materials of the original doors.

II Missing Doors. Missing doors at front entrances or at side entrances substantially in the public view should be replaced with new doors appropriate for the style and period of the dwelling and similar in design to the original doors with regard to style, configuration, materials, glazing, and lights.





DOORS & ENTRANCES

SCREEN AND STORM DOORS

A Original screen doors should be preserved and maintained.

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

C New screen doors may be of wood and either full-view or with structural members aligned with those of the original door.

D Storm doors should be of wood. Metal storm doors of full-view design with baked-on enamel or anodized finishes in colors complementary to the building may be acceptable.

E Use of vinyl screen is discouraged.







WINDOWS

ORIGINAL WINDOWS

A Windows and window frames that are original should be preserved in their original location, size and design and with their original materials and number of panes (glass lights).

B Wood windows should be repaired rather than replaced. See *Preservation Brief #9: The Repair of Historic Wooden Windows* (http://www.nps.gov/history/hps/TPS/briefs/presbhom.htm), for a discussion of appropriate materials and techniques. See Appendix C for more information on replacing historic windows.

C Original windows of steel or aluminum should be preserved and repaired. See *Preservation Brief #13: The Repair and Thermal Upgrading of Historic Steel Windows* (http://www.nps.gov/history/hps/TPS/briefs/presbhom.htm).

PREVIOUSLY-REPLACED WINDOWS

A Often an early building will have been updated by replacing original windows. Thoughtful evaluation will help determine whether the remodeling itself has historic significance. The default position should be to favor the retention of historic changes, keeping in mind that an exact reproduction of an earlier window may not be possible.

B An original window which was bricked over or otherwise filled in may be reinstated by using surviving windows in the structure as the pattern for replacement.

C If a replaced window is to be returned to an earlier period window, this reproduction window should be based on evidence. Such evidence may be physical indications retained in the framework, sashes reused elsewhere in the house, other early windows which survived that can be used as patterns, or photographic evidence.

REPLACEMENT OF EXISTING WINDOWS

A If replacement is necessary, the replacement window should match the window being replaced in both material and design. *Note: When considering replacements for historic windows to attain energy efficiency, it is important to note that the use of interior or exterior storm windows, along with repair of original windows can be an effective alternative.*

B Vinyl-clad, vinyl or aluminum windows should not be used to replace original windows.

RESIDENTIAL BUILDINGS

WINDOWS









WINDOWS

DECORATIVE GLASS

A Original decorative glass windows should be preserved in their original location, size and design and with their original materials and glass pattern.

B Original decorative glass windows should be repaired rather than replaced, preferably by a glass specialist if extensive repairs are needed.

C Decorative glass windows that are not original should not be added to the façade of a building within the public view.

SCREENS AND STORM WINDOWS

A Screens shall be correctly sized to fit the window openings, including openings for arched windows.

B Screens should be constructed of either wood or aluminum colored to compliment the windows and designed to fit within the window frames without overlap. Screen window panels should be of either a full view design or have the meeting rail match that of the window behind.

C Preferably, storm windows should be of wood, but aluminum colored to compliment the windows is also acceptable. Storm windows should be of full-view design or with central meeting rails at the same location as that of the underlying windows. Storm windows should likewise be sized and shaped to fit their respective window openings. Interior functioning storm windows are recommended.

D Storm windows with built-in lower screens are acceptable.





WINDOWS

SHUTTERS

A If original to the building, window shutters should be preserved, maintained and repaired as needed, adhering to original design features and using original materials whenever possible. Missing shutters should be replaced with wood shutters of identical or substantially similar size and design. Wood shutters should be of louvered or paneled wood constructed to cover the respective window openings when completely closed.

B Unless there is physical, photographic or other evidence that the building originally had shutters, they should not be added.

C Stock aluminum, vinyl or other plastic or metal window shutters are not appropriate as they generally have dimensions or textures that are not appropriate because of material and size. They, therefore, are considered incompatible with historic buildings.

D New or replacement shutters should be installed with shutter dogs and hinges of the period and not attached to the building with bolts or screws.

AWNINGS

A In the Commercial and Residential/Commercial districts, awnings are appropriate for traditional locations such as over windows and doors or attached to porches.

B Awnings should be of canvas or similar woven material. Permitted signage on awnings should be only on the valance and should be painted on or woven into the fabric.

C The placement of awnings should be so that they do not cover or conceal significant architectural details, such as decorative window moldings, and should be of colors that complement the associated building and surroundings.

D External illumination of awnings may not be appropriate.

E Awnings should fit the openings to which they are applied. Rectangular window and door openings should have straight-across shed type awnings, and awnings over arched windows should have curved or rounded awnings.

F Attach awnings with care to prevent unnecessary damage to original details and materials.

ROOFS

ROOFS AND ROOFING MATERIALS

A Existing roofs should be retained in their original shape and pitch with original features such as cresting, chimneys, finials and cupolas. Where possible, retain original roof materials such as metal shingles, slate, or standing seam metal roofing.

B Standing seam metal roofing shall utilize double crimped seams of approximately one (1) inch height. Ridge caps and ridge vents shall be avoided in residential applications and crimped seams shall be used at ridges. When replacing a standing seam metal roof, the width of the pan and seam height should be consistent with the original. Ideally, the original length of the pan should be duplicated, and seams should be hand-crimped.

C A pre-painted standing seam metal roof application is permitted. If replacing a non-historic roof with a standing seam roof, use a pan with an approximate width of 17 inches and a height of one (1) inch. Paint color should reflect what is appropriate to the structure.

D Structures may be re-roofed with substitute materials such as asphalt or composition shingles if the original roof materials are no longer present or if the retention and repair of the original roof material creates a demonstrable and extreme economic hardship. In Shepherdstown, using a standing seam metal roof is most often the most appropriate selection for re-roofing vernacular style structures and is preferable to modern shingles.

E Roofs of new shingles should approximate the original materials as closely as possible and be in appropriate colors such as dark gray, black, brown or shades of dark red. Dark red or dark green may also be appropriate for Craftsman-period buildings.

F New dormers, roof decks, balconies, skylights, or other additions should not be introduced on the front of buildings. However, additions of this type may be added to the roof on the rear or sides if they will not be prominently in the public view.

G Flat roofs should have soldered metal panels added as the surface material. However, rolled composition or EPDM rolled rubber roofing materials are acceptable if not in public view.

H As new roofing technologies become available, they may be considered for any of the above.

ROOFS

CORNICES

A Original cornices should not be removed, concealed or covered but should be preserved and maintained in their original configuration. Any repairs should adhere to original design features and use original materials whenever possible.

B When cornices are missing, they should be replaced on the basis of physical or pictorial evidence. If no such evidence exists, wood, fiberglass or sheet metal cornices in keeping with those found on other buildings of the same or similar style and period may be used.

GUTTERS AND DOWNSPOUTS

A In order to prevent water damage, gutters and downspouts should be designed to channel water at least four (4) to six (6) feet from the building through the use of downspout extensions and splash blocks.

B When installed, gutters and downspouts should not result in the removal of existing eave features and should be located away from significant architectural features of the associated building. Gutter straps should be nailed under and not on top of the roofing material.

C Repair of boxed or built-in gutters and downspouts is preferred, adhering to the original design features and using original materials whenever possible. Replacement gutters within the public view should feature a half-round, rather than a "K" or ogee, profile. Round downspouts are strongly recommended. If located out of the public view, ogee gutters of aluminum or vinyl are acceptable.

D Metal gutters and downspouts are recommended and should be maintained seasonally (see Appendix B, Building Maintenance). High-gloss pre-painted gutters are not an appropriate option.





ROOFS









ROOFS

SKYLIGHTS AND VENTS

A Roofs requiring vents should have ridge vents rather than pot vents. If pot vents or mushroom caps are used, they should be sited on rear roof lines.

B Vents and skylights original to the building should be preserved.

C Skylights and vents should not be added where they would be visible from the front façade of the building but placed at rear roof lines or behind gables and dormers.

D Skylights should have a low profile with the roof line, and their tops should be flat and not of convex or bubble design.

SATELLITE DISHES AND ANTENNAS

A Size and location of satellite dishes and antennas are covered by the Zoning Ordinance (§9-213). The applicant is encouraged to become familiar with those requirements. The following guidelines supplement the Zoning Ordinance.

B Satellite dishes and antennas should be installed out of the public view.

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

SOLAR COLLECTORS

A Solar panels and all associated apparatus should be installed so as to minimize the visual impact within the public view. Solar collectors should be located on rear sections of the roof of a building, behind dormers, gables or in other areas not readily visible to the public, and should closely resemble existing roofing materials where available.

B If freestanding, solar collectors should be located in rear yards or on side façades of a building not readily visible to the public.

C Refer to the most recent National Park Service guidelines regarding the installation of solar collectors on historic properties at https://www.nps.gov/tps/sustainability/new-technology/solar-on-historic.htm.

RESIDENTIAL BUILDINGS

CHIMNEYS

A If original to the building, chimneys should not be removed, altered or covered with materials such as stucco.

B When repairing, chimneys should be cleaned first and then repaired and repointed in accordance with the Masonry guideline to match the original chimney in materials, colors, shape, and brick pattern. If prior repointing has resulted in mismatched colors and textures, the chimney may be painted in brick colors such as dark red or brown.

C When rebuilding, in whole or in part, is the only option, it should be done to match the original chimney design and materials previously used.

D Caps should be constructed of clay, slate, stone, cast stone, or precast concrete. In some instances, metal caps may be acceptable.

E When added to an existing structure, to an addition, or to new construction, chimneys should be appropriate to the architectural style and design of the main structure.







LIGHTING

A Fixtures original to the associated building should not be replaced but repaired as needed, adhering to the original design features and using original materials whenever possible.

B Non-original fixtures should be compatible with the style, scale and period of the building and mounted as appropriate to the style and design of the period.

C Freestanding fixtures should be compatible with the style, scale and period of the building.

D Down-lit fixtures should be encouraged in all applications.

E Lighting for security purposes (such as flood lights) should be mounted on the rear or sides of the building or on facades not prominently in the public view rather than the front. When in public view, floodlights or footlights should be small, simple in design and their number kept to a minimum.







GARAGES & OUTBUILDINGS

A When original to the property or contributing to its historic character, these secondary buildings should be preserved, maintained and repaired as needed, adhering to the original design features and using original materials whenever possible.

B Relocation to another part of the property should be avoided unless demolition is the only alternative or if documentation exists for historic relocation.

C Original doors should 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 they may be retrofitted with appropriate hardware and custom garage door openers.







NEW CONSTRUCTION

OUTBUILDINGS ON RESIDENTIAL PROPERTIES

A Outbuildings should be smaller in scale than the principal building.

B The design, as well as materials used, should be simple but reflect the general character of the associated building and Shepherdstown's Historic District.

C Outbuildings should be built at traditional locations for outbuildings, including those at or near rear lot lines, those adjacent to alleys and those at the backside of the building. (See §9-208.)

D Garages should be placed at the back of the lot with access from the alley. Garages facing the front of the property are not appropriate when there is alley access, as the alley is considered part of the public view.

E Traditional materials are preferred, however, Hardie Board may also be acceptable.

F Either solid paneled doors or those with windows should be used for garages. Doors with exterior, visible facings of vinyl, aluminum or steel should not be used. Multiple garage doors are acceptable but each should be of single-car width only. Wood paneled, or steel garage doors with wood facings, overhead roll-up doors are acceptable for new garages.







NEW CONSTRUCTION

RESIDENCES

New construction of primary buildings should maintain, not disrupt, the existing pattern and rhythm of surrounding historic buildings along the principal street on which the property fronts by being compatible to the following:

A Shape: Variations of symmetrical, rectangular and square forms are the preferred shape for Shepherdstown.

B Scale (height and width): New construction should not vary more than one-half story from the predominant building height typical of dwellings along the block in which the property is situated. In most blocks this would limit new construction to two and one-half stories or less.

C Orientation to the Street: Most historic dwellings in Shepherdstown have their primary façades and main entrances facing toward the principal street on which the property fronts; this orientation should be maintained in any new construction.

D Roof Shape and Pitch: The roof slope ratio for new construction should be appropriate to its architectural style. Gable and variations of hipped roofs are more common on most blocks than flat, mansard or gambrel forms of roofs.

E Placement on the Lot: Front and side yard setbacks should respect the setbacks found along the block on which the building is sited.

F Location and Proportion of Porches, Entrances and Divisional Bays: A porch may be used if appropriate to the style, period and overall character of the building, but should not extend into the sidewalk. A porch or covered stoop is typical of Shepherdstown residences.

G Location and Proportion of Windows: Window designs and locations should be appropriate to the particular architectural style of the associated building. Because most housing in Shepherdstown is derived from various Classical models, balance and symmetry in exterior window placement are typical.

H Foundation Height: At the front of the building, foundation height should be consistent with foundation heights in the area. However, foundation height at the sides or rear of the building may be altered as may be required to follow the slope contours of the lot.

NEW CONSTRUCTION

I Windows: While wood construction is preferred for windows, the use of vinyl clad or aluminum clad windows is acceptable so long as the dimensions are compatible with historic window openings. Dark tinted windows or windows with reflective glass and coatings should not be used if they are in the public view.

J Details and Texture: The details, texture and type of building materials employed in the construction should be compatible with the architectural style and period of the building being constructed, and such materials applied in a manner consistent with traditional construction methods.

K Replications: New construction that closely imitates historic buildings such as those found in Shepherdstown's Historic District is acceptable if it is consistent with true historic buildings in overall form and plan, porch design and placement, window and door treatments, roof forms and architectural details, including but not limited to traditional bond coursing.

L The historic landscape and mature trees should be preserved on lots where it does not interfere with the new construction's footprint. Stripping the lot of all vegetation is not acceptable.





NEW CONSTRUCTION

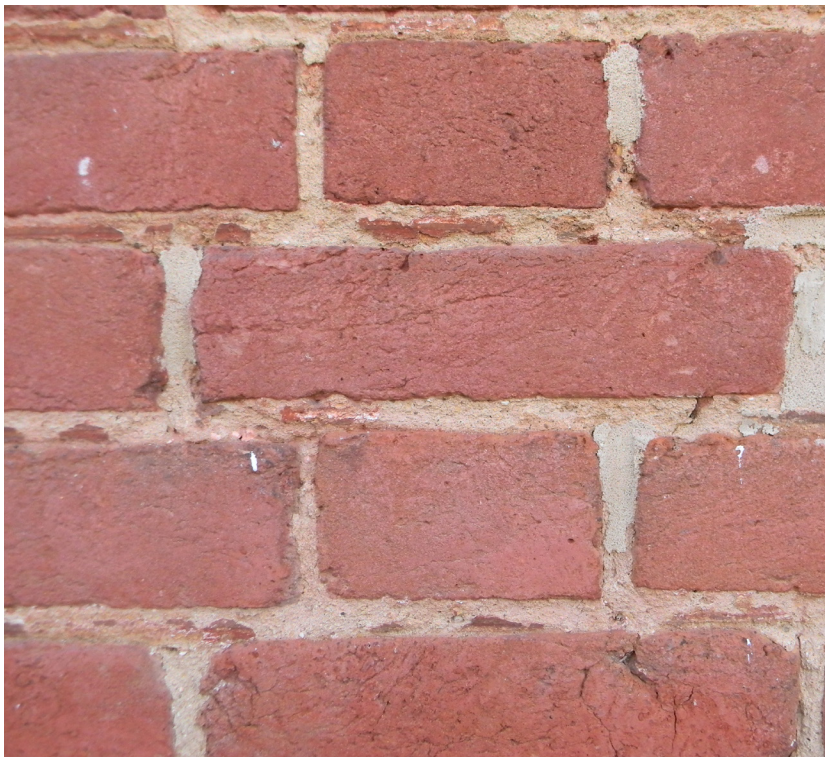
M Material and Material Color:

I Foundations: New construction should create the appearance of historic dwelling foundations, most of which were made of stone, brick or cast concrete. Poured concrete, concrete block, split faced concrete block and pattern molded concrete are acceptable foundation materials if finished with stucco or other finishes to provide a textured surface.

II Brick Dwellings: If the new construction is of brick, the brick should closely match typical mortar and brick color tones and bond coursing found in Shepherdstown's historic buildings and along the block in which the new construction is situated. White or light mortars should be avoided because they provide too much contrast with typical dark brick colors.

III Frame Dwellings: If the new construction is of frame, the preferred exterior material is either wood or some material similar to original materials used in the area such as clapboard, shingle and stucco. Use of aluminum or fiber cement siding is acceptable for new construction.





COMMERCIAL BUILDINGS

NEW CONSTRUCTION

DESIGN

A The design of a new building should complement nearby buildings with its own character and style.

B The height, massing, and proportions of new buildings should be compatible with adjacent buildings.

C Roof forms should be consistent with adjacent and nearby buildings.

D Windows and storefronts should be of size and proportion consistent with adjacent and nearby buildings.

E Traditional separations between storefronts and upper façades should be maintained and consistent with those existing in adjacent or nearby buildings.

F Vertical divisions maintain the feeling of traditional building widths and should be maintained. Combining lots is not preferred in Shepherdstown as it disrupts the historical town planning system.

G Architectural details give a building texture and define its scale, such as cornices, arches, parapet walls, window and door patterns. These details should be used in new construction to help make a building compatible with surrounding structures.

H Carved limestone blocks or other traditional means may be used to identify and indicate the year of construction or other information of historic interest.

MATERIALS

A The predominant building material in the commercial area is brick or stone with wooden storefronts having recessed doorways and large glass windows. Most upper stories are residential and so have sash windows. New commercial construction should, if possible, incorporate these elements.

B Aluminum and vinyl siding are discouraged on new construction.

ALIGNMENT

A Buildings generally should align with adjacent buildings facing on the same street and conform to existing setbacks from that street.

B Orientation should be toward the primary street on which the new building is sited. New buildings should have a rear entrance to accommodate rear parking and access.

COMMERCIAL BUILDINGS

FAÇADES

Façades of commercial buildings include the exterior faces and any storefronts, bulkheads, and display windows that are visible from public ways.

A Any portions of commercial or institutional façades that are original should not be replaced but repaired as needed, adhering to original design features and using original materials whenever possible. If the original design is unknown and cannot readily be determined, a traditional design of that period shall apply.

B Storefronts and façades within historic buildings that have been altered within the last fifty (50) years of the date for proposed additional work should be reconstructed to an historical condition, based on pictorial or physical evidence of original location, design, size, configuration and materials. If the original design is unknown and cannot readily be determined, a traditional design of the historical period should be used.

C Bulkheads and display windows that are original should not be replaced but repaired as needed, adhering to original design features and using original materials whenever possible. If the original design is unknown and cannot be determined, the following provisions apply:

I Missing Bulkhead: If any original bulkhead is missing it should be replaced by a bulkhead of traditionally appropriate materials.

II Missing Display Windows: If any display window is missing, it should be replaced with traditionally scaled windows having large, clear glass lights and matching the original in divisions.

D Bulkheads and display windows should have window mullions or framing of wood, copper, bronze or other historic metals, and should be similar in size and shape to the original design. Clear (not tinted) glass should be installed in display windows. Interior shades or blinds may be used for privacy.





DOORS & ENTRANCES

A Entrances and doors that are totally original should not be replaced but repaired as needed, adhering to original design features and using original materials whenever possible.

B Missing doors should be replaced with new doors appropriate in the style and period of the building and similar in design to the original doors with regard to style, configuration, materials, glazing (type of glass and area) and lights.

- **I** Solid Wood Doors. Solid wood doors generally should not be installed on storefronts.
- **II** Original Design Unknown. Where the original door design is unknown, doors should be replaced with plain wood doors in a single light glass area design. Solid paneled doors, decorative doors or doors based on a different historic period or architectural style generally are not acceptable on storefronts.

C New doors should be constructed of wood and glass. However, metal doors of dark or bronze anodized finish and a wide style may be acceptable. Aluminum or other silver colored metals are generally not appropriate.

D Handrails that are original to the building should not be replaced but repaired as needed. New handrails should be of minimal design and should complement the historic character of the building.





LIGHTING, SIGNAGE & FIRE ESCAPES

LIGHTING

A Original lighting fixtures should be retained and repaired whenever possible. If replacement of original fixtures is needed, a style similar to the original is preferred. Lighting fixtures on historic properties should usually be mounted on porch ceilings or adjacent to entrances.

B New lighting added to commercial properties should be simple in design and may be either concealed or exposed. If exposed the fixtures should be appropriate to the style and period of the building. Down-lit fixtures should be encouraged in all applications.

SIGNAGE

A Signs that are more than fifty (50) years old at the time of desired action should be preserved, maintained and repaired if feasible.

B In the case of buildings that are of contributing significance to Shepherdstown's Historic District or that have received nomination to the National Historic Register and that are occasionally or permanently open to the public, signs designating the names of the structures as well as their historic significance may be erected. These signs may be attached to the structure as described for commercial establishments or, if this is not practical or visible, in some instances they may be freestanding.

C The installation of new signs is subject to review by the Planning Commission.

FIRE ESCAPES

A Unless required by fire or safety codes, fire escapes should not be added.

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

C Fire escapes placed on the exterior should be of traditional design with simple balusters and handrails. The use of painted wood is encouraged where it can meet applicable safety standards. Metal fire escapes may be employed if they have a traditional design and are substantially out of the public view. The use of unpainted pressure treated wood is discouraged.

COMMERCIAL BUILDINGS

LIGHTING, SIGNAGE & FIRE ESCAPES









CHANGES TO SITE

SIDEWALKS & WALKWAYS

A Sidewalks or walkways of stone, brick, or other materials original to building should be preserved when they are in the public view.

B New construction of sidewalks or walkways should be compatible in materials, details, dimensions and placement with original or early sidewalks. However, brick or stone pavers or materials that replicate them, as well as textured or patterned concrete (e.g., the "dimpled" finish that is characteristic in many parts of Shepherdstown) may be appropriate in some instances.

C Sidewalks and walkways of asphalt, aggregate or pebble-surfaced concrete and like materials are generally not appropriate in areas subject to the public view.

D As new technologies become available, they should be considered for repair or replacement of walkways.

E Handrails that are original should not be replaced but repaired as needed. New handrails should be of minimal design and should complement the historic character of the building to which they lead.

GRADE CHANGES

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







CHANGES TO SITE

DRIVEWAYS & PARKING LOTS

A Driveways should not be replaced but repaired as needed, adhering to original design, materials and placement.

B Driveways situated in front or side yards should be constructed of brick, concrete, narrow strip tracks of concrete, pea gravel or pea gravel embedded in concrete. Conventional or textured asphalt or concrete may be considered alternative appropriate materials.

C Private-use parking areas preferably should be located in the rear yard of the premises nearer any existing alley than the principal building. If that is not possible and the parking area will be substantially in the public view, it is preferred that it be located no closer to the front of the lot than the front wall of the house or principal dwelling. Parking areas in public view should be screened with hedges, shrubs, or appropriate fences. Corner-lot parking areas should be edged with landscape screening along both primary and secondary streets.

D Parking lots for commercial buildings, churches, apartment buildings, schools, and other establishments should be located in rear yards; if that is not possible:

I Placement in side yards. If placement in a side yard is required, the parking lot should not be located any closer to the front of the lot than the front wall of the principal building.

II Screening from public view. Commercially-used parking lots should be screened from public view with hedges, shrubs, trees or fences at their edges and employ appropriately planted medians and dividers within their boundaries.

III Screening on vacant lots. Commercially-used parking on vacant lots situated between buildings should have edge landscape screening aligned with the front façades of adjacent buildings.

IV Screening on corner lots. Commercially-used parking lots on corner lots should have edge landscape screening on both the primary and the secondary streets.





CHANGES TO SITE

YARD FEATURES

A Historic yard features, such as pergolas, gazebos, and fountains, should be repaired and restored whenever possible.

B Restoration of original fountains is encouraged; such restoration should incorporate original materials, size, color, and design whenever possible.

C When any new structure, furnishing or object is added, it should be done in such a way that does not detract from or alter the historic character of the landscape. For example, installing a period gazebo that was never present in the cultural landscape.

D Avoid creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial and physical documentation.

E Avoid introducing a new design that is incompatible with the historic character of the landscape. For example, replacing a stone wall with a statue..

SWIMMING POOLS

A Swimming pools should be located in rear or side yards and screened from public view by fencing or landscaping.

B Mechanical equipment related to the operation of swimming pools should generally be located out of the public view and screened with shrubbery, low fencing or lattice panels or other acceptable means of screening.

C Lighting for swimming pools should be beneath the surface of the water or at ground level.

GARBAGE COLLECTORS AND SCREENING

A Except as permitted by the Town for periodic collection on the streets, areas used to store garbage collectors such as large dumpsters and trash containers should be situated at the rear of a building and screened from the public view by shrubbery or fencing.

B A discrete wooden structure may surround residential trash containers and recycling bins and are permissible on the side or rear of buildings.

CHANGES TO SITE

RETAINING WALLS

A Retaining walls of timbers, railroad ties or artificial stone should not be constructed at the front of buildings.

B Retaining walls built more than fifty (50) years before application is made to change, repair, or alter such walls should not be removed or replaced with new materials. Rather they should be preserved or maintained whenever possible.

C Retaining walls of new construction should be of concrete or in stone designs such as cut stone, random rubble, coursed rubble or cobblestones. Retaining walls of wood, timbers or brick are less appropriate but may in some instances be constructed. Brick facing of concrete or concrete block is acceptable.

FENCES

A See Shepherdstown Zoning Ordinance (9-802 (d)) for fence requirements such as allowable height, configuration, and placement. All fences in the Historic District are subject to review by the Planning Commission.

LANDSCAPING AND TREES

A Shepherdstown has a Tree Committee with ordinances that govern the removal and maintenance of street trees. Applicants wishing to make changes to landscaping or trees should contact the Tree Committee for review.







APPENDIX

APPENDIX A. RESEARCHING YOUR PROPERTY

Exploring the history of your house can be a fun, fascinating, and fulfilling project. Understanding your house and its history will provide insight into previous residents/owners, the neighborhood, and the community at large. As you begin your research, you may want to look for information about the following:

- *When was the house built?*
- *Who was the architect? The builder?*
- *What did the house look like originally?*
- *Who was the original owner? The original occupants?*
- *Who has lived in the house since it was built?*
- *What is the lot number associated with the property and on file at the county courthouse?*

First Steps:

County Tax Assessor's Office: Generally, the title to a particular piece of property contains either a partial or full history of the house or other property that you may be researching. Tax records, which give the legal description of the property, will also be an important source of information.

Sanborn Fire Insurance Maps: Created by the Sanborn Fire Insurance Company for the purposes of determining fire insurance liability in urban areas, these maps include detailed information on buildings and changes to buildings over time. These are available through the Library of Congress and the West Virginia University Library.

City Directories: City directories can help to establish when a particular property was constructed, and can also provide valuable information such as occupant and owner names. Most city directories contain a Directory of Householders or Street and Avenue Guide which lists each address by street. To pinpoint the construction date of your property, select a city directory with a date near when you believe your house was built, and check the directory of householders for your address. If your property is not listed, it was likely not constructed at the time of publication. Work forward in five-year increments until you have located the first listing of your address in the directory. Check out subsequent years to learn more about past residents of your home.

Census Records: Census records, taken every ten years, can help to establish a history of ownership of a particular property, and may provide more information, including occupation, on past residents of the home. For more information on accessing census records, visit archives.gov/research/census.

Historic Newspapers: Newspapers very often publish information on real estate transactions, urban development, and new construction. Back issues of local newspapers throughout the state are available at local libraries, Universities, and the WV State Archives, located in Charleston.

Preservation Studies: Many historic areas have undergone surveys in preparation for listing in the National Register of Historic Places. The WV State Historic Preservation Office (SHPO) maintains a record of these studies and Historic Property Inventory forms for each property within the study area. These resources can be viewed online with the WV SHPO Interactive Map Viewer, mapwv.gov/shpo/viewer/index.html.

Historic Photographs: The most likely source of photographic information will be from the past owners of the property. It is likely that this would be in the context of family photo or candid shots that just happened to have the interior or exterior of the property in the background. It is good to get a full range of snapshots over time so as to pinpoint the date of changes to the property. Historic newspapers, as well as books on the history of the town, may also be good sources of historic photographs. Photographs are also available through the WV GeoExplorer Project Online and the WVU Library, as well as the Library of Congress. You can search these collections online here: wvgeohistory.org, wvhistoryonview.org, loc.gov.

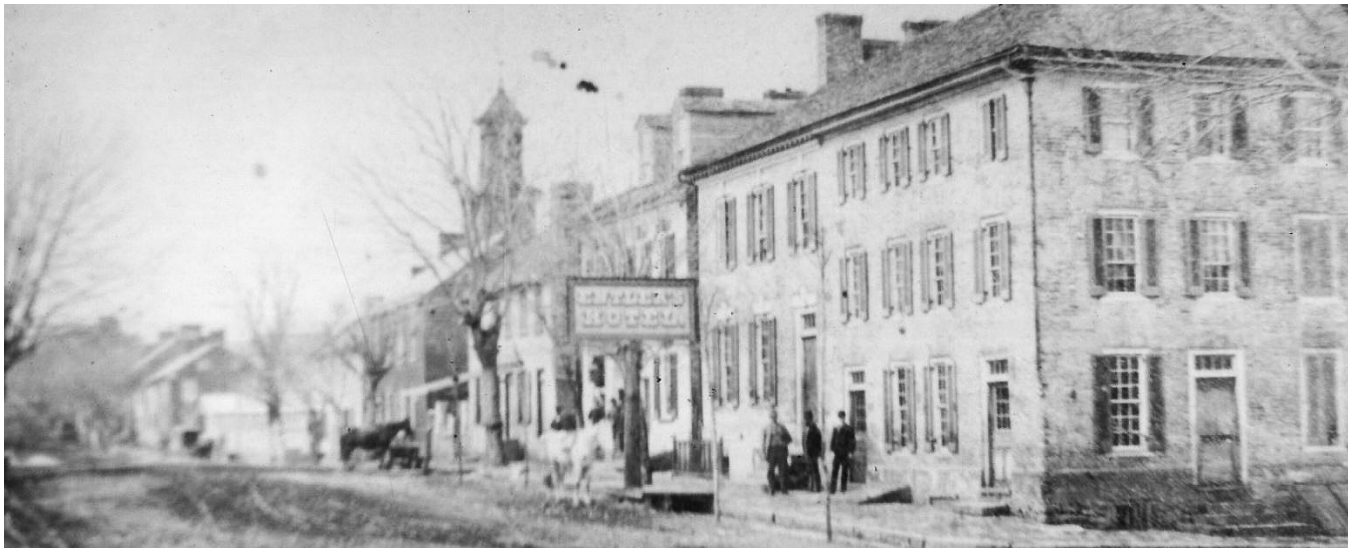
Shepherdstown Research Resources:

Historic Shepherdstown & Museum - 129 E German Street, Shepherdstown, WV 25443

Jefferson County Court House, County Clerk Office - 100 E Washington Street, Charles Town, WV 25414

Library of Congress - Thomas Jefferson Building, 10 First Street SE, Washington, DC 20540

WVU West Virginia & Regional History Center - 1549 University Avenue, Morgantown, WV 26506



PLANNING FOR YOUR PROPERTY'S PRESERVATION:

Property owners are strongly encouraged to develop long range plans for the preservation of their historic properties by using the information uncovered above and by taking any (or all) of the following steps.

1. Consult with preservation, design, and construction professionals on the specific circumstances of the property, on any challenges facing the property, and how best to preserve it;

2. Consult applicable sources of technical information recommended by the Department of the Interior and the National Park Service (i.e. the Standards, checklists, Preservation Briefs, and Preservation Tech Notes);

3. Make note of any available construction timeline: original construction date, exterior changes, and when they were done.

4. Record visible and uncovered conditions – especially any that will be concealed or altered by contemplated projects (Preservation Briefs No. 35 and 43);

5. Prepare a preservation plan, and consider having an Historic Structures Report prepared for the property.

Preservation Plan

The Landmarks Commission strongly encourages owners of historic structures and properties to formulate plans for the preservation of their property. While the Landmarks Commission can apply its general knowledge and experience to consideration of your project, there is no substitute for your specific knowledge and research embodied in a well considered preservation plan. For any application that involves substantial renovation, restoration, or demolition, the Landmarks Commission will want to review and discuss the preservation plan with you.

The purpose of a preservation plan is to factor preservation into decisions about a property in a rational, organized, and systematic fashion. You probably have the beginnings of a preservation plan in mind in your affection for your historic property. Formulating a plan simply involves building on those thoughts. Making a preservation plan is something you can do on your own, or with professional consultation. The process consists of making decisions about preserving your property and then recording those decisions. At its most basic, the plan is a series of decisions about which approaches best suit your historic property and your goals. One might call this a preliminary preservation plan.

A preliminary preservation plan may be appropriate for a project of limited scope where the work proposed will not remove historic fabric and will allow for restoration at a later time. For a minor project that involves, for example, a change of paint colors, a roof repair, or the addition of a railing, the preservation plan can be limited in detail, not involving complicated decisions. However, there is one caution about relying on a preliminary preservation plan: carrying out a series of small projects without a sufficiently detailed plan can be detrimental to the historic character of your property. The Landmarks Commission urges you to think beyond the immediate project and to set long range, detailed goals for the preservation of your property. The HLC encourages development of a detailed preservation plan that can serve as the record of your thoughts and a guide for longer term projects.

Approach to Preservation/Treatment – Preliminary Preservation Plan: You are encouraged to consider what approach (or approaches) suits your circumstances: preservation, rehabilitation, restoration, or reconstruction. (See Appendix C). In complicated structures (especially those constructed or added to during two or more historic periods), there may be a need for more than one approach. The Landmarks Commission welcomes the opportunity to discuss the chosen approaches with you in a workshop session.

Components of a Detailed Preservation Plan: Such a plan builds on the basic choice of approaches discussed for the preliminary plan by considering the parts and elements of your building in greater detail and by recording those decisions. The necessary information will most likely be the same as that discovered as you research the history of your property.

- A brief narrative or list documenting the history and evolution of the structure or property.

- A physical description of the structure detailed enough to facilitate discussions between the Applicant and the Landmarks Commission.

- A record of the approach (or approaches) to preservation treatment of the various parts and components of the structure as chosen by the Applicant and discussed with the Landmarks Commission. The Commission encourages including description of the reasons for the approach(es) chosen and reference to historic information considered.

- A record of how the decided upon approaches will be applied to the specific project (or projects) being contemplated.

- For more historically significant structures/properties and for more complicated projects, an historic structures report may be an important adjunct to the preservation plan.

Historic Sturctures Report (HS Report)

As described by Preservation Brief No. 43, this is a document that assembles detailed information about the history of a structure/property. Preparation of an HS Report can be labor-intensive and costly, and involves a much greater effort than making a preservation plan. However, in some situations, having such a report can provide the facts and clarity necessary for the Landmarks Commission to understand your project and to make an informed recommendation. Deciding whether your property requires a HS report can be determined by meeting with the Landmarks Commission.

An HS Report addresses the following questions:

- Is the structure's history well understood? Is enough known to minimize the chances of destroying important historic fabric? What documentation is available?

- What is the period (or periods) of historic significance?

- If there are multiple periods of significance, which are important? What period will be preserved for each of the various parts of the structure?

- What features, elements, or characteristics of the structure are essential to preserve?

The HS Report can identify parts of the structure requiring repair and functional problems that will interfere with its use. The goal of the HS Report will be to help insure that the features, elements, and historic characteristics unique to the structure are taken into consideration in the development of a preservation plan and during subsequent projects. If you have a previously prepared HS Report, you may submit it as part of the documentation for a workshop or for a formal application. Please include an explanation of how the findings of the previous report apply to the current project.

APPENDIX B. BUILDING MAINTENANCE

The International Property Maintenance Code (IPMC) establishes and regulates minimum requirements for the maintenance of existing buildings. Property owners in Shepherdstown should consult the IPMC before undertaking any building maintenance in order to ensure compliance with the code. The 2018 version of the code can be found online here: https://codes.iccsafe.org/public/document/IPMC2018.

Preventative Maintenance and the Projects that Can Ensue: A Case Study in the Routine Acts of Preservation

Historic preservation is often a direct reaction to a society's inability to maintain its architectural cultural resources; the legacy left by previous generations of the built environment for those in the future. Good maintenance practices require the proper data for decision making and a common language to work from.

In very general terms: "Building maintenance may be defined as the preservation of a building so that it can serve its intended purpose" and "a combination of any actions carried out to retain an item in, or restore it to an acceptable condition." The maintenance of historic buildings is the first line of defense against the deteriorating effects of change over time. Because these are structures that we interact with on a daily basis, the maintenance of our country's built environment is vital for the health, safety, and welfare of our citizens, and requires an offensive stance.

The plain reality is that exposure leads to deterioration; an important concept. "One of the crucial problems of preservation today is thus the development of policies, technologies, and tools for reducing this abrasive wear along the interface to acceptable minimal levels and holding it there across time". All objects are in the process of change. While preventative maintenance can slow the process of change, badly executed maintenance can in fact speed up the process. The concept of building maintenance has taken on a "low priority" image



for many property owners, leading to the creation of larger problems down the line. Responsible building maintenance requires skill, education, knowledgeable oversight, and good recordkeeping.



The reality of dealing with any historic building is that change happens over time—sometimes, this change occurs in catastrophic events, causing building stewards to react as best they know how. Over the history of any building, many events take place that directly affect the components that constitute the whole. These events start with the development of design documents and continue with construction, routine maintenance, modifications, and even deferred maintenance items. Each one of these events has associated documentation and provides invaluable data. The reality of the people associated with any given building is that they invariably change over time; the day-to-day supervisors, the cleaning crews, the maintenance works, the repair people, the building contractors, and the building owners can change hands many times over the course of a building's life span.

Some historic buildings are subject to assessments and reports that memorialize and document an event or snapshot in time. Unfortunately, these documents too often become part of the building's archives, or worse yet, the circular files. To further complicate matters, this documentation is often done with different personnel, in different formats, and with different scopes of work, providing a challenge to building stewards whose goal is to establish baseline data and document change over time. The data collected on the building needs to inform the personnel with qualitative and quantitative information to allow for conscientious decision making.

A collaborative team approach that involves building staff (or routine repair workers), professional tradespeople, architects, and engineers is required in order to create a comprehensive preventative maintenance plan. It is invaluable to have "the know" of those who have lived or worked in the facility and have retained a record for the continuum of change. Building change over time and the rate of change shares a direct relationship with routine maintenance activities that have or have not been completed over time.

The start to any historic building problem-solving exercise begins with Research and Observation before moving onto Assessment, Alternatives, and Recommendations. A plan and process that involves a series of activities and milestones is required for the successful rehabilitation or continued use of a building. A sample annual preventative maintenance checklist for property owners is provided on the following pages.

ANNUAL MAINTENANCE CHECKLIST

Spring - March/April

- ☐ Inspect interior of the building for leaks during the first heavy rain of the season (30 min)
- ☐ Inspect basement or crawlspace for excessive water during wet weather (30 min)
- ☐ Sweep debris from flat or low sloping roofs (30 min)
- ☐ Examine the flashing for a tight fit and proper water shed where any horizontal surface meets a vertical surface (chimney, parapet cap and roof) (30 min)
- ☐ Clean out gutters and downspouts and inspect for damage that might have occurred during freeze-thaw cycles (60 min)
- ☐ Inspect base of building for damage caused by salt (15 min)

Summer - June/July

- ☐ Remove plants growing on or close to walls and foundation (30 min)
- ☐ Check masonry for loose bricks and mortar (15 min)
- ☐ Examine windows for broken glass or putty failure (15 min)
- ☐ Inspect any metal or cast iron components for rust. Scrape and paint with a rust inhibiting paint (60 min)
- ☐ Examine any painted surface for paint failure (cornice, windows, trim and storefront (30 min). Repaint if needed (3 hours)





Fall - September/October

- ☐ Remove plants growing on or close to walls and foundation (30 min)
- ☐ Visually check for moss or lichen, especially around parapets, sills and downspouts (30 min)
- ☐ Inspect basement or crawl space for excessive water during wet weather (30 min)
- ☐ Inspect interior of building for leaks during first heavy rain of the season (30 min)
- ☐ Examine roof slope to make sure water is not pooling at any areas on the roof (15 min)
- ☐ Make sure water can flow freely through gutters and downspouts. Clean out if they are clogged (30 min)
- ☐ Sweep debris from flat or low sloping roof (30 min)

Winter - December/January

- ☐ Check weather stripping around windows and doors. Install to prevent air infiltration (60 min)
- ☐ Install exterior storm windows for winter (2 hours)
- ☐ Caulk any gaps in wood for a temporary water tight seal (30 min)

APPENDIX C. SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES

The Secretary of the Interior's Standards are a series of guidelines and concepts regarding the preservation, repair, and replacement of historic materials. These standards also apply to new additions and alterations to historic properties. These advisory standards present four approaches to the treatment of historic properties, including preservation, rehabilitation, restoration, and reconstruction, and present a series of guidelines for each. Each guideline is outlined briefly below, and the entire document, which outlines additional technical recommendations and guidance about specific types of projects, is available online at https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf.

PRESERVATION

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.

2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.

3. Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.

4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.

6. 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 material will match the old in composition, design, color and texture.

7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

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

REHABILITATION

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.

2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.

3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.

4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

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

9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

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

RESTORATION

1. A property will be used as it was historically or be given a new use that interprets the property and its restoration period.

2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces and spatial relationships that characterize the period will not be undertaken.

3. Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.

4. Materials, features, spaces and finishes that characterize other historical periods will be documented prior to their alteration or removal.

5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.

6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials.

7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.

8. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

10. Designs that were never executed historically will not be constructed.

RECONSTRUCTION

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture and such reconstruction is essential to the public understanding of the property.

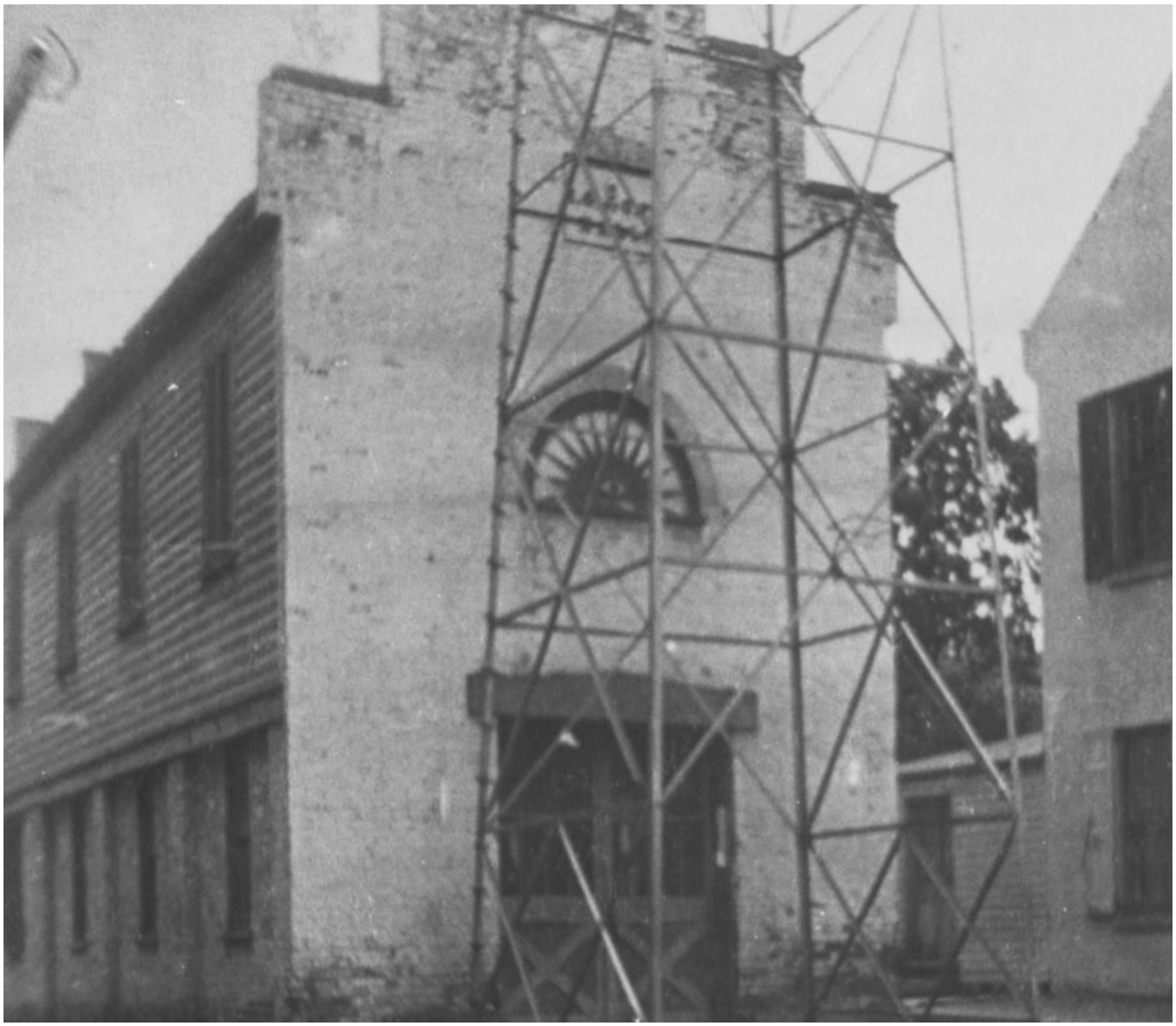
2. Reconstruction of a landscape, building, structure or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.

3. Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.

4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color and texture.

5. A reconstruction will be clearly identified as a contemporary re-creation.

6. Designs that were never executed historically will not be constructed.



APPENDIX D. GLOSSARY

Demolition by Neglect – the destruction of a building or structure caused by the failure to perform maintenance over a period of time.

Americans with Disabilities Act (ADA) – the ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including public and private places that are open to the general public.

ADA Accessibility Guidelines (ADAAG) – the ADAAG contains scoping and technical requirements for accessibility to buildings. The ADAAG cover requirements in changes to buildings in historic districts listed in the National Register of Historic Places.

Air Infiltration – the flow of air into a building from the outside through cracks or holes in the exterior surfaces of the building.

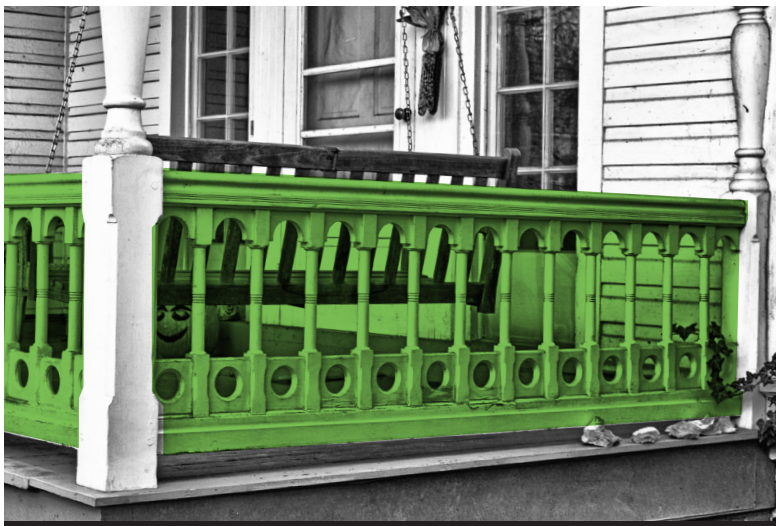
Alligatoring – the splitting of a film of paint in a pattern resembling an alligator's skin.

Alteration – any physical changes to an existing structure.

Apron – the facing panel, sometimes ornamented, below the floor of a porch, of the panel below a window sill.

Arch – a curved structural element that spans an opening.

Architectural Glass – opaque colored glass used as an exterior facing. Usually in store fronts from the mid-twentieth century. Also known as Carrara glass.



Balustrade

Architrave – the lowest group of moldings on an entablature.

Awning – a roof-like covering placed over a door or window to provide shelter from the elements, historically constructed of fabric, but also made of metal and plastic in modern times.

Baluster – a small, column-like element that supports a hand rail in a balustrade, may be simple or decorative.

Balustrade – a railing on a stair, porch, or other structure, compose of upper and lower rails and a series of balusters in between.

Bargeboard – a decorative board, typically one of a pair, placed at the edge of the eaves of a gable. See also *rake board*.

Bay window – a window unit that projects outward from the wall of a building and usually has a foundation of its own.

Board and batten – a type of wooden siding composed of vertical boards that are covered at the joints with narrow boards (called battens).

Bond/bonding pattern – the pattern in which bricks or stones are arranged in the formation of a wall.

Bracket – a general term for an architectural feature, typically treated with scrolls or ornament, projecting from a wall and intended to support a weight, such as a cornice, etc.

Bulkhead – the panel at the base of the display windows of a storefront.

Capital – the top section of a column, often decorative.

Casement – a window sash that opens by swinging in or out to one side.



Bulkhead

Caulking – a flexible material used to seal cracks and fill joints between materials, intended to prevent leakage and/or to provide waterproofing.

Certificate of Appropriateness – the approval statement, recommended by the Historic Architectural Review Board and approved by Borough Council, that certifies the appropriateness of a particular request for the construction, alteration, reconstruction, repair, restoration, demolition, or razing of all or part of any building within an historic district, following a determination of suitability according to applicable criteria, and that authorizes the issuance of a building permit for such request.

Chalking – a powdering of the surface of paint caused by natural aging.

Character-defining feature – any distinguishable architectural element or characteristic that distinguishes a building or other resource, assists in classifying it as a particular type, style, form, etc., and distinguishes it from other resources.

Chimney – a structure that encloses one or more flues for the conveyance of smoke to the outside of the building, especially the part of the structure that rises above the roof, but also the part may rise along the side wall of a building.

Clapboard – an exterior horizontal wood siding applied so that the thicker edge of each board overlaps the thinner edge of the board below.



Clapboard

Classical – relating to the style of ancient Greek or Roman art or architecture, or of derivatives of those styles.

Column – a vertical architectural element intended to support a load and usually composed of a base, shaft, and capital, often reflecting classical detailing.

Compatible – describing an alteration that maintains or restores the historic and significant features and appearance of a building, and does not detract from surrounding resources, thereby maintaining a sense of visual harmony in the building and between the building and neighboring buildings.

Compatible substitute – a new material used to replace an old material, the new material being similar to the old in all aspects of appearance and agreeable to the existing material in physical and chemical properties.

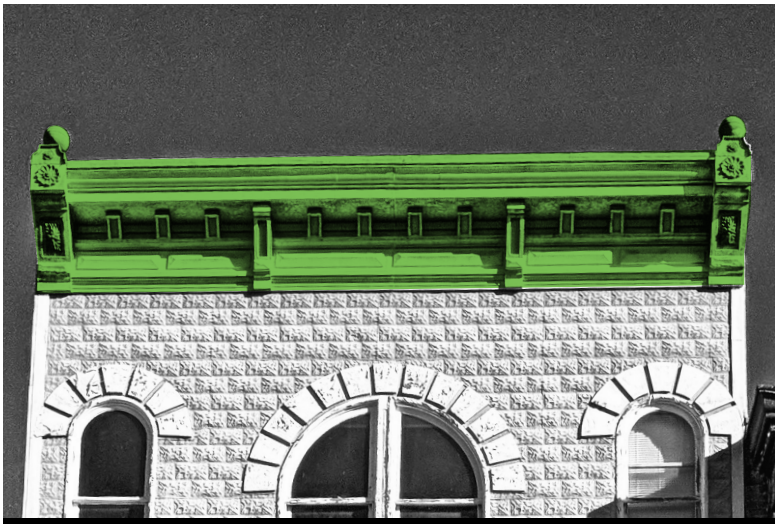
Contributing Building – a site, structure, or object that adds to the historic architectural qualities, historic associations, or archeological values for which a Historic District is significant because a) it was present during the period of significance, and possesses historic integrity reflecting its character at that time, or b) it independently meets the National Register criteria.

Coursed Rubble – stonework consisting of roughly shaped blocks of stone laid in more or less regular horizontal courses.

Corbel – an outward stepping of bricks, stones, or other masonry units used decoratively or to support an overhanging element.

Corner board – a narrow, vertical board installed at the corner of a wood frame structure, against which the horizontal siding abuts.

Cornice – projecting moldings forming the top band of an entablature, or a similar horizontal ornamental molding at the top of a prominent architectural element, such as a wall, window, or door.



Cornice

Crazing – a condition of fine, jagged interconnected breaks or cracks in the top layer of paint, caused when thick paint becomes excessively hard and can't respond to changing weather conditions.

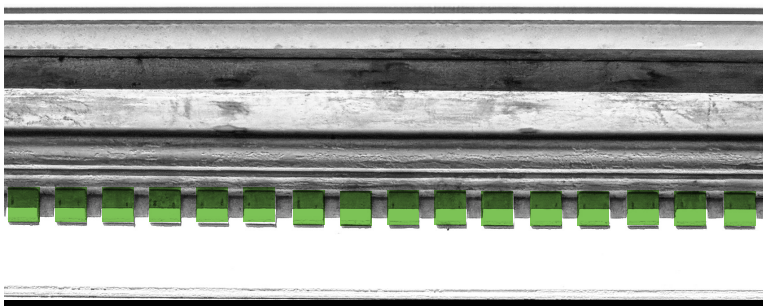
Cross gable – a type of rook composed of two gables that intersect at right angles.

Crown – a decorative molding at the top of a window, door, or other element.

Cupola – a small structure projecting from a roof, originally intended to provide light, ventilation, or view, but may be strictly decorative.

Delamination – the separation of layers of a material.

Demolition – the intentional destruction of all or part of a building or structure.



Dentils

Dentils – a series of small, toothlike projections that alternate with blank spaces, used for decorative effect in cornices and other moldings.

Deterioration – the loss of the original sound condition of a material, structure, etc., typically due to weathering, lack of maintenance, and/or human activity.

Dormer – a window that projects from a sloping roof.

Downspout – a vertical pipe-like element that conducts water away from a rood, typically connected to a gutter.

Dusting – the condition that occurs in masonry when the outer layer of the masonry has fallen off, and the softer, inner core is being rubbed away.

Eaves – the underside of the portion of a roof that extends beyond the face of the wall.

Efflorescence – a spotty white haze appearing in a horizontal pattern in brick, created by salts that are deposited after water that has been carried into the walls evaporates.

Elevation – one of the walls of a building.

Energy efficient – describing a building or an element of a building that provides resistance to the flow of heat, or that requires little energy to operate.

Entablature – the long horizontal structure above the capital of a column, consisting of a cornice, a frieze, and an architrave or a similar grouping used in other locations, as above a door or window.



Entablature

Exterior Features – the architectural style, design, and general arrangement of the exterior of an historic structure, including the nature and texture of building material, and the type and style of all windows, doors, light fixtures, signs or similar items found on or related to the exterior of an historic structure.

Façade – the front wall of a building, of any decorated wall of a building.

Fanlight – an arched window above a door or other window.

Feature – a single, distinguished part of a greater whole, as a single architectural element of a building.



Flashing

Finial – a slender, vertical ornamental element usually positioned at the top of a roof or gable.

Finish – the texture, color, smoothness, reflectivity, and other visual properties of a surface.

Fish scale shingles – shingles with rounded ends.

Flashing - sheet metal placed over the joints in a roof to prevent leakage.

Form – the shape of a building or object, which contributes to character or appearance.

Foundation – the masonry base of a building that rests directly on the earth and supports the structure above.

Frame – the woodwork surrounding a door or window in a wall, to which the door or window is attached.

Frieze – the flat, middle portion of the entablature, or any similar decorative, horizontal element on a building.

Front gable – a building form in which the gable end of the roof faces the street.

Gable end – in a building with a gable roof, an end of the building that includes the triangular gable.

Gable roof – a simple pitched roof with sides inclined at the same angle, meeting at a peak in the center of the structure.

Galvanized – describing a material that is protected from rust with a coating of zinc.

Gambrel – a roof composed of a shallow-pitched slope above a more steeply-pitched slope.

Glazing pattern – the arrangement of panes in a window or door.

Grade – the height of the surface of the ground.

Gutter – a channel attached to the eaves of a building to carry rainwater away from the rood, typically attached to a downspout.

Head – the top horizontal member of a window or door frame.

Hipped roof – a roof that slopes inward from all exterior walls.

Historic District – a significant concentration, linkage, or continuity of sites or structures united historically, architecturally, archaeologically, or culturally, by plan or physical development. An historic district shall include all property within its boundaries as defined and designated by the Town Council, approved and registered with the WV Department of Culture and History, and the U.S. Department of Interior.

Historic Preservation – a broad range of activities intended to stabilize and conserve the built environment.

Historic Rehabilitation – the process of returning a historic building and/or property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the building and/or property that are significant to its historic, architectural, and cultural values.

Hood Molding – decorative trim, usually metal, wood, or stone, located over a door or window opening.

Insulation – a material used to reduce the transmission of sound or heat.

Integrity – a descriptive term applied to materials, finishes, sites, or buildings that retain their historic substance and appearance.

Jamb – a vertical member at each side of a doorframe, window frame, or door lining.

Landmark – any site or structure designated by the Town Council that is of exceptional historic, cultural, archaeological, or architectural significance.

Lattice/Latticework – open screening formed by the overlapping of thing strips of wood.

Lintel – a horizontal structural element spanning a window of door opening.

Louver – a series of angled slats in a framework, incorporating spaces to admit air, often used to fill window openings.

Maintenance – work that does not alter the exterior fabric or features of a landmark, site or structure and has no material effect on the historical, archaeological, architectural or cultural significance of the historical landmark, site or structure.

Mansard – a roof composed of two pitches, the lower pitch steeper than the upper pitch, which may be nearly flat.



Mansard Roof

Masonry – any of a variety of material, including brick, stone, mortar, terra cotta, stucco, and concrete, used for building construction.

Massing – the overall composition, including the size, expanse, shape and bulk, of the major volumes of a building, that contribute to the building's appearance, especially when the building has major and minor elements.

Molding – a long decorative trim of any of a variety of profiles, used to ornament buildings and building elements.

Mortar – a composition of sand, water, lime, and/or Portland cement, and possibly other materials, used to bond masonry units together.

Mullion – the vertical member that separates windows or doors set in a series in a single opening.

Multipane – describing a window whose sash are composed of more than one pane of glass.

Muntin – the small element that separates the individual panes of glass in a multipane sash.

National Register of Historic Places (NRHP) – the honorific, non-restrictive federal listing of properties (individual buildings as well as historic districts) that have been officially determined to be historic at either the local, state, or national level of significance.

New Construction – construction that is characterized by the introduction of new elements, sites, building, or structures or additions to existing buildings and structures in historic districts.

Newel – the post, often ornamental, that supports the handrail at the top and bottom of a stairway.



Multipane window



Newel post

Non-contributing Building – a site, structure, or object that does not add to the historic architectural qualities, historic associations, or archeological values for which a property is significant because a) it was not present during the period of significance, b) due to alterations, disturbances, additions, or other changes, it no longer possesses historic integrity reflecting its character at that time or is incapable of yielding important information about the period, or c) it does not independently meet the National Register criteria.

Novelty Siding – weatherboard siding with any of a number of decorative profiles, such as German siding.

Ordinance – a municipally adopted law or regulation outlining specific rules regarding a variety of issues, but often pertaining to the use of land, property, buildings, etc.

Oriel – a bay window located above the first floor level .

Orientation – the placement of elements on a building or the placement of a building on a site, taking into consideration size, distance, setback, alignment of features, the location of the street, and the situation of other

nearby buildings.

Outbuilding – a structure separate from and secondary to the main building on a property, including but not limited to garages, carriage houses, summer kitchens, ice houses, sheds, and barns.

Panel – a flat surface surrounded by moldings or recessed from the adjacent surface and sometimes ornamented.

Parapet – a wall that projects above a roof.

Pediment – the gable end of a roof or portico, often triangular or segmental in shape, and located above the cornice in classical architecture; a similar feature above doors and windows.

Physical Evidence – remaining historic fabric and/or features of a building that should be used as the basis for designing or recreating new elements.

Photographic Evidence – historic photographs or illustrations that provide information on the historic appearance of a building and that can be used as the basis for designing or recreating new building elements appropriate to the historic character of the building.

Pilaster – a flat architectural element resembling a column attached to a wall.

Pitch – the slope of a roof or other element.

Pointing – the process of using mortar to bond masonry units together to form a wall.

Porch – an exterior structure attached to a building, with its own roof and a floor, and open on all sides, may be large or small, plain, or decorative.

Portico – a covered porch or walkway supported by columns, typically located at the entrance to a building.

Poultice – any of a variety of compositions applied to masonry surfaces to assist in the removal of stains.

Preservation – the stabilization of a building or a material to protect it from deterioration.



Portico

Primary Elevation/Primary Façade – an exterior wall of a building that receives special architectural treatment or ornament, often the wall that contains the entrance or any wall facing a major street.

Primer – a specially formulated coating that creates a protective film on a surface to allow good adhesion of the topcoat.

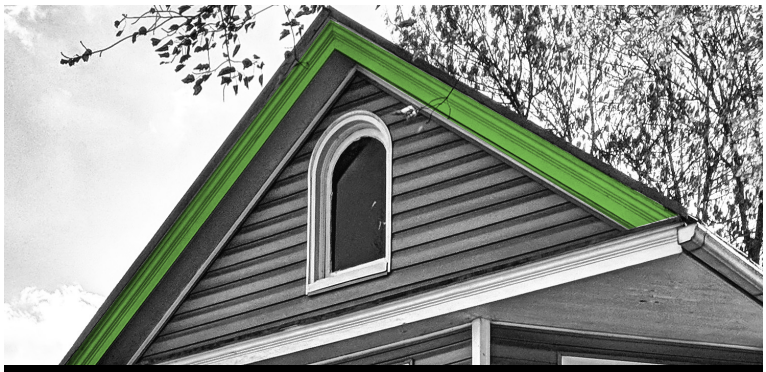
Priming – preparing a surface, or applying a first coat of paint before the finish coat(s).

Proportion – the relationship of the size, shape, and location of one part of a building to another part, of one part of a building to the whole building, of or one building to a group of buildings.

Protect – to safeguard the condition and character of a building or a property and its component parts, typically achieved through consistent maintenance.

Protective surface coating – a layer of material applied to a surface specifically for the purpose of shielding the surface from the elements or other potential factors of deterioration.

Public Street, Alley, or Way – any thoroughfare for travel that is open to the public, by foot of by vehicle, typically considered in relation to the buildings or parts of buildings that can be seen from it.



Rake board, see also *bargeboard*

Rafter – one of a series of roof beams that supports the roof sheathing.

Rail – a horizontal framing member of a door or window.

Railing – a barrier and/or hand support typically consisting of vertical members supporting a horizontal member.

Rake board – trim piece along the edge of a gable. See also *bargeboard*.

Reconstruction – the process of reproducing, by new construction, the exact form and detail of a vanished structure, or part thereof, as it appeared at a specific period of time.

Rehabilitation – the act or process of returning a property or building to usable condition through repair, alteration, and/or preservation of features significant to its historical, architectural and cultural values.

Reinforce – to strengthen an architectural element by adding material and/or supporting elements in an attempt to save as much historical material as possible as opposed to replacement.

Renovation – the process of repairing and changing an existing building for modern use, so that it is functionally equal to a new building.

Repair – the process of rehabilitation that warrants additional work beyond simple maintenance. Repair includes patching, piecing in, splicing, consolidating or otherwise reinforcing materials according to recognized preservation methods.

Replace – to remove a building element, material, or feature and install a different element in its place, thereby removing historic fabric from a building.

Repoint – the process of removing deteriorated mortar and applying new mortar to restore the strength and appearance of a masonry wall.

Resin – a solid or semisolid organic material that provides paint with its film-forming character.

Restoration – the process of returning a building and/or property as nearly as possible to irs condition at a specific period of time in its history using the same construction materials and methods as the original.

Retain – to keep a historic building element in place and/or in use, as opposed to removing the element and replacing it with a new element.

Reversible – describing an alteration or restoration technique that can be removed or otherwise undone in the future, without damaging the original historic fabric of the resource.

Rhythm – an ordered repetition of elements composing the exterior walls of a building and giving the building its character; or the repetition of buildings or building elements on a street.

Ridge – the upper edge of two sloping surfaces.

Rising damp – the condition that exists when suction pulls groundwater into a masonry wall from the bottom up.

Roof material pattern – primarily the shape and configuration, but also the color, texture, and other visual properties of shingles, tiles, or other material used to cover a roof.



Sash

Roof shape – the overall form of the structure that covers a building, typically identified by the placement, number, form, size, and angle of the component slopes of that structure, and by the method by which the slopes are joined.

Routine maintenance – the regular upkeep of all elements of a building or property.

Sandblast – the use of sand, propelled by a blast of air or steam, to remove dirt, paint, or other materials from a wall surface, typically harmful to historic materials due to the loss of parts of the historic material along with the dirt or paint.

Sash – the unit that holds the window glass

Scale – the perceived size of a building or building element relative to the forms and elements around it.

Secretary's Standards – shorthand for The Secretary of the Interior's Standards and Guidelines for Rehabilitation. Used by many government agencies and individuals undertaking rehabilitation projects to evaluate whether the historic character of a property is preserved in the process of rehabilitation.

Setback – the distance required between a building and the property line.

Sheathing – the covering placed over the rafters as a base for the shingles or other finishing material.

Shed roof – a roof with a single slope.

Shingle – a type of roof covering consisting of small units produced in standard sizes and a variety of materials and shapes to convey a variety of appearances, lain in overlapping courses to prevent water infiltration.

Shutter – one of a pair of small, hinged doors that covers a window or other opening, may be louvered (fitted with a series of slats) or solid (fitted with raised or recessed panels).

Side gable – a building form in which the gable end of the roof does not face the street.

Sidelight – a slender, vertical window adjacent to a door or larger window, often divided into multiple panes and typically used in pairs, separated by the door or larger window.

Siding – the nonstructural exterior wall covering of a frame building.

Significant detail/element/feature – a detail, element, or feature that is essential to an understanding of the value and character of a historic structure or property.



Sidelights and fanlight

Significance of later changes – over time, some changes to historic buildings may achieve significance in their own right, displaying features or characteristic of styles or types that are later than that of the original building, but which have recognized value on their own.

Sill – the horizontal element at the base of a door or window opening, or at the bottom of a timber-framed wall.

Site – all elements on a property surrounding but not directly related to the building. These may include landscaping, driveways and sidewalks, fences and retaining walls, among other things.



Spindles

Slope – an inclined surface.

Solid to void ratio – the relationship in size between the solid parts of a wall, and the openings in the wall, including door and window openings.

Spalling – the flaking of brickwork or stone due to the freezing and thawing of a wall, chemical reaction, or building movement.

Spindle – a wooden element that has been turned on a lathe, typically used in railings and decorative elements.

Spindle work – a series of spindles.

Storefront – the street level front of a store, including windows to display merchandise, an entrance or entrances, signs, etc.

Streetscape – the overall view of a street and its component elements, including the street, sidewalk, buildings, signs, traffic lights, street furniture, landscaping, etc., and also including less tangible factors such as rhythm, solid –to-void ratio, changes or consistency in building height, changes or consistency in setback, etc.

Stringcourse – a decorative, projecting horizontal molding, typically used to separate parts of a wall surface.

Substrate – a material on top of which other material is installed.

Swag – ornament designed to look like draped foliage or fabric.

Synthetic – referring to a manufactured material introduced in modern times, not available historically , and used as a replacement for historic material.

Terne – a corrosion resistant combination of lead and tin.

Texture – the visual and tactile qualities of the structure of a surface.

Tooling pattern – the shape and profile for a mortar joint.

Topcoat – a coating whose formula us weaker than primer, but which contains more pigment.

Transom – a window located above a door, a storefront window, or another window, sometimes operable.


Transom window

Truss work – an ornamental treatment, typically used in gables, resembling the structure of wooden trusses.

Turned – an element that has a circular cross section produced by turning of a lathe.

Valance – the decorative horizontal element below the lintel of the porch roof .

Valley – the angle formed where two downward sloping roof surfaces meet at the bottom.

Ventilation – the process of supplying fresh air to interior spaces.

Vernacular – representing popular traditional local building practices.

Water blast – the use of propelled water to remove dirt, paint, or other material from a wall surface, typically harmful to historic materials if applied at too strong of a pressure due to the loss of parts of the historic material along with the dirt or paint.

Weather stripping – a long piece of material applied to an exterior door or window to seal the joint between it and the surrounding frame, used to decrease air and water infiltration.

Weep hole – an opening that allows moisture to drain to the outside of a building, typically used in storm windows.

APPENDIX E. CONTACTS

State, Local and Federal Historic Preservation Contacts

Shepherdstown Zoning Officer

304.876.6858

www.shepherdstown.us

Historic Shepherdstown and Museum

304.876.0910

http://historicshepherdstown.com/

West Virginia State Historic Preservation Office

304.558.0240

http://www.wvculture.org/shpo

National Park Service

Technical Preservation Services, Preservation Briefs:

http://www.nps.gov/history/hps/TPS/briefs/presbhom.htm

Department of Interior Secretary's Standards for Preservation:

http://www.nps.gov/history/hps/tps/tax/rhb/stand.htm





Jefferson County HLC

http://jeffersoncountyhlc.org/

Jefferson County Clerk

304. (304)728-3215

http://jeffersoncountyclerkwv.com/

http://jeffersoncountyclerkwv.com/recording_services.html

Jefferson County Historical Association

304.724.7008

http://jeffersonhistoricalwv.org/

Accessibility and ADA Resources

U.S. Access Board

02.272.0080

https://www.access-board.gov/

ADA Accessible Guidelines

https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/background/adaag

ADA Guide for Small Towns

https://www.ada.gov/smtown.htm

THESE GUIDELINES ARE THE RESULT OF A COLLABORATIVE EFFORT

THE SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

&

MILLS GROUP

ARCHITECTURE ▪ PLANNING ▪ PRESERVATION

