

# Shepherdstown WV Historic District Design Guidelines



Approved by Town Council March 2010

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## **Introduction (rev. April 2012)**

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.

These Guidelines outline how to stabilize, restore, protect, and preserve contributing structures in the Shepherdstown Historic District. For the most part, the Guidelines follow the principles of *The Secretary of Interior's Standards for the Treatment of Historic Properties* (the 'Standards') with adaptations where our historic district requires more flexibility.

## **How these Guidelines are used**

These Guidelines are not intended to prevent property owners from making changes to their property. They are meant to assist property owners in making decisions of a practical nature to ensure that those changes enhance the historic qualities of our town.

### *These Guidelines Can*

- ✓ Explain, expand, and interpret general design criteria in the local preservation ordinance.
- ✓ Help reinforce the character of a historic area and protect its visual aspects.
- ✓ Indicate which approaches to design a community encourages, as well as which it discourages.
- ✓ Serve as a tool for property owners to use in making preliminary design decisions.

### *These Guidelines Can NOT*

- ✗ Limit growth, or regulate where growth takes place. Guidelines address only the visual impact of individual work projects on the character of a local historic district.
- ✗ Control how space within a building is used. The Guidelines deal only with the exterior, publicly visible portions of buildings and grounds.
- ✗ Guarantee that all new construction will be compatible with a historic area or that the results will be "high quality" construction.

## **Benefits of Historic Preservation**

Local historic districts are placed on the National Register of Historic Places by the Department of Interior/National Park Service. As of 2010, most of Shepherdstown's more than 200 acres is a local historic district; for property owners there are benefits:

*Investment protection* — Historic district property owners and residents know that architectural character will be preserved.

*Property Value* — Historic district status can be a marketing tool for local businesses and higher property values are maintained.

*Better design* — Studies reveal that historic districts have a greater sense of relatedness, more innovative use of materials, and greater public appeal.

*Education* — Historic districts can illuminate the reasons for a locale’s origin, its development and changes throughout its existence.

**Property Owner Responsibilities with regard to Preservation:**

- A. Become familiar with the history of your property;
- B. Plan for your property’s preservation;
- C. Prepare an application for building, fence, and sign permits (as required); and
- D. Participate in the review process.

**A. Become Familiar with the History of Your Property:**

*In order to become familiar with the history of their properties, property owners are strongly encouraged to consider any (or all) of the steps listed below.* Depending on the extent of repairs, renovations, restorations, adaptations, and/or changes proposed, the Historic Landmarks Commission (Landmarks Commission or HLC) will need to consider the information developed in order to make an informed recommendation to the Planning Commission (PC) which makes the final determination as to whether an application will be approved.

1. ***Research the history of your property:*** Conduct historic research and architectural investigation as outlined by Preservation Brief No. 35.

A property owner researching a building’s history may want to visit Town Hall where resources include: the National Register of Historic Places Inventory, Historic Guidelines, building permit applications, Title 9 (planning and zoning ordinances), and other references.

The Historic Shepherdstown Commission & Museum (located in the Entler Hotel) have a wealth of local and area history information: maps, documents, photographs, drawings.

The Jefferson County Court House in Charles Town has land and property records dating from 1801. The records are located in the County Clerk’s Office and some are online.

Old photos can be very useful in helping to determine how the building has looked in the past and, thus, whether the changes the applicant proposes complement the building’s history.

2. Consult with preservation and historic structures professionals, and
3. Identify the features or elements that give your structure its character (Preservation Brief No. 17).

**B. Plan 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 (See the description that follows at the end of the Introduction.), and
6. Consider having an Historic Structures Report prepared for the property. (See the description that follows at the end of the Introduction.)

**C. Prepare an Application for Building, Fence, or Sign Permit (as appropriate):**

***When making a change to the exterior of any property/structure (historic or not), all owners must apply for a building, fence, and/or sign permit.*** The Landmarks Commission encourages owners of historic property to consider acquiring a building permit as a process, rather than an event – a process that involves explaining your project to your neighbors, getting their feedback, and hopefully learning something about your property. The process may take some time. The Landmarks Commission urges patience. (After all, we are considering historic resources.)

With an historic property, the process requires special attention to the preservation aspects of the proposed change. Questions related to preservation sometimes add complication to the review process, but those questions can often be addressed by sharing the information and plans developed in A and B above.

***In order for your application to be considered on an informed and rational basis,*** please provide the information necessary to support the Landmarks Commission’s making of that sort of recommendation (facts, data, studies, copies of historic photos, reports, expert testimony, etc.). Complicated projects require more information. Please remember that the Commission members are your neighbors volunteering their time. They do not have an army of staff and consultants to put the necessary information together. You and your advisors must play that role.

To ensure quick processing of your application, please consider the following steps:

1. ***If there is doubt about the necessity of a building permit,*** speak with the Zoning Officer; explain what you have in mind and ask how to go about achieving it.
2. ***Consider requesting a Workshop Session with the Landmarks Commission.*** The workshop is an informal discussion with the Landmarks Commission to allow them to understand the scope of the project and to give you an idea what to expect during the review process. This is particularly useful for large or complex projects. While the Landmarks Commission holds workshops both before and after formal applications are submitted, they suggest having them beforehand to minimize unnecessary effort revising applications on applicants’ parts.
3. ***Once it is established that a building permit is required,*** check with Town Hall or its web site for a blank application.
4. ***Fill out the application as clearly as possible.*** Recognize that the Members of the Commissions are lay persons, not experts. Provide documentation of the proposed project as required by the application requirements § 9-902-III of Title 9 Planning and Zoning Ordinance. Contact the Zoning Officer with questions and for clarifications.
5. ***Endeavor to provide a reasonable amount of preservation related information*** with the application (including a discussion of preservation plans and documentation related to the history of the structure/property – A and B above). Not only will sharing this information help the HLC and PC make more informed decisions, sharing will also help to place the discussion on a more objective level (more about facts, less about subjective issues such as personal taste).

6. Provide reports and documentation as necessary to explain the effect of the proposed project on the historic fabric of the structure (B above).
7. In event there are cost, construction, or energy factors that you feel the Commissions should take into consideration, provide appropriate documentation (especially of their effect on the preservation of the structure/property).
8. **Return a completed application** with the proper fee. If additional information is needed, the Zoning Officer will contact you. The completed application must be received at Town Hall two weeks prior to the next scheduled Landmarks Commission meeting (normally on the second Monday of the month).

#### **D. Participate in the Review Process.**

***Preservation can be a complicated process.*** By participating in the review process at both the Landmarks and Planning Commissions, you can simplify the communication pathway and reduce chances for misunderstanding.

The Landmarks Commission is an advisory body focused on preserving the historic character of the town; it recommends approval, rejection, or modification of the application to the Planning Commission.

The Planning Commission (which normally meets the third Monday of the month) reviews the application, giving consideration to the Landmarks Commission's recommendation while its focus is on Title 9 Ordinances to make its decision; you will be notified by letter with a Notice of Decision containing the Ordinance citations and the reason why ~~the~~ your application was accepted or rejected.

1. Plan to attend meetings when your application will be considered. There is no substitute for your explaining your own project (especially your preservation plan and the goals for your project). The unexpected and crucial question can be asked and, when unanswered, can result in a **rejected application**. Also, hearing the discussion first hand will give you a better understanding of the Commission's perspectives and concerns.
2. Answer the Commissions' questions to the best of your ability. (As your neighbors, the Members of the Commission are aware you may not be expert in every aspect of your application.) If the Commissions need additional information to understand your project, try to provide it. If it is not immediately available, consider placing your application on hold until you can provide the requested answers. (Placing your application on hold will not jeopardize chances of approval, although it will delay the Commissions' decision.)
3. You may, if you wish, verbally modify your application at a meeting to resolve issues that arise.
4. If your project is complicated or involves intricate technical aspects, you may want to consider having professionals with the necessary expertise present at meetings to answer Commission questions. There is no explicit Ordinance or Guideline requirement to have experts present, but doing so may help to clarify complicated applications. Experts consulted in A and B above would be possible contacts. (One advantage of requesting a workshop session is the likelihood of identifying issues where professional assistance may be helpful.)

If the PC declines to approve the application, you may seek relief from the Board of Appeals. On the other hand, **if the application is approved**, the project should be completed within one year of the date of approval. If completion by that date appears unlikely, contact the Zoning

Officer about applying for a permit extension; an extension request should be made in a period sixty (60) days before the expiration date or within thirty (30) days after expiration.

**Once the project is finished**, notify the Zoning Officer and request a Certificate of Completion.

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**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. (Such a discussion may best happen at a workshop session before the details of the actual application have been finalized.)

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 structure/property. Formulating a plan involves building on those thoughts. Making a preservation plan is something you can do on your own (or with professional consultation if you choose). 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 decision about which approach (or approaches) suit your historic structure/property and your goals/circumstances. 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 instance a change of paint colors, a roof repair, or the addition of a railing). For a minor project of this nature, the preservation plan can be limited in detail, not involving complicated decisions. However, there is one caution about relying on a preliminary preservation plan: (as in all project planning) carrying out a series of small projects without a sufficiently detailed plan can go astray and can have a seriously detrimental effect on 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. They encourage 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 the Secretary of the Interior’s “Standards for the Treatment of Historic Properties” with Guidelines at <http://www.nps.gov/hps/tps/standguide/> for a description of the approaches. There is also a brief outline and explanation of the Secretary of the Interiors approaches in Preservation Brief No. 43.) 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 approach(es) 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 information



necessary will most likely be the information developed during the process of your becoming familiar with your property (Step A above).

- 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 Structures 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. Obviously preparation of an HS Report can be a labor intensive and costly undertaking – a much greater effort than making a preservation plan. However, there may be situations when 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 if your situation is one of those is something to discuss with the Landmarks Commission (perhaps during a workshop session).

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.

***If there is any conflict between the provisions of these Guidelines and Title 9, Shepherdstown Planning and Zoning Ordinance, the Ordinance provisions supersede the applicable guideline.***

## **ARCHITECTURAL DETAILS AND FEATURES**

Include gingerbread, verge boards, eaves, brackets, dentils, terra cotta, cornices, moldings, trim work, shingles, columns, pilasters, balusters, clapboard, shingle and stucco surfaces, and any other decorative or character-defining feature found on the building or structure.

- a. Architectural details should not be removed or altered if original or historic to the building.
- b. 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.

## **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. Awnings—attach with care to prevent unnecessary damage to original details and materials.

## **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 (in this document) 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.

## **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.

## **DECKS**

- a. 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.
- b. 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. However, in some cases unstained and unpainted wood may be acceptable.
- c. Deck design should be kept simple with traditionally styled wood railings and balusters that complement the design of the building to which the deck is attached.

## **DEMOLITION**

- a. Demolition of any original feature or portion of a building that is more than fifty (50) years old should be avoided. (Also, see *Demolition by Neglect* in Attachment A.)
- 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.

## **DRIVEWAYS, PARKING LOTS AND PAVING**

- 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 commercially used houses, churches, apartment buildings, bed and breakfast establishments and schools 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.

## **DOORS AND 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.
- 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 Door.* 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 (type of glass and area) and lights.

## **DOORS AND ENTRANCES FOR COMMERCIAL BUILDINGS**

- b. 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.
- c. 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.

- d. 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.

## **FAÇADES OF COMMERCIAL OR INSTITUTIONAL BUILDINGS**

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. 1. *Missing Bulkhead: If any original bulkhead is missing it should be replaced by a bulkhead of traditionally appropriate materials.*
  - ii. 2. *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.

## **FENCES: GENERAL INFORMATION (rev. March 2013)**

*See the Shepherdstown Zoning Ordinance (§ 9-803) for specific fence requirements such as allowable height, configuration, and placement.*

- a. Walls and fences should relate in design, materials, and construction to the property they surround and the structures they enclose.
- b. In making their recommendations, the HLC will consider historical evidence of fence construction (such as period photos or period verbal descriptions). If historical evidence indicates a previous fence of construction contrary to the provisions of the Zoning Ordinance, the HLC may recommend that a variance be issued by the Board of Zoning Appeals.

- c. Existing fences that resemble historic styles should only be replaced in kind. New fences intended to replace missing fences should reproduce appropriate historic styles whenever possible, provided sufficient documentary evidence exists.
- d. Existing fences that do not resemble historic styles found in Shepherdstown (such as chain link, stockade, or alternating board) should be replaced by fences of an historic style compatible with the building whenever possible, especially in front yards.
- e. Fence materials historic to town are: wood, painted wood, cast metal, wrought iron, brick, stone, or decorative wire.
- f. Chain link fences, concrete block fences and fences of louvered, basket weave, horizontal board, stockade, alternating board or shadowbox design are not considered historic to Shepherdstown and are not preferred. Plastic or fiberglass fences are considered inappropriate.
- g. Wherever possible, the finished side of fences should face outward.
- h. Cast iron or other original fence material should be preserved and may be added to buildings if appropriate to the architectural period and style of the construction and in some instances may be appropriate for buildings of later vintage.
- i. Freestanding brick fences that obstruct visibility of primary buildings are not acceptable in front yards but may be installed where allowed by Zoning Ordinance provisions.
- j. Traditional plantings such as hedges and shrubs are acceptable alternatives for fences.

#### **FENCES IN THE FRONT YARD**

- a. Wrought iron, painted or stained fences of wood pickets, balusters or spindles are appropriate for front yards. Solid board (and other design) fences that obstruct visibility of the premises are not appropriate for use in front yards and should be avoided.
- b. Balusters or spindles should be no wider than 4 inches and be set between a top rail and a bottom baseboard and rail. If the wood pickets, balusters or spindles are more than 50 percent open, the height of the fence should not exceed the height limits in the Zoning Ordinance. If the wood pickets or balusters are 50 percent open or less, the height of the fence should not exceed 36 inches.

#### **FENCES IN THE SIDE AND REAR YARDS**

- a. The same low fence design specified in Fences in the Front Yard is appropriate for rear yard fences, but taller closed fences of wood boards or planks (intended to provide privacy) will be considered where allowed by the Zoning Ordinance.

#### **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.

## **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 masonry treatments.
- b. Foundations should not be concealed with concrete block, plywood panels, corrugated metal, vinyl or plastic panels or other non-original material.
- c. Foundations of brick may be painted or stuccoed if past repointing was poorly crafted or if the mortar was mismatched.

## **GARAGES, CARRIAGE HOUSES AND 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.
- b. 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.

## **GARBAGE COLLECTORS**

Except as permitted by the Town for periodic collection on the streets, 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.

## **GRADE CHANGES**

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.

## **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.
- b. Repair of boxed or built-in gutters and downspouts should be encouraged, adhering to the original design features and using original materials whenever possible.



- c. Metal gutters and downspouts are recommended and should be maintained by painting.
- d. Replacement gutters usually should be half-round rather than “K” or ogee. Downspouts round in cross section are strongly recommended. If located out of the public view, ogee gutters of aluminum or vinyl are acceptable.

### **HANDICAPPED ACCESS RAMPS**

- a. The design of the ramp must comply with the most recent edition of the ADA Accessibility Guidelines.
- b. Every effort should be made to locate ramps in less obtrusive areas of the site, preferably at the rear or side of the structure they serve. However, the HLC is aware those locations may not meet the spirit of the ADA Accessibility Guidelines and will work with the applicant to reach a compromise when necessary.
- c. Ramp construction should not result in damage or removal of original historic material and should be readily reversible.
- d. The ramp should be constructed of materials compatible with the existing structure.
- e. 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. Ramp railings should be painted to match either the color of the porch railing or the overall paint color of the building it serves. If located substantially in the public view, the ramp should be screened with landscaping when possible.

### **LANDSCAPING AND TREES**

Shepherdstown has a Tree Committee and ordinances governing removal and maintenance for street trees. The HLC works in concert with the Tree Committee. Canopies of mature trees lining the streets of Shepherdstown’s Historic District are an important and appreciated characteristic and should be protected. Likewise, landscaping should enhance the historic viewscape rather than detract from it.

- a. Tree pruning, clearing of overgrown bushes, vines and saplings may require a permit from the Town. Tree removal also may require a permit. Other landscaping and gardening may not require a permit. The applicant is encouraged to check with Town Hall to verify current requirements.
- b. Mature trees in a healthy condition that contribute to the character of the Historic District should be maintained.
- c. Trees causing structural damage to buildings – The HLC will review the situation and make its recommendation for or against removal to the Tree Committee.
- d. When replacing mature trees an effort should be made to use trees with the same or similar canopies and to use the same location unless this site contributed to the previous damage of the tree or surrounding structures. The site chosen should enhance the appearance and character of the historic streetscape. The natural topography should be maintained in order to enhance drainage and soil stability.
- e. Trees and shrubbery should be pruned as often as necessary so that buildings and historic properties are not concealed, obscured, or damaged.



## **LIGHTING FOR COMMERCIAL BUILDINGS**

- 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.

## **LIGHTING FOR PORCHES, EXTERIOR WALLS AND FRONT YARDS**

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

## **LIGHTING FOR SECURITY PURPOSES**

- a. 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.
- b. Down-lit fixtures should be encouraged in all applications.

## **MASONRY: BRICK, TILE AND LIMESTONE**

- a. Materials original to the building should be preserved and maintained.
- b. 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.
- c. 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.
- d. The new mortar joints should not only match the old in style, width, depth, color and raking profile, but mortar should not be smeared across the face of the brick.
- e. Repointing should never be done with Portland cement or other hard mortar compounds unless they are original to the building. Most pre-1920 buildings require soft mortars to match the original composition, but if the original composition cannot be determined, an historic formula such as one part lime to two parts of sand should be used.
- f. 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.

- g. 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.*

- h. 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.

### **MASONRY: 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.
- d. Waterproof coatings – *See item h. under Masonry: Brick, Tile, and Limestone above.*

### **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.

### **MOVING BUILDINGS AND STRUCTURES**

- 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.

## **NEW ADDITIONS TO COMMERCIAL AND RESIDENTIAL/COMMERCIAL BUILDINGS**

- a. 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.
- b. Exterior materials for additions should be compatible with those in the original building.
- c. Construction should be done in such a way that (i) removal of original walls and details from the rear of the original building is kept to a minimum; and, (ii) the addition is connected to the original building through an existing door or enlarged window openings.
- b. Additions such as rooftop penthouses or additional stories should not be constructed. The height of the building shall not be changed by adding or subtracting stories unless there is documented evidence to justify the change.

## **NEW CONSTRUCTION OF COMMERCIAL BUILDINGS**

### ***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.

**NEW ADDITIONS TO RESIDENTIAL BUILDINGS**

***Design:***

- a. New additions should be compatible with the original building in scale, placement and design, including roof shape, materials, color, location of windows, doors, cornice heights and other design elements.
- b. New additions should not imitate an earlier historic style or architectural period.
- c. 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***

- d. 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.
- e. 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.

**NEW CONSTRUCTION OF PRIMARY RESIDENTIAL BUILDINGS**

Shepherdstown has a wide range of house sizes, styles, and construction periods. There are small log houses of 1½ stories with small additions and at the other end of the spectrum are massive brick houses with two full stories and high-ceilinged rooms. Either way, the house form and roof system are simple and straightforward. The window placement is generally

symmetrical and proportional to the height of the interior spaces. 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.
- i. 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. The limited use of aluminum or fiber

cement siding (such as Hardie Board type siding) is acceptable for façades not readily visible in the public view if the siding material meets size recommendations and satisfactorily emulates the original material in general appearance and construction detailing.

- j. 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.
- k. 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.
- l. 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.
- m. 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 OF 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. Front facing garages are not appropriate when there is alley access.
- e. Traditional materials should be used if in the public view.
- 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.

#### **PAINTING AND PAINT COLORS**

- a. Any owner wishing to repaint a building in a paint scheme that duplicates existing paint colors may do so without HLC review.
- b. Paint colors should be appropriate for the building's architectural style and design. Owners wishing to repaint a building in a new paint scheme or to paint a new building within the Historic District must provide a basis for the color choices (e.g., historical precedent, examples of use on other similar structures, etc.)

- c. All paint should be of high quality to provide a long lasting finish.
- d. In most instances previously unpainted masonry or stonework should be left unpainted. See Masonry guideline.

## **PORCHES**

- a. Porches which are intact and totally or partly 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 porches should employ a traditional design compatible with the architectural style and period of the particular associated building.
- c. Porches should not be enclosed with wood, glass or other materials which would alter the porch's open appearance.
- d. Porches should not be altered by replacing wood floors and steps with brick or concrete. However, masonry porch floors or masonry patio and terrace surfaces may use poured concrete steps.
- e. 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.
- f. Open areas in the foundation of porches should be filled in as appropriate to the original design of the porch, or if the original design is unknown or totally new construction is involved, with decorative wood framed skirting, vertical slats or lattice panels of traditional design.

## **PORCH 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.

## **PORCH 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 and balusters, treads and risers and any other details needed to match the original porch construction.

## **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.
- b. 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.

## **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 seams would be hand-crimped. The original length of the pan should ideally be duplicated.

c. A pre-painted standing seam metal roof application is permitted. If replacing a non-historic roof with a standing seam roof, use an **approximately** seventeen (17) inch width for pan and a one (1) inch seam height. **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 or 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 dark red. **Dark red or dark green** may be appropriate for Craftsman-Bungalow period buildings.



f. New dormers, roof decks, balconies, **skylights**, or other additions should not be introduced to 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 the public view.

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

## **ROOF 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.

*Note: Low profile skylights are more likely to leak than those with higher profiles.*

## **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.

## **SCREEN AND STORM DOORS**

- a. 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.
- b. Original screen doors should be preserved and maintained.
- 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.

## **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.

## **SIDEWALKS AND WALKWAYS**

- a. Sidewalks or walkways of stone, brick, or other materials original to buildings or found elsewhere in the block in which they are situated should be preserved.
- b. Sidewalks or walkways installed for a building preferably should be compatible in *materials*, details, dimensions and placement with original or early sidewalks. However, brick or stone pavers or materials that replicate them may be appropriate in some instances; textured or patterned concrete (e.g., the “dimpled” finish that is characteristic in many parts of Shepherdstown) may be appropriate in other 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 any of the above.

## **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.
- 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 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).

## **SIGNS AND GRAPHIC DESIGNS: COMMERCIAL AND HISTORIC USES**

- 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.

## **SOLAR COLLECTORS**

- a. 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.
- b. If freestanding, solar collectors should be located in rear yards or on side façades of a building not readily visible to the public. If side yard locations are readily visible to the public, as on a corner lot, freestanding panels may be installed if they are effectively screened by landscaping, fencing or lattice panels.
- c. Solar collectors that closely resemble existing roofing materials may be allowed in areas visible to the public.

## **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.

## **TEMPORARY STRUCTURES**

- a. 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.
- b. 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.

## **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). Also see Shutters.
- b. 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.
- 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>). Steel windows have been available from 1860 to the present and are an important design element in industrial and Art Deco and Modern architecture.

***Replaced Windows:***

- a. Often an early building will have been updated into a later period 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.
- b. 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. See *Windows: Screen, Storm, and Security*.*

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

## **WINDOWS: SCREENS, STORM AND SECURITY**

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

## **YARD FEATURES SUCH AS PERGOLAS, GAZEBOS AND FOUNTAINS**

- a. Historic yard features 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 lost wooden fence with chain link fence.

## **ATTACHMENT A: DEFINITIONS**

For the purpose of this document, the following words and phrases shall have the meanings respectively ascribed to them:

### **ALTERATION**

Any exterior changes that would affect the historic, cultural or architectural significance of a designated site or structure, any portion of which is visible or intended to be visible from a public way including, but not limited to, construction, reconstruction, moving or demolition.

### **ARCH**

A curved structural element that spans an opening. An arch is usually of masonry construction and often features a specialized keystone at the top of the curve.

### **ARCHITECTURAL GLASS**

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

### **ARCHITRAVE**

Type of molding that frames a door, window, or sometimes a fireplace opening, and resembles a picture frame in that it has mitered corners; also, in classical architecture, the lowest part of the entablature.

### **AWNING**

A roof-like covering over a store front, often of canvas, metal, or (in modern versions) wood shingles.

### **BALUSTER/BALUSTRADE**

A turned or sawn element that supports a porch railing. A balustrade is a series of balusters.

### **BOARD AND BATTEN**

A wooden siding consisting of vertical boards with narrow battens nailed over the joints.

### **BOND**

The coursing or pattern of bricks in a wall.

### **BRACKET**

A functional and/or decorative feature, of a scrolled form or as a triangular brace, located at the top of a porch post, in a cornice, eave, or other location.

### **BULKHEAD**

Solid panel at the bottom of a storefront that supports a display window. Also, a trimmed out framing member in an opening in a wall, often immediately below ceiling level.

*Note: This is the definition used by the construction industry in the Tri-State area.*

**CAPITAL**

The top section of a column, often decorative.

**CERTIFICATE OF APPROPRIATENESS**

A certificate (as authorized by WV State Code §8-26A-5(c)) issued by the Historic Landmarks Commission indicating its approval of plans for construction, alteration, reconstruction, rehabilitation, restoration, moving, or demolition of an individually designated landmark, site, or structure or of a site or structure within a designated historic district.

**CORBEL**

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

**CONTRIBUTING BUILDING**

A site, structure, or object that adds to the historic architectural qualities, historic associations, or archeological values for which a property is significant because a) it was present during the period of significance, and possesses historic integrity reflecting its character at that time or is capable of yielding important information about the period, or b) it independently meets the National Register criteria.

**CORNICE**

A crowning element, usually highly decorative, at the top of a wall but below an eave or a parapet. Cornice returns are sections of cornice appearing in a gable or on the end of a building.

**COURSED RUBBLE**

Stonework consisting of roughly shaped blocks of stone laid in more or less regular horizontal courses.

**CULTURAL**

That which relates to the artistic, historic, intellectual, educational, archaeological, architectural aspects of Shepherdstown.

**DEMOLITION**

1. The systematic, planned for, intended destruction of all or part of a structure.
2. Any act that destroys, in whole or in part, an individually designated landmark, site, or structure.

**DEMOLITION BY NEGLECT**

Any willful neglect in the maintenance or repair of an individually designated landmark, site, or structure; or, a site or structure within a designated historic district (excluding appurtenances and environmental settings) that does not result from an owner's financial inability to maintain and repair such landmark, site, or structure, and which results in any of the following conditions:

1. The deterioration of the foundations, exterior walls, roofs, chimneys, doors, or windows, so as to create or permit a hazardous or unsafe condition to exist.
2. The deterioration of the foundations, exterior walls, roofs, chimneys, doors, or windows, the



lack of adequate waterproofing, or the deterioration of interior features, which will or could result in permanent damage, injury, or loss of or loss to foundations, exterior walls, roofs, chimneys, doors or windows.

**DENTIL**

One of a series of small rectangular blocks, similar in appearance to teeth, which are sometimes part of a cornice.

**ENTABLATURE**

The elaborated beam member carried by columns horizontally divided into architrave (bottom), frieze and cornice (top). A similar feature at the top of a wall below the eave.

**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 principal exterior face of a building.

**FINIAL**

A decorative spike or other ornament at the peak of a roof.

**FRIEZE**

The horizontal section at the top of a wall or a range of supports, but below the cornice. The middle portion of the entablature.

**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.

**HOODMOLDING**

Decorative trim, usually metal, wood, or stone, located over a door or window opening.

**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.



**LINTEL**

A horizontal beam, above an opening, that carries the weight of the overlying structure.

**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.

**MEETING RAIL**

That portion of the window where two sash frames meet, usually at the horizontal mid-point of the window opening.

**MULLION**

The heavy bars that divide windows that have been grouped together.

**MUNTIN**

The narrow wood or metal strips that divide panes of glass in a window.

**NATIONAL REGISTER OF HISTORIC PLACES**

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.

**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.

**ORDER**

In classical and classically-derived architecture, the style or system of proportion and detail of a column and related elements. There are five principal orders of classical Greek and Roman architecture: Tuscan (Roman) and Doric (Greek and Roman), Ionic (Greek), Ionic (Roman), Corinthian (Greek and Roman), and composite (Roman)

**PARAPET**

An extension of a building's wall that rises above the level of the roof.

**PEDIMENT**

In classical and classically-derived architecture, the triangular end of a gable roof, defined by cornices. Used as a decorative element above a door or window opening in Colonial Revival architecture, sometimes broken and/or scrolled at the center.

**PILASTER**

A half or partial column applied to a wall.

**PITCH**

The slope of a roof, usually expressed as a ratio of rise (height) to run (width), such as 6:12.

**PORTICO**

A formal and often monumental porch supported by columns.

**PRESERVATION**

Actions taken to prevent or keep a structure from decay or degradation.

**RAKE BOARD**

Trim piece along the edge of a gable.

**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.

**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.

**RESTORATION**

The process of accurately recovering the form and details of a property as it appeared at a specific period of time by means of removal of later work and the replacement of work missing from that period.

**ROOF**

The cover of a building, a dormer window, or a porch.

**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.

**SILL**

A horizontal timber, at the bottom of the frame of a wood structure, which rests on a foundation; also, the horizontal bottom member of a window frame or other framed opening.

**SITE**

The location of an event of historic significance or the location of a structure whether standing or ruined, which possesses historic, architectural, archaeological, or cultural significance.

**STOREFRONT**

The ground-floor portion of a commercial building that contains the entrance and large display windows.

**STREETSCAPE**

The overall appearance of buildings, signs, lights and plantings along a street.

**STRUCTURE**

A combination of material to form a construction that is stable including, but not limited to, buildings, stadiums, reviewing stands, platforms, stagings, observation towers, radio towers, water tanks and towers, trestles, bridges, piers, paving, bulkheads, wharves, sheds, coal bins, shelters, fences, and display signs visible or intended to be visible from a public way.

**TRANSOM**

A window over a door opening or over the display windows of a storefront.

**VENT/VENTILATOR**

Louvered or pierced opening used in a gable end wall to ventilate a roof or attic.

**WINDOW**

An opening in a wall that provides light and ventilation to the interior of a building.

**WRAP-AROUND PORCH**

A porch that extends to two or more sides of a building, characteristic of Victorian architecture.

## **ATTACHMENT B: THE UNITED STATES SECRETARY OF THE INTERIOR'S STANDARDS FOR 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.

## **Contacts:**

Shepherdstown Town Hall, 304.876.2312

[www.shepherdstown.us](http://www.shepherdstown.us)

Shepherdstown Historic Landmarks & Zoning: 304.876.6858

[www.shepherdstown.us](http://www.shepherdstown.us)

Historic Shepherdstown, 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 (WV) Clerk, 304. (304)728-3215

<http://jeffersoncountyclerkwv.com/>

[http://jeffersoncountyclerkwv.com/recording\\_services.html](http://jeffersoncountyclerkwv.com/recording_services.html)

Jefferson County Historical Association, 304.724.7008

<http://jeffersonhistoricalwv.org/>

*In the event there is any conflict between the provisions of these guidelines and Title 9, Shepherdstown Planning and Zoning Ordinances, the ordinance provisions supersede the applicable guideline.*