

WESTMINSTER HISTORIC DISTRICT COMMISSION DESIGN GUIDELINES

STANDARDS

The Westminster Historic District Commission has printed the following summary of its role and of the Secretary of the Interior's *Standards for Rehabilitation* with the hope of making the design standards by which applications for rehabilitation are judged as condensed, concise, and accessible as possible.

"Rehabilitation" is defined as the process of returning a 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 property which are significant to its historic, architectural, and cultural values.

The ten *Standards for Rehabilitation*, as revised in March 1990, are as follows:

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

Note: To be eligible for Federal tax incentives, a rehabilitation project must meet all ten *Standards*. The application of these *Standards* to rehabilitation projects is to be the same as under the previous version so that a project previously acceptable would continue to be acceptable under these *Standards*.

The Westminster Historic District Commission has compiled guidelines on specific topics to assist homeowners, design professionals, and contractors in determining an acceptable course of action in rehabilitation projects. These topics include **Masonry, Wood Siding and Trim, Storefronts, Doors & Windows, Roofs, and Landscaping, Paving & Fencing**. The guidelines are arranged according to the following recommended general sequence of action for historic rehabilitation:

- A. **Identify, Retain, and Preserve:** The first course of action is to define the historic character of any building, structure, or site.
- B. **Protect and Maintain:** Protection generally involves the least degree of intervention and is preparatory to other work. Although a historic building will usually require more extensive work, an overall evaluation of its physical condition should always begin at this level.
- C. **Repair:** When the physical condition of character-defining materials and features warrants additional work, repairing is recommended next. Repairing always begins with the least degree of intervention possible, such as patching, splicing, reinforcing, or upgrading according to recognized preservation methods. It is always preferable to use the same material when repairing, but substitute materials may be considered where they will convey the appearance of the remaining features or finishes.
- D. **Replace:** Following repair in the hierarchy, if the level of deterioration of materials precludes repair, replacement of the entire feature is recommended. Use of compatible substitute materials may be considered where replacement on kind is not technically or economically feasible.
- E. **Design for Missing Historic Features:** When an entire feature is missing, the *preferred* course of action is its reproduction through historical, pictorial, or physical documentation. A *second* acceptable option is a new design that is compatible with the remaining character-defining features of the historic building; the new design should also be clearly differentiated so that a false historical appearance is not created.
- F. **Alterations/Additions to Historic Buildings:** Alterations should not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes. New additions should be designed and built to be clearly differentiated from the historic building, and so that character-defining features are not changed, damaged, obscured, or destroyed.

The Westminster Historic District Commission has additional written material on specific topics which are intended to accompany this general information, available to anyone considering a change to his/her building in zoned historic districts. For more information on these topics read:

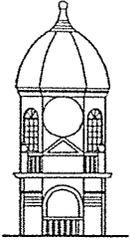
Westminster Historic District Commission design guidelines on individual topics, including:

Masonry	Siding & Trim	Signs
Roofs	Doors & Windows	Storefronts
Landscaping, Paving & Fencing		

In addition to the above, the following *Preservation Briefs* are available through the Maryland Historical Trust, and cover a wide range of topics in greater depth:

1. *The Cleaning and Waterproof Coating of Masonry Buildings* by Robert C. Mack, AIA. 4 pages. 5 illus. November, 1975.
2. *Repointing Mortar Joints in Historic Brick Buildings* by Robert C. Mack, AIA, de Teel Patterson Tiller, and James S. Askins. 7 pages. 7 illus. September, 1980.
3. *Conserving Energy in Historic Buildings* by Baird M. Smith, AIA. 8 pages. 8 illus. April, 1978.
4. *Roofing for Historic Buildings* by Sarah M. Sweetser. 8 pages. 15 illus. February 1978.
6. *Dangers of Abrasive Cleaning to Historic Buildings* by Anne E. Grimmer. 8 pages. 11 illus. June, 1979.
7. *The Preservation of Historic Glazed Architectural Terra-Cotta* by de Teel Patterson Tiller. 8 pages. 12 illus. June, 1979.
8. *Aluminum and Vinyl Siding on Historic Buildings* by John H. Myers, revised by Gary L. Hume. 7 pages. 6 illus. 1984.

9. *The repair of Historic Wooden Windows* by John H. Myers. 7 pages. 5 illus. 1981.
10. *Exterior Paint Problems on Historic Woodwork* by Kay D. Weeks and David W. Look, AIA. 12 pages. 15 illus. September, 1982.
11. *Rehabilitating Historic Storefronts* by H. Ward Jandl. 11 pages. 13 illus.
13. *The Repair and Thermal Upgrading of Historic Steel Windows* by Sharon C. Park, AIA. 12 pages. 10 illus.
14. *New Exterior Additions to Historic Buildings: Preservation Concerns* by Kay D. Weeks. 12 pages. 23 illus. 1985.
15. *Preservation of Historic Concrete: Problems and General Approaches* by William B. Coney, AIA. 12 pages. 16 illus. 1985.
16. *The Use of Substitute Materials on Historic Building Exteriors* by Sharon C. Park, AIA. 14 pages. 31 illus. 1986.
17. *Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character* by Lee H. Nelson, FAIA. 12 pages. 28 illus.
19. *The Repair and Replacement of Historic Wooden Shingle Roofs* by Sharon C. Park, AIA. 12 pages. 17 illus. 1988.
20. *The Preservation of Historic Barns* by Michael J. Auer. 12 pages. 11 illus. October, 1989.
22. *The Preservation and Repair of Historic Stucco* by Anne Grimmer. 16 pages. 18 illus. October, 1990.



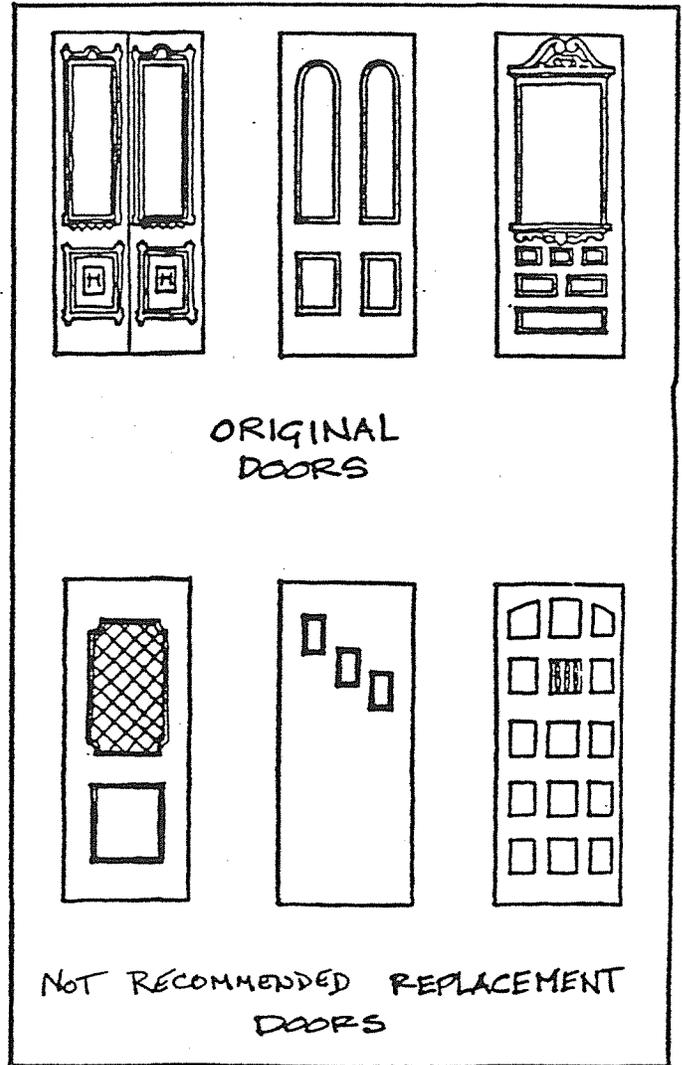
WESTMINSTER HISTORIC DISTRICT COMMISSION DESIGN GUIDELINES

DOORS AND WINDOWS

These guidelines for the rehabilitation of historic doors and windows are based on the Secretary of the Interior's *Standards for Rehabilitation*. The Westminster Historic District Commission has printed the following brochure with the hope of making the standards as condensed, concise, and accessible as possible. The guidelines follow a general order beginning with least intrusion to actions which would progressively have more effect on the historic material.

According to the terms of the ordinance which created the Historic District, the Commission considers only the exterior features of a structure which are visible from an adjacent public way. The Commission is required to be strict in its judgement of plans for structures deemed to be of historic value, and lenient in its judgement of plans for structures of little historic value or new structures, unless such plans would seriously impair the historic or architectural value of the surrounding area. Plans for new construction or alterations will not be limited to the architectural style of any one period of time.

A highly decorative door or window with an unusual shape, molding details, glazing pattern, or color is most likely identified immediately as a character-defining feature of the building. It is far more difficult, however, to assess the importance of door placement or repeated windows on a facade, particularly if the doors or windows are individually simple in design and material. Because rehabilitation projects frequently include proposals to replace doors, window sash or even entire opening framework to improve thermal efficiency or to create a new appearance, it is essential that their contribution to the overall historic character of the building be assessed together with their physical condition before specific repair or replacement work is undertaken.



Recommended

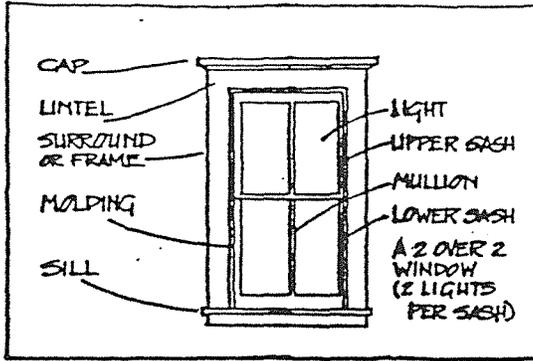
Identifying, retaining, and preserving doors and windows--and their functional and decorative features--that are important in defining the overall historic character of the building. Such features can include frames, panels, thresholds, sash, muntins, glazing, sills, heads, hoodmolds, panelled or decorated jambs and moldings, and interior and exterior shutters and blinds.

Not Recommended

Removing or radically changing doors or windows which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Changing the number, location, size, or glazing pattern of doors or windows, through cutting new openings, blocking-in existing openings, and installing replacement doors or window sash which do not fit the historic opening.

Recommended



Protecting and maintaining the wood and architectural metal which comprise the door or window frame, door leaf, window sash, muntins, and surrounds through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.

Making doors and windows weathertight by recaulking and replacing or installing weatherstripping or storm windows. These actions also improve thermal efficiency.

Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, i.e., if repairs to windows and window features will be required.

Repairing doors, window sash, and frames by patching, splicing, consolidating, or otherwise reinforcing. Such repair may also include replacement in kind of those parts that are either extensively deteriorated or are missing when there are surviving prototypes such as architraves, hoodmolds, sash, sills, interior or exterior shutters and blinds.

Replacing in kind an entire window that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Not Recommended

Changing the historic appearance of doors or windows through the use of inappropriate designs, materials, finishes, or colors which radically change the door panel arrangement, window sash width, depth of reveals, and muntin configuration; the reflectivity or color of the glazing; or the appearance of the frame.

Obscuring historic door or window trim with metal or other material.

Stripping doors or windows of historic material such as wood, iron, cast iron, or bronze.

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of the doors or windows results.

Retrofitting or replacing doors and windows rather than maintaining the door, sash, frame, and glazing.

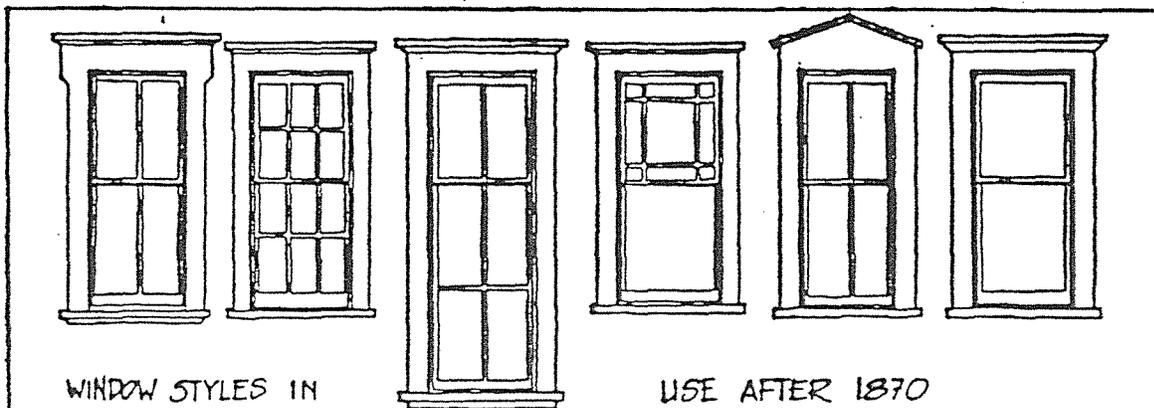
Failing to undertake adequate measures to assure the preservation of historic doors and windows.

Replacing an entire door or window when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

Failing to use serviceable door or window hardware such as locks, hinges, finger lifts, and sash locks.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the door or window or that is physically or chemically incompatible.

Removing a character-defining door or window that is unreparable by blocking it in; or replacing it with a new door or window that does not convey the same visual appearance.



The following work represents particularly complex technical or design aspects of a rehabilitation project and should only be considered after the preservation concerns listed above have been addressed. Consultation with a design professional is recommended.

DESIGN FOR MISSING HISTORIC FEATURES

Recommended

Designing and installing new doors or windows when the historic doors and windows (doors, sash, glazing, and frame) are completely missing. The replacement doors and windows may be an accurate restoration using historical, pictorial, or physical documentation; or be a new design that is compatible with the door and window openings and the historic character of the building.

Not Recommended

Creating a false historical appearance because the replaced door or window is based on insufficient historical, pictorial, and physical documentation.

Introducing a new design that is incompatible with the historic character of the building.

Installing new doors, windows, or shutters of contemporary materials and with applied moldings or false window grids in an attempt to "look historic."

ALTERATIONS/ADDITIONS FOR THE NEW USE

Recommended

Designing and installing additional doors or windows on rear or other non-character-defining elevations if required by the new use. New door or window openings may also be cut into exposed party walls. Such design should be compatible with the overall design of the building, but not duplicated the fenestration pattern and detailing of a character-defining elevation.

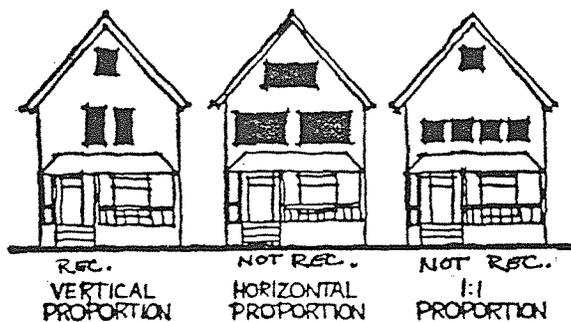
Not Recommended

Installing new doors or windows, including frames, panel, sash, and muntin configuration that are incompatible with the building's historic appearance or obscure, damage, or destroy character-defining features.

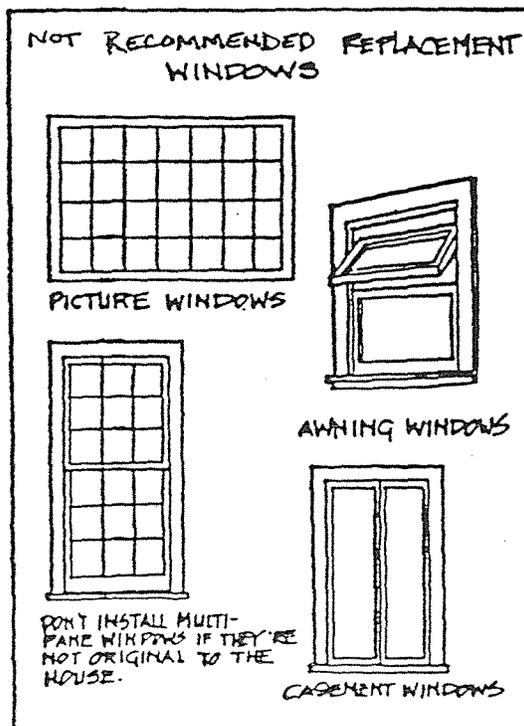
Providing a setback in the design of dropped ceilings when they are required for the new use to allow for the full height or transom window openings.

Inserting new floors or furred-down ceilings which cut across the glazed areas of windows so that the exterior form and appearance of the windows are changed.

WINDOW PROPORTION



WINDOW SIZE



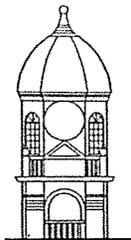
For more information on this topic read:

Preservation Briefs: 3. Conserving Energy in Historic Buildings by Baird M. Smith, AIA. 8 pages. 8 illus. April, 1978.

Preservation Briefs: 9. The repair of Historic Wooden Windows by John H. Myers. 7 pages. 5 illus. 1981.

Preservation Briefs: 13. The Repair and Thermal Upgrading of Historic Steel Windows by Sharon C. Park, AIA. 12 pages. 10 illus.

Preservation Briefs: 17. Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character by Lee H. Nelson, FAIA. 12 pages. 28 illus.



WESTMINSTER HISTORIC DISTRICT COMMISSION DESIGN GUIDELINES

LANDSCAPING, PAVING & FENCING

These guidelines for design of new **landscaping** features such as plantings, pavement, lighting, and fencing, as well as rehabilitation of historic exterior built features, are based on the Secretary of the Interior's *Standards for Rehabilitation*. The Westminster Historic District Commission has printed the following brochure with the hope of making the standards as condensed, concise, and accessible as possible. The guidelines follow a general order beginning with least intrusion to actions which would progressively have more effect on the historic material.

According to the terms of the ordinance which created the Historic District, the Commission considers only the exterior features of a structure which are visible from an adjacent public way. The Commission is required to be strict in its judgement of plans for structures deemed to be of historic value, and lenient in its judgement of plans for structures of little historic value or new structures, unless such plans would seriously impair the historic or architectural value of the surrounding area. Plans for new construction or alterations will not be limited to the architectural style of any one period of time.

The landscaped setting in which a structure is placed helps to define the streetscape and establish its mood and character. The patterns and types of trees, shrubs, and flowers, and the material and design of any fencing, should provide sufficient privacy and at the same time enhance, not hide, the appearance of the structure.

Trees act as natural air conditioners to cool streets, yards, and buildings in summer and admit the sun's warmth in winter. The location of planting should be carefully chosen. For best results, select the type of tree that will grow best on your property, whether it be sunny, partly shaded, a narrow space, etc. It is always best to check with a nursery or landscape architect for advice.

Recommended

Identifying, retaining, and preserving landscaping features that are important in defining the overall historic character of the site. Site features can include driveways, walkways, lighting, fencing, signs, benches, fountains, terraces, plants and trees, and drainage ditches.

Not Recommended

Removing or radically changing site features which are important in defining the overall historic character of the building site so that, as a result, the character is diminished.

Recommended

Not Recommended

Retaining the historic relationship between buildings, landscape features, and open space.

Lowering the grade level adjacent to a building to permit development of a formerly below-grade area such as a basement in a manner that would drastically change the historic relationship of the building to its site.

Protecting and maintaining buildings and the site by providing proper drainage to assure that water does not erode foundation walls; drain toward the buildings; nor erode the historic landscape.

Failing to maintain site drainage so that buildings and site features are damaged or destroyed; or, alternatively, changing the site grading so that water no longer drains properly.

Protecting features of the site against vandalism before rehabilitation work begins, i.e., erecting protective fencing and alarm systems that are keyed into local protection agencies.

Stripping features from the site such as iron fencing or masonry balustrades; or removing or destroying significant landscape features, including historic trees and shrubs.

Providing continued protection of masonry, wood, and architectural metals which comprise building and site features through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems; and continued protection and maintenance of significant landscape features, including historic trees and shrubs.

Repairing features of the site by reinforcing the historic materials. Repair will also generally include replacement in kind—with a compatible substitute material—of those extensively deteriorated or missing parts of features where there are surviving prototypes such as fencing and paving.

Replacing an entire feature of the building or site such as a fence, walkway, or driveway when repair of materials or limited replacement of deteriorated or missing parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the site feature or that is physically or chemically incompatible.

Replacing in kind an entire feature of the site that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence to guide the new work. This could include a fence, gate, gazebo, walkway, or fountain. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Removing a feature of the site that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.



NOT REC.
CYCLONE
FENCE

REC.
WROUGHT IRON
FENCE

REC.
LOW SHRUBBERY

NOT REC.
HIGH OPAQUE
FENCE

The following work represents particularly complex technical or design aspects of a rehabilitation project and should only be considered after the preservation concerns listed above have been addressed. Consultation with a design professional is recommended.

DESIGN FOR MISSING HISTORIC FEATURES

Recommended

Designing and constructing a new feature of a site when the historic feature is completely missing, such as an outbuilding, terrace, or driveway. It may be based on historical, pictorial, or physical documentation; or be a new design that is compatible with the historic character of the site and building(s).

Not Recommended

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

Introducing a new building or site feature that is out of scale or otherwise inappropriate.

Introducing a new landscape feature or plant material that is visually incompatible with the site or that destroys site patterns or vistas.

ALTERATIONS/ADDITIONS FOR THE NEW USE

Recommended

Designing new onsite parking, loading docks, or ramps when required by the new use so that they are as unobtrusive as possible and assure the preservation of character-defining features of the site.

Designing new exterior additions to historic buildings or adjacent construction which are compatible with the historic character of the site and which preserve the historic relationship between a building or buildings, landscape features, and open space.

Removing nonsignificant buildings, additions, or site features which detract from the historic character of the site.

Not Recommended

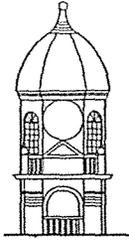
Placing parking facilities directly adjacent to historic buildings where automobiles may cause damage to the buildings or landscape features or be intrusive to the building site.

Introducing new construction onto the building site which is visually incompatible on terms of size, scale, design, materials, color, and texture, or which destroys historic relationships to the site.

Removing a historic building in a complex, a building feature, or a site feature which is important in defining the historic character of the site.

For more information on this topic read:

Preservation Briefs: 14. New Exterior Additions to Historic Buildings: Preservation Concerns by Kay D. Weeks. Gives examples of additions



WESTMINSTER HISTORIC DISTRICT COMMISSION DESIGN GUIDELINES

SIDING & TRIM

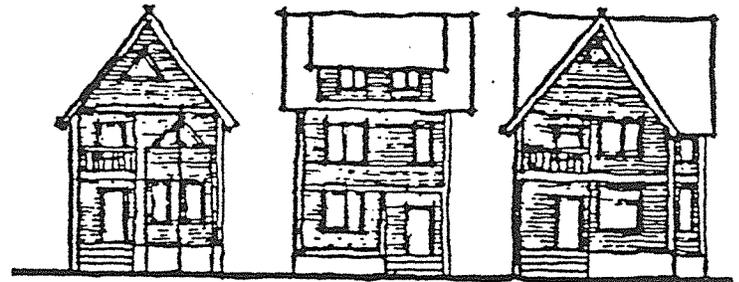
These guidelines for the rehabilitation of historic wood siding and trim are based on the Secretary of the Interior's *Standards for Rehabilitation*. The Westminster Historic District Commission has printed the following brochure with the hope of making the standards as condensed, concise, and accessible as possible. The guidelines follow a general order beginning with least intrusion to actions which would progressively have more effect on the historic material.

According to the terms of the ordinance which created the Historic District, the Commission considers only the exterior features of a structure which are visible from an adjacent public way. The Commission is required to be strict in its judgement of plans for structures deemed to be of historic value, and lenient in its judgement of plans for structures of little historic value or new structures, unless such plans would seriously impair the historic or architectural value of the surrounding area. Plans for new construction or alterations will not be limited to the architectural style of any one period of time.

Because it can be easily shaped by sawing, planing, carving, and gouging, wood is the most commonly used material for architectural features such as clapboards, cornices, brackets, entablatures, shutters, columns, and balustrades. These wooden features—both functional and decorative—may be important in defining the historic character of the building and thus their retention, protection, and repair are of particular importance in rehabilitation projects.

Recommended

Identifying, retaining, and preserving wood features that are important in defining the overall historic character of the building such as siding, cornices, brackets, window architraves, and doorway pediments; and their paints, finishes and colors.



RECOMMENDED
NARROW (3-6)
HORIZONTAL
LAP SIDING

RECOMMENDED
NARROW
SIDING, WIDE
CORNER
BOARD

RECOMMENDED
WIDE CORNER
BOARD, NARROW
SIDING, WINDOW
TRIM



NOT REC.
DIAGONAL
SIDING

NOT REC.
TEXTURED
PLYWOOD

NOT REC.
WIDE (8-12")
LAP SIDING,
NO WINDOW
TRIM

Not Recommended

Removing or radically changing wood features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Removing a major portion of the historic wood from a facade instead of repairing or replacing only the deteriorated wood, then reconstructing the facade with new material in order to achieve a uniform or "improved" appearance.

Stripping historically painted surfaces to bare wood, then applying clear finishes or stains in order to create a "natural look."

Recommended

Not Recommended

Protecting and maintaining wood features by providing proper drainage so that water is not allowed to stand on flat, horizontal surfaces or accumulate in decorative features.

Failing to identify, evaluate, and treat the causes of wood deterioration, including faulty flashing, leaking gutters, cracks or holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces, or insect fungus or infestation.

Applying chemical preservatives to wood features such as beam ends or outriggers that are exposed to decay hazards and are traditionally unpainted.

Using chemical preservatives such as creosote which can change the appearance of wood features unless they were used historically.

Retaining coatings such as paint that help protect the wood from moisture and ultra-violet light. Paint removal should be considered only where there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate protective coatings.

Stripping paint or other coatings to reveal bare wood, thus exposing historically coated surfaces to the effects of accelerated weathering.

Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (hand-scraping and handsanding), then repainting.

Using destructive paint removal methods, such as torches, sandblasting, or waterblasting. These methods can irreversibly damage historic woodwork.

Evaluating the overall condition of the wood to determine whether protection and maintenance are required; that is, if repairs to wood features will be necessary.

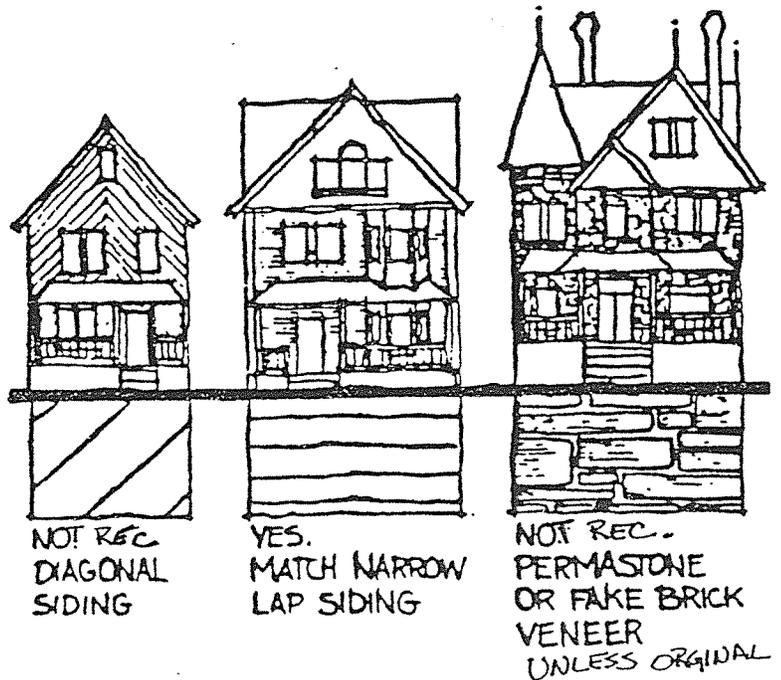
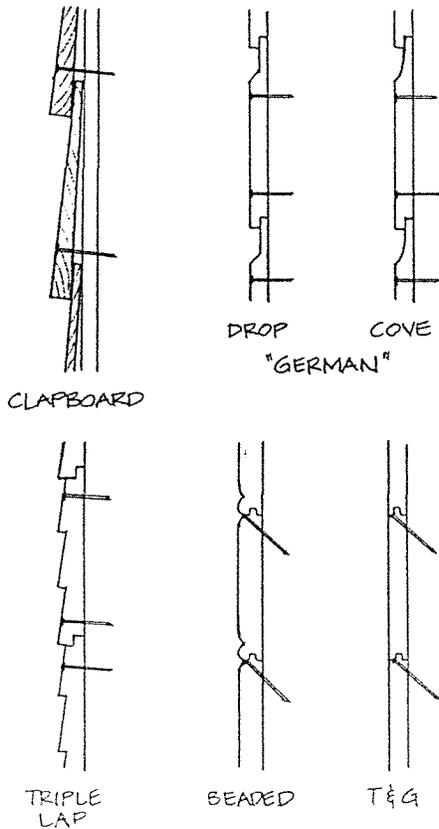
Failing to undertake adequate measures to assure the preservation of wood features.

Repairing wood features by patching, piecing-in, consolidating, or otherwise reinforcing the wood using recognized preservation methods.

Replacing an entire wood feature such as a cornice or wall when repair of the wood and limited replacement or deteriorated or missing parts are appropriate.

Using substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the wood feature, or that is physically or chemically incompatible.

SIDING PROFILES



The following work represents the particularly complex technical or design aspects of a rehabilitation project and should only be considered after the preservation concerns listed above have been addressed. Consultation with a design professional is recommended.

Recommended

Replacing in kind an entire wood feature that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Installing artificial sidings such as aluminum or vinyl which match the profile of the historic siding, and adjusting terminations at trim features to maintain the historic relationship between siding and trim.

Designing and installing a new wood feature such as a cornice or doorway when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.

Not Recommended

Removing an entire wood feature that is unreparable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

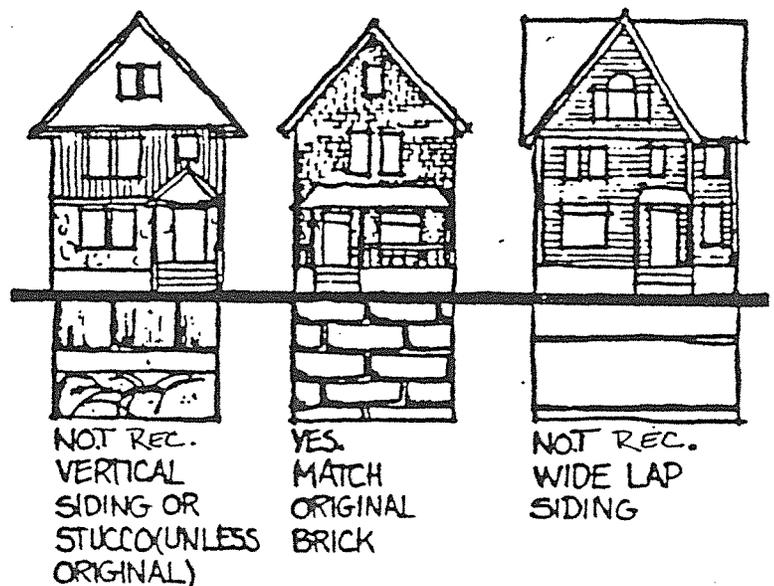
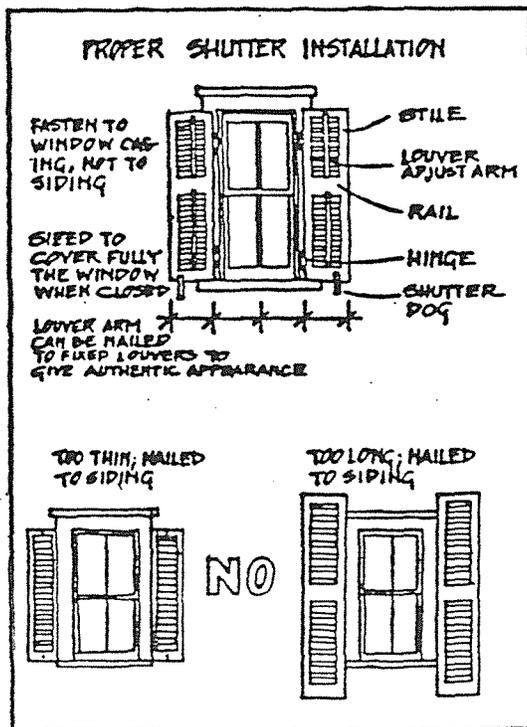
Covering historic wood features such as brackets, cornices, moldings, and so on, with artificial sheet materials so as to obscure the original detail.

Installing artificial siding in a way that damages historic siding, and fails to maintain the historic profiles and details at terminations.

Failing to correct moisture problems in the wall construction prior to installation of artificial sidings.

Creating a false historic appearance because the replaced wood feature is based on insufficient historical, pictorial, and physical documentation.

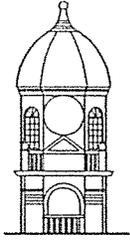
Introducing a new wood feature that is incompatible in size, scale, material, and color.



For more information on this topic read:

Preservation Briefs: 8. Aluminum and Vinyl Sidings on Historic Buildings by John H. Myers. Discusses esthetic and technical considerations surrounding use of these replacement materials. 8 pages. 11 illus. October, 1979. GPO Stock Number: 024-016-00116-8.

Preservation Briefs: 10. Exterior Paint Problems on Historic Woodwork by Kay D. Weeks and David W. Look, AIA. Identifies and describes common types of paint surface conditions and failures. Provides guidance on preparing historic woodwork for repainting, including limited and total paint removal. 12 pages. 14 illus. November, 1982. GPO Stock Number: 024-005-00842-0: \$2.25.



WESTMINSTER HISTORIC DISTRICT COMMISSION DESIGN GUIDELINES

ROOFS

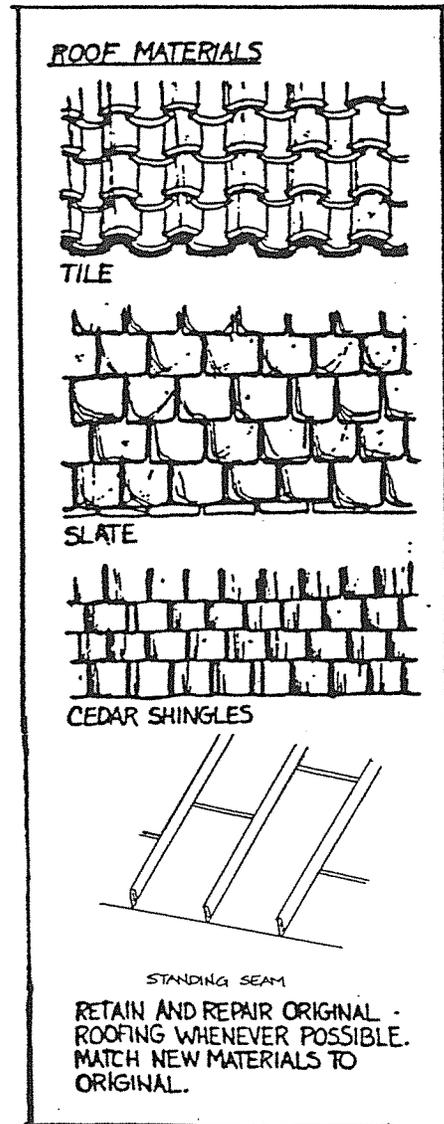
These guidelines for the rehabilitation of historic roofs are based on the Secretary of the Interior's *Standards for Rehabilitation*. The Westminster Historic District Commission has printed the following brochure with the hope of making the standards as condensed, concise, and accessible as possible. The guidelines follow a general order beginning with least intrusion to actions which would progressively have more effect on the historic material.

According to the terms of the ordinance which created the Historic District, the Commission considers only the exterior features of a structure which are visible from an adjacent public way. The Commission is required to be strict in its judgement of plans for structures deemed to be of historic value, and lenient in its judgement of plans for structures of little historic value or new structures, unless such plans would seriously impair the historic or architectural value of the surrounding area. Plans for new construction or alterations will not be limited to the architectural style of any one period of time.

Historic roofs in Westminster take many shapes: gable, hip, shed, flat, complex, and so on. The roof—with its shape; features such as cresting, dormers, cupolas, and chimneys; and the size, color, and patterning of the roofing material—can be important in defining the building's overall historic character. In addition to the design role it plays, a weathertight roof is essential to preservation of the entire structure; thus, protecting and repairing the roof as a "cover" is a critical aspect of every rehabilitation project.

Recommended

Identifying, retaining, and preserving roofs—and their functional and decorative features—that are important in defining the overall historic character of the building. This includes the roof's shape, such as hipped, gambrel, and mansard; decorative features such as cupolas, cresting, chimneys, and weather-vanes; and roofing material such as slate, wood, clay tile, and metal, as well as its size, color, and patterning.



Not Recommended

Radically changing, damaging, or destroying roofs which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Stripping the roof of sound historic material such as slate, clay tile, wood, and architectural metal.

Applying paint or other coatings to roofing material which has been historically uncoated.

Recommended

Protecting and maintaining a roof by cleaning out the gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for proper venting to prevent moisture condensation and water penetration; and to ensure that materials are free from insect infestation.

Providing adequate anchorage for roofing material to guard against wind damage and moisture penetration.

Protecting a leaking roof with plywood and building paper until it can be properly repaired.

Repairing a roof by reinforcing the historic materials which comprise roof features. Repairs will also generally include limited replacement in kind—or with compatible substitute material—of those extensively deteriorated or missing parts of features when there are surviving prototypes such as cupola louvers, dentils, dormer roofing; or slates, tiles, or wood shingles on a main roof.

Replacing in kind an entire feature of the roof that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence to guide the new work. Examples can include a large section of the roofing, or a gutter, dormer or chimney. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Not Recommended

Failing to clean and maintain gutters and downspouts properly so that water and debris collect and cause damage to roof fasteners, sheathing, and the underlying structure.

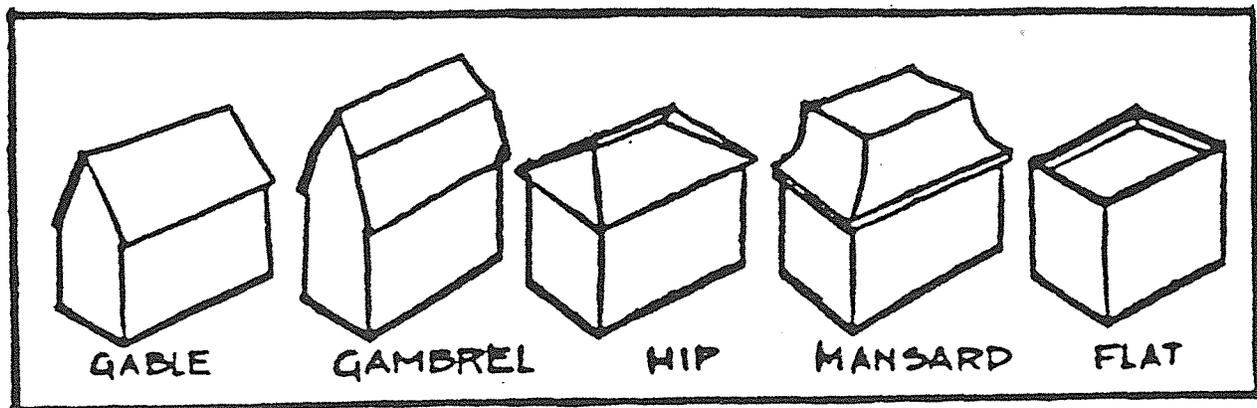
Allowing roof fasteners, such as nails and clips, to corrode so that roofing material is subject to accelerated deterioration.

Permitting a leaking roof to remain unprotected so that accelerated deterioration of historic building materials—masonry, wood, plaster, paint, and structural members—occurs.

Replacing an entire roof feature such as a cupola or dormer when repair of the historic materials and limited replacement of deteriorated or missing parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the roof or that is physically or chemically incompatible.

Removing a feature of the roof that is unrepairable, such as a chimney or dormer, and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.



The following work represents particularly complex technical or design aspects of a rehabilitation project and should only be considered after the preservation concerns listed above have been addressed. Consultation with a design professional is recommended.

DESIGN FOR MISSING HISTORIC FEATURES

Recommended

Designing and constructing a new feature when the historic feature is completely missing, such as a chimney or cupola. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.

Not Recommended

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

Introducing a new roof feature that is incompatible in size, scale, material, and color.

ALTERATIONS/ADDITIONS FOR THE NEW USE

Recommended

Installing mechanical and service equipment on the roof such as air conditioning, transformers, or solar collectors when required for the new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.

Designing additions to roofs such as residential, office, or storage spaces; elevator housing; decks and terraces; or dormers or skylights when required for the new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.

Not Recommended

Installing mechanical or service equipment so that it damages or obscures character-defining features; or is conspicuous from the public right-of-way.

Radically changing a character-defining roof shape or damaging or destroying character-defining roofing material as a result of incompatible design or improper installation techniques.

GUTTER PROFILES



HALF-ROUND

OGEE

CUSTOM

DOWNSPOUT PROFILES



PLAIN
ROUND

CORRUGATED
ROUND

CORRUGATED
RECTANGULAR

ROOFS



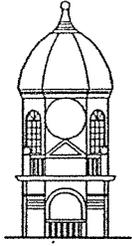
NO
PITCH TOO SHALLOW

For more information on this topic read:

Preservation Briefs: 4. Roofing for Historic Buildings by Sarah M. Sweetser. 8 pages. 16 illus. February, 1978.

Preservation Briefs: 17. Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character by Lee H. Nelson, FAIA. 12 pages. 28 illus.

Preservation Briefs: 19. The Repair and Replacement of Historic Wooden Shingle Roofs by Sharon C. Park, AIA. 12 pages. 17 illus.



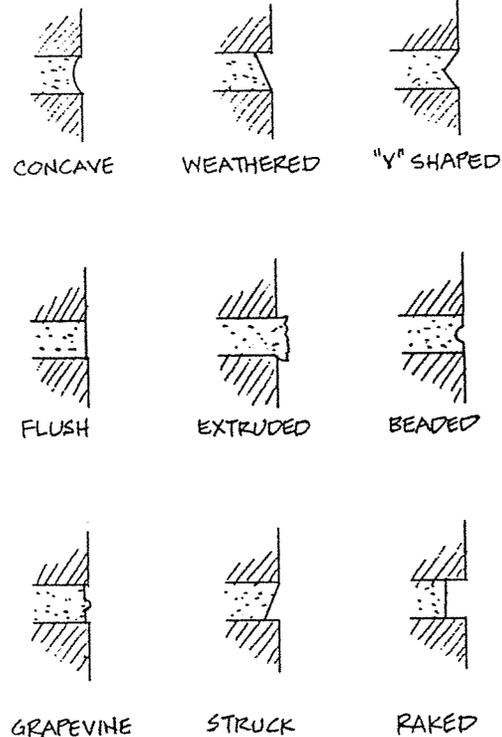
WESTMINSTER HISTORIC DISTRICT COMMISSION DESIGN GUIDELINES

MASONRY

These guidelines for the rehabilitation of historic masonry are based on the Secretary of the Interior's *Standards for Rehabilitation*. The Westminster Historic District Commission has printed the following brochure with the hope of making the standards as condensed, concise, and accessible as possible. The guidelines follow a general order beginning with least intrusion to actions which would progressively have more effect on the historic material.

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MORTAR JOINT PROFILES



Recommended

Identifying, retaining, and preserving masonry features that are important in defining the overall historic character of the building, such as walls, brackets, cornices, window architraves, door pediments, steps, and columns; and joint and unit size, tooling and bonding patterns, coatings, and color.

Protecting and maintaining masonry by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.

Not Recommended

Removing or radically changing masonry features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Replacing or rebuilding a major portion of exterior masonry walls that could be repaired so that, as a result, the building is no longer historic and is essentially new construction.

Applying paint or other coatings such as stucco to masonry that has been historically unpainted or uncoated, to create a new appearance.

Removing paint from historically painted masonry, or radically changing the type of paint or coating or its color.

Failing to evaluate and treat the various causes of mortar joint deterioration such as leaking roofs or gutters, differential settlement of the building, capillary action, or extreme weather exposure.

Recommended

Cleaning masonry only when necessary to halt deterioration or remove heavy soiling; always using the gentlest method possible, such as low-pressure water and detergents, and natural bristle brushes.

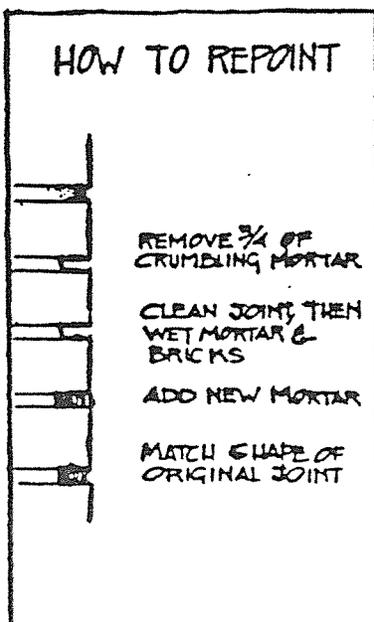
Removing only damaged or deteriorated paint to the next sound layer using the gentlest method possible (e.g., handscraping) prior to repainting.

Repainting with colors that are historically appropriate to the building and district.

Repairing masonry walls and other masonry features by repointing the mortar joints where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plasterwork.

Removing deteriorated mortar by carefully hand-raking the joints to avoid damaging the masonry.

Duplicating old mortar in strength, composition, color, and texture; and in joint width and profile.



Not Recommended

Cleaning masonry surfaces when they are not heavily soiled to create a new appearance, thus needlessly introducing chemicals or moisture into historic materials.

Sandblasting brick or stone surfaces using dry or wet grit or other abrasives. These methods of cleaning permanently erode the surface of the material and accelerate deterioration.

Using a cleaning method that involves water or liquid chemical solutions when there is any possibility of freezing temperatures.

Cleaning with chemical products that will damage masonry, such as using acid on limestone or marble, or leaving chemicals on masonry surfaces.

Applying high-pressure water cleaning methods that will damage historic masonry and the mortar joints.

Removing paint that is firmly adhering to, and thus protecting, masonry surfaces.

Using new paint colors that are inappropriate to the historic building and district.

Removing nondeteriorated mortar from sound joints, then repointing the entire building to achieve a uniform appearance.

Using electric saws and hammers rather than hand tools to remove deteriorated mortar from joints prior to repointing.

Repointing with mortar of high portland cement content (unless it is the content of the historic mortar). This can often create a bond that is stronger than the historic material and can cause damage as a result of the differing coefficient of expansion and the differing porosity of the material and the mortar.

Repointing with a synthetic caulking compound.

Using a "scrub" coating technique to repoint instead of traditional repointing methods.

Recommended

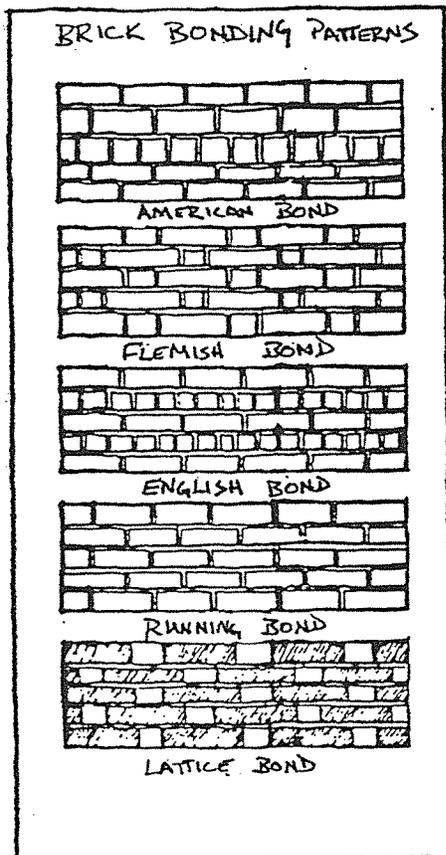
Applying new or non-historic surface treatments such as water-repellent coatings to masonry only after repointing and only if masonry repairs have failed to arrest water penetration problems.

Replacing in kind and entire masonry feature that is too deteriorated to repair -if the overall form and detailing are still evident-using the physical evidence to guide the new work. Examples can include large sections of a wall, a cornice, balustrade, column, or stairway. If using the same kind of material is not technically or economically feasible, then a comparable substitute material may be considered.

Not Recommended

Applying waterproof, water-repellent, or non-historic coatings such as stucco to masonry as a substitute for repointing and masonry repairs. Coatings are frequently unnecessary, expensive, and may change the appearance of historic masonry as well as accelerate its deterioration.

Removing a masonry feature that is unreparable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

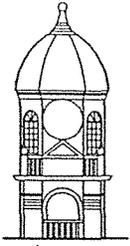


For more information on this topic read:

Preservation Briefs: 1. The Cleaning and Waterproof Coating of Masonry Buildings by Robert C. Mack, AIA. Provides guidance on the techniques of cleaning and waterproofing and explains the consequence of their inappropriate use. 4 pages. 5 illus. November, 1975.

Preservation Briefs: 2. Repointing Mortar Joints in Historic Brick Buildings by Robert C. Mack, AIA, de Teel Patterson Tiller, and James S. Askins. Provides update on appropriate materials and methods for repointing historic brick buildings. 8 pages. 12 illus. August, 1980.

Preservation Briefs: 6. Dangers of Abrasive Cleaning to Historic Buildings by Anne E. Grimner. Cautions against the use of sandblasting to clean various buildings and suggests measures to mitigate the effects of improper cleaning. Explains the limited circumstances under which abrasive cleaning may be appropriate. 8 pages. 10 illus. June, 1979.



WESTMINSTER HISTORIC DISTRICT COMMISSION DESIGN GUIDELINES

STOREFRONTS

These guidelines for the rehabilitation of historic storefronts are based on the Secretary of the Interior's *Standards for Rehabilitation*. The Westminster Historic District Commission has printed the following brochure with the hope of making the standards as condensed, concise, and accessible as possible. The guidelines follow a general order beginning with least intrusion to actions which would progressively have more effect on the historic material.

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Storefronts are quite often the focus of historic commercial buildings and can thus be extremely important in defining the overall historic character. Because storefronts also play a crucial role in a store's advertising and merchandising strategy to draw customers and increase business, they are often altered to meet the needs of a new business. Particular care is required in planning and accomplishing work on storefronts so that the building's historic character is preserved in the process of rehabilitation.

Recommended

Identifying, retaining, and preserving storefronts--and their functional and decorative features--that are important in defining the overall historic character of the building such as display windows, signs, doors, transoms, kick plates, corner posts, and entablatures.

Not Recommended

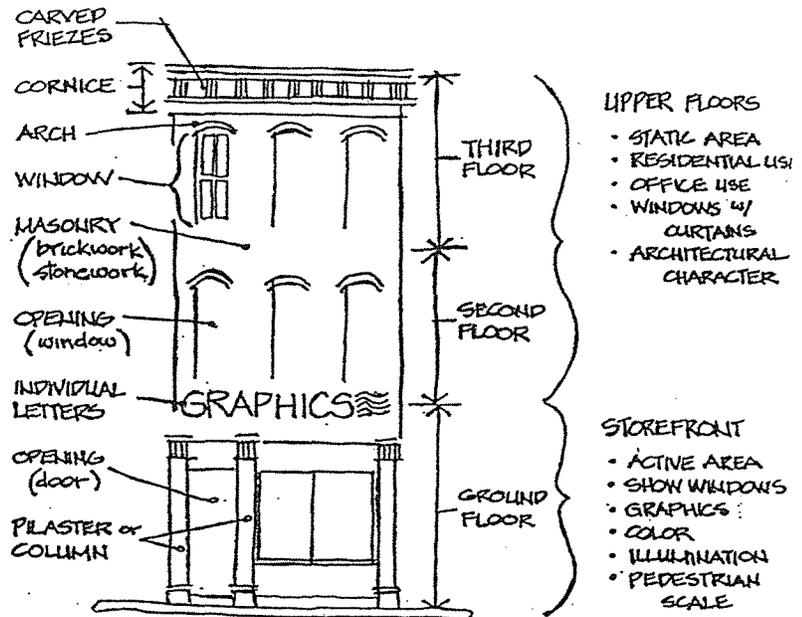
Removing or radically changing storefronts--and their features--which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Changing the storefront so that it appears residential rather than commercial in character.

Removing historic material from the storefront to create a recessed arcade.

Introducing coach lanterns, mansard overhangings, wood shakes, nonoperable shutters, and small-paned windows if they cannot be documented historically.

Changing the location of a storefront's main entrance.



KEEP ARCHITECTURE AT A PEDESTRIAN SIZE AND SCALE, DISPLAYS AND GRAPHICS ARE KEPT AT GROUND FLOOR WITHIN THE PEDESTRIAN FIELD OF VISION.

NOMENCLATURE for STANDARDS FOR EXTERIOR REHABILITATION

Recommended

Protecting and maintaining masonry, wood, glass, and architectural metals which comprise storefronts through appropriate treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems.

Protecting storefronts against arson and vandalism before rehabilitation work begins by boarding up windows and installing alarm systems that are keyed into local protection agencies.

Evaluating the overall condition of storefront materials to determine whether more than protection and maintenance are required (that is, if repairs to features will be necessary).

Repairing storefronts by reinforcing the historic materials. Repairs will also generally include the limited replacement in kind—or with compatible substitute material—of those extensively deteriorated or missing parts of storefronts where there are surviving prototypes such as transoms, kick plates, pilasters, or signs.

Replacing in kind an entire storefront that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence to guide the new work. If using the same material is not technically or economically feasible, then compatible substitute materials may be considered.

Not Recommended

Failing to provide adequate protection to materials on a cyclical basis so that deterioration of storefront features results.

Permitting entry into the building through unsecured or broken windows and doors so that interior features and finishes are damaged through exposure to weather or through vandalism.

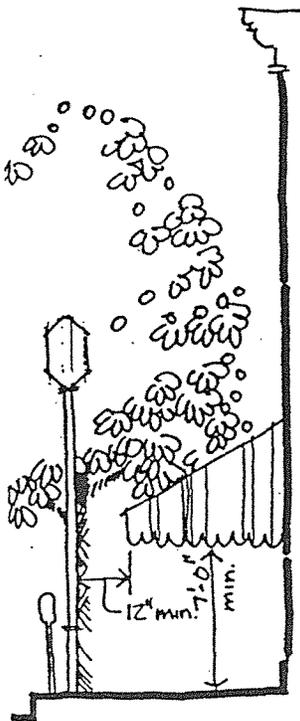
Stripping storefronts of historic material such as wood, cast iron, terra cotta, carrarra glass, and brick.

Failing to undertake adequate measures to assure the preservation of the historic storefront.

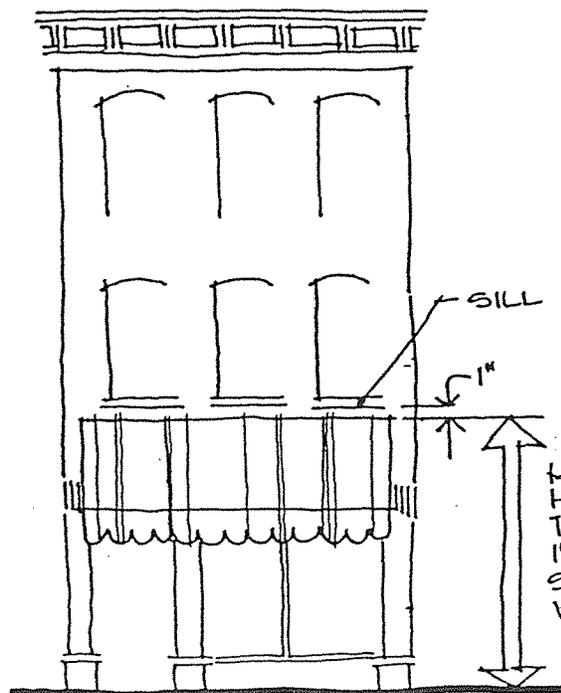
Replacing an entire storefront when repair of materials and limited replacement of its parts are appropriate.

Using substitute material for the replacement parts that does not convey the same visual appearance as the surviving parts of the storefront or that is chemically or physically incompatible.

Removing a storefront that is unrepairable and not replacing it; or replacing it with a new storefront that does not convey the same visual appearance.



AWNINGS SHOULD NOT INTERFERE WITH STREET HARDWARE—LIGHTPOLES, TREES, SIGNS, etc.



MAXIMUM HEIGHT FOR TOP OF AWNING 1" BELOW SECOND STORY WINDOW SILL.

The following work represents particularly complex technical or design aspects of a rehabilitation project and should only be considered after the preservation concerns listed above have been addressed. Consultation with a design professional is recommended.

DESIGN FOR MISSING HISTORIC FEATURES

Recommended

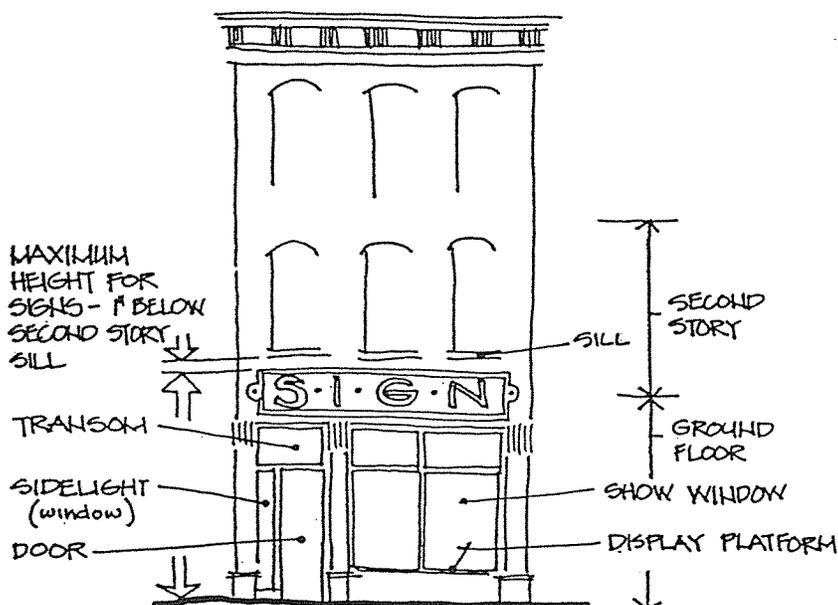
Designing and constructing a new storefront when the historic storefront is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building. Such new design should generally be flush with the facade; and the treatment of secondary design elements, such as awnings or signs, kept as simple as possible. For example, new signs should fit flush with the existing features of the facade, such as the fascia board or cornice.

Not Recommended

Creating a false historical appearance because the replaced storefront is based on insufficient historical, pictorial, and physical documentation.

Introducing a new design that is incompatible in size, scale, material, and color.

Using new illuminated signs; inappropriately scaled signs and logos; signs that project over the sidewalk unless they were a characteristic feature of the historic building; or other types of signs that obscure, damage, or destroy remaining character-defining features of the historic building.

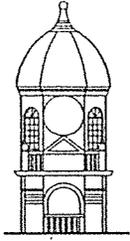


NOMENCLATURE for STOREFRONTS

For more information on this topic read:

Westminster Historic District Commission *Design Guidelines: Signs*.

Preservation Briefs: 11. Rehabilitating Historic Storefronts by H. Ward Jandl. 11 pages. 13 illus.



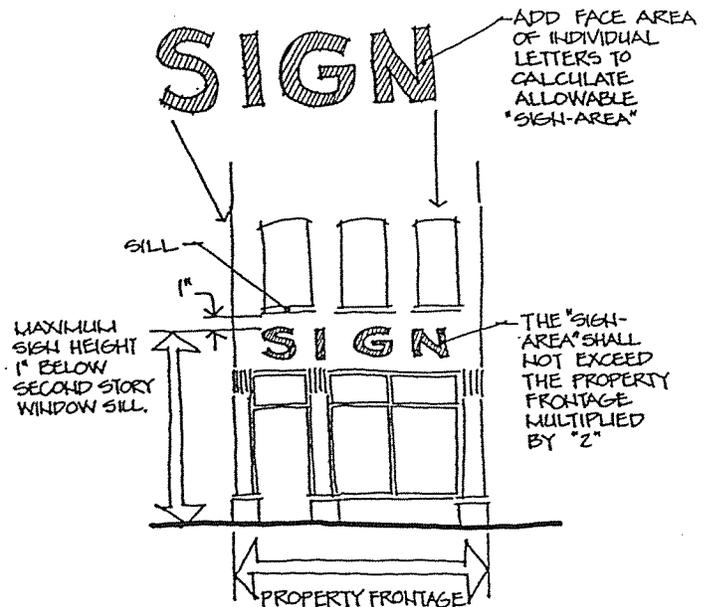
WESTMINSTER HISTORIC DISTRICT COMMISSION DESIGN GUIDELINES

SIGNS

All signs must meet the size and placement specifications of the Westminster City Code, Chapter 164, Article XVII. In addition, the City has regulated signs in the central business district according to the "Standards for Renovation-Westminster" since 1978. However, the Historic District Commission has the authority to further modify these requirements within the limits of the Historic District Ordinance. The Historic District Commission has printed the following brochure with the hope of making the standards as condensed, concise, and accessible as possible.

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The purpose and function of a sign, to communicate a visible message which informs the reader about goods or services provided by the business, should be considered in the character of its overall design. Signs should communicate clearly, identify a place of business, and blend with the rest of the building and streetscape.



MAXIMUM CUT-OUT LETTER SIZE (area)

Legibility

Recommended

Signs should be made in a professional manner, employing known or recognized type styles.

Type face, color, logo, and overall character of the sign should combine together to convey an image of the business. The copy on any sign should be limited to the name of the business and any other pertinent information related to the bona-fide business conducted on the premises.

Lettering should not cover more than 75% of the surface area of the sign.

Well-spaced small lettering is more legible than large letters cramped into a small space.

Not Recommended

"Homemade" signs.

Rustic or primitive cut lettering.

Advertising by material or product manufacturers and suppliers shall not be permitted on any sign except as the primary identification for the place of business.

Placement

Recommended

Not Recommended

Signs should be placed flat on the front of the building or suspended from a bracket perpendicular to the building (however, no sign may project more than 12 inches into or over any street right of way).

Permanent signs placed in the display space on the interior of storefront windows.

Signs should be compatible with the architecture of the building.

Signs should not be placed on building roofs or side walls.

Maximum height for signs should be one inch below the bottom of the second floor window sills.

Signs which obscure windows or project above the building roof line.

Size, Proportion, and Balance

Recommended

Signs should balance with the facade of the building, particularly in relation to the architectural elements of the level where the sign is located.

The sign area should not exceed the property frontage multiplied by 2; signs painted on insides of show windows should not exceed the window width multiplied by 2. The maximum size of any one sign is 64 square feet.

Color

Recommended

Not Recommended

Sign colors should harmonize with the exterior tones of the building, with muted colors used as the background and light or dark characters.

Stark contrasts and fluorescent colors.

Lighting

Recommended

Not Recommended

Lamps should be shielded to prevent glare.

Exposed bulbs or neon tubes.

Light should be constant and of low intensity.

Flashing, blinking, alternating, or moving elements. All lighting and electrical elements such as wires, conduit, junction boxes, ballasts, transformers, switches, and panel boards shall be concealed from view.

A lighting system which continues to keep the sign an integral part of the facade of the building.

Where signs are back lit, use light lettering on a dark background.

"Box"-type internally illuminated signs with white background.

Appropriateness to Business

Recommended

Not Recommended

Designing national franchise signs to be compatible with the building and streetscape. Use of a symbol or picture appropriate to the business makes an interesting sign and communicates more graphically than mere use of words.

Standard national franchise signs which are out of proportion with buildings or streetscape.

Materials

Recommended

Any durable, nonglare material compatible with the building.

Frames, mounting bolts, suspension wires, and brackets which are integrated into the overall design of the sign and building.

Separate cut-out letters applied to the building face, or signs painted directly on show windows or previously painted building surface may be used, subject to the same limitations as other signs.

Signs, symbols, or designs painted or sewn onto awnings.

Not Recommended

Materials likely to deteriorate or delaminate.

Frames, mounting bolts, suspension wires, or brackets which harm the building material or detract from the sign.

Signs painted on previously unpainted building surfaces.

Secondary Signs

Recommended

Nonluminous signs, limited to two square feet in area, at the ground floor level for identification of commercial tenants occupying upper floors of building.

Where several different secondary tenants occupy the building, directory-type signs which group all tenants in one coordinated design.

Not Recommended

Separate secondary signs for several tenants in the same building.

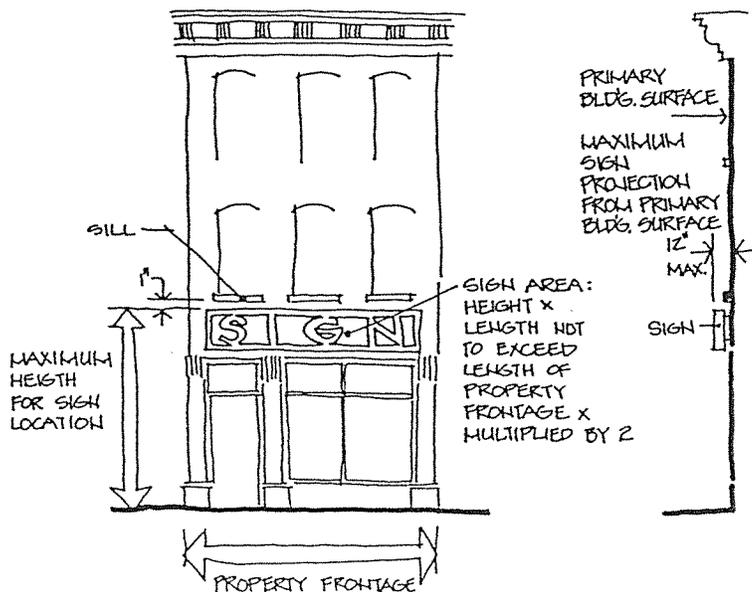
Delivery Signs

Recommended

Nonluminous signs identifying the rear or delivery entrance of a building, limited to six square feet in area.

Not Recommended

No other signs are permitted on the rear of a building.



SIGN AREA & LOCATION