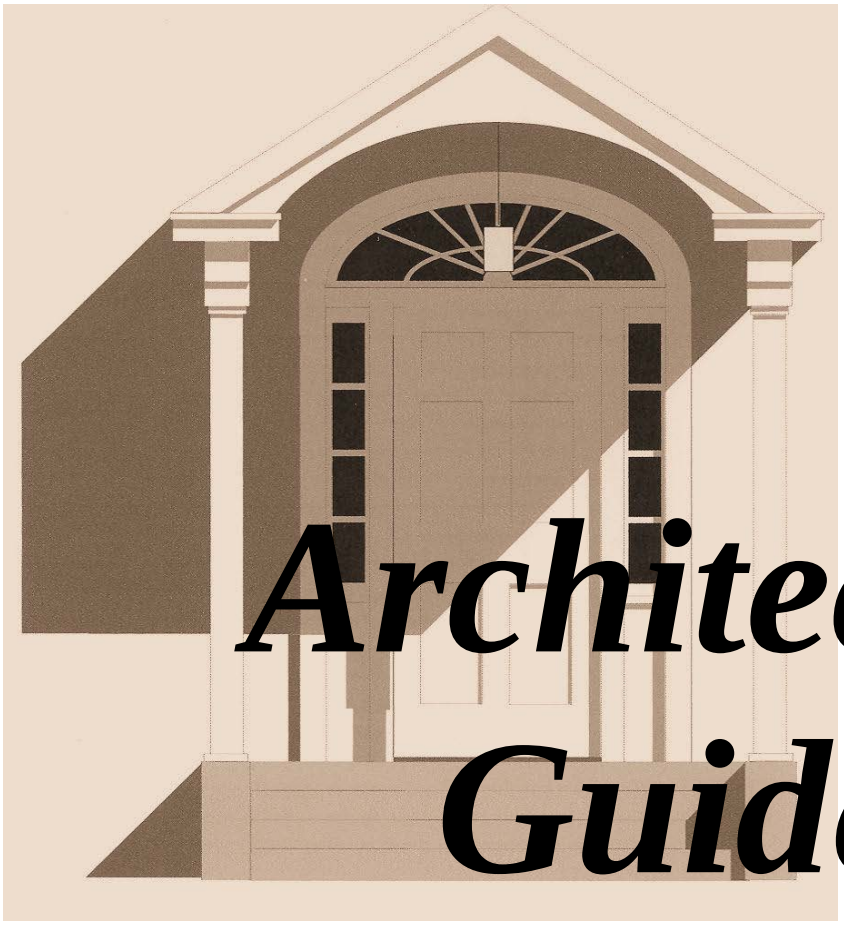
Town of Emmitsburg



Architectural Guidelines

Adopted by the Emmitsburg Board of Commissioners
March 19, 2012

Town of Emmitsburg
Architectural Guidelines

was a joint effort of the

Town of Emmitsburg Planning Department

and

Keith Suerdieck, Retired Architect

2012

Town of Emmitsburg
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I. Purpose of the Guidelines

The character of a town, big or small, is greatly defined by its architectural and historical heritage, including the exterior appearance of its buildings. The Town of Emmitsburg's architectural and historical heritage is represented primarily in the historic buildings along Main Street and Seton Avenue. These assets contribute to the Town's quality of life and economic vibrancy and serve as tangible links to the city's past. The overall streetscape of this area, in terms of scale, rhythm, and continuity, is determined by each and every structure within it. An exterior change to any structure or new construction will have a visual impact on the streetscape. Maintaining the appearance and integrity of the streetscape and these historic buildings and other nearby structures is an important goal for Emmitsburg.

These guidelines were developed to support and implement that goal, which will result in preserving the Town's heritage, protecting property values, and encouraging civic pride.

These guidelines provide information regarding Emmitsburg's history and architecture as well as specific guidelines for appropriate maintenance, rehabilitation, and new improvements that preserve and enhance the character and appearance of the town's historic buildings.

These guidelines serve a variety of users in the following ways:

- They provide a practical guidance for property owners and tenants on how to do everyday exterior maintenance of historic buildings. Proper maintenance helps to preserve and extend the life of original materials, providing a more sustainable and cost-effective option than replacement with new materials.

- They assist architects, contractors and others involved in improving historic properties to plan and implement rehabilitations and new improvement projects (i.e., room additions and new buildings) that are appropriate to the styles and periods of the original buildings as well as compatible with the architectural and aesthetic character of the community.

- They provide education and resources to public officials and assists them in making well-informed decisions that are essential to protecting and preserving the overall character of the Emmitsburg and the architectural integrity of individual buildings and other related structures.

II. Authority for the Guidelines

In accordance with the Emmitsburg Municipal Code, Title 17, Section 17.36.010, a zoning district designated as "Village Zone" was established to: (1) further the community's general welfare by retaining, protecting and preserving the substantial character of the area by continuing a uniformity in the exterior of all structures in the community; (2) maintain a relationship between the exterior architectural features and color schemes of the structure, to the remainder of the structure and to surrounding structures; and (3) attain a general compatibility of exterior design, arrangement, texture and materials proposed to be used. These guidelines were adopted by the Town of Emmitsburg to support these objectives.

These guidelines were also developed in response to the Town of Emmitsburg, 2009 Comprehensive Plan (Comp Plan), Section 4, recommendation to create architectural guidelines relative to the Town's Historic District, including the areas designated in its land use plan as Village Core, Town Residential, and Town Commercial, and to maintain the Town's identity as a significant setting in terms of its streetscape and architectural character, as evidenced on the Town Seal.

III. Brief History of Emmitsburg

By most accounts, Robert and Elizabeth Wilson were the first family to settle in the Emmitsburg area. Sometime prior to 1733, they emigrated to the area that became Emmitsburg. They chose for their homestead land that lay in a gently sloping valley on both sides of Flat Run and called it "Wilson's Fancy." This is the general location of the Emmit Gardens subdivision, today.

By the mid 1750s, most of the land in the Emmitsburg area had been sold by the royal trustee, Lord Baltimore, to the pioneers who first called the Emmitsburg area home. Each in turn, provided colorful names to their land, such as: "Alexander's Prospect", "Arnold's Delight", "Benjamin's Good Luck", "Better Then I Expected", "Harris's Delight", and "Settled in Peace", which provide a glimpse into their hopes and goals.

On August 18, 1785, Samuel Emmit recorded a deed "*wherein lots of a new town to be known as Emmitsburg are laid out"*. This was the basis for the historic Main Street area of Emmitsburg as it exists today. The town attracted an industrious people and, with its plentiful supply of streams to power mills, quickly became a major center of commerce and industry. In 1787, William Shields purchased 106 acres adjoining the recently-formed town from Samuel Emmit. This tract became, in part, "Shield's Addition" to Emmitsburg and includes much of the west end of town. Construction of buildings seems to have begun in the mid- to late 1780's, about the time that the town was laid out.

Emmitsburg was incorporated in 1825. By the mid 19th century, the town developed rather densely along the old Baltimore-Hagerstown Pike (Main Street – MD Route 140), approximately one half mile on either side of the Frederick-Gettysburg Pike (Seton Avenue – Business US Route 15). South Seton Avenue was mostly an industrial area. North Seton Avenue was sparsely developed north of St. Joseph's Catholic Church with a few residences and a hotel. See the 1873 map of Emmitsburg in the Appendix. In the fork of the road at the west end of town stood a building variously known as Blacks Tavern, Farmer's Inn and Hotel, the National Hotel, and today, the Emmit House. In addition to tanneries, hotels, and taverns, Emmitsburg had a foundry that produced much of the decorative ironwork still seen in Emmitsburg today.

Although untouched by combat in the Civil War, Emmitsburg was close to the action that occurred in nearby Gettysburg and troops passed through the town several times in 1862 and 1863. A tragic fire impacting the town broke out in a stable near the northwest corner of the square on June 16, 1863. It destroyed or damaged a two-block area of Main Street from the square east to Federal Street. Architecturally, this event resulted in the oldest structures in Emmitsburg being located west of the Square, while the east side structures date from 1863 or later.

Farmer's Inn and Hotel (Emmit House) in 1863
Source: Emmitsburg Area Historical Society

Following the Civil War, Emmitsburg continued to grow and prosper. However, a decision in 1880 by the Western Maryland Railroad to not build its line through Emmitsburg marked the beginning of the end of independent prosperity. Like many small towns in America beset with failing farms and the closures of local industries, the town faced an uncertain future. The development of the interstate highway system in the 1950's brought about an expansion of the Washington and Baltimore metropolitan commuting areas and, in so doing, reversed the decline of Emmitsburg's fortunes.

View of Emmitsburg after the 1863 fire.
Source: Emmitsburg Area Historical Society

Looking east along Main Street from the Emmit House
Source: Paula S. Reed

Today, the Emmitsburg area is a serene bedroom community for these two metropolitan areas. It is home to a mix of scholars, professionals, artists, craftsman, and retirees. It claims as its own, Saint Elizabeth Ann Seton, the first American-born saint, and nationally ranked Mount St. the Mary's University. A major Federal Emergency Management Agency (FEMA) training center is also located on South Seton Avenue.

Emmitsburg's religious history is manifested in the several churches which enhance its skyline. The town is very fortunate that its built environment remains largely intact. Most of its early buildings are present, along with a superb collection of lot line fences and outbuildings that is as much a part of the community's history as its larger and more conspicuous elements.

IV. Historic District

Emmitsburg was laid out and constructed in the late 18th and early 19th centuries. The town was platted in a rectilinear street grid pattern that is rooted in classic Roman town planning. Integral to this concept were two principal streets (Main Street and Seton Avenue). The use of minor streets or alleys that parallel Main Street was also a distinguishing feature of town planning which Emmitsburg shares with several other towns in Frederick County. Where Seton Avenue and Main Street intersect, the right of way was expanded and buildings were stepped back, creating a public town square.

The northwest corner of the square in 1885.

The square looking west in 1896

Source: Emmitsburg Area Historical Society

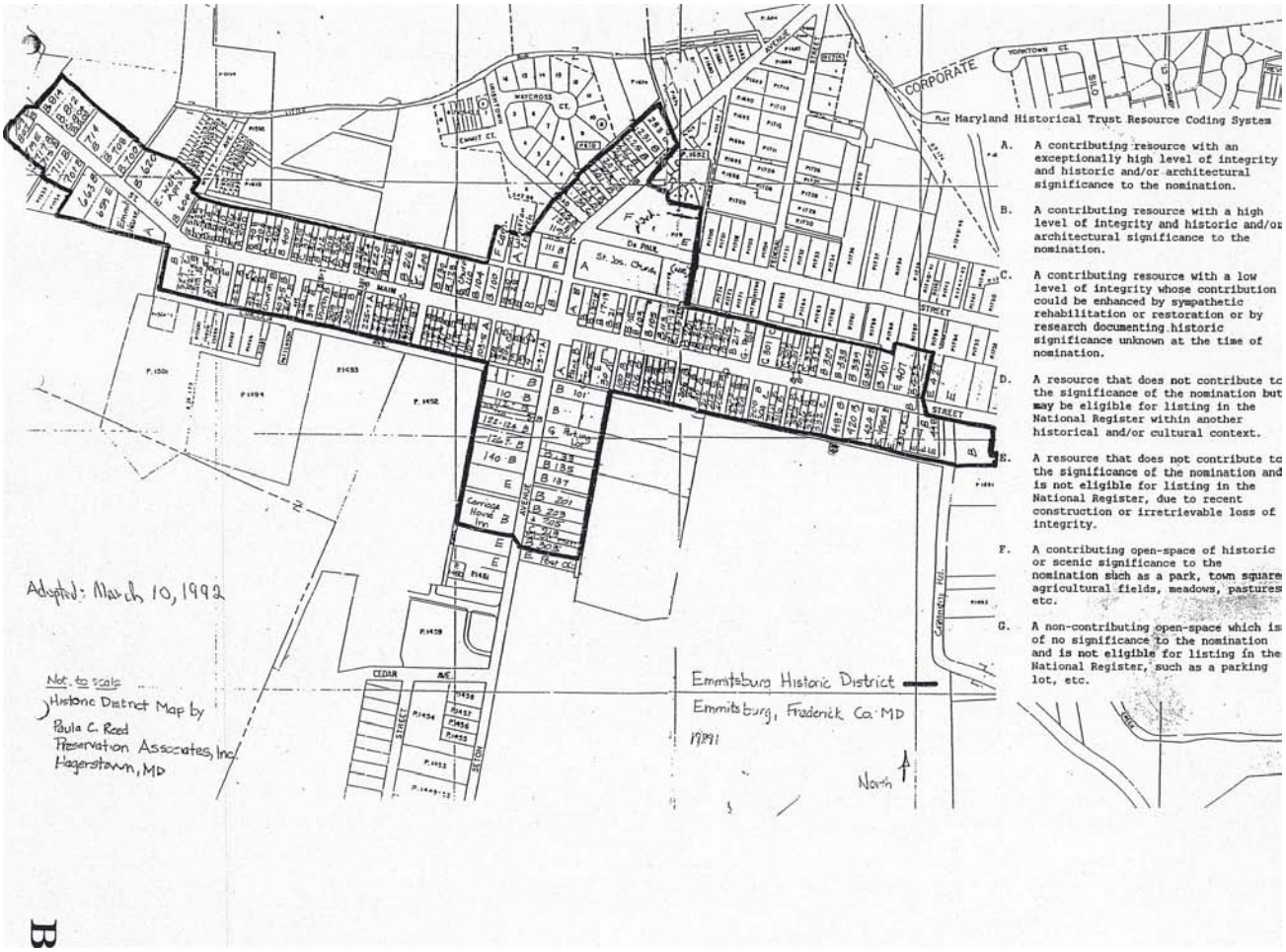
The architectural character that most defines the unique quality of Emmitsburg is found along Main Street between a tributary of Flat Run on the west and Creamery Road on the east, and the approaches to downtown along North and South Seton Avenue. This area is commonly known as the Emmitsburg Historic District (District).

Shuff Store in 1879

Source: Emmitsburg Area Historical Society

On March 10, 1992, the District was published on the National Register of Historic Places by the United States Department of Interior. The District included approximately 54 acres and 230 buildings, of which 216 are designated as contributing resources of either high or exceptionally high level of integrity for architectural or historical significance.

Plaque mounted on a historic property in the Emmitsburg Historic District Source: Keith Suerdieck



Map of the Emmitsburg Historic District
Source: Emmitsburg Comprehensive Plan 2009
www.emmitsburgmd.gov

Emmitsburg is proud to also include two other sites that are listed on the National Register of Historic Places. One site, listed on January 1, 1976, is St. Joseph's College (now on FEMA property) & Mother Seton Shrine, located on South Seton Avenue. It contains buildings that date from the late 18th century to the mid 20th century. The other site, listed on September 13, 1984, is St. Euphemia's School and Sisters' House, located on DePaul Street. It is a late-19th century school complex consisting of two attached brick buildings that are related historically.

Inclusion on the National Register means that the buildings are worthy of preservation. It further means:

- Any federally funded work performed on these buildings must be in compliance with design and construction criteria prescribed by the United States Department of Interior.

- The buildings may be eligible for a 20% Federal investment tax credit for certain rehabilitation of income-producing certified historic structures such as commercial, industrial, or rental residential buildings.

- The buildings qualify for available Federal grants for historic preservation.

- The buildings may qualify for available State tax credits and State grant opportunities.

Emmitsburg designated one of its zoning districts as "Village Zone." (see 2010 zoning map in the Appendix) It is essentially the same area as the District, except for being a little larger in size (64.5 acres). The zoning ordinance for this district allows for a mix of residential, small business, civic, religious, emergency services and government service uses in an effort to maintain the character of Emmitsburg, create a place for community, and strengthen the local economy. Allowable uses in this district include medium to high-density residential uses, community facilities, lodging, medical centers, churches, neighborhood retail, business and professional offices, banks, fire and rescue, etc.

One of the concepts employed in the land use planning for the Comp Plan was the preservation and promotion of the historical assets of Emmitsburg. The general plan for land use through the year 2030 is shown on the Emmitsburg Land Use Plan Map (see Appendix). There are ten recommended land use categories described in the Plan. These categories are not zoning districts, but land use designations. One of these categories is the "Village Core". This category includes the area of downtown Emmitsburg located along Main Street and the first couple of blocks of North and South Seton Avenue. It is equivalent in area to the District. It includes and will continue to include a mix of commercial employment, religious, civic, and residential uses. Categories for areas adjacent to the Village Core include "Town Residential" and "Town Commercial". Information on these categories may be found in the Comp Plan (see www.emmitsburgmd.gov).

V. Historic District Architecture

The integrity of the basic streetscape in the District has survived because the buildings are generally intact and many reflect the period of rebuilding following the fire of 1863. The harmony and rhythm of the streetscape along Main Street is not disturbed by unsightly utility lines and poles, but instead is enhanced with exterior period lighting. Principle design characteristics include the following features:

- Buildings predominantly residential with several commercial buildings and churches interspersed among the dwellings.
- Buildings are placed against the sidewalk without setbacks with side-gabled roofs.
- Prominent three and four story historic buildings with distinctive architectural styles centrally located at the intersection of Main Street and Seton Avenue.
- Two story townhouse/row house and detached housing along the Main Street corridor.
- A residential density exceeding ten units per acre.
- Rear alley access to structures that front on Main Street. Some users utilize Lincoln Avenue as a second access to their business or office.
- On-street parking along Main Street with no front yard parking.
- Pedestrian access through the Main Street and Seton Avenue corridors with complete pedestrian mobility at the Main Street and Seton Avenue intersection.
- Streets scaled to accommodate both pedestrians and vehicular traffic including street trees, sidewalks, and pedestrian scale signs and buildings.
- Residential neighborhoods adjacent to the District.

Along West Main Street
Source: Emmitsburg Planning Dept.

Buildings in the District were influenced by early Maryland vernacular traditions and several popular architectural styles, including Georgian, Federal, Greek Revival, Italianate, Queen Anne, and American Foursquare. These styles are presented below in chronological order of when they were most prominent. A glossary of terms used in the descriptions is provided in the Appendix. Most buildings in Emmitsburg are actually combinations of styles and features rather than pure textbook examples. Also, alterations or additions to a building over the years often make it difficult to neatly label a building's style.

Georgian:

115 East Main Street
Source: Keith Suerdieck

This style was quite common during the 1700's. Typical features include:

- **Massing:** Symmetrical, horizontally-oriented façade. The form often consists of a two-story, two-bay or two-story, fiveibay façade.
- **Roof:** Roofs were usually side-gabled with chimneys on both sides of the home
- **Walls:** Most common building material is brick, often laid in Flemish bond on the principal façade.
- **Doors:** Panel front door centered, topped with rectangular windows (in door or as a transom) and capped with an elaborate crown/entablature supported by decorative pilasters
- **Windows:** Multi-pane windows are never paired, and fenestrations are arranged symmetrically (vertically and horizontally). Small 6-paned sash windows and/or dormer windows in the upper floors and larger windows with 9 or 12 panes on the main floors
- **Ornament:** Most have decorative cornices beneath the eaves, belt courses between the first and second floors, and water tables beneath the first floor windows.

Federal:

214 West Main Street
Source: Keith Suerdieck

This style was most popular between 1780 and 1830. Typical features include:

- **Massing:** Symmetrical façade, three or five bays wide, two or three stories high. Elongated exterior openings emphasized the vertical dimension of the buildings.
- **Roof:** Usually gable, low-pitched roofs. Cornice runs beneath the eave
- **Walls:** Most commonly used building materials were brick laid in common bond and frame with clapboard siding.
- **Doors:** Semi-elliptical or semi-circular fanlight atop a six-panel door with sidelights.
- **Windows:** Sash windows, usually with six panes per sash. Shutters were often installed.
- **Ornament:** Tended to be light and delicate. Motifs were classical in inspiration, often incorporating dentils, shields and swags

Greek Revival:

306 West Main Street
Source: Keith Suerdieck

The most dominant building style between 1830 and 1860. Typical features include:

- **Massing:** Bold massing with emphasis on large expanses of unornamented planes, giving a monumental appearance.
- **Roof**: Side-gabled roof with chimneys on the interior end gables; pronounced roof cornice may have had returns at the eaves, paneled frieze and dentils.
- **Walls:** Brick was the preferred building materials, but stucco scored to resemble limestone was also popular.
- **Doors:** Often had semi-circular fanlights above the six-panel doors framed with pilasters and sidelights
- **Windows:** Symmetrically arranged double-hung wood sash windows, usually 6 panes per sash, may have attic windows in the frieze below the eaves.
- **Ornament:** Moldings were either simple or incorporated highly decorative designs influenced by Greek temples.

Italianate:

417 West Main Street
Source: Keith Suerdieck

Built in great numbers from the 1860's through the 1880's. Typical features include:

- **Massing:** Symmetrical massing of rectangular units. Often consisted of two-story with two-bay or three-story with three-bay facades.
- **Roof:** Low pitch or flat roofs were most common. Wide overhanging eaves were typical with heavy decorative brackets and dormers.
- **Walls:** Most commonly used material was frame with flush board or clapboard siding.
- **Doors:** Many were with double leafs and transoms. Trim included heavy molded bracketed hoods, door surrounds, and semi-elliptical transoms.
- **Windows:** One-over-one or two-over-two windows enhanced the vertical aspect of the buildings. Extensive use of bay windows. Tall and narrow wood sash windows often in pairs with straight, round, or curved tops and crowns
- **Ornament:** Heavy wood brackets under wide eaves and on doors and windows. Cast iron work posts, brackets and railings were also common.

Queen Anne:

12 West Main Street
Source: Keith Suerdieck

Built primarily from the 1880s until about 1910. Typical features include:

B

- **Massing:** Irregular plans and complex massing, often with a front-facing gable and extensive porches
- **Roof:** Roofs often a combination of multiple gables and hipped roofs, with round or polygonal towers.
- **Walls**: Variety of textures and colors was a most distinguishing feature. Diverse use of building materials, including stone, brick, clapboarding, half-timbering, and shingles.
- **Doors:** Doors are often elaborately detailed, many with glazed upper portions
- **Windows:** Variety of window shapes and sizes. Double-hung wood sash windows with multi-panes above and clear glass below are common, as are stained glass feature windows and projecting bay windows.
- **Ornament:** Extensive use of brackets, decorative moldings, sawn and turned porch posts and balustrades, spindle work on porches, and decorative half-timbering in gables.

American Foursquare:

351 East Main Street
Source: Keith Suerdieck

Most popular between the years of 1900 and 1910. Typical features include:

- **Massing:** Usually two and a half story, simple square shape with symmetrical façade. A roofed ground floor porch commonly extends across the front of the house and may wrap around to the side.
- **Roof:** Hipped roofs and dormers with large overhangs. A large central dormer is typical.
- **Walls:** Brick, stone and wood clapboard siding was commonly used.
- **Doors:** Large single pane of glass in the top section.
- **Windows:** Windows typically are double hung, one-over-one and quite wide.
- **Ornament:** Although the eaves usually project out from the walls, brackets were rarely used. Porch columns, rails, and other wood trim are usually simple and restrained

Although examples of popular architectural styles exist in Emmitsburg, not all houses fully expressed these ideals. Many were more vernacular, folk versions of the popular styles. Emphasis was on use of available materials and skills rather than a preset design from elsewhere. Some structures depart radically from the norm, and some were small and modest. These houses are also an important part of Emmitsburg's architectural heritage, reflecting the way the larger part of the populace lived.

The buildings in the District share a certain feel or character, regardless of whether or not they depict a popular style. Part of this has to do with shared materials such as brick walls and wood trim, and similar roof pitches and materials. The shared character also comes from common

windows and doors. Doors typically were paneled. Although windows might have been set in the frame above the door, they would not have been found in the door itself. A defining characteristic of both doors and windows of different periods was the use of wood framing, trim, and muntins, including the width and depth of the frame and its profile.

Other shared elements of these structures include brick color, similarity in mortar joints, common techniques for laying bricks, and the presence of brick features such as a water table and belt course. Even the arrangement of such features and elements such as doors, windows and chimneys followed certain rules. Builders used geometric principles to determine the relationships between features and their relative size. There was, for example, a mathematical relationship between height and width of the primary façade, the height of the roof above it, and the height of the chimneys above that. A rebuilt element, an addition or a new replica of a building that departs from these formulae will inevitably look awkward and out of place. The common attributes of these early buildings, which have generally been retained in the District, help give them their character.

Walkway garden along a lot line fence
Source: Emmitsburg Planning Dept.

The many outbuildings that were once common on residential lots in the District are also important. They include small storage buildings, barns and garages. Other elements which contribute to the historic character are brick walks, cast iron trim, and lot line fences.

VI. Architectural Standards

The Town of Emmitsburg is guided by The Secretary of the Interior's *Standards for the Treatment of Historic Properties*, with Guidelines for Preservation, Rehabilitation, Restoration and Reconstruction, as published by the National Park Service. Since rehabilitation is the most common treatment approach, the *Standards for Rehabilitation* are cited below. These *Standards* promote responsible preservation practices that help protect our cultural resources and are used nationwide for planning and reviewing work on historic properties. They provide a basic framework for treatment of historic properties and are important for property owners to understand.

These *Standards* should be followed for new buildings and exterior changes of existing buildings located in the District and in areas with the land use categories of "Town Residential" and "Town Commercial". Rehabilitation and improvement projects must meet these *Standards* in order to be eligible for most Federal and State funding assistance or tax credits. For more information on the *Standards*, as well as access to a variety of other helpful information on historic properties, visit the National Park Service web site at: www2.cr.nps.gov/tps/.

The *Standards* are:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.	6. Deteriorated historic features shall 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 shall be substantiated by documentary, physical, or pictorial evidence.
2. The historic character of a property will be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.	7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
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 elements features or architectural elements from other buildings, shall not be undertaken.	8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.	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 integrity of the property and its environment.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.	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.

VII. Architectural Guidelines

The guidelines presented in this chapter are divided into two broad categories of work: Maintenance and Rehabilitation, and New Improvements. They provide helpful information for completing everyday maintenance and for planning exterior rehabilitations, additions, and new construction. For each building element or structure discussed, there is an overview, a brief discussion of maintenance and repair issues for existing properties, and a list of detailed practices to consider and to avoid. While these Guidelines are based on commonly accepted historic preservation principles, their application may vary according to the details of the buildings themselves.

- **Practices to Consider** include the most appropriate approaches to treating historic buildings. They emphasize preservation of architectural styles, details and building materials and minimal changes to important architectural features whenever feasible. They also include acceptable approaches which allows for replacement of original building materials with substitute materials that match or approximate the original in appearance and texture. They emphasize retaining the appearance and architectural styles of historic buildings and the overall character of Emmitsburg. **These practices comply with the *Standards* described in the previous section.** There may be other practices not described in these Guidelines that also comply with the *Standards*.

- **Practices to Avoid** include practices for treating building that may significantly or adversely alter the appearance and integrity of a historic building or disrupt the character of Emmitsburg. **These practices do not comply with the *Standards*.**

VII.1. Maintenance and Rehabilitation

VII.1.1. Foundations

OVERVIEW

The foundation ties the historic building to its site, usually raising the body of the structure well above ground level. The height, materials, features, and details of a building's foundation can all contribute to its historic character. The design of foundations was influenced by the types of materials used, the location, proportions and scale of openings for doors and windows, and the massing and rhythm of features such as bays and porches, details and ornamentation. Foundations were usually differentiated from the walls above by a change in material, pattern or texture. A majority of foundations remain unpainted.

Foundation walls are most typically solid masonry perimeter walls or spaced masonry piers with nonstructural panels between the piers. Sometimes, decorative metal vents or pierced brickwork provides ventilation through the foundation. Exposed masonry pier foundations supported most porches and entrances. Wooden lattice panels often were used as infill between the piers. Masonry was and still is a highly durable form of construction. With proper maintenance and care, masonry can last indefinitely. The most common masonry materials for foundations are stone, brick, and concrete blocks.


Typical stone foundation in Emmitsburg

MAINTENANCE AND REPAIR

Moisture due to improper drainage or inadequate ventilation is the most typical cause of deterioration in foundations. Another common problem is the cracking of a foundation along mortar joints due to the gradual settling or shifting of a structure over time. Tree roots or major site alterations can also damage foundations. Routine inspections of the foundation perimeter can identify such problems at an early stage. Improper drainage results from insufficient sloping of the ground away from the foundation, allowing water to collect and gradually erode the mortar joints in the foundation wall. Vegetation growing against the foundation wall can lead to premature deterioration of the mortar joints.

Depending on the exposure conditions and mortar materials used, the longevity of mortar joints will vary. The typical lifespan of mortar joints will, in most cases, exceed about 25 years. Since most masonry will last 100 years and beyond with proper care, it is extremely important that mortar joints be maintained periodically to ensure the integrity of the wall system. Repairing deteriorated mortar joints is essential in preventing major foundation problems. Such repair involves removal of loose, crumbling, or cracked mortar and repointing of the mortar joint with new mortar of comparable strength, color, and composition. The new mortar joint should match the original joint in appearance and dimension. Proper repointing will extend the life of a foundation wall and prevent more serious damage that might require replacement of masonry units.

PRACTICES TO CONSIDER

- Identify, retain, and preserve original masonry materials.
- Protect and maintain a foundation by providing adequate ventilation and drainage.
- Retain and preserve all architectural features, such as decorative vents and grilles, access doors, lattice panels, and water tables.
- Clean masonry materials only if there is a major stain or paint build-up. If the staining or dirt is limited, it is best to leave it alone. Avoid sandblasting or subjecting masonry materials to any kind of abrasive cleaning.
- If cleaning is necessary, clean masonry features with mild detergent cleaners. Only use chemical removers to remove

paint from masonry. This work usually requires professionals.

- Repoint mortar when there are signs of crumbling, cracks, and mortar voids of 1/4" in depth. Repoint masonry joints using mortar that matches the original in composition, color, width and profile.
- For most pre-1920 homes, use soft mortars to match the original composition. If the original composition cannot be determined, use a historic compound such as one part lime and two parts sand.
- Repair only the damaged portion of original masonry with reclaimed materials if possible.
- Use new or replacement masonry materials that match the original in composition, shape, color, patter, size and texture, as well as mortar joint profile and width. Consider substitute materials only if the original materials are not technically feasible.

PRACTICES TO AVOID

- Use stone, brick, or concrete block veneer to imitate original masonry application.
- Cover masonry walls in stucco or other coating materials that are not original.
- Conceal foundation windows with masonry, glass block or concrete block.
- Coat masonry foundations with water sealants or repellants.
- Paint over masonry exterior, unless it was originally painted.
- Clean masonry with high pressure water that exceeds 300 pounds per square inch.
- Introduce water or chemicals to clean masonry features.
- Introduce new foundation features, such as vents or access doors, that would diminish the original design of the foundation or damage historic features

VII.1.2. Exterior Walls

OVERVIEW

The form, materials and details of exterior walls contribute to a building's historic quality. The pattern, scale, texture, color, and detail of wall materials provide distinctiveness and scale to buildings. A variety of architectural details, including corner boards, and brackets also add character to buildings. Wood siding, brick, and stucco are the most common exterior wall materials.

Most historic homes in Emmitsburg are of log or frame construction with various types of wood siding. Each type of siding imparts a unique character and is usually associated with a particular building period or style. In general, wood siding used on historic homes was fabricated of hardwood species that are naturally resistant to rot. Clapboard is the most common wood siding. It has wooden boards with the bottom edge slightly thicker than the top edge. They are installed with a horizontal overlap, usually one inch. The width of the exposed board varies depending on the style and age of the building. Varieties and forms of historic wood siding also include beveled, simple (drop), shiplap, and v-rustic. In addition, some walls are clad with wood shingles. Wood shingles were used in various overlapping patterns, shapes, and colors to produce interesting surfaces. Some of those patterns include fish scale, hexagon, plain, and staggered. Brick, stone and

stucco can be seen on a number of buildings. Some exteriors combine materials, such as clapboards with wooden shingles or stucco with half timbers.

Various exterior siding materials used in Emmitsburg
Source: Keith Suerdieck

Over the years, a number of wood-sided houses have been covered with artificial siding to minimize maintenance and deterioration. There have been a wide variety of artificial siding materials, including asbestos and asphalt. In more recent years, aluminum and vinyl siding have been used. These artificial siding materials have often resulted in a loss of detail and historic character. Further, damage to remaining exterior materials during installation of substitute siding and the danger of undetected moisture and insect damage add to their undesirability.

Stucco was an inexpensive, non-structural material that could be applied in multiple coats to both the interior and exterior of walls, which were often wood or masonry structural walls. Finishes could be of a variety of textures and sometimes resembled stone. Stucco could be colored by adding stone dust or pigment to the mixture or by painting the surface after it hardens.

MAINTENANCE AND REPAIR

Typical problems encountered with wood siding and trim, such as peeling paint and rot, generally result from a lack of proper scraping, caulking, and painting to protect the wood from moisture. To ensure the soundness of the wooded structure, all crack and joints in the siding and trim must be sealed to prevent water from penetrating the wood. All connections between the siding and various trim pieces should be inspected regularly and caulked as necessary with a high-quality compound. Minor damage to existing siding can also be repaired with epoxy. If major damage or deterioration dictates replacement of wood siding, the new boards should match the original in dimension, profile, and spacing. In removing deteriorated siding, care should be taken not to damage adjacent boards. All surfaces of new boards should be treated with wood

preservative and primer before installation. Wood shingles should also be protected with wood preservative, but stain, not paint, should be used to follow traditional practices. Properly maintained shingles rarely need replacement. If replacement is necessary, the shingles' distinctive shape and size should be duplicated.

Brick and stone walls should be monitored for signs of moisture damage or cracking. Heavily soiled masonry should be cleaned with low-pressure water washing and, if necessary, bristle brushes. Masonry walls should be protected by eliminating vegetation that can cause structural damage or hinder surface ventilation and drainage. Although masonry provides a relatively low-maintenance, long lasting exterior surface, eventually all masonry mortar joints need repointing. Care must be taken to match the old mortar in color, texture, and strength.

Traditional stucco walls require maintenance similar to that indicated for masonry walls. If a stucco wall needs patching, it is important to match the original stucco in composition, texture, color, and strength. Frequently, stucco walls were originally painted. Maintaining a sound paint film will help protect them from water damage.

PRACTICES TO CONSIDER

- Retain and preserve the original shape, form, height, materials, and details of historic walls.
- Retain and preserve all architectural features that define the character of exterior walls, such as bays, cornices, storefronts, arches, corner boards, etc.
- Retain and preserve historic wall materials whenever possible. If replacement is necessary, use new materials that match the historic materials in composition, size, shape, color, pattern, and texture. Consider substitute materials only if the original materials are not technically feasible.
- Protect and maintain historic walls by: inspecting walls regularly for signs of deterioration; keeping all joinery adequately sealed to avoid moisture damage; maintaining a sound paint film on all elements that were traditionally painted; and eliminating any vegetation that may cause structural damage or may hinder ventilation and surface damage.
- If replacement of a wall element or detail is necessary, replace only the deteriorated element to match the original in size, scale, proportion, material, texture, and detail.
- Maintain original wood siding by cleaning and repainting when peeling or cracking paint is observed. Before repainting, scrape off any loose and peeling paint. Remove paint in heavily coated areas down to bare wood. An appropriate chemical stripper is preferred over sandblasting or power sanding. Then, prime and repaint wood surfaces to extend the life of the material.
- Repair original wood siding instead of replacement. If rotten sections of 6" x 6" or smaller are discovered consider repairing sections with two part epoxy prior to using replacement wood. If the rotten section is larger than 6"x6" use the "Dutchman" repair method to remove the damaged material and replace in kind.
- Remove artificial sidings that conceal original wood sidings. Then repair, caulk and paint the original siding. If the "ghosts" or outlines of decorative missing features are revealed, consider replicating and reinstalling them.
- Restore historic siding or shingle patterns where such features were previously removed. Siding restoration should be based on evidence and be consistent with the historic style of the home.

- Locate new vents and mechanical connections through historic walls on non-character-defining walls or inconspicuously on side or rear wall where they are not visible from the street.
- When introducing new mechanical and electrical equipment and lines, care must be taken that historic features of a building are not damaged or obscured. Locate such equipment in a least visible location and screen appropriately.
- Retain the original stucco siding. Consider removal and replacement only if repair of the original material is not technically feasible.
- Repair damaged stucco sections by removing the original and patching areas with stucco that match the original in color and texture.
- Install control joints in stucco to alleviate cracking if no control joints currently exist.
- Replace original wood siding and shingles with new wood or fiber cement board that match the original in size, pattern, form, and reveal.
- Install fiber cement board as a substitute siding material. Fiber cement board siding can be textured to have a natural, wood-like appearance and installed to the exact reveal profiles of historic wood siding.

PRACTICES TO AVOID

- Conceal or remove original decorative detailing or trim, including window and door surrounds, while replacing siding or other exterior wall materials.
- Clad over original wood siding with artificial siding materials such as vinyl, aluminum, asphalt, asbestos, or metal siding, and synthetic stone.
- Apply paint or other coatings to unpainted wall material that was historically not coated
- Introduce new wall features, such as vents, bays, and door or window openings, if they could diminish the original design of the wall or damage historic wall materials.
- Use spray-on vinyl coatings as a substitute for paint on wooden siding, trim or architectural details.
- Apply synthetic stucco which does not provide the same characteristics and durability as traditional stucco.

VII.1.3. Windows

OVERVIEW

Windows are among the first features noticed on a building. They typically comprise about 20 to 30 percent of a historic building's surface area. The proportion, shape, positioning, location, pattern, and size of windows contribute significantly to a building's historic character, style, and scale. Original historic windows were usually made of wood and could be fixed, double hung, casement, or awning type. Sash windows replaced the casement windows of the 1600s. Windows located on the primary facade of a house are almost always formally arranged in regular patterns. Windows were always comprised of small panes of glass set into wood muntins. Such windows are usually noted by the number of panes making up the upper sash and the number in the lower sash.

A "nine-over-six" window, for example, has nine panes in the upper sash (arranged in rows of three panes each), while the lower sash has two rows of three panes each, for a total of six panes. Six-over-six and nine-over-six windows were common, and a four-over four or one-over-one window would look quite out of place in such a structure.

Six-over-six windows

Nine-over-nine windows

Sidelights and fanlights with fixed panes of glass, sometimes beveled or stained, surround some of the more formal front entries. Some homes feature a large picture window on the front elevation.

Wood storm windows were common for many historic homes after 1900 and were made to be easily installed and removed during the change of seasons. Storm windows are effective in maintaining and enhancing a home's energy efficiency. They create a thermal barrier that reduces the transmission of air between the indoors and outdoors. They are also cost-effective and allow for the retention of original historic windows.

Historically, wooden blinds or shutters were both functional and decorative. Shutters were applied to provide privacy and block the sun while allowing air to circulate. They were made of wood slats and completely covered the window when closed. Shutters may or may not be appropriate additions to historic buildings. Adding shutters depends on the use and architectural style of a building as well as documentation of their previous existence on the building. Shutters were used on most Federal style buildings and were less frequently used on Greek Revival, Italianate, and Queen Anne buildings. Operable wooden shutters were fairly common in Emmitsburg.

Operable shutters
Source: Keith Suerdieck

Awnings were installed over windows and doors to help reduce glare and heat gain and provide weather protection. A few homes in the Emmitsburg employ awnings that complement the style of the home through color coordination. Most historic homes had awnings made of rigid materials or canvas on operable metal frames.

Typical awning in Emmitsburg
Source: Keith Suerdieck

MAINTENANCE AND REPAIR

With routine maintenance and repair, original wooden windows can be preserved. Windows become less weatherproof and energy efficient as the caulking and glazing putty that seal the glass panes within the wooden sash dry and crack apart. Preserving original windows is always more desirable and generally less expensive than replacing them. Frequently, repair or replacement of only the damaged portion of the frame, sash, or sill will eliminate the problem. A number of wood consolidants can restore a section of rotten or damaged wood. Historic wood storm windows should be maintained, repaired where feasible, and painted to match the existing window colors.

PRACTICES TO CONSIDER

- Retain and preserve windows in their original location, size, type and design and with their original materials and pane division. If windows have been in place for 60 or more years, repairing and restoring them can add an additional 60 years or more.
- Retain and preserve openings and details of windows, such as trim, sash, glass, shutters, and hardware.
- Repair original windows rather than replace them with new windows. If replacement is necessary, replace them in-kind to match the originals in material, size, and design including pane division.
- Construct replacement windows of wood, size them to window openings, and mount so that they are operable.
- Install true divided muntins which are an integral part of the window sash on both sides rather than snap-on simple grilles.

- Install weather-stripping around windows to prevent air leakage.
- Protect and maintain existing windows in appropriate ways: maintain caulking and glazing putty to prevent moisture and air infiltration; weatherstrip windows to prevent moisture and air infiltration; check sills to ensure water runs off; maintain a sound paint film on all wooden surfaces.
- Repair original windows and frames by patching, splicing, consolidating, or otherwise reinforcing deteriorated sections.
- Retrofit existing wood windows and sashes with insulated glazing units or wood or aluminum storm windows.
- If replacement of a window element is necessary, replace only the deteriorated element to match the original in size, scale, proportion, pane or panel division, material, and detail.
- Replace original windows with new wood or aluminum clad windows that match the original in size, proportion, type and design. Modern windows may not have true divided lights, but can duplicate the original appearance using muntins that are attached to the sash and exterior and interior of the glass.
- Repair and maintain existing storm windows where feasible and if they are original to the house.
- If wooden replacement shutters are necessary, they should match the original shutters in dimension and be hinged so that they are operable.
- Install replacement or new wood storm windows that provide a full view of the original windows and are sized appropriately to the window frame.
- Install new storm windows that are colored to match the existing window color.
- New storm windows should have a central meeting rail at the same location as the historic window if it exists. Fixed storms without a central meeting rail are also acceptable.
- Maintain and repair original decorative windows in their original size, location, and design rather than replace them.
- Install full exterior storm windows to provide protection and enhance energy efficiency
- Replace decorative glazing on original windows in kind.
- Maintain and repair original operable shutters.
- Locate window air-conditioning units as inconspicuously as possible.
- Install replacement shutters that match the size, style, and profile of the original. Use existing shutters or historic photographs of the home to design replacement shutters.
- Install new shutters that are of louvered or paneled wood construction and that fit the window opening so that if closed they would cover the window opening.
- Maintain and repair original awnings.
- Install replacement awnings constructed of canvas on operable metal frames.
- Ensure that replacement awnings fit the size and the shape of the opening to which they are applied.

PRACTICES TO AVOID

- Change existing window openings or add new non-original window openings to primary facades.
- Install vinyl and fiberglass replacement windows.
- Install replacement windows that do not match the original in size, proportion, type or design.
- Install builder-type aluminum windows with large profiles.

- Install interior storm windows.
- Install storm windows that obscure the underlying window or are not sized to the window opening.
- Install storm windows with a natural aluminum finish.
- Install plastic or vinyl storm windows.
- Remove or conceal decorative windows
- Add non-original decorative glass to primary facades
- Remove original shutters.
- Install new shutters that are disproportionate to the window (i.e., do not match the height of the window opening or equal 1/2 the total window width).
- Add new shutters where none previously existed, or that are not typical of the style.
- Add new vinyl or aluminum shutters.
- Replace widows with stock items that do not frill the original openings or duplicate the unit in size, materials, and design.
- Replace true divided-light window panes with snap-in muntins.
- Replace transparent glazing in windows with tinted glazing.
- Paint transparent or translucent glazing.
- Fill in existing window openings if it would diminish the building's historic character.
- Replace or cover glazing with plywood.
- Introduce new windows if they would diminish the building's original design or damage historic materials and features.
- Install aluminum or fixed canvas awnings over window openings.
- Damage the original walls, window frames, or detailing of the building during installation of new or replacement awnings.

VII.1.4. Doors

OVERVIEW

Doors also contribute significantly to a building's historic character. They often used size and detail to draw attention to the entrance. Most historic residential front doors are made of wood with raised or recessed panels. Some incorporate a high level of detail and ornamentation including colored, stained, beveled or etched glass panels. Many of the original front doors remain in Emmitsburg, and a number of them were stained and varnished rather than painted. Front entries and double front doors are found on several large residences. Doors and door surrounds are highly visible and significant in defining the style of a home. It is important to keep the original style of entrance doors. For example, if the home is classified as Italianate, then only an Italianate style door should be used. Typically Italianate style doors are four panel doors in which the top two panels have rounded heads.

Some historic houses in the District have storm doors. They typically have interchangeable glass and window screen panels to provide visibility and prevent flying insects from entering the home. Storm doors are also installed to improve energy efficiency by creating an additional barrier between the outside air and the home's interior.

MAINTENANCE AND REPAIR

Wooden doors can be preserved with routine maintenance and repair. Weatherstripping around a door deteriorates over time and needs to be replaced. Preserving original doors is always more desirable and generally less expensive than replacing them. Frequently, repair or replacement of only the damaged portion of the frame or threshold will eliminate the problem. A number of wood consolidants can restore a section of damaged wood. Historic wood storm doors should be maintained, repaired where feasible, and painted to match the existing door colors.

Unless an originally stained door has been substantially patched, later coats of paint can be stripped off, then the wood can be retained and sealed with a clear finish to restore the original appearance. If the patching is too severe, painting the door in an appropriate color is preferable.

Italianate style door in Emmitsburg

PRACTICES TO CONSIDER

- Retain and preserve doors in their original location, size, type and design and with their original materials.
- Retain and preserve openings and details of doors, such as trim, threshold, and hardware.
- Maintain and repair original doors and surrounds. Air infiltration may be reduced by installing weather-stripping.
- Protect and maintain existing doors in appropriate ways: weatherstrip doors to prevent moisture and air infiltration; check thresholds to ensure that water runs off and does not collect; maintain a sound paint film on all wooden doors.
- Repair original doors and frames by patching, splicing, consolidating, or otherwise reinforcing deteriorated sections.
- If replacement of a door element is necessary, replace only the deteriorated element to match the original in size, scale, proportion, material, and detail.
- Restore the doorway or entryway based on evidence and consistent with the historic style of the home.
- Replace severely damaged sections of door, glazing or surround in-kind.
- Install replacement doors that fit the original door opening and are appropriate for the style and period of the home. They should be similar to the original in material, style, glazing and pane configuration.
- Add doors at the rear or secondary facades of the homes where they are not readily visible or to the primary façades

only if the additions are consistent with the style and period of the home.
- Select wooden storm or screen doors that are stained in a natural wood color or painted to match the building or the trim. Metal storm doors with a baked enamel finish to match the trim of a house are also appropriate.
- Select new storm or screen doors that are correctly sized to fit the opening of the door frame.
- Select new storm or screen doors with full glass design or with minimal structural dividers to retain the visibility of the historic door behind the screen door.
- Install replacement awnings constructed of canvas on operable metal frames.

PRACTICES TO AVOID

- Add new door openings where none existed previously or that do not reflect the style of the home. If needed to meet safety codes or to enhance the use of a property, doors should be added at the rear or secondary facades of the homes where they are not readily visible.
- Remove, alter, or resize the original door opening.
- Replace original doors with new designs that do not match the style or period of the home.
- Install storm doors with a natural aluminum finish.
- Enlarge, reduce, or shorten the original door opening to fit a new storm door.
- Install a storm door that obscures the entry door or detracts from the style or character of the home.
- Install aluminum or fixed canvas awnings over door openings.
- Fill in existing door openings if it would diminish the historic character of the building.
- Introduce new doors if they would diminish the original design of the building or damage historic materials and features.
- Paint front doors or matching storm or screen doors that were historically stained or varnished unless they have been substantially patched.

VII.1.5. Roofs

OVERVIEW

Roofs contribute significantly to the historic character of buildings. Functionally they shelter buildings from the weather. Visually, the roof shape, elements, details and materials contribute to the appearance and architectural style of buildings. The roof form is essential to the perceived overall form of a building. The pattern, scale, texture, and color of roofing materials further define the character of a roof. Through variations in line, pitch, and overhand, the roof can also reveal changes and additions to a building over time.

The most typical roof shapes are gable and hip. Both cross-gable and more complex multiple-gable roofs are common variations of the simple gable form. Mansard and gambrel roofs are less common. Shed roofs and occasional flat roofs are primarily confined to porches and rear additions.

Roofing materials include wood shingle, metal, slate, and asphalt shingle. Wood shingles of white pine, oak, elm, cypress, redwood, and red cedar were used for roofing throughout American history. But because they were a fire hazard, wood shingles were replaced as other more fire resistant materials became available. A large number of metal roofs, both standing seam and pressed-metal shingle, survive in Emmitsburg. Only a few roofs are slate. Asphalt shingles were introduced to the building market around 1890 and gained wide popularity by about 1910. They may be the original material on early twentieth century buildings or the replacement roofing on older buildings. Asphalt shingles are available in a variety of colors, but dark colors are the most appropriate because they often replaced earlier roof materials such as metal or slate that were traditionally dark in color.

Roofs of various materials and colors in Emmitsburg

Dormers on a building at "the Square"

Source: Keith Suerdieck

A variety of rooftop features contribute to the character of a roof. Dormers and chimneys are the most typical. Others may include snow guards, finials, and weather vanes. Dormers are projections in the roof slope that contain their own walls, roofs, and windows. They provide additional space, light, and ventilation to attic space or the upper floors of a building. Dormers often contain roof shapes that replicate or complement those of the main structure, and their size and forms are typically related to the style and scale of the building. Chimneys and fireplaces were used to provide heating for homes before the advent of central heating. Most homes in Emmitsburg built prior to 1950 have chimneys. Historically, chimneys were built with brick or stone and sometimes were clad with stucco.

Soffits and fascias provide a finished surface to conceal the structural edges of a roof. Soffits are generally installed horizontally and are attached to the bottom of the main roof structure that extends over the exterior walls. Modern soffits are vented to allow air flow from the attic space to reduce heat buildup and prevent ice dams. Soffits on historic houses were typically not vented since walls and attics were not insulated. Fascias were installed vertically on the front face of the overhanging roof structure and were often concealed or partially hidden by gutters. Gables and the juncture of walls and soffits were often treated with ornamental elements. Whether elaborate or simple and refined, these elements also contributed significantly to the character of a building. They included simple boards, moldings, panels, cornices, brackets, and ornamental brickwork.

Gutters and downspouts were installed to direct water and melting snow away from the home. The placement and style of gutters on historic homes varied greatly but most were made of copper or galvanized steel.

Satellite dishes and antennas are non-historic features that are frequently added to homes today. The size of modern residential satellite dishes are about 20 inches diameter and are expected to get smaller. Whatever the size, they should be located out of direct public view in order not to detract from the historic character of the home. In addition, they are not permitted to be installed on a roof in the Village Zone by the Emmitsburg Zoning Ordinance.

MAINTENANCE AND REPAIR

Generally, the roofing system includes the controlled removal of rainwater through gutters and downspouts. Maintenance of the entire system, including elimination of moss or vegetation that compromises its surface material, is critical.

The protective role of roofs requires attention to the integrity of the roofing materials, especially at changes in roofing planes and penetrations of a chimney, dormer, or other roof feature. The continued maintenance of all gutters, downspouts, flashing, and coping is also essential. Concealed or built-in gutters require routine monitoring and maintenance to avoid damage from unseen leaks in their decorative cornices. Roof and soffit vents facilitate the drying of wet attic or soffit areas caused by leaks or condensation.

Historically, valley flashing was the typical treatment at open valleys where roofing materials were joined at different planes. Although the technique of weaving asphalt shingles at roof valleys has become common practice, the valleys then deteriorate more rapidly than with traditional valley-flashing techniques. Copper, galvanized metal, and rolled aluminum with a baked-enamel finish are more effective and appropriate choices for valley flashing.

All metal roofs, except copper, require a protective coat of paint to avoid corrosion due to moisture. Introducing incompatible metal fasteners or flashing on a metal roof can result in galvanic corrosion, and patching metal roofs with roofing tar accelerates the deterioration of the metal.

Slate is a very durable roofing material. It often survives the life of the original setting nails, flashing, or sheathing. It can be reset once other repairs are made to provide long-lasting protection of the structure. As asphalt shingles age, they lose their textured surface coating and begin to curl

and buckle. The life of a good-quality asphalt shingle is 20 to 30 years. By contrast, a properly maintained metal roof will last about 70 years and a slate roof more than 100 years.

Gutters should be checked seasonally, especially in the fall and spring months, to ensure that a build-up of leaves and other organic matter has not occurred. A build-up of leaves could cause water to back flow underneath the roofing material and damage the sheathing.

PRACTICES TO CONSIDER

- Retain and preserve the original shape, line, pitch, and overhang of existing roofs.
- Retain and preserve historic roofing materials whenever possible. If repair or partial replacement is necessary, use new material that matches the historic material in composition, size, shape, color, pattern, and texture. Consider substitute material only if the original material is not technically feasible.
- If repair is not practical, re-roof with materials that match the original in material, color, pattern and profile. The physical properties of the new roof area should closely match or compliment other roofed areas on the building.
- Re-roof with substitute materials such as asphalt or fiberglass shingles if the original materials are no longer present or if the retention of the original roof material is not economically feasible.
- Protect and maintain the roof in appropriate ways: repair leaks promptly to limit related damage to the roof and the building; eliminate any vegetation that may cause deterioration of the roof, gutters or downspouts; provide adequate ventilation of the attic space; and provide adequate anchorage.
- Install proper water-tight flashing at junctions between roofs and walls, around chimneys, vent pipes, and in valleys and hips where two planes of a roof meet. Metal flashing should be used instead of caulking or bituminous coating, which can deteriorate due to weathering.
- Install low-profile ridge vents if desired, provided that they do not diminish the original design of the roof or destroy historic roofing materials and details.
- Retain and preserve all architectural features that are character-defining elements of the roof, such as chimneys, dormers and weathervanes.
- Maintain and repair original dormers in accordance with the guidelines for walls in their original material, shape and trim.
- Replace severely deteriorated materials or construct replacement dormers in-kind.
- Construct a new dormer that is consistent with the style and materials of the home on the secondary or rear facades. New dormers should match the roof style of the home.
- Clean and repoint chimneys in accordance with foundation guidelines.
- Rebuild chimneys using salvaged brick from disassembling the existing chimney if rebuilding is necessary.
- Install proper flashing at the point where the chimney meets the roof to prevent water from infiltrating the structure:
- Use metal flashing instead of caulking material or bituminous coating, which can deteriorate due to weathering and allow moisture damage.
- Install both base flashing and cap flashing that should overlap the base by at least 4".
- If a chimney is no longer being used to provide heating, cap the chimney to prevent windblown debris from entering and animals from building nests on top or inside the chimney, as well as to help seal the home. If a chimney is used on an intermittent or frequent basis, clean the interior walls of the chimney to prevent the build-up of creosote which can cause dangerous chimney fires. Flue liners can be applied to the interior wall of the chimney to prevent creosote build-up.

- Remove a chimney that is not a significant feature of the home.
- Rebuild the chimney to match the original design in accordance with the foundation guidelines.
- Maintain and repair original wood soffits and fascias in accordance with the guidelines for wood siding.
- Replace severely deteriorated soffits and fascias with new wood to match profiles, shapes, and color of the original
- Retrofit small circular soffit vents or narrow aluminum vents in existing wood soffits to provide attic ventilation.
- Coat replacement gutters and downspouts with paint or a baked-on enamel finish in a color appropriate to the color of the building, unless they are made of copper.
- Maintain and repair original gutters and downspouts rather than replace them if possible.
- Provide a minimum of 5' extension at bottom of the downspout to divert water away from the foundation.
- Locate gutters and downspouts away from significant architectural features on the primary façades of the home.
- Replace gutters and downspouts with materials matching the size, profile, and material of original gutters and downspouts.
- If new gutters and downspouts are necessary, install them so that no architectural features are damaged or lost
- Install roof ventilators, antennas, and solar collectors on non-character-defining roofs or inconspicuously on rear slopes where they will not be visible from the street, or on outbuildings.

PRACTICES TO AVOID

- Modify original roof pitch or slope or add new features such as dormers, roof decks, and balconies on the primary façade of the home where none existed previously.
- Install new roof materials that are not asphalt or fiberglass shingles or are not consistent with the original materials.
- Use hand-split wood shingles to replace historic sawn wood shingles. Hand-split wood shingles do not replicate the appearance of historic wood shingles.
- Paint or apply coatings to roofing material that was historically not painted.
- Install light-colored asphalt shingles.
- Introduce new roof features, such as roof balusters, weathervanes, or dormers, if they would diminish the original design of the roof or damage historic roofing materials or other features.
- Construct new dormers that occupy more than 50 percent of the slope of the roof on the primary facade.
- Construct new dormers that distract from the style and materials of the home.
- Construct new dormers on the primary facades where none existed previously.
- Remove or alter a chimney that is a significant feature of the home.
- Install aluminum or vinyl replacement materials that cover the original historic detailing.
- Install new gutters and downspouts that result in removal of or damage to the architectural features of the home.
- Install vinyl or PVC gutters and downspouts.
- Replace concealed or built-in gutters with exposed gutters.
- Install roof ventilators, antennas, and solar panels on roofs that are visible on the front or street elevations.
- Install large freestanding antennas and satellite dishes in the front yard.

VII.1.6. Porches

OVERVIEW

Front porches and balconies are among the most visible features of historic homes and play a key role in defining their characteristics. They provide a formal connection between the building and the street and often contain decorative details. Porch styles vary in Emmitsburg depending on the overall style of the home. Almost always, the detailing used in the design of the porch or balcony is also found on the home and is meant to complement the overall design. The various functional components add stylistic embellishment to historic buildings while providing scale and detail. Because of their prominence, front porches were sometimes altered over the years to reflect a more current architectural style than the original house.


There are many porches and balconies in Emmitsburg
Source: Keith Suerdieck

Porches are usually one story in height and often run the full width of the house, and sometimes wrap around the front to a side elevation. Most porches are constructed and detailed in wood, although some decorative iron balusters, rails, and columns can be seen as well. Painted tongue-and-groove floorboards and beaded-board ceilings are most typical, although floors of ceramic tile or stone and ceilings of plaster can also be found. Balconies, sleeping porches, side porches, and back porches are also fairly common. Many side and rear porches are screened and occasionally further enclosed with lattice panels. Two-story porticos and double-tiered porches sometimes grace the front elevation of a home.

Typically, a porch consists of the following components:

- **Columns** - Historic porch columns in Emmitsburg are often constructed of wood or brick, although there are a few examples of precast concrete columns and columns clad with stucco.
- **Railings** - Railings are usually constructed of wood; however, a few examples of cast iron railings exist in Emmitsburg. They typically consist of handrails, posts and balusters. Some residences do not have railings around their porches; instead they have solid porch walls with a cap. These walls are also historic, and are generally the same height as the typical wood railings that enclose the porches.

- **Skirting** - Skirting boards are used to screen open areas in the foundation underneath a porch. They are typically constructed of wood and sometimes repeat the pattern and design of the railings directly above.
- **Roofs** - Porch roofs in the historic area of Emmitsburg most commonly employ materials and forms similar to the main structure. Porch roof pitch varies based on the style of home.
- **Ceiling and Flooring** - Ceilings and flooring of most porches are constructed of wood. Bead boards are typically used on ceilings. They are mostly wood boards that have routed details to create the look of narrow strips. Flooring is typically constructed of plain tongue and groove wood boards.
- **Staircases and Steps** - As with other elements of a porch, staircases and steps are also related to the overall style of the home. Wooden steps are common features on Queen Anne and American Foursquare homes. Masonry steps or cast-in-place concrete are more commonly found on Greek Revival and Italianate style homes.

Many buildings in Emmitsburg have door hoods, or canopies, over the entrance door rather than full porches. These hoods may be simple or highly ornamented. They may be rounded or triangular in shape. Such hoods offer a degree of shelter and add detail and interest to the entrance and the overall appearance of a building.

A typical door hood

MAINTENANCE AND REPAIR

Because of the exposed nature of porches and balconies, maintenance is a continuing concern. Ensuring their water-shedding ability through proper sloping of all floors and steps and through maintenance of related roofs, gutters, and downspouts is essential. Keeping a sound paint film on all wooden porch and balcony surfaces to prevent moisture damage is also critical.

Today there are low- and even non- maintenance synthetic materials available for highly exposed surfaces, such as the flooring of porches and decks. Many of these materials are too new to have been tested thoroughly. The differences in vapor permeability between some synthetic materials and the historic materials have in some cases caused unexpected further deterioration. Therefore, consideration should always be given first to using traditional materials and methods of repair or replacement before accepting unproven techniques, materials or applications. Synthetic materials should meet three basic criteria before being considered: be compatible with the historic materials in appearance; their physical properties be similar to those of the historic materials, or be

installed in a manner that tolerates differences; and they meet certain basic performance expectations over an extended period of time.

PRACTICES TO CONSIDER

- Retain and preserve porches, balconies, and door hoods.
- Maintain and repair all components of an original or historic porch. The porch design, materials and detailing should be preserved.
- Protect and maintain porches and balconies in appropriate ways: maintain the slope of the floor and the steps to ensure water does not collect; maintain a sound paint film on all elements that were traditionally painted; check the condition of all wooden elements regularly for signs of water damage.
- Repair wooden elements by patching, splicing, consolidating, or otherwise reinforcing deteriorated sections.
- If replacement of a porch, balcony or door hood element or detail is necessary, replace only the deteriorated element to match the original in size, scale, proportion, material, texture, and detail.
- If a historic porch, balcony or door hood is completely missing, replace it with either a reconstruction based on accurate documentation or a new design compatible with the historic character of the building in height, proportion, roof shape, material, texture, scale, detail, and color.
- If the porch floor is made of wood., incorporate wood tongue and groove flooring or other suitable substitute materials that run perpendicular to the façade.
- If enclosure of a side or rear porch is required for a new use, design the enclosure so that the historic character and features of the porch and balcony are preserved.
- Fill the open areas in the foundation with decorative wood framed skirting, vertical slats, or lattice skirting panels that are appropriate to the style of the house. Skirting panels should be placed within frames and not touch the ground or be nailed to the surface of the foundation.
- Match replacement porch components to the original in dimensions, style, design and detail.
- Coordinate railings with the features of the porch and the existing structure in details, materials, scale and texture.
- Railings should be of similar material to the porch. While wood is preferred, railings of other materials may be appropriate when they are compatible with the building.
- When introducing features to assist people with disabilities, take care that the original design of the porch is not diminished and historic materials or features are not damaged.

PRACTICES TO AVOID

- Construct a new balcony or door hood where none existed originally or that is not typical of the home's architectural style.
- Enclose open front porches or balconies.
- Introduce modern designs or materials that do not match the original in size, scale, proportion, material, texture, and detail.
- Modify the original porch design.

- Introduce brick or concrete staircases and steps if not original to the structure.
- Add elements or details in an attempt to create a false historical appearance.
- Replace wooden porch floors or steps with concrete or brick ones.

VII.1.7. Other Structures

VII.1.7.1. Outbuildings

Through their setting and relationship to the houses, the street and the alleys, outbuildings also contribute to the historic character of Emmitsburg. They evolved from carriage or coach houses, which were originally used to stable horses, and store buggies and carriages. But starting in the early 1900s, single-story garages became prevalent as a shelter for storing automobiles. Most historic garages are detached structures accessed from alleys and are typically constructed with the same materials and detailing as the main building. Siding, brackets, ornament, rooftop structures or even the overall shape of the structures were duplicated to strengthen the relationship between the main building and the outbuilding.

Outbuildings are significant if they: date to the original construction of the property; were constructed after the main building but were erected to house a function important to the use of the overall property; illustrate an event important to the overall property; are a good example of a style of architecture or method of construction; or, incorporate a distinctive characteristics of form, style or detailing.

Detached garages are common in and near the Emmitsburg Historic District

Practices to Consider for Outbuildings:

- Retain and preserve historic outbuilding materials, such as siding, masonry, roofing, and trim.
- Protect and maintain outbuildings in an appropriate way: check the condition of all wooden elements regularly for signs of water damage or rot; maintain a sound paint film on all elements that were traditionally painted; and inspect masonry piers or foundation walls regularly for signs of deterioration.

- If replacement is necessary, use new materials that match the historic materials in composition, dimension, shape, color, patter, and texture. Consider substitute materials only if the original materials are not functionally feasible.
- Replace doors with ones that are appropriate to the style of house and with the same materials as the original. Raised paneled designs and solid core wood are recommended
- Maintain the existing street or alley driveway access.
- If a historic outbuilding is completely missing, replace it with either a reconstruction base on accurate documentation or a new design compatible with the historic character of the main building.
- Treat significant outbuildings as carefully as the main buildings they serve.
- Install windows, if necessary, that are simple in design, including muntins, with clear glass.
- Maintain and repair original outbuilding materials, doors and details to the greatest extent possible in accordance with the guidelines contained in other sections.

Practices to Avoid for Outbuildings:

- Replace siding, roofing, doors, windows, or trim with materials that do not match the historic materials of the original structure in composition, dimension, shape, color, patter, and texture.
- Replace siding, roofing, doors, windows, or trim with materials that are not compatible with the historic character of the main building.

VII.1.7.2. Commercial Properties

The District includes buildings constructed as houses, buildings originally constructed as houses but later converted for commercial functions, buildings constructed for a combination of commercial and residential uses, and buildings originally constructed as a commercial property. The details in these Guidelines have thus far focused on residential properties. However, the maintenance and rehabilitation practices for elements and materials commonly found in these properties also apply to similar elements and materials in commercial properties. Since almost all residential and commercial properties in the District are so closely spaced along Main Street and Seton Avenue, their facades relate strongly to each other, creating a rhythm that is uniquely Emmitsburg. It is therefore important that the commercials properties are also preserved and maintained with their residential neighbors.

The lowest level of a commercial property usually includes the entrance to the business, windows to display merchandise, and associated structural and ornamental features. The storefront is the most prominent architectural feature of most commercial buildings. Alterations to storefronts are common because storefronts play an important role in advertising and merchandising. These alterations, however, can completely change or destroy a commercial building's historic character. Conversely, sensitive rehabilitation of historic storefronts can enhance the character of the overall

building and make the storefront more attractive to customers. Historic storefronts may be constructed of metal, wood, masonry, or pigmented structural glass. Later alterations have often added plastic, imitation brick or stone, wood products, or new glass to the storefront.

The façade of the upper floors of a commercial building is usually composed of a series of regularly spaced windows. The windows may have decorative moldings, sills, hoods, or shutters or other ornament added between the floors. In commercial properties that were originally residential, the second story usually continues to have a residential appearance and scale. The top of a commercial building is usually composed of a series of projecting moldings to form a heavy cornice. A converted residential building, however, usually maintains the residential features of a pitched roof with small and simple wood cornices at the top edge of the wall.

Examples of commercial properties in Emmitsburg
Source: Keith Suerdieck

Practices to Consider for Commercial Properties:

- Maintain the commercial character of the storefront on a commercial building.
- Maintain the open character of the storefront using comparatively large amounts of glass. If a smaller window area is desired, retain the historic windows and install interior blinds, shutters, or curtains.
- Maintain the location of a historic storefront entrance.

- Maintain the size, shape, spacing patterns and alignment of openings (windows and doors) on the façade.
- Base storefront restorations on accurate historical research and physical evidence. Where original or early storefronts no longer exist, or where there is no evidence to document the original or early appearance, the new storefront should be compatible with the size, scale, color, materials and character of the building.
- Retain and repair the functional and decorative features of the storefront, including windows, sash, doors, transoms, and kick plates. Replacement features should match the size, scale, materials and design of the original.
- Maintain the rhythm created by upper story windows.
- Reopen closed window openings and treat as original.
- Place air conditioning units on walls that are not visible from the street.
- Retain and maintain all window moldings and trim, rooftop cornices, brackets, and other historic elements and details of commercial buildings.
- If a historic cornice must be removed, replace it with a new cornice that conveys the same character as the historic cornice.
- Maintain the residential character of a converted residential property, particularly above the first story, by maintaining the historic size, and shape of the window openings and the shape and character of the roof.
- If unsympathetic alterations were made to incorporate a storefront at the first floor of a converted building, incorporate new alterations that will make the building compatible with other buildings on the street.

Practices to Avoid for Commercial Properties:

- Conjectural designs that have no historical basis, or designs that copy traditional features from other buildings.
- Introduce inappropriate historical themes on storefront rehabilitations.
- Fill in or add window openings or otherwise alter their shape or size.
- Remove a historic cornice without replacing it.

VII.1.7.3. Signs

Signs are an important element in the District to consider as they inform the public of the businesses and services on commercial properties and also have a great impact on the visual appearance of the Town. Signs should be compatible with the character of the neighborhood and blend with the character of the structures on or near which they are placed. A sign should be located where it will not detract from the historic character of the District. Any signs that display the original functions, years of construction, or names of the original owners of historic properties should be preserved as part of the District's history and character.

Awnings and canopies are also part of the historic character of the District. They are traditional methods to advertise businesses, as well as shade homes and protect pedestrians from the weather.

In reviewing applications for new signs, the Town of Emmitsburg considers their proposed dimensions, materials, illumination, supports, and locations. All proposed signs must comply with the Sign Code, as written in Chapter 15.16 of the Emmitsburg Municipal Code.

Signs in the Historic District
Source: Keith Suerdieck and Emmitsburg Planning Dept.

Practices to consider for Signs:

- Construct new signs of materials that compliment the materials of the related building and/or the adjacent buildings, such as wood, stone, or metal.
- Design signs to enhance the architectural character of the building and compliment its overall design.
- Combine tenant signs into one board on buildings consisting of more than one commercial tenant.
- Install freestanding signs in appropriate locations on low standards or ground bases.
- Mount flush signboards in appropriate locations on facades so that no architectural details or features are obscured or damaged.
- The placement of a new sign should take into consideration any existing sign line in the streetscape.
- Light signs in a manner compatible with the historic character and the pedestrian scale of the District.

- Use incandescent, rather than florescent lighting to achieve a truer color rendition. Gooseneck lamps are an appropriate and attractive lighting solution.
- Use heavy canvas and vinyl material for awnings.
- Construct canopies in materials and colors that blend with the building.
- Install awnings with retractable or built on permanent pipe frameworks.
- Panel and hanging signs should have a molding applied around the edges, which will help prevent deterioration and fading of the sign.
- No façade should be damaged in the application of signs. On masonry buildings, fasteners should be used only in mortar, not in the masonry itself
- Signs projecting over public property or legal right-of-way may be appropriate depending on the unique physical characteristics of the particular property.
- Introduce unobtrusive signs that are simply designed and easily read.
- Graphics applied to windows or awnings of commercial structures are appropriate.
- Limit the number of colors on signs, and relate the colors to or blend them with adjacent buildings.

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Practices to avoid for Signs:

- Install large signs directly on facades or porches.
- Glossy backgrounds that reflect glare and reduce legibility, unless the material is appropriate to the façade.
- Paint signs on building facades
- Conceal architectural detail, clutter the image, or distract from the unity of the building's façade,
- Use back lit or neon tube lighting.
- Provide long and complicated sign text
- Install signs that violate the Emmitsburg Sign Code.

VII.1.7.4. Fences

Fences are important streetscape elements and work in conjunction with buildings and plantings. The selection of the material and design of historic fences vary with the age and the architectural style of the adjacent buildings. Fences and natural forms of enclosure define the boundary of a yard or garden, and can be a prominent decorative element. Repetition of fences also provides a strong sense of rhythm and continuity to the community. In and near the District, chain link and wooden picket fences in a variety of patterns are the most typical fence type. While simplicity is the basic design guideline for fences and low walls, those constructed of cast-iron should match the character of their adjacent structures. Most fences in Emmitsburg closely follow the property line. Whatever the type, style, or material, they need to be maintained and protected from deterioration.


Examples of fences found in the Historic District
Source: Keith Suerdieck

Practices to consider for Fences:

- Retain and repair historic fences and walls.
- Replace deteriorated fencing with materials that match the original fence in size, shape, texture and color as nearly as possible.
- Visually screen large paved areas for off-street parking with walls, fences or plantings.
- Consider decorative fences of simple flat top rail design or simple repeated elements (pickets, balusters, etc) for areas readily visible from the street.
- Retain or construct walls and fences that are appropriate to the style of the adjacent building and the character of the area.
- Construct retaining walls with permanent materials, such a stone or brick.
- Flat, vertical board fences, painted or stained with straight tops are most suitable for interior lot and other secondary locations to screen yards, driveways, and walks and to provide privacy for residential backyards.
- If a significant fence or wall requires repair, it should be made using materials, design, color and textures that match the original.

Practices to avoid for Fences:

- Construct opaque fencing such as block, tall board-on-board wooden fences, high berms, and modern fence types such as split rail or vinyl/plastic fences, unless it is not conspicuous from the public view.
- Construct heavy timber retaining walls in front yards, or side yards, which are visible from a public street.
- Construct vinyl or plastic fencing, unless it is not conspicuous from a public street.

VII.2. New Improvements

VII.2.1. Additions:

The Emmitsburg Historic District is listed in the National Register of Historic Places for its significance within a general time frame. However, this significance for the District does not prohibit physical changes outside of the historical period, particularly in the form of exterior additions. The National Register listing does not mean that the District is frozen in time and that no changes can be made without compromising the historical significance. It does mean, however, that a new addition to a historic building should preserve its historic character

A new addition to a historic building has the potential to change its historic character and to damage and destroy significant historic materials and features. A new addition also has the potential to confuse the public and to make it difficult or impossible to differentiate the old from the new or to recognize what part of the historic building is genuinely historic. It should be compatible with, yet less prominent than the original building and in character with the neighborhood.

Compatibility is achieved through careful consideration of the following:

- **Placement** - Additions should be built so they will have minimal impact on the building's overall character. Avoid constructing an addition on a primary or other character-defining elevation to ensure the preservation of significant materials and features. It should be set back from the historic building's wall plane so that the form of the historic building can be distinguished from the new work. The rear sides of buildings are usually the best locations for new additions. If a rear addition is not feasible, an addition on the secondary elevation is acceptable when it is properly designed to complement the original building without being overpowering. An addition on the secondary facade should set back from the existing primary facade. Additions must always comply with zoning setback requirements.

- **Design** - Additions should generally be designed in the same architectural style as the original building. Specifically, additions should be consistent with the original building in their roof shape, window and door design, location, and dimensions, and the overall proportion or form of the building. However, the exact duplication of historic details and ornamentation on the original house is generally discouraged to ensure that the evolution of the building can be seen and that a false historic building is not created. The addition should be planned in a manner that provides some differentiation in material, color, and detailing so that the new work does not appear to be a part of the historic building. When the original building incorporates elements of several styles due to multiple previous additions, it is recommended that the addition employ the most prominent style.

- **Scale** - Scale is the apparent size of a building in relationship to its neighbors as well as the relative size of building elements to each other and to the building as a whole. A new addition should not overpower the existing building in its massing, but instead, correspond to the scale of the existing building.

- **Materials** - The materials used for foundations, walls, windows, roofs, details and other elements of historic houses should be respected in the design of an addition. If the existing building is made of one predominant material, the new addition should use the same material. If the building is composed of multiple materials then the addition should stay within the existing palette. The size, texture, surface finish and other details of existing materials are equally important.

- **Massing** - Massing or shape refers to the three-dimensional form exhibited by a building. Shapes are related to specific styles. The massing for new additions should relate to the massing of the existing structure.

Porches and decks are common additions to historical structures. When added inappropriately, porches can destroy the historic character of the streetscape. Therefore, it is important to note that porches/decks should not mimic an architectural style not found in the District. When adding a new porch, consider the following:

- Porches should not be constructed where none existed originally or that is not typical of the home's architectural style.
- Porches should not obscure historical features on the façade.
- Design of porches should be historically accurate to the architectural period of the building.
- On structures where simplicity is part of the historical detail, porches should be considered only with great care and planning as to how the porch will affect the historical nature of the building. These porches should be very simplistic.
- Design, colors, and materials should coordinate with those used on the structure. Painted wood rather than natural or stained wood is recommended for porches that can be seen from a public thoroughfare or are located on a primary façade. Synthetic materials should be given careful consideration, as explained above in Chapter VII.1.6.

Typically, decks are located on the rear of a property and as such are not part of the primary façade. However, they still could be obtrusive in effect. Therefore, the following are recommendations for deck building:

- Decks should not be proposed with walls or roofs.
- On structures where significant detail exists on the rear of a building, decks should not obstruct the detailing.
- Design and materials should coordinate with those of the structure and decks should have a design similar to the detailing on the building. Synthetic materials should be given careful consideration, as explained above in Chapter VII.1.6.
- Modern materials, such as pressure treated lumber, should not remain in their original state or appearance. They should blend with the historic character of the district and materials used on the building or along the streetscape.

VII.2.1. New Construction

The design of any new construction in or near the District is vitally important because it will have a pronounced impact on the architectural character of Emmitsburg. Careful attention to the general design and the details are necessary to ensure the new construction will be compatible with the neighboring buildings and harmonize with the Town. These guidelines are general in nature and intended to identify a range of design options for new construction that will be compatible with the existing character of the District.

Contemporary designs and materials executed in a manner sensitive to the District are strongly encouraged. Economic feasibility and design harmony should be the primary concerns of proposed improvements. The main design principle behind new construction should be to respect historic themes, style, scaling, and detailing without trying to precisely duplicate any one building or specific element. The challenge is to design a building that is clearly a product of the present, while at the same time being sensitive to existing design traditions and neighboring buildings.

The following factors should be taken into account when planning and designing new construction.

- **Style** - As mentioned earlier, Emmitsburg is comprised of buildings in a wide range of styles. No single style is mandated for new construction, but designs should complement and reflect the architectural heritage of the town. New construction should avoid the introduction of historic styles that are not commonly found in the District and also avoid a false sense of history through the precise duplication of other historic buildings.

- **Rhythm** - The relationship between the width and height of the front of the façade of a building should be visually compatible with adjacent buildings. Additionally, the relationship of the new building to the open spaces between it and adjoining buildings should be visually compatible with the spacing of adjacent buildings. When one moves past a sequence of buildings, one experiences the proportion of the width to height of the buildings as well as a rhythm of recurrent building masses to the open space between them. New construction designers should analyze the sequences of solids and positive voids and incorporate them into the project.

- **Height** - As a small town in an agricultural region, Emmitsburg has very few tall buildings. Most residential structures are two stories in height and a few commercial buildings exceed three stories. These historic characteristics should be taken into account in the design of a new building. The height of a proposed building should be visually compatible with adjacent buildings, both in the number of floors, the height of each floor and the height of the roof. One of the most distinguishing features of any historic neighborhood is the strong horizontal line established by the structure's cornices. It is important that this line be reflected in the design solution for new construction, thus ensuring continuity from one building to the next. It is not necessary to duplicate an adjoining structure in terms of height, but instead, maintain the appearance or feel of a strong horizontal line between the buildings. There should not be more than a 10% difference in a visual field where the majority of buildings are similar in height. An exception would be in a visual field where

there are original buildings of varied height. Porches, first floor elevations, and the number of stories should also be consistent with adjacent buildings.

- **Scale** - The size of a building and its mass will have a relationship to open spaces, windows, doors, porches, and balconies. On larger structures, for example, windows and doors tend to be somewhat larger. For new construction, these relationships should be compatible within the building and with other buildings in a visually related field. Scales for buildings vary according to style, and some of those scale issues were discussed earlier in these Guidelines. Emmitsburg is a town for pedestrians, and new buildings should maintain that human scale.

- **Mass** - Mass can be different for different parts of a building. The District's commercial buildings, for example, have a dominant mass along the Main Street front, with smaller masses of varying heights in the rear. A new structure that reversed this sequence of massing would look out of place. New construction should instead try to maintain the pattern of primary and secondary masses.

- **Materials, Texture, and Color** – The relationship of materials, texture, and color of the façade of a building should be visually compatible with the predominant materials used in buildings to which it is visually related. Variety in the use of architectural materials and details adds to the intimacy and visual delight of the district. When first confronted with this variety, it is easy to overlook the overall thread of continuity provided by the relatively limited options of materials available to earlier builders. This continuity is threatened by today's availability of inappropriate building materials. The materials and details of new construction should relate to the materials and details of existing adjacent buildings. While tin - and standing seam metal roofs - are preferred, asphalt shingles of appropriate color and texture may be acceptable. Artificial materials such as vinyl siding, wood-textured metal siding, or artificial stone, when well installed and carefully detailed, may be appropriate in exceptional cases.

- **Roof Shapes and Materials** - Roof profiles are an important element in defining the architectural character of an area. The shape and orientation of a new building's roof should be visually compatible with the buildings to which it is visually related. A number of structures in the District have dormer windows, and it may be desirable to incorporate these into a new building. This can be appropriate, but dormers must be of appropriate scale and not dominate the roof slope and elevation. The pitch of dormers should repeat that of the main roof. Shed dormers are likely to be appropriate only on secondary elevations. Skylights can disrupt the continuity of the roof lines along a street and must therefore be designed with care. If they are necessary, it is advisable to locate them on secondary facades where they are not visible from the public way. They also should be carefully integrated into the overall design so that they do not stand out.

- **Windows and Doors -** The proportion, size, detailing, and number of windows and doors in new construction should relate to those of existing adjacent buildings. The fenestration pattern on new construction should mimic that of adjacent buildings. Many windows in the District have a vertical orientation, with a proportion of between 2 to 1 and 3 to 1 (height to width). This varied with different architectural styles, but openings of existing buildings generally show a vertical orientation that should be maintained in new construction.

Individual windows can be square or horizontal if the rest of the building conveys the appropriate directional emphasis. Façade openings of the same general size as those in adjacent buildings are encouraged, but the size and orientation of a building's openings also can be used to help define a building's mass. A tall building can be made to appear shorter by using horizontal openings, while the converse also is true; a short building can appear taller when provided vertical openings. Wooden double-hung windows are traditional and should be the first choice when selecting new windows. When ordering new windows, it is important to consider the directional emphasis of the muntins. New construction for commercial functions within the District should incorporate façades with a strong street level storefront element that is distinguished from the upper levels. Side and rear elevations of new construction should be carefully designed, harmonizing with the primary façade and with neighboring buildings.

- **Spacing, Setback, and Location** - The spacing between individual buildings varies throughout the District. A new building's relationship to adjacent structures should be consistent with the spacing along that portion of the block. Existing building widths also can provide a guide for dividing the façade of a larger building into a series of smaller and more compatible components. The location for a proposed structure, including its distance from the street or sidewalk and distance from other buildings should be appropriate and must be in compliance with the Emmitsburg Zoning Ordinance. In the District, most building fronts are placed directly on the sidewalk, and new structures should maintain the setback common to that block face. Elsewhere, especially in the Town Residential and Town Commercial areas, existing buildings may be set farther back from the street. In these areas, new structures should maintain a setback similar that of existing buildings. If the setback from the street edge needs to be increased or decreased, the variance should not be more than five percent of the existing street to façade setback of adjacent buildings. Reduced setbacks may also be appropriate at corners.

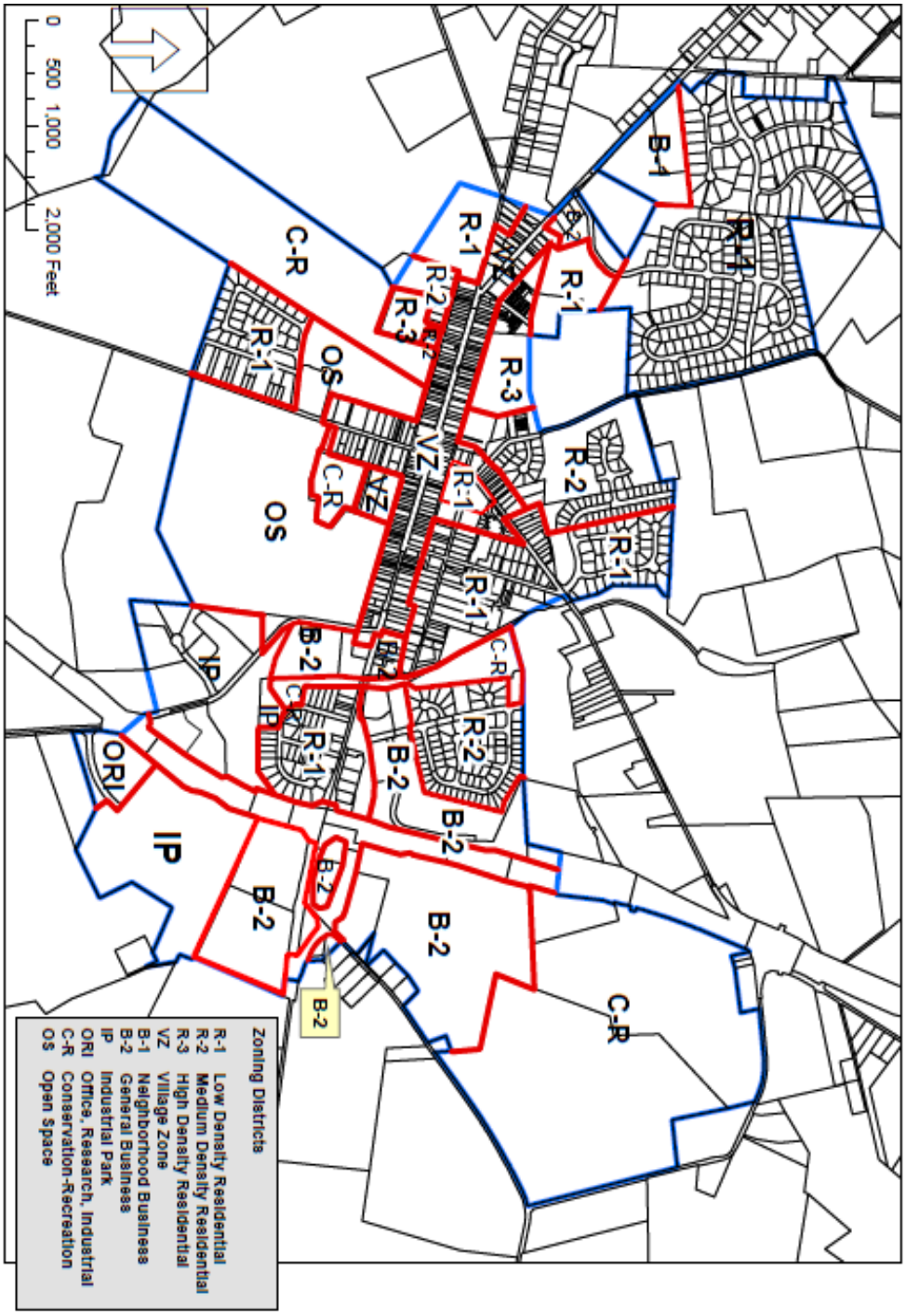
- **Site Features and Landscape** - Fences, landscaping, and other site features should be compatible with the surrounding streetscape, both in design and materials. Sidewalks and curbs must conform to Town standards. Paving materials and the design of driveways and parking areas should be appropriate for the District. New private driveways and parking should be designed so that they are not visible from the public way; if not possible, they should be screened with appropriate plantings. 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 should provide sufficient privacy and, at the same time, enhance the appearance of the structure. Trees act as natural air conditioners to cool streets, yards, and buildings in the summer and admit the sun's warmth in the winter. The location of plantings should be carefully chosen. For best results, select the types of trees that grow well on the property – whether sunny, partly sunny, a narrow lot, etc.

- **Outbuildings** - Garages, sheds, and other small detached structures are common historically and may be proposed as new construction. Such buildings are usually associated with residential structures and contribute to the overall character of a property. More modern accessory structures, such as patios and pools, may also be proposed but should be compatible with these guidelines and the character of the surrounding structures. If possible, new accessory structures should be located so they cannot be seen from a public right-of-

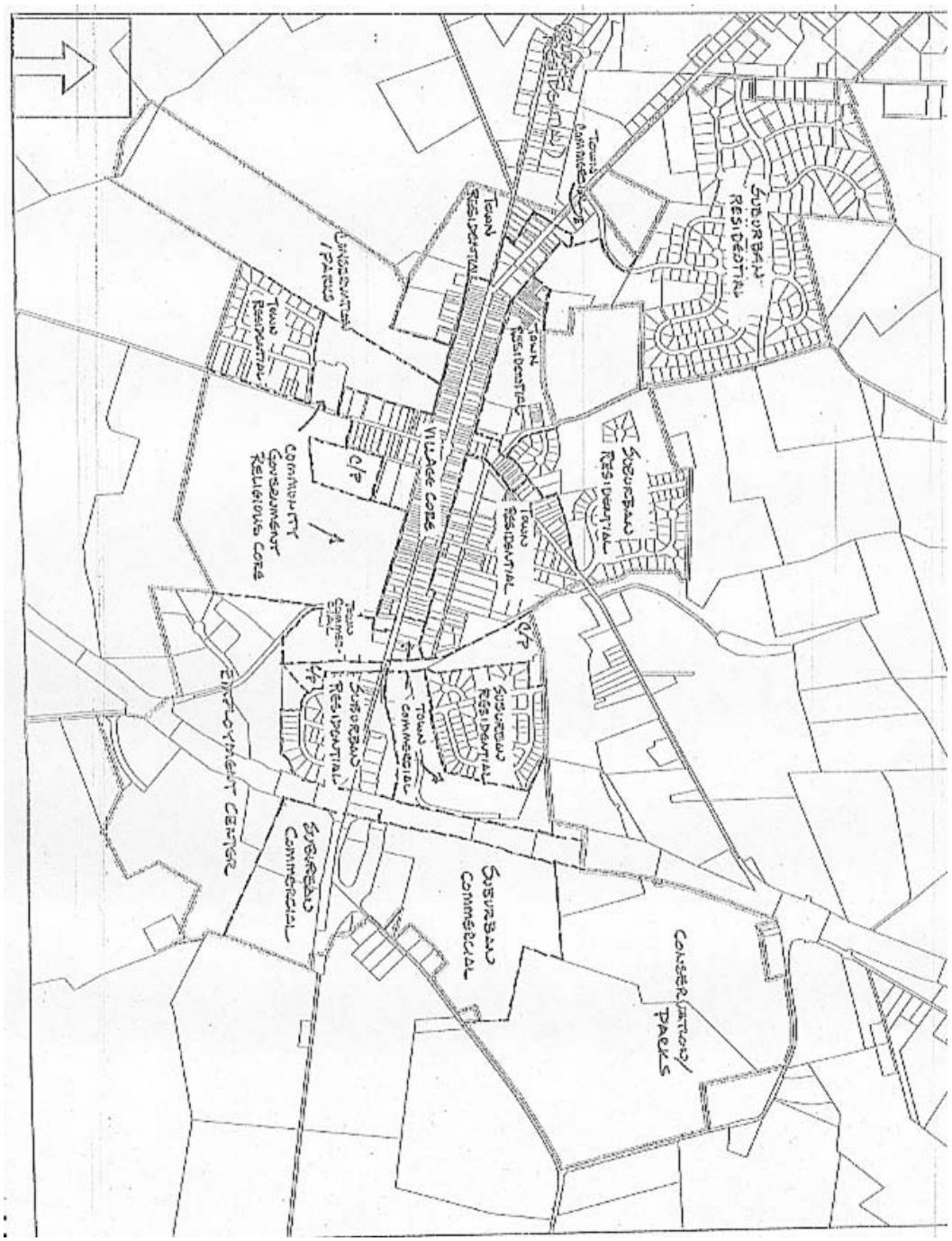
way. If not possible, they should be sited as unobtrusively as possible. Accessory structures should meet all of the other design criteria for new construction and should be compatible with the size, shape, design, and materials of the principal building on the property. They should not obscure the view of, compete with, or diminish the principal building in any way.

VIII. Appendix

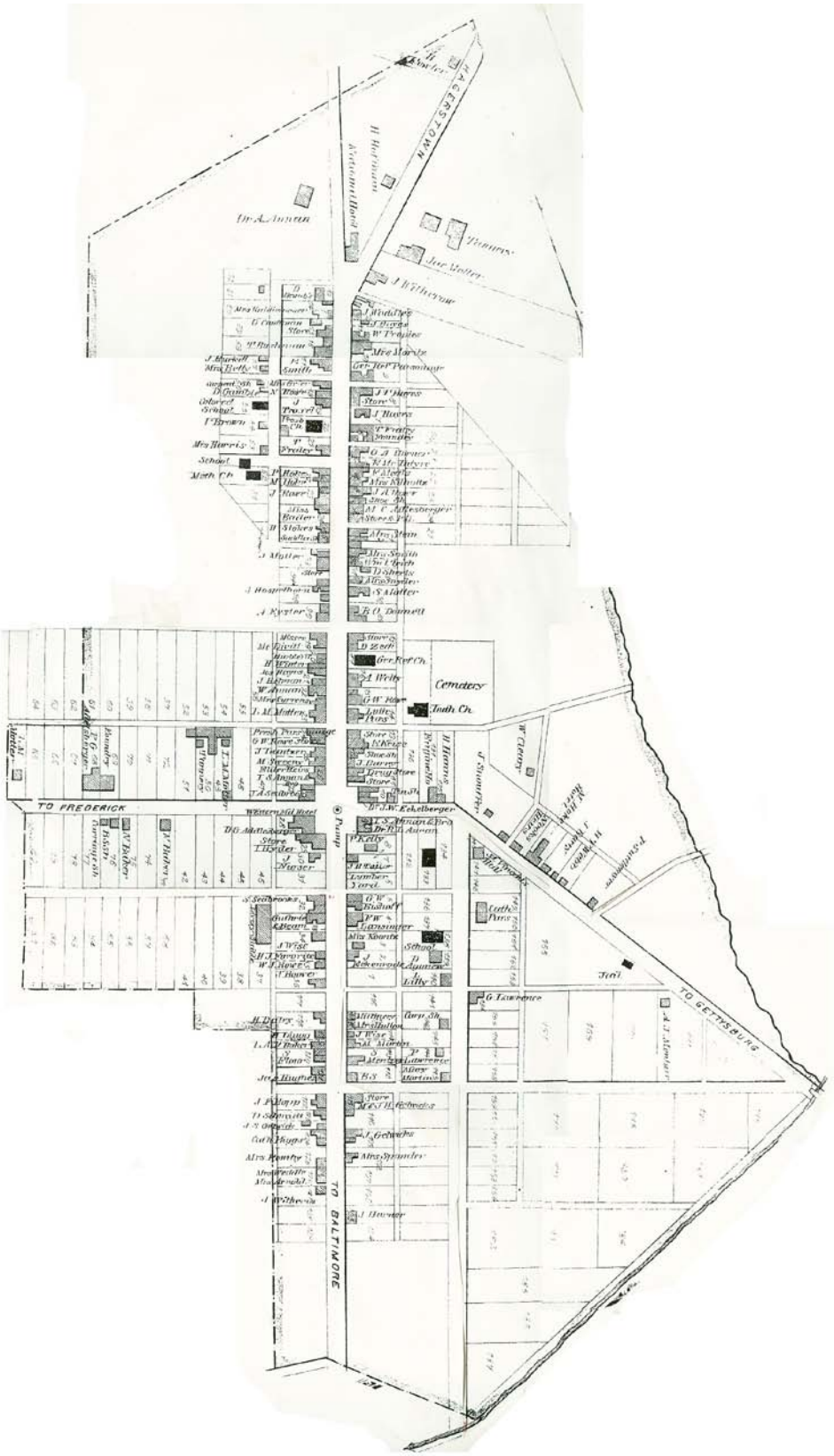
VIII.1. Maps



Emmitsburg Zoning Map – 2010
Source: Emmitsburg Planning Dept www.emmitsburgmd.gov



Emmitsburg Land Use Map – 2009
Source: Emmitsburg Planning Dept www.emmitsburgmd.gov



Map of Emmitsburg in 1873
Source: Emmitsburg Area Historical Society

VIII.2. Glossary

Adaptive use – changing an existing, often historic, building to accommodate a new function; may include extensive restoration or renovation and removal of some building elements.

Apron – panel or wide trim under a windowsill.

Antenna - an electrical device consisting of metallic tubular conductors to intercept electromagnetic waves and used in systems such as radio and television broadcasting, and two-way radio.

Architrave – beam running on top of a row of columns; also, moldings around doors and windows.

Asbestos shingle – an exterior shingle composed of cement reinforced with asbestos fibers; popular siding material in the early to mid 20th century.

Asphalt shingle – a shingle composed of asphalt-impregnated felt coated with ceramic or stone granules.

Awnings - a secondary covering attached to the exterior wall of a building.

Baluster – a spindle or post supporting the railing of a balustrade.

Balcony – a platform projecting from the wall of a building, supported by columns or console brackets, and usually enclosed with a balustrade.

Balustrade – a railing with upper and lower rails and spindles or posts that is installed on a porch or above a roof cornice.

Bargeboard – decorative or plain trim attached to the eaves of a gable.

Bay – the regular external division of a building marked by windows or other vertical elements.

Beveled siding – siding tapered so that its upper edge is thinner than its lower and lapped to cover the horizontal joint between adjoining boards.

Belt course - a projecting course or layer of stones, tile, brick, or shingles running horizontally along the face of a building.

Board and batten – a type of wall cladding for wood frame structures, consisting of closely spaced vertical boards, the joints of which are covered by narrow wood strips called battens.

Bond – the physical arrangement and placement of either brick or stone to create a wall pattern and to strengthen the wall.

Bracket - a wooden or stone decorative support beneath a projecting floor, window, or cornice.

Brick veneer – a facing of brick laid against a wall and not structurally bonded to the way.

Capital – the topmost member, usually decorated, of a column or pilaster.

Cast iron – molten iron that is poured into a mold to achieve a design.

Clapboard – a long narrow board with one edge thicker than the other, overlapped to cover the outer walls of frame structures. Also known as weatherboard, bevel siding or lap siding.

Column - a supporting pillar consisting of a base, a shaft, and a capital. Most commonly, the shaft is cylindrical, but some columns display a square, rather than circular cross-section.

Corner boards – mitered or butted vertical trims at the junction of two walls.

Context – the surroundings, both historical and environmental, of a building or town.

Consolidant – an additive for making a material stronger and harder.

Coping – a cap or covering at the top edge of a wall, either flat or sloping, to shed water.

Corbel – a slightly projecting architectural element, usually in masonry, cantilevered from upper exterior walls; usually topped by a cornice or coping.

Cornice – a projecting molding at the top of a roof, wall or other element.

Cupola – a small structure projecting above the roof that provides ventilation or is used as a lookout.

Decorative glass - special glazing found in windows that may feature stained, opalescent, painted or opaque glass.

Density – the number of living units per acre in residential land use planning.

Dentil – molding composed of equally spaced rectangular blocks; from the French for tooth.

District – the Emmitsburg Historic District, as listed on the National Register of Historic Places in 1992.

Dormer – a small window with its own roof, that projects from a sloping roof.

Downspout - a vertical pipe for carrying rainwater from a (rain) gutter to ground level.

Dutchman repair - the "piecing-in" of a wood siding deterioration by cutting out the decayed area and carefully installing a matching wood replacement plug or splice.

Eave - part of a sloping roof that overhangs or extends from the wall.

Façade – the face of a building or the elevation of a building that faces the viewer.

Fenestration - the pattern of solids and voids on a building's façade.

Finial - an ornament on top of a peak of an arch, ridge, turret or gable.

Fascia board – trim covering rafter ends at the end of a roof pitch.

Fiber cement board - an exterior siding material made from Portland cement mixed with ground sand, cellulose fiber and other additives.

Flashing - thin continuous pieces of sheet metal or other impervious material installed to prevent the passage of water into a structure from an angle or joint.

Foundation - lowest support of a structure that transfers loads to the earth.

Frieze - a section of banding usually below a cornice or upper molding in which ornamentation is often placed.

Gable – triangular wall segments at the end of a double pitch or gable roof.

Gable dormer – gable-ended structure with a window that projects from a roof.

Gable roof – a double sloping roof with a ridge and gables at each end.

Gambrel roof – a ridged roof with two slopes on each side; the lower roof having the steeper pitch.

German siding – an exterior wall cladding of wooden boards that are tongued and grooved so the lower edge of each board interlocks with a groove in the board below it. The face of the board is molded with a curve along the upper edge.

Gingerbread – a pierced wooden curvilinear ornament, executed with a jigsaw or scroll saw and located under the eaves of the roof.

Glazing – the glass component of a window between muntins, also referred to as lights or panes.

Ghosting – images or outlines on exterior walls of missing decorative features.

Gutter - a narrow channel, or trough, forming the component of a roof system which collects and diverts rainwater shed by the roof.

Half-timbered - having a wooden framework, often exposed, with plaster, brick, stone, or other masonry filling the spaces.

Header – in masonry a stone, brick or tile presenting its end in the front surface.

Herringbone – masonry or tile work in which the units are laid slant, reversing the angle in alternate rows to form a zigzag effect.

High style – high style buildings typically exhibit the majority of stylistic and architectural features of a particular architectural style.

Hip roof – a roof with uniform slopes on all four sides of a building.

Hood – shallow overhang above a door or window.

Knee brace – an oversize bracket supporting a roof or porch eave. Knee braces are common in American Foursquare homes found in the District.

Landscape features - general term to describe front, side and back yards; vegetation; views; drives and walkways that may surround a home.

Lattice - an open grill of wood strips typically used as screening between a porch floor and the ground.

Leaded glass window – composed of pieces of glass that are held in place with lead strips; the glass can be clear, colored, or stained.

Light (Lite) – a pane of glass, a window or a glazed component of a window.

Lintel – a horizontal structural member similar to a beam over an opening which carries the weight of the wall above it.

Mansard roof – a roof having a double slope on all four sides, the lower slope being much steeper than the upper slope.

Mass – the overall three dimensional shape of a building; height, depth and width.

Masonry – for the purpose of this manual, masonry describes all stone, brick and concrete units, whether used for decorative or structural purposes.

Massing - the overall bulk, size, physical volume, or magnitude of a structure.

Meeting rail – top member of lower sash and bottom member of upper sash in double-hung window.

Modillion – an ornamental horizontal block or bracket placed under the overhang of a cornice.

Motif - a recurring element or fragment that, when joined together, creates a larger work.

Mortar - a building material that is composed of sand, cement, lime and water and used to bind masonry units together.

Muntin (Mullion) – the dividing strips between the panes or "lights" in a multi-paned window.

Parging - plaster or a similar mixture used to coat walls or chimneys. Parging is generally not recommended as a maintenance treatment for brick or stone masonry.

Parapet – low wall or barrier railing at a balcony or roof edge.

Patina - the appearance of a material's surface that has aged and weathered. It often refers to the green film that forms on copper and bronze.

Pediment – a wide, low pitched gable surmounting the façade of a building in a classical style; any similar element used over doors and windows.

Pent Roof – a small roof with one major pitch, attached to the wall of a building below the principal roof line or cornice line.

Picket fence - a popular style of fence, usually made of wood and painted white. Characterized as short with a tapered or pointed top on evenly spaced vertical boards, called pickets**.**

Pier – load-bearing element that rises from a footing.

Pilaster – a shallow pillar attached to a wall, resembling a classical column; used commonly on windows and doors.

Portico – a large porch or covered walk with a roof supported by columns or piers.

Porch - a covered platform, usually having a separate roof, at an entrance to a building.

Preservation – the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction.

Quoins - masonry units of rectangular shape that are either of different size or texture, or are conspicuously jointed for emphasis, which are located along the corners of building facades.

Rail – horizontal structural member of a door or sash.

Raking cornice – molding that follows the slope of a pediment or gable.

Rafter - one of a series of small, parallel beams for supporting the sheathing and covering of a pitched roof. For some Naperville homes, rafters supporting roofs or porches may be exposed.

Reconstruction – the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Rehabilitation – the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

Remodeling – changing a building without regard to its distinctive architectural features or style.

Replace-in-kind – match the original material in form, size, pattern, texture, detail, and other characteristics.

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

Rhythm – a pattern in buildings and the voids in between creating a melody to the visual aspect of the District, or the pattern of architectural elements (doors, windows, porches, etc.) on a building.

Ridge – the horizontal line where two roof planes meet; the highest point of a roof.

Rusticated - roughened stonework or concrete blocks typically at the foundation level to give greater articulation to each block.

Riser – vertical part of a stair step.

Sash – the frame in which a window is set; may be moveable or fixed; may slide vertically (as

in double-hung window) or pivot (as in casement window).

Satellite dish - a dish-shaped type of parabolic antenna designed to receive microwaves from communications satellites.

Scale – the relative sizes of architectural elements compared to each other, to the building as a whole, and to the observer.

Sheathing - a layer of boards or of other wood or fiber materials applied to the outer studs, joists, and rafters of a building to strengthen the structure and serve as a base for an exterior weatherproof cladding

Shed roof – a roof with only one sloping plane.

Shingles - used as siding and roof materials, shingles are units of wood, asphalt material, slate, tile, concrete, asbestos cement, or other material cut to stock lengths, widths, and thickness and applied in an overlapping fashion.

Shiplap siding - rough-sawn or milled wood with a rabbet on opposite sides of each board. The profile of each board partially overlaps that of the board next to it creating a channel that gives shadow line effects.

Shutters – exterior window coverings usually made of louvered wood and in the form of two hinged panels located on each side of a window.

Sidelights - a framed area of fixed glass alongside a door or window.

Siding – the exterior material used to cover the walls of wood framed buildings.

Sill – the lower horizontal member of a door frame, window frame or wall.

Simple (Drop) siding - wooden boards which are tongued and grooved or rabbeted and overlapped so that the lower edge of each board interlocks with a groove in the board below it.

Sleeping porch - a porch or room having open sides or many windows arranged to permit sleeping **in the open air.**

Soffit – the exposed underside of any overhead component of a building, such as the undersurface of an arch, cornice, eave, or stairway.

Spalling - a condition where masonry pieces split from the surface, which is usually caused by water infiltration, weathering or improper repointing and parging.

Spindle - slender, elaborately turned wood dowels or rods used as decorative porch trim.

Spindled frieze – band of spindles attached under the eaves of a porch.

Stile – vertical structural member of a door or sash.

Storefront - the front of a store, a room at the ground floor of a building, usually with display windows, designed for use as a retail store

Storm door - a type of door installed in front of an exterior access door to protect it from bad weather and allow ventilation.

Stucco - a cement-based mixture of sand and limestone (traditional) used as a siding material. Stucco is typically used in American Foursquare style homes.

Synthetic - a product made artificially with materials from a chemical process and/or nature."

Surround – an encircling border or decorative frame.

Texture – the visual pattern on a façade created by building materials and details.

Transom – a small window over a door or another window; may be rectangular, fan-shaped or elliptical.

Tuckpoint (Repoint) – maintenance and repair process in which old mortar is removed from courses of masonry and replaced with new mortar.

Turret - a small tower, usually round, that may extend from an upper story of a home.

Valley – the place where two planes of a roof meet at a downward, or "V" angle.

Veranda - a covered or roofed porch on the building exterior, sometimes located on a second story.

Vernacular – build according to traditional designs and methods of a region.

Village core – a land use designation defined by the Emmitsburg Comprehensive Plan.

Village zone – a district defined by the Emmitsburg Zoning Ordinance.

V-rustic siding - rough-sawn wood , rabbeted and beveled on opposite sides of each board. The profile of each board partially overlaps that of the board next to it creating a v-shaped channel.

Water table - a horizontal projecting molding or ledge placed near the base of a home to divert rainwater.

Weather vane – an instrument for showing the direction of the wind, typically used as an architectural ornament at the highest point of a building.

Window types:

Bay Window – a window area that extends outward from the exterior wall, forming a projection on the exterior of the home.

Double-Hung - a window having two vertically sliding sashes each designed to close a different half of the window.

Casement - a window frame hinged on one side so that it swings out or in to open.

Circular - a round window.

Elliptical - an oval window.

Fanlight - a window above a door, usually semicircular or semi-elliptical, with glazing bars radiating out like a fan.

Palladian - a neoclassical style window that is divided into three lights with the middle light larger than the other two and usually arched.

Storm - a window which is mounted outside a main glass window of a building.

Wrought iron – iron heated until it can be hand beaten and twisted into a design.

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A RESOLUTION TO ADOPT
ARCHITECTURAL GUIDELINES
IN EMMITSBURG'S HISTORIC DISTRICT

WHEREAS, the architectural integrity of Emmitsburg is one of the foundations of its community character, and a reflection of its history; and

WHEREAS, on March 10, 1992, Emmitsburg's Historic District was published on the National Register of Historic Places by the United State Department of the Interior; and

WHEREAS, the 2009 Emmitsburg Comprehensive Plan update states that "the historic structures and the nature of Main Street are the most important elements in the town center character"; and

WHEREAS, the Heart of the Civil War Heritage Area Management Plan is incorporated, by reference, in the 2009 Emmitsburg Comprehensive Plan, and one of the goals for the Heritage Area is to "encourage stewardship of historic sites and buildings and efforts to retain the historical character of the towns...as the region prospers." Further, the Plan describes Emmitsburg's downtown as "made up of intact historic buildings. Overall, the collective effect is that of a cohesive nineteenth century village with walkable streets." And

WHEREAS, there exists a document entitled "Town of Emmitsburg Architectural Guidelines," prepared by a local retired architect, which describes the architectural character of Emmitsburg primarily within the National Historic district, and how to maintain the important features that contribute to that character; and

WHEREAS, the Board of Commissioners desires to provide guidance to historic building owners, the Town Planning Commission, and potential new businesses regarding the importance of maintaining the integrity of Main Street and the historic district in Emmitsburg; and

WHEREAS, the Board desires to provide guidance to potential new construction, outside of the Historic District, regarding compatible architectural style, and provide information for the Planning Commission to utilize in reviewing projects; and

WHEREAS, the Planning Commission reviewed the Architectural Guidelines document and this resolution at a meeting on February 27, 2012, and recommended adoption of the resolution.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of the Town of Emmitsburg that on the 19th day of March, 2012, after providing an opportunity for public input, that the "Town of Emmitsburg Architectural Guidelines"

be adopted as a document to help guide new development, renovation, and repairs within the Historic District, as well as in other areas of the town.

BE IT FURTHER RESOLVED that this Resolution shall take effect on the date on which the Mayor approves the Resolution after passing by the Board of Commissioners or on the date on which the Board of Commissioners pass the Resolution over the veto of the Mayor.

ADOPTED this 19th day of March, 2012, by a vote of 4 for, 1 against, 0 absent, and 0 abstain.

ATTEST:

By: Vickie L. Felix
Vickie Felix, Recording Secretary

Christopher Staiger, President
Emmitsburg Board of Commissioners

✓ APPROVED _____VETOED

this 19th day of March, 2012

Donald N. Briggs, Mayor