

# Design Guidelines:



## Rehabilitation of Historic Properties in Town of Mount Airy, Maryland

Copyright 2010 Town of Mount. Airy, Maryland

This publication was funded by a grant from Community Legacy Funds, Maryland Department of Housing and Community development. It was written by David H. Gleason Associates, Inc. All photographs are by David H. Gleason Associates, Inc. unless otherwise noted.

# Design Guidelines:



## Rehabilitation of Historic Properties in Town of Mount Airy, Maryland

## Acknowledgements

The following were instrumental in developing the *Design Guidelines: Rehabilitation of Historic Properties in Town of Mount Airy, Maryland*

### **Mayor and Council**

Peter Ramsey Helt, Mayor and Council President  
Wendy Peters, Council Secretary  
Christopher P. Everich  
Gary Nelson  
David W. Pyatt

### **Planning Commission**

Lindey Brown, Chair  
Patrick Rockinberg, Vice Chair  
Oscar Baker  
Fred Goundrey  
Tony Falletta  
Diane Gleason  
Patty Washabaugh, Alternate

### **Growth and Development Task Force**

Patrick Rockinberg, Chair  
Diane Gleason, Vice Chair  
Tony Falletta  
Connie German  
John Humphrey  
Bill McCullough  
Bob Sinclair

### **Town Staff**

Kelly Ziad, Town Planner

A special thank you is extended to the Maryland Department of Housing and Community Development for providing the financial resources through the Community Legacy Program. In addition, a special thank you is extended to the Growth and Development Task Force for acting as the steering committee in the development of the guidelines. In doing so, the task force made significant contributions in the development of this document. A special thank you is also extended to the Mount Airy Main Street Association, the Town's partner in the revitalization of the traditional business district and an advocate in the preservation of the historic district, and its Design Committee that contributed great insight in the development of these guidelines

Last, and certainly, not least, special recognition must be given to Frank Johnson. It was under Mayor Frank Johnson's administration and leadership that the development of the design guidelines began. His commitment to preserving the small town charm of Mount Airy is realized through this policy document.

# Table of Contents

Introduction	1
Brief History of Mount Airy	3
Mount Airy Historic District	5
Review Process	7
Character-Defining Features of the Mount Airy Historic District	9
Rehabilitation of Historic Buildings	12
Front Facades	14
Side and Rear Facades	18
Doors and Windows	20
Roofs	25
Porches	28
Commercial Storefronts	30
Awnings	33
Business Signs	35
Details and Ornamentation	40
Color	42
Illumination of Buildings	44
Appendix One: Secretary of the Interior's Standards	46
Appendix Two: Summary of Federal and State Tax Credits	48
Appendix Three: Glossary	50







**Classical Revival house**

## Introduction

Since the 1970s over 3,000 communities have created design guidelines to assist in enhancing the quality of the environment as well as protect property values, preserve the quality of existing buildings, enhance the design of additions and new buildings, and contribute to citizens' pride in their community. While the majority of these guidelines have been created for National Register, state and local historic districts, many have been created for non-historic areas or entire communities wishing to preserve and enhance their environments. In historic and well as non-historic areas, detailed design guidelines assist in the orderly and objective decision-making processes for development in a district, neighborhood or community, providing an understanding of the existing character that should be emulated in the design of additions and new buildings as well as be retained in rehabilitating existing buildings.

The *Design Guidelines: Rehabilitation of Historic Properties in Town of Mount Airy, Maryland* have been created to provide property owners, architects, developers, and others involved in rehabilitating existing buildings in the town's historic district with a detailed understanding of how the *Secretary of the Interior's Standards for Rehabilitation* (see Appendix One) should be applied to both contributing and non-contributing buildings within the district. Along with its companion document *Design Guidelines: Additions and New Construction for Town of Mount Airy Maryland*, which provides detailed advise on the design of additions to existing buildings and new construction throughout Mount Airy, including within the Mount Airy Historic

District, the guidelines seek to reinforce the best visual, architectural and site planning characteristics of the community, while encouraging appropriate growth and change.

Continuing the effort to manage its future, the Town of Mount Airy commissioned the creation of the *Design Guidelines: Rehabilitation of Historic Properties in Town of Mount Airy, Maryland* to assist in maintaining and enhancing the small town qualities that our citizens cherish. It should be noted, however, that while these design guidelines are **not regulatory** they have been designed to work in concert with Mount Airy's Zoning Ordinance, as well as the *Secretary of the Interior's Standards for Rehabilitation*, providing to those involved in changing our community detailed guidance as to what types of changes are recommended and what types are not.

This document focuses on the rehabilitation of existing buildings within the Mount Airy Historic District. It is in conformance with the *Secretary of the Interior's Standards for Rehabilitation*, thus allowing property owners to access state and federal tax credits for rehabilitation of contributing historic structures if they so desire. New construction within the historic district, either additions to historic buildings or entirely new buildings, should use the *Design Guidelines: Additions and New Construction for Town of Mount Airy Maryland* as the guide to what is acceptable.



Current B & O Station, 1882

## Brief History of Mount Airy

The settlement that became Mount Airy was founded in 1830. It was located along the extension of the National Pike (current MD Rt. 144) connecting Cumberland, the Pike's eastern terminus, to Baltimore. Eight years after the community was founded, the Baltimore & Ohio Railroad constructed a depot in 1838 on Main Street. In 1846 the Ridge Presbyterian Church, the oldest extant building in Mount Airy was constructed on Main Street approximately half way between the National Pike and the B & O station.

For its first decade or so, the town does not appear to have had an official name, it was simply known as the settlement along Parr's Ridge. Legend has it that an Irish brakeman with the B & O railroad bestowed the name Mount Airy on the settlement due to the cold air on the ridge during winter. The town grew slowly throughout the 19<sup>th</sup> and early 20<sup>th</sup> centuries, from a few hundred to a few thousand inhabitants. Its Main Street grew primarily south from the B & O station where the land was relatively flat, although still challenging for construction. In keeping with most rural towns in Maryland, buildings were constructed to the front property lines with little or no side yards. Most were two or three stories high with mercantile enterprises on the ground floor and residential units or offices above. Surrounding the commercial center, single-family houses, churches, and a school were constructed in popular vernacular as well as architectural styles of the time, including two-story, three-bay I-houses popular during the 19<sup>th</sup> century, and American Foursquare, Bungalows, Second Empire, and Queen Anne styles in the early part of the 20<sup>th</sup> century.

Wood construction was prevalent in the area due to the availability of materials locally. Brick and stone were used sparingly during this period because of the cost of transporting to the town. Unfortunately, the use of wood construction led to a pair of disastrous fires in downtown Mount Airy in the early 20<sup>th</sup> century. The first in 1903 destroyed most of the business district south of the B & O station. A mere 11 years later, most of the businesses north of the station were also destroyed by fire. Thus, except for the current B & O station itself, which was constructed 1882, most of the commercial district dates from the first two decades of the 20<sup>th</sup> century. Masonry rather than wood became the preferred rebuilding material to lessen the possibility of fire.

From the early 1900s until the 1950s Mount Airy continued to grow slowly and organically. Occasionally older buildings were demolished or burned making room for new ones typically constructed in the architectural style of the day. Large and more modest single-family homes were built along Main, Park and other established streets, typically one or two at a time, sometimes on speculation but often commissioned by their first occupants. With the end of the Second World War, small subdivisions of 15 or 20 single-family or town houses, such as Warfield Acres and Friendly Acres began to appear. While the buildings tended to be more uniform in character than previously, most of these developments still conformed to the existing topography.

In the early 1970s, the town was beginning to experience rapid growth as well as change in its existing small town character. After more than a decade of debate, Mount Airy constructed its first sewer system. In 1973, the first shopping center outside of downtown opened at the intersection of Routes 27 and 144, and in 1975, Prospect Park, the town's first municipal park opened. The 1970s was also a period of growth through annexation, driven primarily by the request of surrounding areas for access to the town's water and sewer systems. Suburban type growth, commercial, residential and light industrial, with its disregard for existing topography and natural environment continued through the 1980s. In 1993, partially in reaction to how the town was changing character, Mount Airy created its first comprehensive plan. As noted in *A Vision of Home: Centennial History of Mount Airy, Maryland 1894 – 1994* "Mount Airy had done well to avoid many development-related problems: however, there is a real concern that the qualities of Mount Airy that attract new residents are becoming endangered by the development that accommodates this growth".



**Flatiron Building**

## **Mount Airy Historic District <sup>1</sup>**

The Mount Airy Historic District comprises a cohesive group of commercial, residential, and ecclesiastical buildings dating from the late 19th through early 20th centuries located within the corporate limits of Mount Airy. The brick B & O Railroad station on Main Street represents the town's origin as an early transportation center for the region. While the present building dates from 1882, a B & O depot was established on the site as early as 1838, a mere 10 years after construction of America's first railroad began. A group of commercial buildings extends along both sides of Main Street for approximately one block north of the station and two blocks to its south; primarily two-story, shed-roofed, wood frame or brick storefronts, these buildings are the result of early-20th century re-constructions of Mount Airy's downtown, parts of which were destroyed in a series of fires between 1903 and 1926.

The residential areas of the district, lying to the north, south, southwest, and southeast of the commercial core, are characterized by houses illustrating vernacular forms and popular stylistic influences of the late 19th and early 20th century. The majority are frame, two-story, three-bay center-gable I-houses of a traditional form widespread in rural central Maryland from the mid 19th century until well into the 20th. In many of these houses, a stylish corner turret or other architectural element is grafted onto the basic traditional form. Several examples of the popular early-20th century Foursquare and Bungalow forms occur as well.

---

<sup>1</sup> This section was adapted from Mount Airy Historic District nomination form.

Main Street features a number of larger, relatively high style houses of the period, expressing Second Empire, Queen Anne, and Colonial Revival trends. The residential areas within the district are characterized by neatly tended tree-shaded lawns; notably few intrusions or insensitive alterations break the continuous streetscapes.

Three churches are located within the residential area: the fieldstone, vernacular Greek Revival Pine Grove Chapel (1846); brick, Gothic-influenced St. James Episcopal Church; and Norman stone Calvary Methodist Church (1916). The district retains a high level of integrity, with few intrusions; alterations are generally reversible, and generally limited to artificial siding and storefront renovations.

The Mount Airy Historic District is significant for its architecture, and for its association with the development of transportation in west-central Maryland. Architecturally, the district comprises a cohesive collection of commercial, residential, and ecclesiastical buildings dating from 1846 through the early 1930s; these buildings and their setting retain a high level of integrity, and the district clearly conveys the character and feeling of a rural Maryland town in the early 20th century. Modern alterations to the historic buildings, where they occur, are generally reversible and by no means so extensive as to detract from the district's capacity to convey a sense of time and place. The commercial center, characterized provides an anchor for the residential areas lying to its north and south, and represents both a past and present focus for the district. The district derives additional significance from its association with the development of transportation in the region; an early and important center of both rail and highway transportation, the district owes much of its current appearance to improvements in these modes of transit which occurred around the turn of the 20th century.



**Vernacular house**

## Review Process

Unlike many communities, Mount Airy does not have a separate historic district review commission. Rather, the Mount Airy Planning Commission is responsible for reviewing proposed changes to the exterior of contributing and non-contributing buildings within the Mount Airy Historic District. In addition, the Commission is responsible for reviewing all proposed alterations to existing buildings, additions and new construction throughout the town, including those proposed within the historic district. Operating under the authority of Article 66B, Annotated Code of Maryland, the Planning Commission is charged with making and approving plans to serve as a guide to public and private plans and decisions to insure the development of public and private property that:

1. Guides the development, economic, and social well being of the jurisdiction;
2. Shows appropriate and desirable patterns for future land use and community character;
3. Contains a transportation element that shows appropriate and desirable locations for roads, bicycle paths, sidewalks, and other transportation corridors;
4. Contains a community facilities element; and
5. Protects the environment as well as other elements of community well being.

The Mount Airy Planning Commission typically meets on the last Monday of each month. Developers and others, except residential owner occupants, wishing to construct additions or new buildings subject to these guidelines must schedule a pre-submittal meeting with the Town Planner to discuss scope of proposed project. Be prepared with the following information:

1. Photographs of existing site and surrounding parcels, buildings, roads and other important features. Photographic or digital 4" x 6" color prints will be accepted. Mount or print images on 8½" x 11" paper with space in between images for photograph description. Clearly label each photograph, i.e., "123 Main Street, front elevation".
2. Concept Plan/Site Plan showing the location of the proposed new construction and any existing buildings on the site. The Site Plan should be, at minimum, 1" = 50' scale.
3. Drawings and plans of proposed new construction, at a minimum, are to include elevations of all sides relevant to the project, plans of all floors, and any additional drawings of the project necessary to fully explain the proposal, all at ¼" = 1' scale.
4. A list and samples of all primary exterior materials, including product information on all primary assemblies, such as windows, doors, railing systems, and other relevant exterior features.

Residential owner occupants who wish to construct additions to their homes that are subject to these guidelines must schedule a pre-submittal meeting with the Town Planner to discuss scope of proposed project. Be prepared with the following information:

1. Photographs of existing site and surrounding parcels, buildings, roads and other relevant features, clearly labeled with the property's street address.
2. Sketches or drawings of proposed exterior changes, including additions to buildings or construction of new buildings on the same property, drawn, if possible, to the aforementioned scales.
3. A list and samples of all primary exterior materials, including product information on all primary assemblies, such as windows, doors, railing systems, and other relevant exterior features.



**Historic houses, north Main Street**

## **Character-Defining Features of the Mount Airy Historic District**

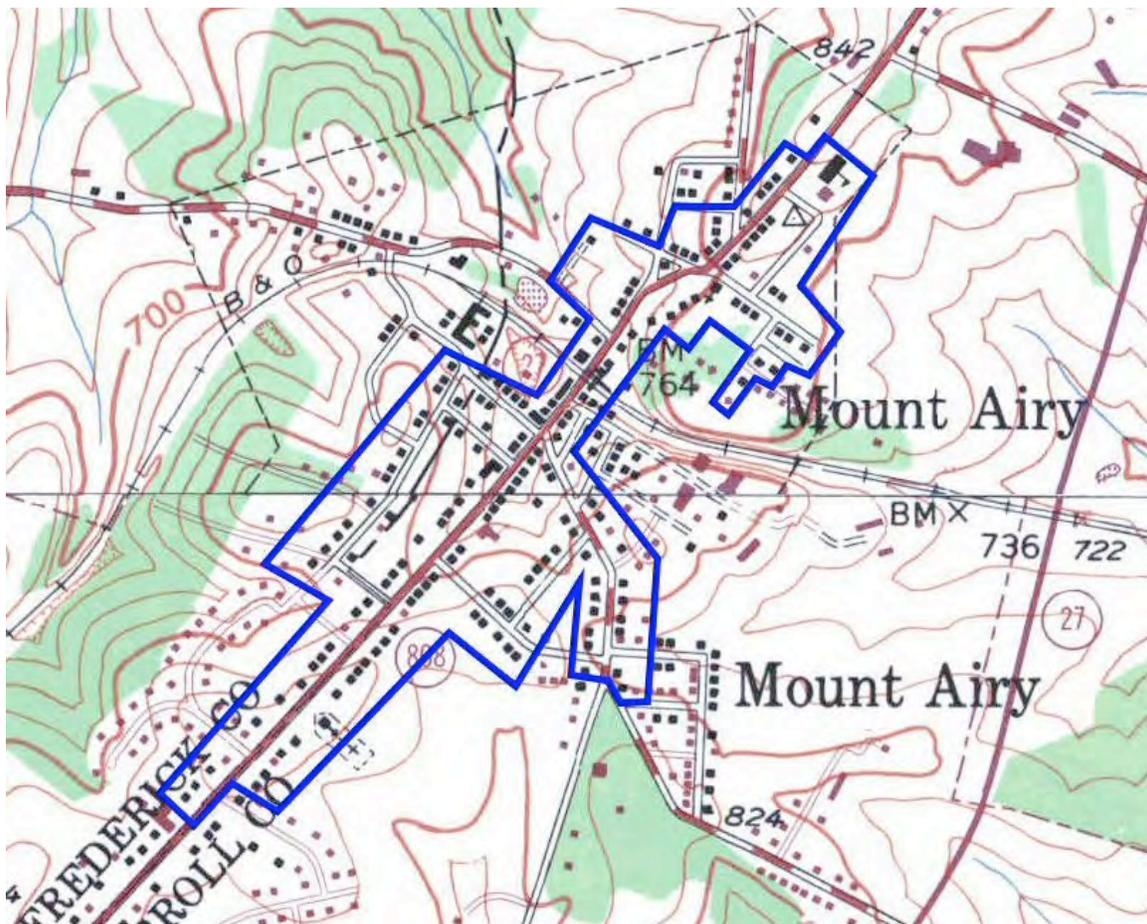
Understanding the architectural and community character of Mount Airy is the first step in developing changes to the exteriors of existing buildings within the Mount Airy Historic District. This understanding comes from observing and analyzing the materials, doors and windows, roofs, porches, color, and details and ornamentation of residential buildings along with the storefronts, awnings, business signs, and illumination of business and institutional buildings within the district. Understanding the character of Mount Airy is also derived from analyzing the topography, existing landscapes, and sidewalks within the historic district. This understanding should be interpreted in proposed exterior changes to existing historic buildings in the Mount Airy historic District.

Interpreting the existing character of the community does not, however, mean simply imitating the design of existing buildings, their materials or site plans. Rather, additions and new buildings should incorporate the character-defining elements of the existing architecture and landscapes in new ways that show the continued evolution of Mount Airy, linking its past to its future.

The architectural and community character of Mount Airy changes from neighborhood to neighborhood, influenced by the age of the buildings, their architectural styles and materials, building use, landscape and topography. Subtle and not so subtle differences in character are

important to retain in additions and new construction within developed areas to help insure visual compatibility with the existing neighborhood character. In undeveloped areas visual continuity with the architectural and community character that makes Mount Airy unique is important to maintaining the overall character of the town.

The majority of buildings in the commercial center area are built to the front and side property lines. They are two- or three-story commercial structures distinguished by open storefronts at the ground level opening directly onto the street with regularly spaced windows above. The ground floors typically house commercial businesses with residences or offices above. Parking is provided on the street as well as in surface lots located behind many of the buildings. Principal facades tend to be of brick or stucco with some in wood. The streets and buildings conform to existing topography, with many buildings having at grade entries on two different levels. Natural landscaping is minimal, giving the district a low-density village character.



Mount Airy Historic District

Source: Town of Mount Airy

Located north and south of the commercial center are residential areas consist primarily of large homes set back from the street on generously sized lots along Main Street and smaller homes and lots along other streets within the area. Except for a few recent infill houses and additions, most were constructed prior to the Second World War. Typically, the single-family residences contain mature landscaping. Many of the houses, particularly larger ones along Main Street, contain garages and other secondary buildings located to the rear of the principal structure. Prevalent exterior materials include masonry and wood siding. As with downtown buildings, the residential buildings within the Mount Airy Historic District conform to the existing topography with their primary facades oriented toward the street.



Pine Grove Chapel, 1846

## Rehabilitation of Historic Buildings

Commercial, residential, religious, and institutional buildings contribute to the Mount Airy Historic District. So do streets, sidewalks, parking lots, driveways, walls, fences, and landscaping. Collectively, they create the unique character of not only the districts, but also to a large extent, the unique character of the town.

All elements of buildings within the district contribute to their character. The front facades of buildings are the most visible and typically are of primary concern when changes are proposed. Rear facades that can be seen from public right-of-ways are also a concern when changes are proposed, as are changes to character-defining elements such as doors, windows, roofs, and porches. In the commercial area, storefronts, awnings and business signs are important to defining the character of front facades. Details and ornamentation on all types of buildings, such as brackets, cornices, chimneys, and the like are important defining characteristics as is the color of buildings. Finally, how a building is illuminated at night contributes to its character as well as the character of the historic district.

In many cases the buildings within the historic district have been altered over time. In all likelihood, they will continue to be changed to meet the needs of owners and tenants. The *Design Guidelines: Rehabilitation of Historic Properties in Town of Mount Airy, Maryland* and the *Secretary of the Interior's Standards for Rehabilitation* (see Appendix One) upon which they are based recognize this inevitability. Thus the *Design Guidelines* do not discourage change; rather

they encourage appropriate changes that do not significantly alter the historic character of a building. Therefore before considering any change to a building, it is first necessary to evaluate the materials, forms, features, details, and other aspects of a building that are most important to defining its character.

Prior to making changes a property owner or tenant should consult with a qualified consultant, or staff of the Maryland Historical Trust, to understand the elements and features of their building that are significant to its character. This will help insure that proposed changes are appropriate and are compatible with the guidelines as well as the *Secretary of the Interior's Standards of Rehabilitation*. Understanding significant features and elements prior to undertaking any alterations is particularly important if the owner plans to apply for federal or state tax credits for rehabilitation of historic buildings (see Appendix Two).



**St. James Episcopal Church, 1890**

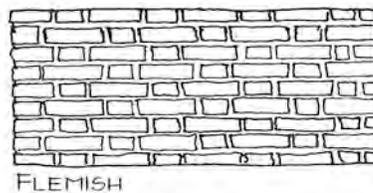
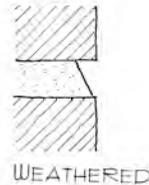
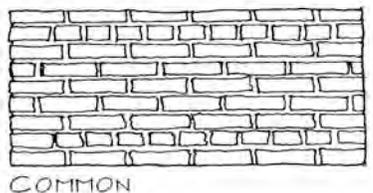
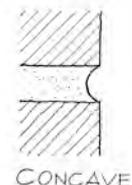
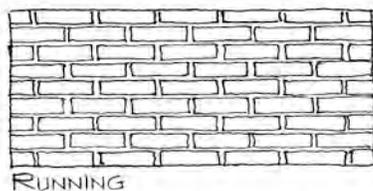
## **Front Facades**

The front facades of buildings in the historic district are among their most important character-defining elements. The design and materials of the facade, the location, proportion and scale of windows and doors, massing and rhythm of features such as bays, porches and storefronts, and the details, ornamentation and colors used, all contribute to that character. Alterations, repair or replacement of elements and features of front facades must be carefully considered so the proposed changes do not detract from the building's overall character or that of the district in which it is located.

## Masonry

Brick is a common facade material for commercial buildings in the Mount Airy Historic District. While less common stone facades also exist in downtown. Brick is also found on a few single-family residential buildings within the district. The molds used to manufacture brick give it its texture, shape, and size. The type of clay and the temperature at which it is fired in the kiln at firing gives brick its color. The way bricks are laid in the wall (called coursing) and the width and profile of the mortar joints and color of the mortar also contribute to the character of brick walls.

Prior to the 1860s, most bricks were hand-made in wood molds. Fired in kilns that used wood or charcoal as fuel, the finished product was fairly porous, often requiring the facade to be painted as protection from the weather. By the 1880s most kilns used gas as fuel allowing much higher temperatures to be achieved and a harder brick to be produced. These bricks had the advantage of being non-porous and thus were usually left unpainted. However, not all bricks produced by gas-fired kilns were of the same hardness. Bricks stacked in the center of the kiln are less exposed to heat and are thus softer (more porous) than those on the outside of the stack. The bricks from the interior of the stack were frequently used for party walls, or rear walls, while the hard-fired brick was used from primary elevations. Most historic brick walls in Mount Airy are laid in running bond. The stone facades found in Mount Airy are known as cut ashlar, with a smooth finish with faint tool marks. In addition to the coursing, the width, color, and profile of mortar joints contribute significantly to a wall's appearance. Common brick mortar joint profiles include struck, weather, and flush. The stone facades in mount Airy are thin set flush joints.



**Common brick coursing and mortar joints in Mount Airy Historic District**

## **Required**

- Maintain and repair character-defining brick and stone masonry used for principal facades. If replacement is necessary, use materials that match the original in bonding, size, texture, color and other defining characteristics as closely as possible.
- If a masonry wall has historically been painted, it should continue to be painted.
- If a masonry feature, such as a window hood or brick corbel is missing, it should be replaced based on documentary or photographic evidence. If no evidence of the design of the feature exists, a new design compatible with the overall character of the building should be used.
- Repoint mortar joints to match the original in size, depth, profile, texture, color and composition. For buildings constructed prior to 1900, a very low Portland cement mortar mix must be used.
- If a masonry wall requires cleaning, it must be done using the gentlest effective means possible, such as low-pressure water and soft natural bristle brushes.

## **Recommended**

- Remove modern covering materials such as metal and vinyl siding applied over original masonry. Repair or replace damaged or missing units using materials that match the original as closely as possible.

## **Prohibited**

- Covering original masonry walls.
- Painting historically unpainted masonry walls.
- Sandblasting or using other inappropriate methods to clean masonry.
- Applying waterproof coatings to masonry walls that change their appearance. Applying waterproof coatings that cause moisture to be trapped inside a masonry cavity.
- Repointing masonry walls using inappropriate mortar mix or not matching the original joint size, depth, profile, texture and color.
- Removing original masonry features.

## *Wood*

Wood is a very common facade material used for buildings in the historic residential buildings in the Mount Airy Historic District. Wood facades can also be found in downtown. Most of the wood sided buildings in Mount Airy are clapboards, tapered horizontal boards with four or six inches exposed. A number of historic wood facades have been covered with metal, vinyl and other non-historic materials. They obscure the original material, often damage historic details and ornamentation, and can cause moisture to be trapped inside walls.



**Wood clapboards**

### **Required**

- Maintain existing wood facades using appropriate paint or other protective coatings.
- Repair minor deterioration using an appropriate wood consolidant. If the deterioration is severe, replace only the affected areas with wood siding that matches the existing in size, shape, profile and texture.

### **Recommended**

- Remove metal, vinyl, asbestos shingles and other non-historic covering materials from facades, and repair deteriorated areas to match the existing wood siding.

### **Prohibited**

- Applying metal and vinyl siding, artificial brick and stone or other non-historic materials to facades of wood buildings.
- Replacing original wood siding with a different type of wood siding, such as wood clapboards with wood shingles.



**Rear facades Main Street Mount Airy**

## Side and Rear Facades

The side and rear facades of buildings visible from public right-of-ways are important character-defining elements in Mount Airy's historic district. Many are visible due in part to the town's topography. In the historic district, some buildings have side and rear facades that are made of the same material as their front facades, while others do not. In most cases, side and rear facades lack details and ornamentation, and thus plainer than front facades.

### Required

- The guidelines for side and rear facades visible from public right-of-ways of *contributing* buildings are the same as those for front facades.
- Masonry side and rear facades of *non-contributing* buildings, visible from public right-of-ways, may use appropriate replacement substitute masonry material that is compatible in design, scale, proportion, texture and other defining characteristics with the overall character of the facade if approved by the Maryland Historical Trust.
- Masonry side and rear facades of *non-contributing* buildings, not visible from public right-of-ways, may use or be covered in other appropriate replacement material if approved by the Maryland Historical Trust. The material must be applied in such a manner so that other defining characteristics and features of the facade are preserved.

- Wood side and rear facades of *non-contributing* buildings, visible from public right-of-ways, may use replacement material that is similar in design, scale, proportion, texture and other characteristics of the original if approved by the Maryland Historical Trust. The material must be applied so that the other defining characteristics and features of the facade are preserved.
- Wood side and rear facades of *non-contributing* listed buildings, not visible from public right-of-ways may use other replacement or covering material if approved by the Maryland Historical Trust. The material must be applied in such a manner so that other defining characteristics and features of the facade are preserved.

### **Prohibited**

- Covering historic masonry or wood with a material that changes the essential character of a side or rear facade.
- Applying replacement material so that it damages or destroys other important character-defining elements of a side or rear facade.
- Applying replacement material that will damage underlying materials, trap moisture within cavities or compromise the structural capacity of a side or rear facade.



Pine Grove Chapel, 1846

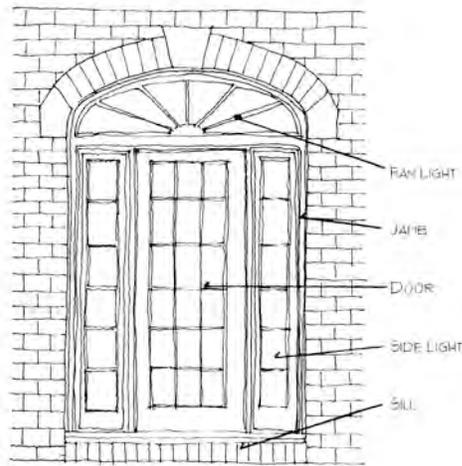
## Doors and Windows

The design, location and materials of doors and windows significantly contribute to the character of buildings in Mount Airy's historic district. Typically doors and windows are symmetrically arranged on front facades. In other cases, such as Victorian residential buildings, doors and windows may be asymmetrically arranged. Windows and doors located on side or rear facades of both single-family residential and downtown commercial buildings often reflect functional requirements rather than formal arrangement.

### *Doors*

Main entry doors, typically located on the front facade, are usually designed to symbolically greet a customer, client or visitor. Main entry doors of single-family residential buildings usually have a warm, welcoming appearance, while those on downtown commercial buildings usually are designed to attract customers or suggest the prominence of the business or institution to the community, such as a bank building or Town Hall. On the other hand, side and rear doors of both single-family residential and downtown commercial buildings are usually more utilitarian in design.

Historically, residential doors were made of wood with raised or recessed panels. Those located on front facades may incorporate plain, colored, stained, beveled or even etched glass panels. Fan- and sidelights may also be incorporated in entry doors. Wood screen doors on residential buildings constructed after World War I sometimes had screens that could be replaced with storm windows.



**Main entry doors may contain a fanlight and sidelights**

The main entries of commercial buildings were historically constructed of a large pane of glass surrounded by wood. A transom window, often operable, is typically located above the doors. Main entry doors designed as part of a storefront were often recessed to provide protection from the weather.

The main entry doors of financial, institutional and religious buildings tend to be solid wood with recessed panels. They also may be somewhat larger in scale and proportion than doors used on residential or commercial buildings.

### **Required**

- Maintain and repair original location, design, frames, sills, hardware, transom, and fan- and sidelights on doors located on front facades and side and rear facades visible from public right-of-ways.
- If repair is not possible, replacement doors and surrounds on front, side and rear facades visible from public right-of-ways should be designed to duplicate the original as closely as possible. Replacement doors not visible from public right-of-ways should be compatible with the overall character of the facade in which they are located.
- An inappropriately designed, non-original door or surround should be replaced with an appropriately designed door or surround based on documentary or photographic evidence. If no such evidence exists, the design of the replacement door or surround should be compatible with the character of the facade in which it is located.
- Screen doors are usually appropriate on residential but not commercial, institutional, financial or religious buildings. On front facades, screen doors should be constructed of wood and designed to be compatible with the design of the door. On side and rear facades, painted metal screen/storm doors, painted

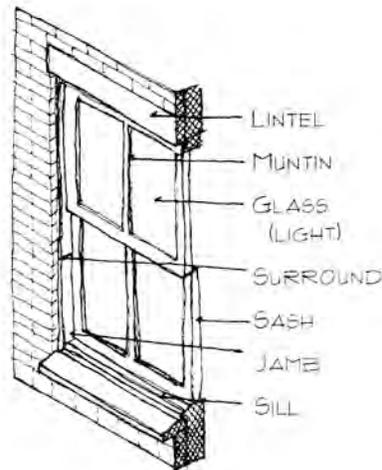
to match the existing surround and door, may be used. Existing original screen doors should be maintained.

### Prohibited

- Changing the location or size of doors, openings, transom windows or sidelights particularly those located on front facades of *contributing buildings*.
- Adding a new door to the front façade of *contributing buildings*.
- Using inappropriately detailed replacement doors, such as solid doors for the main entries to commercial buildings, or ones that are not in keeping with the character of a residential building.
- Adding details, surrounds, canopies and ornamentation that has no historical basis and is not in keeping with the character of the original door.

## Windows

A window is composed of a number of elements, each of which is important to its character. Until the late 19th century, window surrounds in single-family residential buildings were almost always made of wood or brick. Upper floor windows of commercial buildings were normally double-hung with the sash sometimes subdivided into two, four or even six lights or panes of glass. In single-family residential buildings, sash with six or nine lights was also common.



**A window contains a number of elements each of which is important to defining its character**

In the early twentieth century, other types of windows were also used in residential buildings and in the upper facades of commercial buildings. Casement windows, re-introduced at the very end of the nineteenth century in single-family residential buildings, are mounted on vertical hinges and open outward. They can be found individually, in pairs, or in rows. The

sash may consist of a single pane, or be subdivided horizontally, vertically, or in a diamond pattern. Casement windows may be constructed of wood or metal.

Decorative windows of various shapes were also popular in single-family residential buildings constructed in the 19<sup>th</sup> and early 20<sup>th</sup> centuries. Bullseye windows, usually constructed of wood, are often located above a main entrance or at the top of a gable-end wall. Oval windows, usually divided into multiple lights are similarly located. Other popular shapes for residential buildings are half-circular, quarter-circular, and hexagonal.

### **Required**

- Maintain and repair original location, design, sash, number and configuration of lights and other important character-defining elements of windows located on front, side and rear facades visible from public right-of-ways.
- If repair is not possible due to advanced deterioration, replacement windows, on front, side and rear facades of *contributing buildings* visible from public right-of-ways must duplicate the original in design, material, sash and light configuration as closely as possible. Replacement windows not visible from public right-of-ways or located on the side and rear facades of *non-contributing buildings* must be compatible with the overall character of the facade in which they are located.
- Shutters are appropriate for windows on single-family residential buildings. If original shutters are missing or need to be replaced, their design and material should be based on documentary or photographic evidence. Even if the shutters are not operable, they should be sized to appear to cover the window if closed. Shutters are usually not appropriate on commercial buildings unless clear documentary or photographic evidence of their use exists.
- Awnings are sometimes appropriate for upper floor windows on commercial buildings. If they are appropriate, they should be fitted to conform to the size and shape of the window head and upper surround. Awnings may be of canvas or matt-finished vinyl.
- Detachable wood screens and storm windows were often used in single-family residential and upper floor commercial windows during the 19<sup>th</sup> and early 20<sup>th</sup> centuries. New storm windows and screens should match as closely as possible the historic windows in size, profiles of sash and frame, color and other character-defining features. Clear glass only should be used.

### **Recommended**

- Inappropriately designed, non-original, windows should be replaced with an appropriately designed ones based on documentary or photographic evidence. If no such evidence exists, the design of the replacement should be compatible with the character of the facade in which it is located.

## Prohibited

- Changing the location or size of windows and window openings, particularly those located on front facades of *contributing buildings*.
- Replacing original wood windows that can be repaired and thermally upgraded with appropriately designed storm windows.
- Using metal or vinyl-clad windows to replace wood windows on the front facade or side and rear facades visible from public right-of-ways. Appropriately designed and detailed metal or vinyl replacement windows are permitted on side and rear facades not visible from a public right-of-way.
- Using replacement windows that do not completely fill original openings.
- Adding details, surrounds, shutters, ornamentation and other features that have no historical basis and are not in keeping with the character of the original window.
- Through-window air conditioning units are not appropriate on front facades. If they must be used, they must only be located on side and rear facades, preferably ones that are not visible from public right-of-ways.



**Mansard roof, downtown Mount Airy**

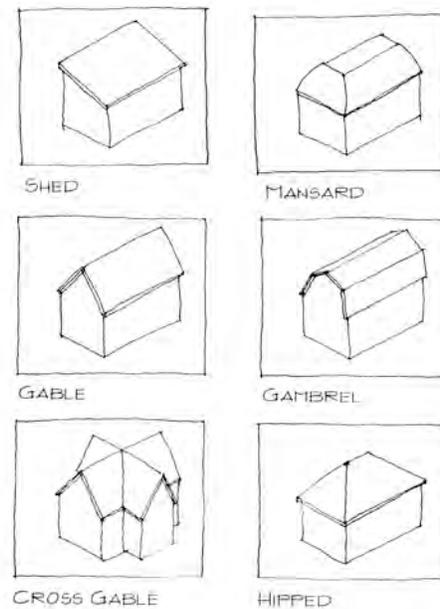
## Roofs

Roofs are important character-defining elements of buildings in Mount Airy's the historic district. Commercial, institutional, and financial buildings typically have flat roofs hidden from view by a cornice. Sloped roofs typical of religious and residential buildings in the historic district include gable, cross-gable, gambrel, mansard, and hip.

The roofs of residential buildings in the historic district often contain character-defining features such as dormer windows, towers, chimneys, and other roof projections and ornamentation. Also important to defining the character of historic roofs are the shape, size, location and materials of gutters and downspouts. In addition to shape and features, the material covering sloping roofs contributes to their character. Metal roofs of copper, lead and terne plate were common the 19<sup>th</sup> century. In the early 20<sup>th</sup> century, zinc and galvanized tin were also used to cover sloped roofs. The type of metal used, how it is finished, and how sections are joined together all contribute to the character of historic metal roofs.

Slate was a common roof material for large residential and religious buildings in the 19<sup>th</sup> and early 20<sup>th</sup> centuries. Slate comes in many shapes, with rectangular, diamond, and hexagonal the most popular. Although predominantly gray in color, slate roofs may also be red or green. Less common was the use of cedar shingles or shakes for sloped roofs. In the late 19<sup>th</sup> century, asphalt shingles were introduced as an inexpensive roofing material. By the

mid-20th century, they had become the most common material for sloped roofs. Due to cost, asphalt shingles were often used to replace metal and slate as those materials reached the end of their useful life.



**Types of roofs found in the Mount Airy Historic District**

### **Required**

- Maintain original shapes and other character-defining elements of roofs on historic buildings.
- Maintain and repair original materials on sloped roofs. If the severity of deterioration requires that the material be replaced, the replacement material must match the existing in size, orientation, color, reflectivity and other defining characteristics as closely as possible. On roofs not visible from public right-of-ways, if using the same materials is not possible for technical or economic reasons, than a replacement material that resembles the existing in size, orientation, color, reflectivity and other defining characteristics may be used.
- Missing or severely damaged roof projections such as towers, dormers, finials, cresting, and chimneys should be replaced based on documentary or photographic evidence. If no evidence of the appearance of the element exists, a new element must be designed to be compatible with the overall character of the building.
- New skylights, vents, chimneys or other projections should be located so that they are not visible from public right-of-ways. If this is not possible, they should be designed to be in character with the overall appearance of the roof.

- Roof mounted air conditioning units should be located so they are not visible from public right-of-ways. If this is not possible, they should be screened from view. The design of the screen should be compatible with the character of the roof and building.

### **Prohibited**

- Changing the shape or slope of a roof.
- Locating solar panels, satellite dishes or antenna on roofs so that they are visible from public right-of-ways.
- Locating or designing new skylights, dormer windows, vents and the like so they detract from the appearance of the roof.
- Replacing sloping roof material with material that significantly alters the appearance of the roof.
- Removing character-defining elements such as cresting, finials or chimneys.



Vernacular house, mid-19<sup>th</sup> century

## Porches

Many of the historic Single-family Residential buildings in Mount Airy contain front, side or wrapped porches. A few porches also exist on historic commercial buildings in the downtown commercial area. In some cases the porches appear today as originally constructed, while in other cases they have been altered by enclosing or removing character-defining features such as railings, brackets or columns. In other cases it is evident that a porch has been removed or replaced.

### Required

- Maintain and repair original existing porches, including their character-defining elements such as steps, flooring, ceiling, columns, roof, and details and ornamentation.
- If materials or elements are too severely deteriorated to repair they must be replaced with new ones that closely resemble the original in material, size, shape, color and other distinguishing features.
- Missing porches or features should be replaced based on documentary or photographic evidence. If none exists, the replacement should be designed to be

compatible with the overall character of the facade on which the porch is located.

### **Prohibited**

- Removing an original porch or any of its character-defining elements such as steps, flooring, ceiling, columns, roof, or details and ornamentation.
- Enclosing a porch located on the front facade or visible from public right-of-ways. If the porch is not visible from public right-of-ways, it may be enclosed if done in a manner that does not significantly alter the original character of the porch.
- Adding a new porch to the front facade of an historic building. A new porch may be added to a side or rear façade if it is designed to be compatible with the overall character of the building.

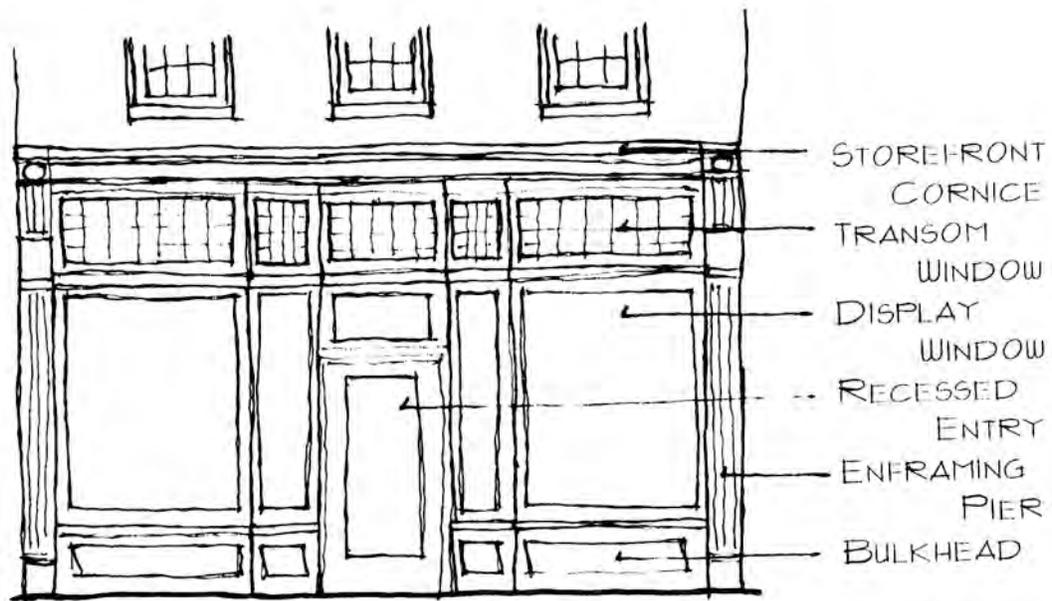


**Commercial storefronts, downtown Mount Airy**

## Commercial Storefronts

Storefronts are one of the most important elements of the front facades of commercial buildings in Downtown Mount Airy. They help attract customers and clients to a business by providing an inviting appearance and allow views into the ground floor. Traditional storefronts are composed of a storefront cornice, signboard, windows, piers, base and entry. In many cases, traditional storefronts were also designed to have transom windows and canvas awnings.

The design of storefronts has evolved over the past 150 years reflecting changes in how retail businesses are operated and the evolution of construction materials and methods. In the mid-19th century, cast iron, steel, plate glass and pressed metal were introduced as storefront materials. Mass produced cast iron elements for storefront cornices, piers and bases, produced in Baltimore and elsewhere, were shipped by railroads all across the country. Display windows became larger as glass manufacturing improved. Transom windows, typically containing prism or colored glass, allowed diffused sunlight deep into the store. Often transom windows were operable to allow natural ventilation. Awnings were used to protect window displays from sunlight, as well as pedestrians from inclement weather. Storefront entries were typically recessed to provide further protection from the weather as well as to allow window displays to be viewed from more than one side.



**Storefronts must fit within the enframing piers and cornice**

### Required

- Maintain and repair original existing storefronts. If repair or replacement is necessary, use the same material designed to resemble the original element as closely as possible in size, shape, profile, color and other defining characteristics.
- If using the original material is not economically or technically feasible, a replacement material that resembles the original in size, shape, profile, color and other characteristics may be used.
- Missing storefront elements should be replaced. The design of the replacement should be based on documentary or photographic evidence. If none exists, the replacement element should be designed to be compatible in size, shape, profile, color and character of the storefront.
- A new storefront must be designed to fit within the storefront piers and cornice line. It should not be recessed behind the front facade except for the entry. The storefront should be designed to be compatible in scale, proportion and details with the overall character of the front facade, or may be the restoration of the original storefront based on documentary evidence. Entrances in new storefronts should usually be recessed.
- If the use of the ground floor requires more privacy than allowed by the display windows, install privacy curtains or blinds.
- If storefront security systems are to be added, preference is given to electronic systems that do not alter the appearance of the storefront.

### Prohibited

- Removing or inappropriately altering an original existing storefront or its materials and elements.
- Blocking-down or covering over storefronts, storefront openings or display windows.
- Adding a new storefront that is not compatible with the overall character of the front facade.
- Adding a new storefront that is recessed behind the plane of the front facade.
- Using inappropriate materials such as vinyl and aluminum siding, bare anodized aluminum, mirrored or tinted glass, artificial stone and the like for a new storefront.
- Adding details and ornamentation to existing storefronts that creates a false sense of history, or is incompatible with the overall design of the storefront.



**Storefront awnings, downtown Mount Airy**

## Awnings

Historically, canvas awnings were found on storefronts and sometimes on the upper floor front facade windows of commercial buildings. They were rarely used on residential buildings. Awnings provide shelter from the sun, rain and snow, and helped to improve the thermal efficiency of south facing windows. Many historic storefront awnings were operable so they could be retracted at night as well as allow sunlight to enter the building during the winter. The slope, returns and valance of storefront awnings were also often used for business signs.

Awnings were historically made of steel frames and canvas duck. Today the frames are aluminum, covered with a wide variety of materials, including nylon and vinyl. Awning fabric used on commercial buildings should be treated with a fire retardant. Modern awnings come in a variety of shapes including round, sloped, square, and bullnose.

### Required

- Awning frames must fit within the storefront or window opening to which it is attached. The shape of the awning must also complement the design of storefront or window to which it is attached.

- Storefront and other ground floor awnings must have a minimum clearance of 8' – 0" above the sidewalk. It must be located a minimum of 1' – 0" behind the vertical plane of the street curb.
- Awning colors should complement those of the facade to which it is attached. No more than two colors should be used. If a sign is included on the awning, no more than three colors should be used.
- Using canvas duck, nylon textured to resemble canvas duck or matt-finished vinyl as awning material.

**Prohibited**

- Awnings and frames that do not fit within the storefront or window opening to which they are attached.
- Awning shapes that do not complement the design of the storefront or window to which they are attached.
- Using metal, wood, fiberglass, shinny vinyl, plastic or other inappropriate materials for awnings.
- Backlighting awnings.



**Business signs, Main Street**

## **Business Signs**

Business signs are important elements of commercial buildings in Mount Airy’s historic downtown. Well-designed business signs contribute to the appearance of a building as well as attract customers and clients. On the other hand, business signs that are poorly designed detract from the appearance of a building as well as the image of a business. Common problems with poorly designed business signs include excessive size, illegible graphics and typeface, poor color selection and improper location. The most common types of business signs are wall signs, hanging signs, display window and entry signs, and awning signs. All signs in the historic district must conform to the sign regulations in the Zoning Ordinance, Town of Mount Airy.

### *Applied Wall Signs*

Applied wall signs are traditionally surface mounted on the signboard area of a storefront, on storefront piers. They may be painted, or constructed of wood, metal or other appropriate material. If illuminated, applied wall signs on historic buildings should be should be lighted from above or the sides.



**Most historic commercial buildings have signboards**

### **Required**

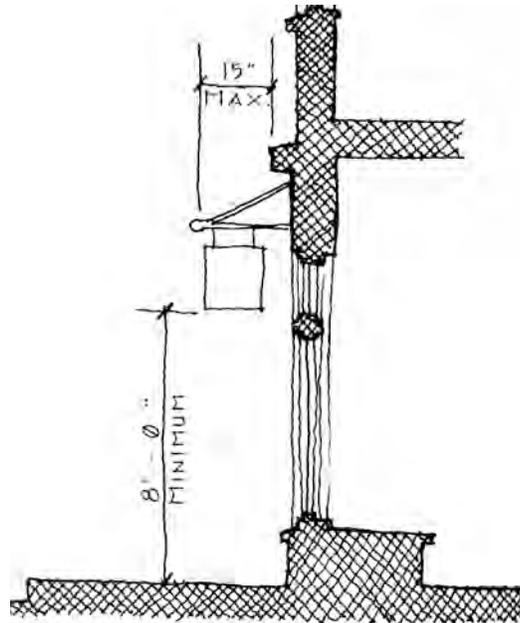
- Applied wall signs must be mounted flush, or painted, on the signboard or pier. If appropriate to the design of the storefront, an applied wall sign may be mounted on the upper floor piers or painted on upper floor windows.
- No more than 75% of the signboard area (or the area immediately above the signboard) may be covered by a sign. Lettering and logos typically should be a minimum of 8” and a maximum of 18” high, and fit within the signboard area.

### **Prohibited**

- Applied wall signs that project more than 3” from the face of the signboard or facade.
- National or regionally distributed signs that are not in keeping with the character of the building.
- Vacuum-formed signs
- Internally lighted signs, or flashing or moving illumination must not be used.

## *Hanging Signs*

Small hanging signs, located above the entry to ground or upper floor businesses, are an effective means of communicating to pedestrians. They may be constructed of wood, metal or other appropriate material. For legibility, hanging signs on the same side of the street should be located at least 25 feet apart.



**Hanging or blade signs are most visible to pedestrians.**

### **Required**

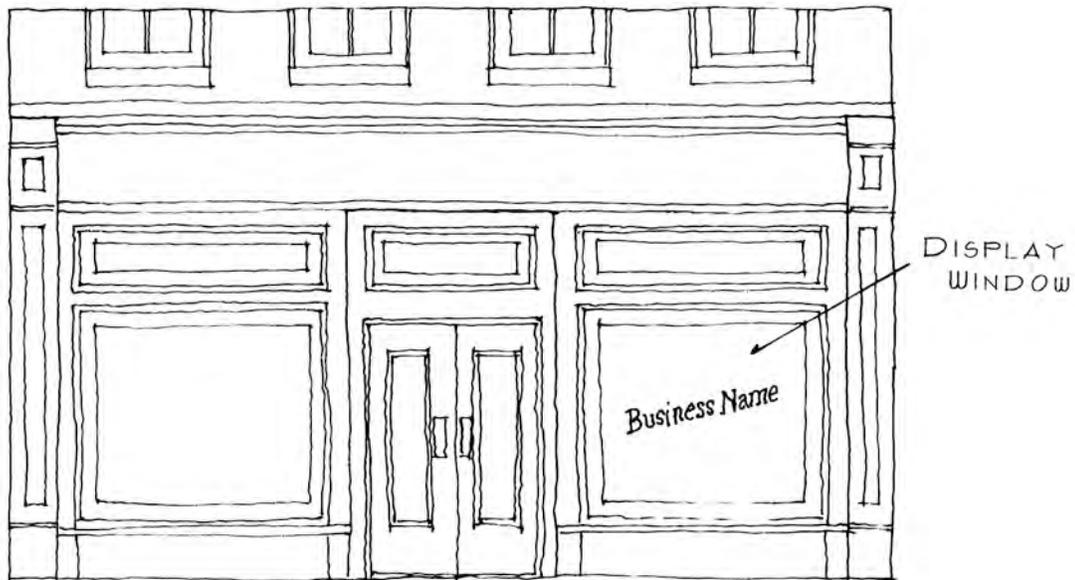
- Hanging signs must be mounted perpendicular to the facade with a minimum clearance of 8' – 0" above the sidewalk. The sign must project no more than 4' – 0" beyond the front of the facade.
- Hanging signs must have a maximum area of 8 square feet per face.
- Illumination of hanging signs must be external and be shielded to protect pedestrians and motorists from glare.

### **Prohibited**

- Nationally or regionally distributed signs, or vacuum-formed signs that are not in keeping with the character of the building.
- Internally lighted signs, or those that use flashing or moving illumination.

## *Display Window and Entry Signs*

Downtown display windows and glass entry doors are often used as locations for permanent business signs. Display windows are also typically used for temporary signs announcing sales or other special events.



**Display window signs should not cover more than 15% of the glass area**

### **Required**

- Signs on display windows and entry doors must be located and designed so they do not obscure visibility into the ground floor.
- Permanent signs on display windows must occupy no more than 15% of the total glass area to which they are displayed. Temporary signs on display windows must occupy no more than 10% of the glass area.
- Permanent business signs on glass entry doors must occupy no more than 10% of the total glass area to which they are displayed. Temporary signs must not be displayed in entry doors.
- Permanent display window and entry door signs may be painted, of gold leaf, or attached to Plexiglas, glass or other transparent material hung inside the display window.

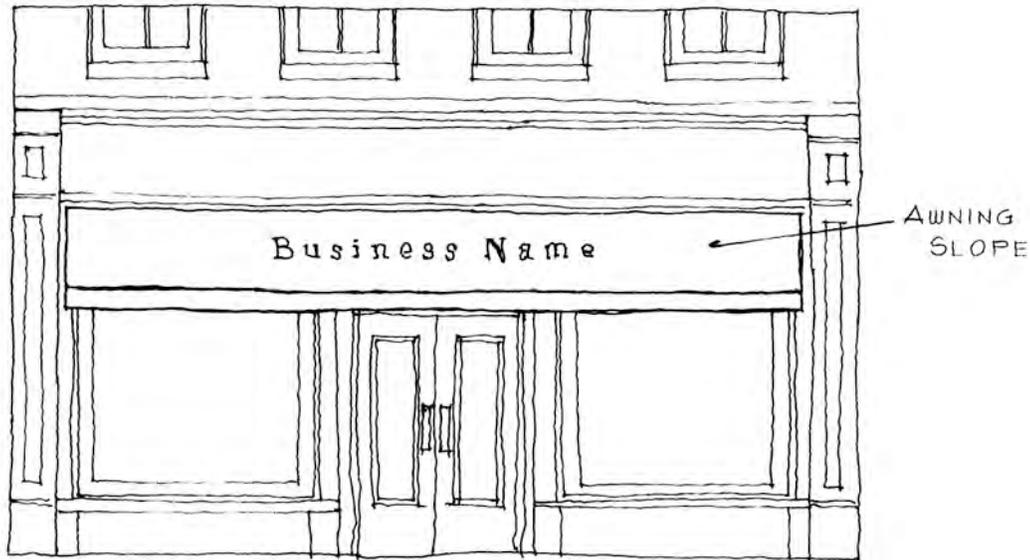
### **Prohibited**

- Nationally or regionally distributed signs that are not in keeping with the character of the building.
- Vacuum-formed signs.
- Internally lighted signs, or flashing or moving illumination.

- Vinyl letters applied to windows or on non-transparent material hung inside windows.

## *Awning Signs*

Business names and logos may also be located on the slopes, returns and valances of awnings. To be legible, the sign or logo should be in a color contrasting to the background or be outlined in a contrasting color. Awning signs may be silk-screened or sewn onto the awning material.



Signs on awnings can be placed on the slope, valance or returns

### **Required**

- Awning signs must occupy no more than 30% of the slope or 65% of the return or valance.
- Lettering and logos on returns and valance should be a minimum of 6" and a maximum of 10" high. Lettering and logos on slopes should be a minimum of 12" and a maximum of 18" high.

### **Prohibited**

- Backlighting awning signs.



**Building details, downtown Mount Airy**

## **Details and Ornamentation**

Many of the buildings in Mount Airy's Historic District have character-defining details and ornamentation on their front facades. Some historic residential, institutional, religious, and commercial buildings also have elaborate details and ornamentation on side or facades.

### **Required**

- Deteriorated details and ornamentation should be repaired and maintained if possible. If replacement is necessary, the deteriorated portions only should be replaced. They must match the original in material size, profile, texture and other defining characteristics as closely as possible. If a substitute material is used, it should be visually, physically, and chemically compatible with surrounding original material.
- Missing details and ornamentation should be replaced. Their design should be based on documentary evidence.
- Numerous coats of paint that obscure details and ornamentation should be removed prior to repainting.

### **Prohibited**

- Removing character-defining details or ornamentation.

- Covering character-defining details and ornamentation.
- Adding historically incorrect details or ornamentation to a building.



Early 20<sup>th</sup> century house

## Color

Brick, stone, copper and other building materials found on buildings in the Mount Airy Historic District have natural colors, while other materials such as wood, tin, zinc and aluminum are traditionally painted or coated in many different colors. In selecting a color scheme for a historic building, it is always best to begin with the palette presented by the materials with natural colors, selecting paint and other architectural coatings' colors to complement. When selecting applied colors for a building, the natural and applied colors of adjacent buildings should be considered. Typically buildings in the Mount Airy Historic District should contain no more than three basic colors, and no more than two additional colors to accent details, ornamentation, awnings, window and door surrounds, and cornices.

### Required

- Applied colors used on side and rear elevations should be compatible with those used on the front facade. Complementary colors should be used on all elevations.
- If the building is listed as contributing to the historic district consider having a paint analysis to determine its historic colors. Strong consideration should be given to repainting using the historic color scheme.
- Historically unpainted materials, such as brick, stone and copper must not be painted.
- Paint applied to buildings built prior to 1960 should be tested for lead. If found, appropriate abatement measures should be undertaken prior to undertaking rehabilitation work.

### Prohibited

- Materials with integral colors, such as brick, stone and copper must not be covered with paint or other architectural coatings, unless they have been historically.
- Using sandblasting or other abrasive methods to strip paint from wood, masonry, tin or zinc.
- Using flame or heating iron to remove paint from wood surfaces.



Town Hall, downtown Mount Airy

## **Illumination of Buildings**

Illuminating historic commercial buildings can help to draw attention businesses as well as create a more inviting environment after dark. Historically lighting was confined to business signs, entries and, sometimes, architectural features such as cornices. Religious and institutional buildings were sometimes fully illuminated, confirming their importance to the entire community. Exterior illumination on historic residential buildings was typically confined to porch lights, entry lights and sometimes lighting at driveway and sidewalk entries.

### **Required**

- External illumination of business signs must be done in such a manner so that pedestrians and motorists are shielded from glare.
- Illuminate recessed entries of commercial buildings using recessed ceiling fixtures.
- If appropriate, illuminate significant features and details such as cornices on commercial buildings.
- If appropriate, illuminate institutional and religious buildings in such a manner so that their facades and features are highlighted.
- Locating external illumination on residential buildings at doors, on porch ceilings, and entries to driveways and sidewalks. The design, scale and material of fixtures should complement the design of the building.
- Using only true color rendition luminaries for all external lighting.

### **Prohibited**

- Using internally lighted signs, or moving or flashing illumination.
- Using color luminaries or luminaries that do not give true color rendition.
- Illuminating the entire facades of residential or commercial buildings.



Victorian house

## Appendix One: Secretary of the Interior's Standards

The *Design Guidelines: Rehabilitation of Historic Properties in Town of Mount Airy, Maryland* uses the *Secretary of the Interior's Standards for Rehabilitation* as the basis for determining the appropriateness of proposed changes to buildings within the historic district. Originally created in 1976 to determine the appropriateness of proposed changes to income-producing National Register buildings whose owners wished to take advantage of beneficial federal tax considerations, the *Standards* have become the basis to judge changes to existing buildings, landscapes, public spaces and new construction in almost every historic district in the country. Revised in 1983 and 1992, the current *Secretary of the Interior's Standards for Rehabilitation* 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.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes and construction techniques or examples or craftsmanship that characterize a historic building shall be preserved
6. Deteriorated historic features shall be repaired rather than replaced. When the severity of deterioration requires replacement of a distinctive feature, the new features shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical and 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.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations or related new construction shall not destroy historic materials that characterize a 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 historic integrity of the property and its environment.

10. New additions 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.



**Classical Revival house**

## Appendix Two: Summary of Federal and State Tax Credits

The Maryland Heritage Structure Rehabilitation Tax Credit Program is designed to encourage the rehabilitation of historic buildings and revitalization of the state's older communities by offering tax credits equal to 20% of eligible rehabilitation costs. Projects must meet substantial expenditure thresholds and the *Secretary of the Interior's Standards for Rehabilitation*. Both income producing commercial, residential, and industrial buildings, and owner-occupied residential buildings, are eligible for the program. Most income producing rehabilitation projects also apply for the federal historic preservation tax credit.

Tax credits are reductions of the amount of taxes you owe to the State of Maryland or the federal government due to investment in historic structures. The applicant will receive a tax credit equal to 20% of the qualified work undertaken to rehabilitate the building from Maryland, and another credit also equal to 20% of the qualified work from federal taxes if application is made to for the federal program. To receive the tax credits, rehabilitation must meet the following requirement:

- Property must be a “certified heritage structure”, meaning that the building is individually listed on the National Register of Historic Places; or is contributing to a historic district that is listed on the National Register of Historic Places; or is designated as a historic property under local law and determined by the Director of the Maryland Historical Trust to be eligible for listing on the National Register of Historic Places; or is located in a local historic district that the Director of the Maryland Historical Trust determines is eligible for listing on the National Register of Historic Places and is certified by the Director as contributing to the significance of the district; or is located in a certified heritage area and certified by the Maryland Heritage Areas Authority as contributing to the significance of the certified heritage area.
- The minimum qualified expenditure for income producing properties is \$5,000 or the amount equal to the adjusted basis of the building, whichever is greater.
- The minimum qualified expenditure for an owner occupied residential structure is \$5,000.
- All work done is in conformance with the *Secretary of the Interior's Standards for Rehabilitation*.
- Typically all work is completed within 12 months (or 24 months for phased projects).
- The property is held for a minimum of five years after completion, or the tax credits taken are subject to recapture by the state or federal government.

Further information on the state Heritage Structure Rehabilitation Tax Credit Program can be obtained from the Maryland Historical Trust ([www.mht.Maryland.gov](http://www.mht.Maryland.gov)). Further

information on the federal Historic Preservation Tax Incentives Program can be obtained from the National Park Service ([www.nps.gov](http://www.nps.gov)).



**Prairie style influenced house**

## **Appendix Three: Glossary**

Alterations. Changes made to the exterior of buildings, such as replacing original wood siding with another material or with new wood siding to match.

**Backlighting.** To illuminate awnings from beneath using a fabric that allows the light to filter through.

**Bullseye window.** A round window, sometimes found in the upper portion of 19<sup>th</sup> century residential buildings, often divided into separate panes of glass (lights).

**Character-defining elements.** Those exterior elements that define the character of a building, ranging from the material that the walls are made of to the pitch of the roof to details and ornamentations.

**Contributing building.** A building that contributes to the architectural character of the Mount Airy Historic District; or one that contributes to its historical significance.

**Lights.** Panes of glass in a window or door, usually divided by muntins.

**Luminaries.** Light source

**Muntins.** Thin, usually profile, pieces of wood that divide panes of glass in windows and doors.

**Non-contributing building.** A building that is architecturally out of character with the overall appearance of the Mount Airy Historic District; one that detracts from the character of the District.

**Party wall.** Wall shared by two buildings; typically found in downtown Mount Airy

**Portland cement.** A type of cement used from the late 19<sup>th</sup> century to date to harden mortar. Most modern Portland cement mortar bricks are too hard for buildings constructed prior to the 1870s, causing the masonry wall to deteriorate.

**Public right-of way.** Streets, sidewalks, alleys, public parking lots, public trails, and other areas of transit open to the public at all times.

**Repair.** The preferred method in rehabilitating or restoring historic materials or systems; retaining as much of the original fabric as possible and adding new material that is the same as the original in size, shape, texture, color and chemical composition, or one that matches the original in size, shape, texture, color and chemical composition as closely as possible.

**Replacement.** If a historic material or system is too deteriorated to repair, it should be replaced in-kind (exactly duplicated) or duplicated in a new (substitute) material that matches the original in size, shape, texture, color and chemical composition as closely as possible.

**Repointing.** To replace deteriorated mortar in a masonry wall. Also know as tuckpointing. The new mortar should match the original as closely as possible in chemical composition, color, and be struck in the same manner.

Vacuum formed signs. Plastic sign, often with painted logos and words, which are internally illuminated.

Zero lot line buildings. Buildings that are constructed to one or more of its property lines. Most historic buildings in downtown Mount Airy are zero lot line buildings for the front and side property lines.