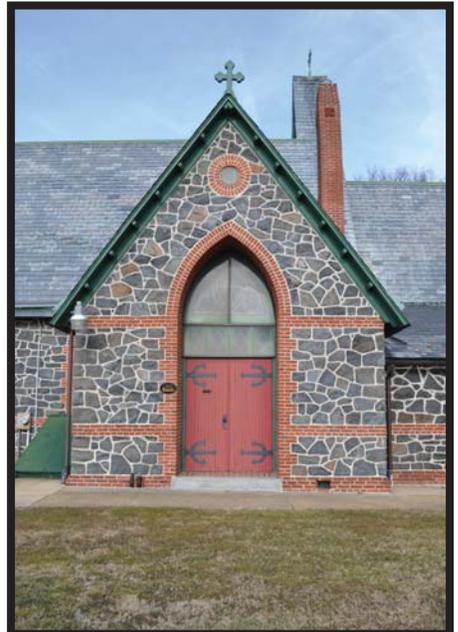
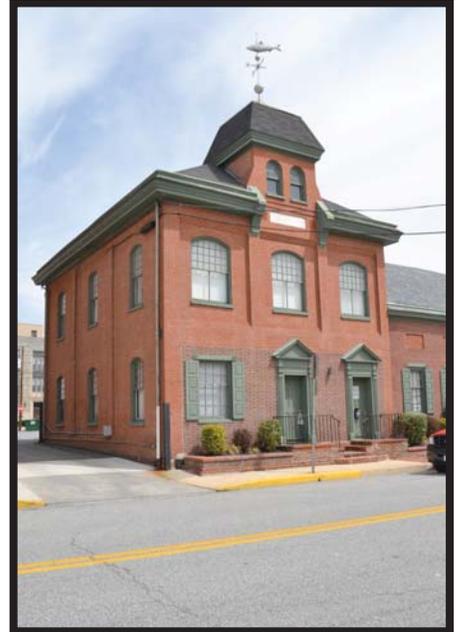


Elkton Historic District DESIGN GUIDELINES



Town of Elkton, Maryland
Planning Department

Final
April 2017

Elkton Historic District Design Guidelines

Prepared for

Town of Elkton, Maryland
Planning Department
100 Railroad Avenue
Elkton, MD 21921

Prepared by

Commonwealth Heritage Group, Inc.
535 North Church Street
West Chester, PA 19380

Final
April 2017

TABLE OF CONTENTS

| | |
|--|----|
| 1.0 Introduction | 4 |
| 1.1 Intent of Design Guidelines..... | 4 |
| 1.2 The Role of Design Guidelines | 5 |
| 2.0 Historical and Architectural Heritage | 6 |
| 2.1 Historical Background | 6 |
| 2.2 Architectural Development of Elkton | 8 |
| 2.3 Examples of Architectural Styles Elkton | 12 |
| 3.0 Preservation Regulations | 15 |
| 3.1 Introduction | 15 |
| 3.2 Historic District Commission | 15 |
| 3.3 Historic Overlay Zone | 15 |
| 3.4 The Review Process | 16 |
| 3.4.1 Types of Work Generally Requiring a Historic District Work Permit | 16 |
| 3.4.2 Types of Work Not Requiring a Historic District Work Permit | 16 |
| 3.5 Demolition by Neglect..... | 16 |
| 3.6 Order to Restore | 17 |
| 3.7 Elkton Historic District Maps | 18 |
| 4.0 Preservation Approach for the Elkton Historic District | 24 |
| 4.1 The Secretary of Interior’s Standards | 24 |
| 4.2 Standards for Rehabilitation | 24 |
| 4.3 How to Apply the Standards for Rehabilitation | 25 |
| 4.3.1 Identify, Retain, and Preserve | 25 |
| 4.3.2 Protect and Maintain | 26 |
| 4.3.3 Repair | 26 |
| 4.3.4 Replace | 27 |
| 5.0 Guidelines for the Maintenance and Preservation of Existing Buildings | 27 |
| 5.1 Introduction | 27 |
| 5.2 Exterior Building Cladding and Finishes | 27 |
| 5.2.1 Wood | 27 |
| 5.2.2 Masonry | 29 |
| 5.2.3 Synthetic Siding..... | 31 |
| 5.2.4 Stucco | 33 |
| 5.2.5 Paint | 34 |
| 5.2.6 Architectural Metals | 37 |
| 5.3 Exterior Details..... | 39 |
| 5.3.1 Windows | 39 |
| 5.3.2 Shutters and Blinds..... | 41 |
| 5.3.3 Doors | 42 |
| 5.3.4 Porches and Porticos | 43 |
| 5.3.5 Roofs..... | 45 |
| 5.3.6 Chimneys..... | 46 |
| 5.3.7 Gutters and Downspouts | 47 |
| 5.4 Site and Setting..... | 48 |
| 5.5 Mechanical Systems | 49 |

TABLE OF CONTENTS

| | |
|--|----|
| 6.0 Guidelines for Alterations to Existing Buildings | 50 |
| 6.1 Introduction | 50 |
| 6.2 Scale | 50 |
| 6.3 Massing and Proportions | 50 |
| 6.4 Forms | 50 |
| 6.5 Floor-to-Floor Height..... | 51 |
| 6.6 Elevation of the First Floor | 51 |
| 6.7 Siting | 51 |
| 6.8 Orientation | 51 |
| 6.9 Materials..... | 51 |
| 6.10 Accessibility | 51 |
| 7.0 Guidelines for New Construction | 53 |
| 7.1 Introduction | 53 |
| 7.2 Style | 54 |
| 7.3 Scale | 54 |
| 7.4 Massing and Proportions | 54 |
| 7.5 Forms | 55 |
| 7.6 Floor-to-Floor Heights | 55 |
| 7.7 Siting | 55 |
| 7.8 Orientation | 55 |
| 7.9 Materials..... | 56 |
| 7.10 High Density/Large-Scale Construction..... | 56 |
| 7.11 Secondary Structures | 57 |
| 7.12 Demolition | 57 |
| 7.12.1 Criteria for Considering Applications for Demolition..... | 58 |
| 7.12.2 Relocation of Existing Buildings | 58 |
| 7.13 Archaeological Considerations | 59 |
| 8.0 Guidelines for Storefronts and Signs | 61 |
| 8.1 Introduction | 61 |
| 8.2 Summary of Recommended Treatments..... | 61 |
| 8.3 Storefront Rehabilitation | 62 |
| 8.4 Storefront Restoration..... | 62 |
| 8.5 Storefront Replacement..... | 63 |
| 8.6 Awnings..... | 64 |
| 8.7 Signage..... | 64 |
| 9.0 Glossary of Architectural Terms | 67 |
| 10.0 Endnotes and Bibliography | 71 |
| Appendices | |
| A. Elkton Historic District Commission Project Review Checklist and Preservation Principles | |
| B. Historic District Work Permit Application and Instructions | |
| C. Elkton Zoning Ordinance Article IX Part III: Historic Overlay Zone | |
| D. Elkton Zoning Ordinance Article XX: Town Center (TC) District: Building, Site and Streetscape Standards | |
| E. Elkton Zoning Ordinance Article XVI: Signs | |

SECTION 1.0: INTRODUCTION

The prosperity and success of Elkton as an early industrial and transportation center is apparent through its diverse built landscape. Elkton's importance to the development of the Chesapeake region can be understood through the elegant residences and commercial buildings which line the streets of the historic downtown. In 1994, recognizing the importance of these resources, the Town of Elkton created the Historic Overlay Zone and appointed the Historic District Commission in 2007 to review proposed projects within the established Historic District.

The stated purpose of the Historic Overlay Zone was:

1. To enhance the quality of life and to safeguard the historical and cultural heritage of Elkton by preserving sites, structures, or districts which reflect elements of cultural, social, economic, political, historical, archaeological, or architectural history;
2. To strengthen the local economy;
3. To stabilize and improve property values of such sites;
4. To foster civic beauty;
5. To promote the preservation and appreciation of such sites, structures, and districts for the education and welfare of the residents of Elkton.



Figure 1: Streetscape of late nineteenth-century homes on East Main Street.

1.1 Intent of Design Guidelines

The Town of Elkton has identified the need for the development of Design Guidelines in order to maintain the architectural integrity of the town's historic character. The purpose of these Design Guidelines is to provide guidance in the process of determining whether future construction projects undertaken within the Elkton Historic District, involving both existing buildings and new buildings, will be sympathetic to the character of the Historic District. These guidelines will be used by property owners, developers, and the Historic District Commission in reviewing projects in the Historic District, as well as providing the framework for determining the most appropriate options for rehabilitation, additions, and new development within the Historic District. Furthermore, this document includes recommendations for basic maintenance and preservation practices and is thus intended as a general reference for the entire community.

The Design Guidelines are intended to be a flexible tool to help ensure the preservation of the architectural character of Elkton. This document establishes standards and mandates guidelines, but it does so with the underlying premise that a variety of architectural expression is as important to the character of a town as is the architectural excellence. Though clear preferences for specific materials and

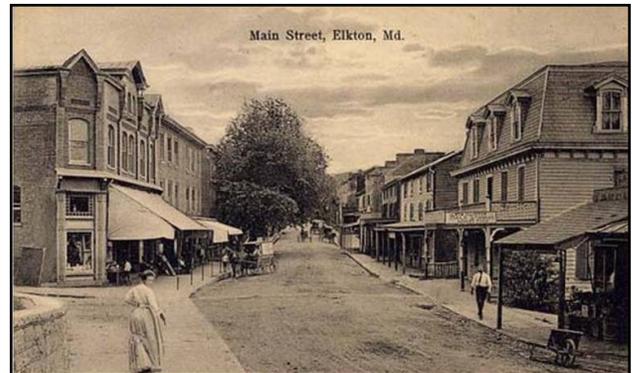


Figure 2: Historic postcard of East Main Street c. 1890 (Historical Society of Cecil County).

SECTION 1.0: INTRODUCTION

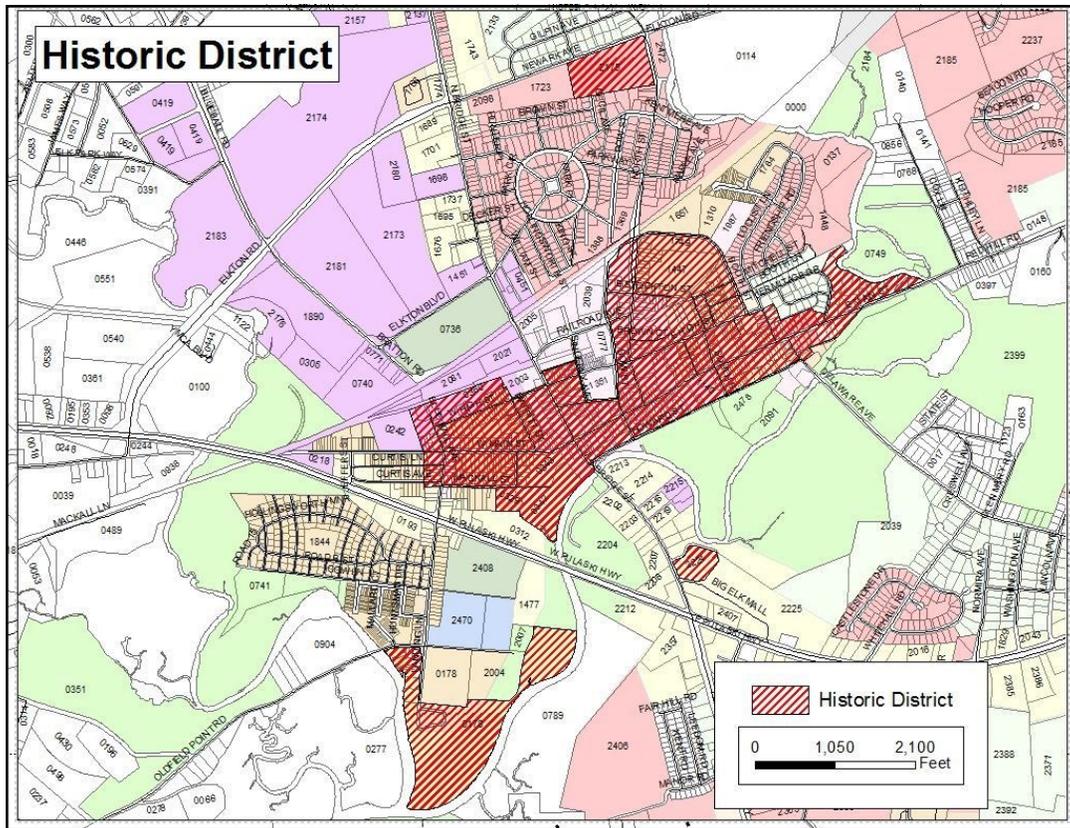


Figure 3: Map of Elkton Historic District (Elkton Comprehensive Plan 2013).

methods are expressed herein, it is recognized that a wide variety of situations and therefore approaches will likely be applied to the preservation of Elkton's Historic District. These guidelines are not a stylistic guide intended to restore the town to a specific time period. They are simply a preservation tool that allows both the local municipality and individual property owners to make informed decisions about management, maintenance, and treatment of historic resources. The guidelines provide general concepts and principles that can be applied to a wide range of circumstances that are likely to arise. The guidelines recognize that a town needs to evolve and change to remain vital, but that a critical part of management is the retention of physical aspects that embody its sense of place. These guidelines are intended to maintain the richness of Elkton's historic character.

1.2 The Role of Design Guidelines

The local zoning and preservation ordinances are Elkton's most powerful tools in preserving its historic resources. However, once these ordinances have been established, there needs to be a consistent way in which the local government can make decisions about changes to historic properties. The Design Guidelines are intended to aide in that decision-making process. The Guidelines provide a pragmatic approach to the design review process by outlining the best practices and treatment methods for historic properties.

The Guidelines serve as a tool for property owners within the Historic District, providing information about how their local review process functions and practical advice on how to care for their historic properties. Furthermore, the guidelines serve the entire community by ensuring the continued protection of the town's historic resources.

SECTION 2.0: HISTORICAL AND ARCHITECTURAL HERITAGE

2.1 Historical Background

Elkton is located at the head of the Elk River near the Delaware/Maryland border. The town is located midway between Philadelphia and Baltimore, and approximately 20 miles southwest of Wilmington. The first English settlement in Cecil County was on Palmer's Island (now Garrett Island) near the mouth of the Susquehanna River. It served as an important early trading post by 1634.¹ The area now known as Cecil County was part of the colony of Maryland and was officially established by the Second Lord Baron Baltimore Cecilius Calvert in 1674.² Elkton's origins can be traced back to the seventeenth century, when the area served as an early trading post. The town's favorable location at the headwaters of the Chesapeake Bay made Elkton a significant transportation juncture and fueled its development in the eighteenth and nineteenth centuries. The earliest mention of Elkton comes from the English explorer Captain John Smith who named the area "Head of Elk" during his survey of the Chesapeake Bay region in 1608.³ Historical accounts suggest that the first European settlement in the area of Elkton was a Swedish village called Transtown, located at Elk Landing by 1697 (Figure 5). A few years prior in 1681, the east part of town was laid out on part of the 1,400-acre "Friendship" tract, patented to Nicholas Painter.⁴

This tract would adjoin the 500-acre "Successor" parcel, granted to John Browning and Richard Nash in the area of Elk Landing.⁵ By 1723, Elkton had become a significant settlement, and county residents petitioned for a more substantial road to be constructed, connecting Elkton to New Castle.⁶

By the time of the American Revolution, Elkton had become a place of importance mainly due to its well connected transportation network and various waterways which fueled early industries. In part due to these resources, Elkton witnessed several troop movements during the war. On August 27, 1777, several thousand British soldiers anchored at Turkey Point marched to Elkton and camped northwest of town for several days before continuing toward Philadelphia. General Washington had also stayed in Elkton only two days prior to the British arrival, and was reported to have stayed in the same room as General Howe at the residence of Jacob Hollingsworth's "Holly Inn," today known as The Hollingsworth Tavern (Figures 4 and 10).⁷ By the late eighteenth century, Elkton consisted of ninety buildings, mostly of log construction with a few brick civic structures, including the county courthouse and jail, the Elkton Academy, and several establishments for public entertainment. In recognition of its importance, Elkton was officially



Figure 4: Historical photograph of the Hollingsworth Tavern constructed c. 1730 by Jacob Hollingsworth (Library of Congress: HABS Collection).



Figure 5: Historical photograph of the Stone House at Elk Landing. Also the location where the Cecil Militia repulsed the British at Fort Hollingsworth in the summer of 1813 (Library of Congress: HABS Collection).

SECTION 2.0: HISTORICAL AND ARCHITECTURAL HERITAGE

designated as the seat of Cecil County in 1787, and thenceforth known as Elkton.⁸ During the War of 1812 Elkton once again played a role in the war when British marines under command of Admiral Cockburn mounted an unsuccessful attack on the town. The Cecil Militia, stationed at Fort Hollingsworth, the current site of Elk Landing, and Fort Defiance, located a mile southwest from Elk Landing, were able to successfully defend Elkton from a British invasion on two occasions, on April 29 and July 11, 1813.⁹

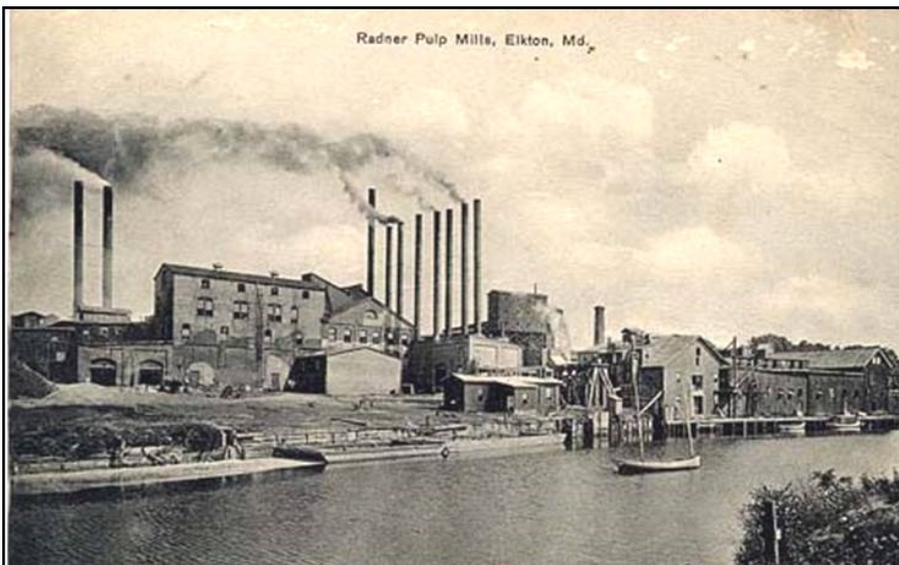
By the early nineteenth century, Elkton served as an important exporter of wheat, trading 250,000 bushels annually. Several grist mills located along the Elk River processed wheat before the finished products were shipped to surrounding urban markets.¹⁰ The introduction of the Wilmington and Susquehanna Railroad (later the Philadelphia, Wilmington and Baltimore Railroad) in 1832 acted as a catalyst for Elkton's economic development throughout the second half of the nineteenth century. The population increased from a little over 1,000 in 1850 to well over 2,000 by 1880.¹¹ Several new industries emerged in the town during this time, including a fertilizer plant, a fruit and vegetable cannery, a sheet iron manufacturer, and a shipyard.¹² Many of the earlier mills transitioned from



Figure 6: Train station of the former Philadelphia, Wilmington and Baltimore Railroad. Structure now owned and used by Amtrak.

producing grain to fabricating finished goods, such as a pulp mill used to produce books (Figure 7), and a cotton mill which manufactured cloth. The area attracted several larger manufacturing companies such as the McCullough Iron Co., which established one of its five locations two and one-half miles north of town along the Big Elk Creek.¹³

By the early-twentieth century, Elkton earned the nickname “Marriage Capital of the East Coast” by having more relaxed marriage laws than neighboring Northern communities. Elkton's location near the Northern border and close proximity to several metropolitan areas made it a popular destination for eloping couples.¹⁴



The town had seven local churches of various denominations by 1910 (Figures 8 and 9). Elkton continued to prosper as an industrial center into the early to mid-twentieth century, and many of its extant residential and commercial buildings date from this period.

Figure 7: Historic postcard of the Radnor Pulp Mill, built in 1882, one of several mills which operated on the Elk River by the late nineteenth century, picture c. 1910 (Historical Society of Cecil County).

SECTION 2.0: HISTORICAL AND ARCHITECTURAL HERITAGE

From 1938 to 1942 the Triumph Explosives factory manufactured munitions to support the war effort, and the small town's population ballooned from 3,500 to over 11,000. The influx of factory workers was comprised mostly of young women who boarded with local residents or lived in a small village of temporary housing in the southwestern part of town.¹⁵ Elkton's population has continued to increase over the last few decades. Although no longer an industrial center, local businesses, county government, and institutions such as the Union Hospital and Cecil College have supported Elkton's continued growth.

2.2 Architectural Development of Elkton

The diversity of architectural forms found in Elkton shows the steady development and prosperity of the town over its 230-year history. The Elkton His-

toric District encompasses the historic boundaries of the town as shown in the 1877 Lake & Griffing Stevenson's *Illustrated Atlas of Cecil County*, and includes almost 500 sites and structures in a variety of architectural styles. The district is bounded on the east side of town where East Main Street (MD 281) crosses the Big Elk Creek, and extends as far west as the intersection of West Main Street and Landing Lane. The northern boundary of the district extends to the Amtrak Railroad lines near the intersection of Booth Street and North Street on the east side, and on the western side of the district, the northern boundary runs along West High Street. The southern boundary runs along the north side of Howard Street, the Big Elk Creek, and Mackall Street. There are several historic properties which are not included in the contiguous boundary but are still part of the Elkton Historic District, including Elk Landing, Holly Hall (Figure 22), and the Elkton Middle School. Detailed maps of the Historic District can be found on pages 18-23 of the guidelines.

The commercial corridor of town, located along East and West Main Street, Bow Street, North Street and Bridge Street, represents one of the ear-

Figure 8: (left) Elkton United Methodist Church, constructed starting in 1859.

Figure 9: (below) Historic postcard of "Main Street Marriage License Row showing Rev. W. F. Hopkins, The Marrying Minister and Antique Dealer. Elkton, Maryland" (Historical Society of Cecil County).



SECTION 2.0: HISTORICAL AND ARCHITECTURAL HERITAGE

liest areas in the development of Elkton. With direct access to the river, Main Street quickly became the center of commerce and the primary transportation route for travelers between Baltimore, Wilmington, and Philadelphia. A number of structures dating from the mid-eighteenth century are located in this area, including the Hollingsworth Tavern (Figure 10), and Partridge Hill (Figure 11), both constructed by the Hollingsworth family. The two brick structures closely resemble one another and exhibit characteristics from the Georgian period, such as a pedimented side gable roof and a dentilled cornice. The Mitchell House, listed on the National Register in 1976, also dates to the mid-eighteenth century (Figure 12). The dwelling was constructed by the prominent local physician Abraham Mitchell between 1769 and 1781. The house is located on the eastern end of the downtown area and also possesses characteristics from the late Georgian period.



By the mid-nineteenth century, Elkton had a prosperous commercial district which serviced the surrounding communities and included several dozen shops, hotels, and taverns. One such building which still exists today is the Minihane's Irish Pub and Restaurant (formerly the Howard Hotel) at 109 West Main Street, constructed c. 1870 (Figure 13). The three-story building features a seven-bay façade and two-story porch and serves as a visual anchor in Elkton's downtown area. The majority of buildings in the commercial area of Elkton date from the late nineteenth and early twentieth-centuries when the town experienced a period of growth and development from several new industries including several mills, a cannery, and a fertilizer plant. The majority of commercial buildings are two-to-three-story brick structures. Shared characteristics among many of the commercial buildings include a raised parapet wall, pronounced cornice, and retail space on the first story. One distinguished building in the commercial district is the Odd Fellows Lodge (Figure 14) on North Street, constructed in 1867. The three-story brick building exhibits a bracketed front gable, recessed brick pattern work, and arched window lintels which exemplify the Romanesque Revival style, and is one

Figure 10: (left) The Hollingsworth Tavern, c. 1730. (See also Figure 4).

Figure 11: (left corner) Partridge Hill, c. 1760.

Figure 12: (below) Mitchell Hall, c. 1769-1781.



SECTION 2.0: HISTORICAL AND ARCHITECTURAL HERITAGE



Figure 13: Minihane's Irish Pub and Restaurant, formerly the Howard Hotel, West Main Street.

of the more ornate civic buildings in town. The east side of town concentrated along East Main Street is notable for a row of ornate late nineteenth and early twentieth-century residences. Overlooking the Elk Creek, many of these homes blend characteristics from the Victorian period (Figure 15). Influences from the Second Empire, Queen Anne, and Shingle styles can be observed in the ornate detailing used on the residences, such as cast-iron front porches, scroll-sawn brackets, and cross gable roofs with decorative vergeboards. The variety of architectural styles and details is testament to the development and prosperity of Elkton at the turn of the twentieth century. Located northwest of the



Figure 14: The Odd Fellows Lodge, constructed in 1867. Decorative brickwork reflective of the Romanesque Revival style.

elaborate residences along East Main Street are more modest and simple dwellings on East High Street (Figure 16). These along with others located on West High Street represent a collection of intact workers housing from the mid- to late nineteenth century. This area, which developed later around the periphery of town, consists mostly of two-and-one-half-story, three-bay frame structures with a side or front gable roof. Many of the residences have one-story front porches, but are otherwise plain in detailing. West of Maffitt Street is another

Figure 15: Eclectic early twentieth-century residence on East Main Street.

Figure 16: Early twentieth-century workers housing on West High Street.



SECTION 2.0: HISTORICAL AND ARCHITECTURAL HERITAGE



Figure 17: The west and east residential areas still retain much of their original detailing, including this unusual finial that one local resident called an “acorn.” This detail can be seen on numerous residences in Elkton.

group of workers housing, mostly dating from the early twentieth century. These dwellings are also of frame construction but exhibit a larger mixture in stylistic influences and forms. A few structures on the southwest side of the street date from the mid-nineteenth century, but the area consists primarily of early twentieth-century frame dwellings. A few residences closer to Bridge Street have Queen Anne influences with decorative spindlework, bay windows, and broad front porches (Figures 17 and 18).

South of town at Elk Landing are two significant early structures, the Hollingsworth House (Figure



Figure 19: The Hollingsworth House, reconstructed in 1848 after a fire destroyed the original c. 1800 structure, built by Zebulon Hollingsworth.



Figure 18: Queen Anne style home at the corner of West Main Street and Maffitt Street, c. 1870.

19) and the Stone House (Figure 20). The site is believed to have served as an early Swedish and Finnish trading post in the seventeenth century. The stone house embodies characteristics of early eighteenth-century vernacular architecture and was stabilized and reconstructed in 2009. Zebulon Hollingsworth acquired Elk Landing and constructed the Hollingsworth House c.1800. It was subsequently rebuilt after a fire in 1848. Both buildings witnessed the events during the Revolutionary War and the War of 1812, and embody important aspects of Elkton’s history. In addition to Elk Landing and the Mitchell House, Elkton has two other individually listed National Register properties: the Elkton Armory and Holly Hall.



Figure 20: Stone House, constructed c. 1750-1775, is believed to have functioned as an early trading post in the seventeenth-century and tavern in the eighteenth century.

SECTION 2.0: HISTORICAL AND ARCHITECTURAL HERITAGE

2.3 Examples of Architectural Styles in Elkton



Figure 21: The Hermitage, Hermitage Drive, Georgian (1723).

The Hermitage shows characteristics from the Georgian period, including its horizontal form, symmetrical front façade, a pronounced cornice (brackets are later addition), paired gable end chimneys, and transom window over the front entry. The symmetrical dependencies are another common feature on more elaborate estates.



Figure 22: Holly Hall, South Bridge Street, Federal (c. 1802).

Holly Hall is an example of Federal style architecture. The building's delicate detailing and lightness in form differentiate it from the earlier Georgian period. Trademark features from the style include Palladian windows, fan lights over the front entry, and tall windows with thin mullions. Although in a deteriorated state, Holly Hall still retains almost all of its original detailing.



Figure 23: East Main Street, Greek Revival (c. 1840).

The Greek Revival style is characterized by proportions and details which recall a Greek temple. The style was initially used in civic buildings in Philadelphia, but gradually appeared in residential architecture between 1830 to 1860. Popular details from the style include a shallow pitched hipped roof, a temple front, door surrounds and porticos with Classical columns, and frieze band windows on the upper story.

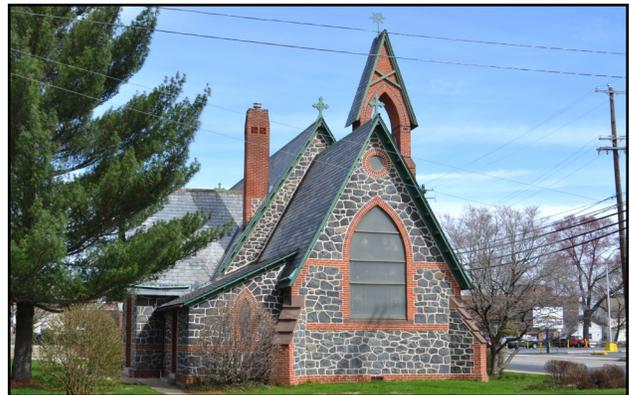


Figure 24: Trinity Episcopal Church, Gothic Revival (1833/1868).

Churches are the most common building type constructed in the Gothic Revival style. The style is characterized by tall pointed forms and its characteristics are often incorporated with later styles. The Gothic Revival style was employed extensively in residential architecture by 1860. The Trinity Episcopal Church shows characteristics of Victorian sensibility with its playful polychrome masonry and cast-iron detailing from its 1868 remodel.

SECTION 2.0: HISTORICAL AND ARCHITECTURAL HERITAGE

2.3 Examples of Architectural Styles in Elkton



Figure 25: East Main Street, Italianate (c. 1866).

Italianate architecture, nicknamed the “bracketed style,” is seen throughout residential architecture from 1840-1885. Modeled after rural Italian farmhouses and villas, distinguishing characteristics of the style include the presence of a cupola or central tower, elongated windows with arched hoods, a front entry or porch, and a bracketed cornice.



Figure 26: East Main and South Street, Second Empire (c. 1870).

The mansard roof is the defining characteristic of the Second Empire style. Inspired by French building styles during the rule of Napoleon III, the style was used in residential architecture in the United States from 1860-1880. Other characteristics from the style include tall windows with elaborate surrounds, brackets, quoining at the corners, and slate roofs with dormers or a tower.



Figure 27: East Main Street, Queen Anne (c. 1893).

This Queen Anne residence employs several characteristics from the style, including its asymmetrical front facade, side tower, pyramidal roof with dormers, multi-light upper sash windows, and front porch with projecting pediment. The Queen Anne style exhibits a broad use of ornamentation, frequently using the wall surface to create texture and patterns rather than using applied ornament. Houses with a cross-gable roof and half-timbering are also common variations on the style.



Figure 28: East Main Street, Shingle (c. 1905).

The Shingle style was popular in residential architecture from 1880 to 1910. Named after its use of wood shingles as an exterior cladding, the upper story of this residence on East Main Street uses curved fish scale-shaped shingles as a decorative feature. The semi-circular recessed balcony is another trait from the style. The main floor exhibits a variation on a Queen Anne front porch, also detailed with wooden shingles.

SECTION 2.0: HISTORICAL AND ARCHITECTURAL HERITAGE

2.3 Examples of Architectural Styles in Elkton



Figure 29: North Street, Dutch Colonial (c. 1934).

The Colonial Revival style was prominent in residential architecture throughout the first half of the twentieth century. This residence located on North Street has a Dutch influence through the use of a gambrel roof. This variation of the style was used in suburban homes in the 1920s and 30s. Other common characteristics include a hood over the front entry and elongated dormer on the second story.



Figure 31: West High Street, Craftsman (Bungalow) (c. 1945).

This Craftsman style home is recognizable through its low pitched roof and wide overhanging eaves. Craftsman homes are frequently seen with exposed rafter tails, which is expressive of the styles use of wood members as its main decorative feature. Craftsman homes also frequently have full length front porches with broad, rusticated piers to support the roof, rather than columns, which were used in earlier styles.



Figure 30: West Main Street, American Foursquare (c. 1925)

The Foursquare, named after its form rather than its style, is recognizable by its square floor plan of four rooms on the first and second stories. The form can be seen in several different styles of early twentieth-century residential architecture (Prairie, Craftsmen, Colonial Revival) with the addition of different decorative features. This particular house on West Main Street is a vernacular, or non-stylized example.



Figure 32: Pure Oil Gas Company, English Cottage, West Main Street and Bow Street (c. 1935).

This English Cottage style gas station is an excellent example of Pure Oil corporate design, developed by the architect Carl August Petersen in 1927. The steeply pitched roof, casement windows, hipped overhangs, and oriel window were all trademarks of Petersen's design, which allowed passing motorists to easily recognize the Pure Oil brand.

SECTION 3.0: PRESERVATION REGULATIONS

3.1 Introduction

The Elkton Zoning Ordinance requires that modifications and alterations to historic resources located within the Elkton Historic District be subject to a review process. Historic resources are defined as any building, site, designated landmark, or structure located within the Elkton Historic District. The review process allows the Historic District Commission to review the appropriateness of the proposed project to maintaining the character of the Historic District. The zoning ordinance is not designed to prevent property owners from making changes to their historic properties. Rather, it is designed to ensure that significant changes maintain and enhance the historic qualities that are enjoyed by all members of the community. This section summarizes Elkton's preservation regulations and outlines the general review process. The full ordinance appears in Appendix C.

3.2 Historic District Commission

The Historic District Commission (HDC) consists of a five-member advisory body appointed by the Mayor and Town Commissioners. The HDC is responsible for directing studies, documenting, and identifying historical structures and sites that exemplify the history of the Town of Elkton. The HDC is comprised of a majority of Elkton residents and no more than two county residents who have demonstrated knowledge or professional academic train-



Figure 33: Roof repair, porch replacement, or altering other features on a building within the Historic District requires a Historic Work District Permit.



Figure 34: Streetscape of North Street showing the consistent scale and massing of historic buildings. Elkton's preservation regulations ensure that alterations and new construction within the Historic District are compatible with the surrounding historic context.

ing in history, archaeology, architecture, historic preservation, planning, or other related fields. Members are elected for three-year terms. One of the HDC's main responsibilities is to review applications for projects within the Historic Overlay Zone.

3.3 Historic Overlay Zone

The Historic Overlay Zone, established by Article IX, Part III, Section I of the Zoning Ordinance, established the boundary of the current Historic Overlay Zone. The Historic Overlay Zone is coextensive with the Elkton Historic District. The terms Elkton Historic District and Historic Overlay Zone will be used interchangeably throughout the guidelines. The purpose of the Historic Overlay Zone is to safeguard the historic sites and structures which reflect the historic and cultural heritage of Elkton. The Historic Overlay Zone allows for the careful management of growth and development in the most historically significant and sensitive areas of the town. The establishment of the Historic Overlay Zone allows for the Planning Commission and Historic District Commission to carefully consider all proposed construction and alterations within the town's Historic District by requiring a Historic District Work Permit. A copy of the Historic District Work Permit application can be found in Appendix B.

SECTION 3.0: PRESERVATION REGULATIONS

3.4 The Review Process

Article XX, Section 6 of the Zoning Ordinance requires that applicants obtain a Historic District Work Permit for new construction or alterations to historic resources within the Historic Overlay Zone (See section 3.4.1 of this document for a list of activities). The ordinance allows for the Historic District Commission to review the proposed work before making a decision whether or not a Historic District Work Permit should be issued. The Historic District Commission will judge the appropriateness of the proposed work based on how well it adheres to the Secretary of Interior's Standards for Rehabilitation (see section 4.0 of this document) and the Guidelines stated in this publication.

In general, the Historic District Commission (HDC) will judge a proposal based on the property's level of historic significance. A property which is of exceptional importance to the Town of Elkton, or of national significance, will be reviewed more strictly. The HDC will evaluate projects using the Elkton Historic District Review Checklist and Preservation Principles, found in Appendix A. Projects are reviewed at monthly HDC meetings. After the HDC has reviewed a project, they will file with the Zoning Administrator a Historic District Work Permit certifying their approval, modification, or rejection of the application and plans submitted to them for review. If a Historic District Work Permit is issued, an applicant still needs to obtain a Building Permit, and any other applicable permits, depending on the scope of the project. If the HDC makes the determination to reject an application for a Historic District Work Permit, the applicant has the right to appeal the decision within 30 days to the Circuit Court of Cecil County. The review process is summarized in Figure 35.

3.4.1 Types of Work Requiring a Historic District Work Permit

The following actions require a Historic District Work Permit when conducted within the Historic Overlay Zone. The property owner must file a His-

toric District Work Permit prior to the initiation of any of the following actions, whether or not an Elkton Building Permit is required.

1. Removal of a building, structure, or object, or a visible portion thereof, including out-buildings.
2. New construction or any enlargement, modification, or alteration of the exterior of an existing building, structure, or object which requires a building permit.
3. Removal, replacement, or enclosure of porches.
4. Basic alteration of materials, including installation of siding, shingles, or masonry facing.
5. Removal of significant healthy trees.
6. Installation or removal of fencing or fence-walls.
7. Permanent installation or removal of shutters.
8. New paving or modifications of paving materials in front of building line.
9. Removal, modification, or alteration of exterior architectural features.
10. First-time painting, removal of paint, or substantially changing the color of paint.
11. Exterior sandblasting.
12. Performing any grading, excavating, construction, or substantially modifying, changing, or altering the environmental setting.
13. Erecting or causing to be erected any sign or advertisement (with the exception of those signs which are erected temporarily for such purposes as advertising the sale of the property, site, or promoting a political viewpoint) on exterior structures or in the environmental setting.

3.4.2 Types of Work Generally Not Requiring a Historic District Work Permit

- Routine maintenance
- Replacement of materials in-kind (may still be subject to review)
- Repainting using the same color
- Interior changes or alterations
- Alterations not visible from a public right-of-way

3.5 Demolition by Neglect

Demolition by Neglect occurs when a property owner

SECTION 3.0: PRESERVATION REGULATIONS

allows a property to decay through delayed maintenance to the point where the structural and historical integrity of the building is compromised, often beyond repair. Demolition by neglect can be an insidious problem that slowly threatens the character of the Historic District, impacting the quality of life for neighboring residents and affecting the value of neighboring properties. In instances where Demolition by Neglect is suspected, the Historic District Commission will request the Zoning Administrator make record of the issue, and send written notice to the property owner within 30 days following the determination. The notice will outline corrective actions that must be made to the property. The property owner may request a public hearing within 10 days following the receipt of the notice, during which time the conditions of the notice will be discussed. The hearing will be held by the HDC upon 30 days of written notice to the property owner. The conditions and process for Demolition by Neglect can be found in Article IX, Part III, Section 7 of the Elkton Zoning Ordinance, a copy of which is provided in Appendix C.

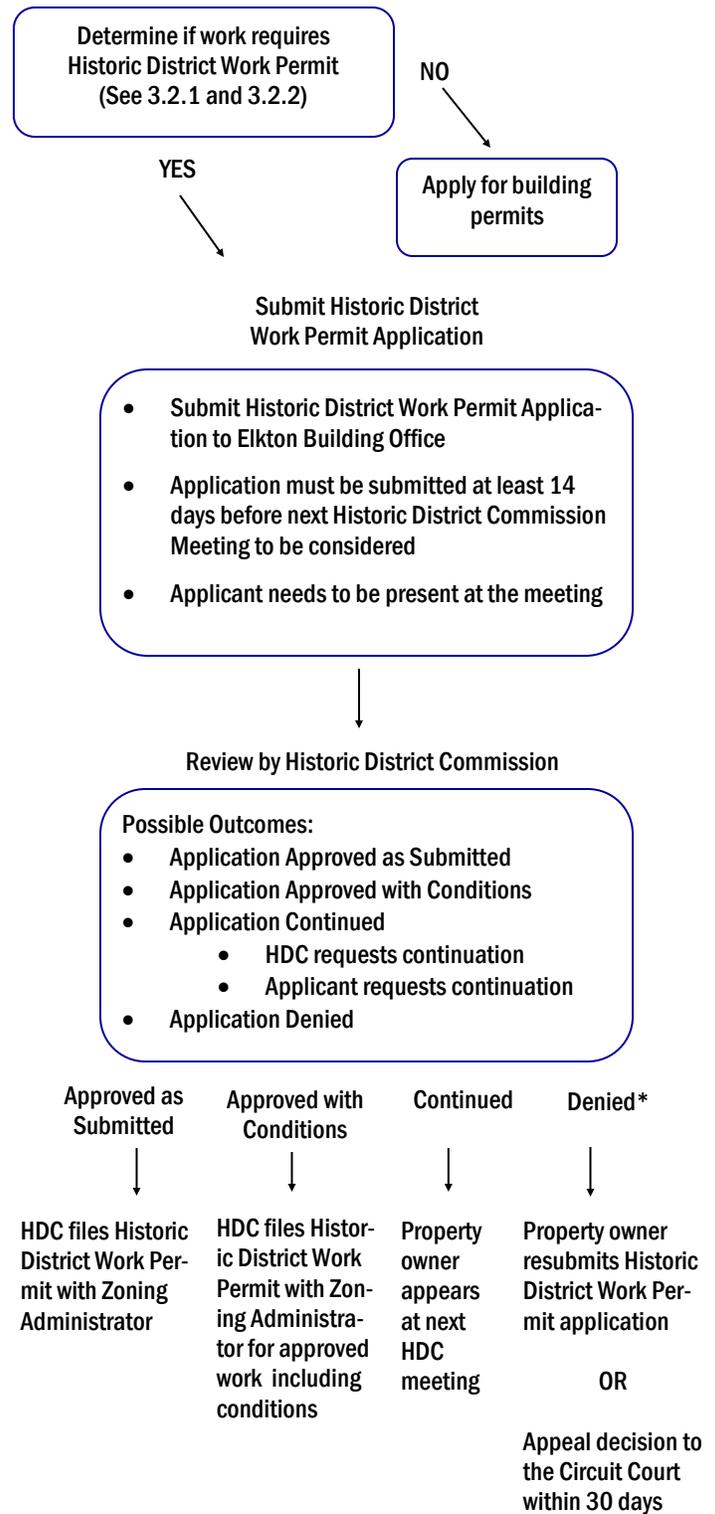
3.6 Order to Restore

In certain circumstances, the Town may issue an Order to Restore. This action may be required if the property owner has made interventions to a property within the Historic District without first obtaining a Historic District Work Permit or if such interventions violate an already issued Historic District Work Permit. The Town may also issue an Order to Restore in cases of Demolition by Neglect. The order requires the property owner to restore the property to the conditions that existed prior to the intervention, using in-kind material and design. The Historic Commission will review the proposed mitigation measures, as well as establish an appropriate timeframe for the work. The conditions and process for Order to Restore can be found in Article IX, Part III, Section 8 of the Elkton Zoning Ordinance, a copy of which is provided in Appendix C.

3.7 Elkton Historic District Maps

Maps of the Elkton Historic District can be found on pages 18-23.

Figure 35: Historic District Work Permit Review Process



*Note: An application which is identical to a rejected application may not be resubmitted within a period of one year after the rejection.

SECTION 3.0: PRESERVATION REGULATIONS



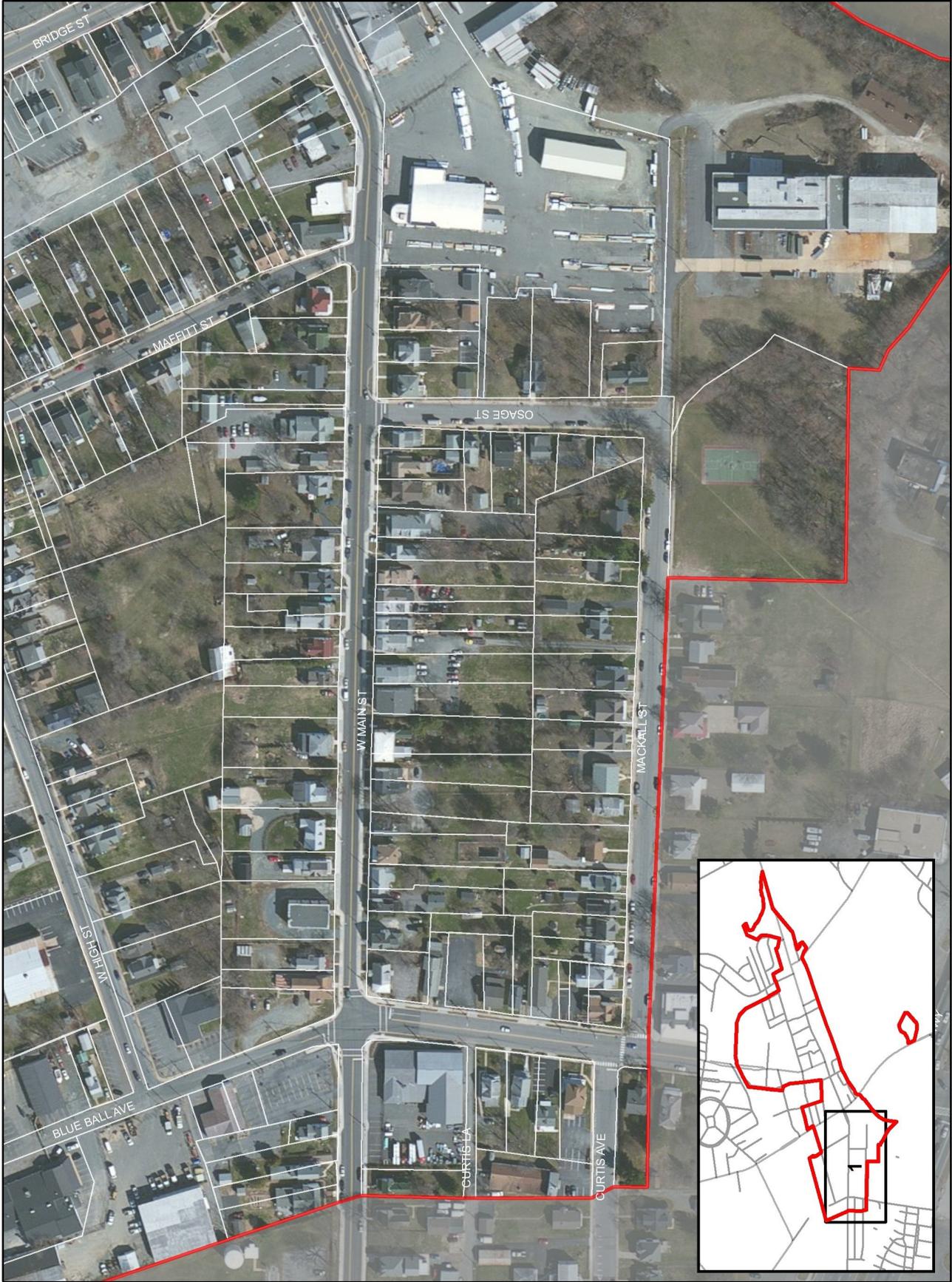
Elkton Historic District

Overall Historic District Map

0 375 750 1,500
Feet



SECTION 3.0: PRESERVATION REGULATIONS

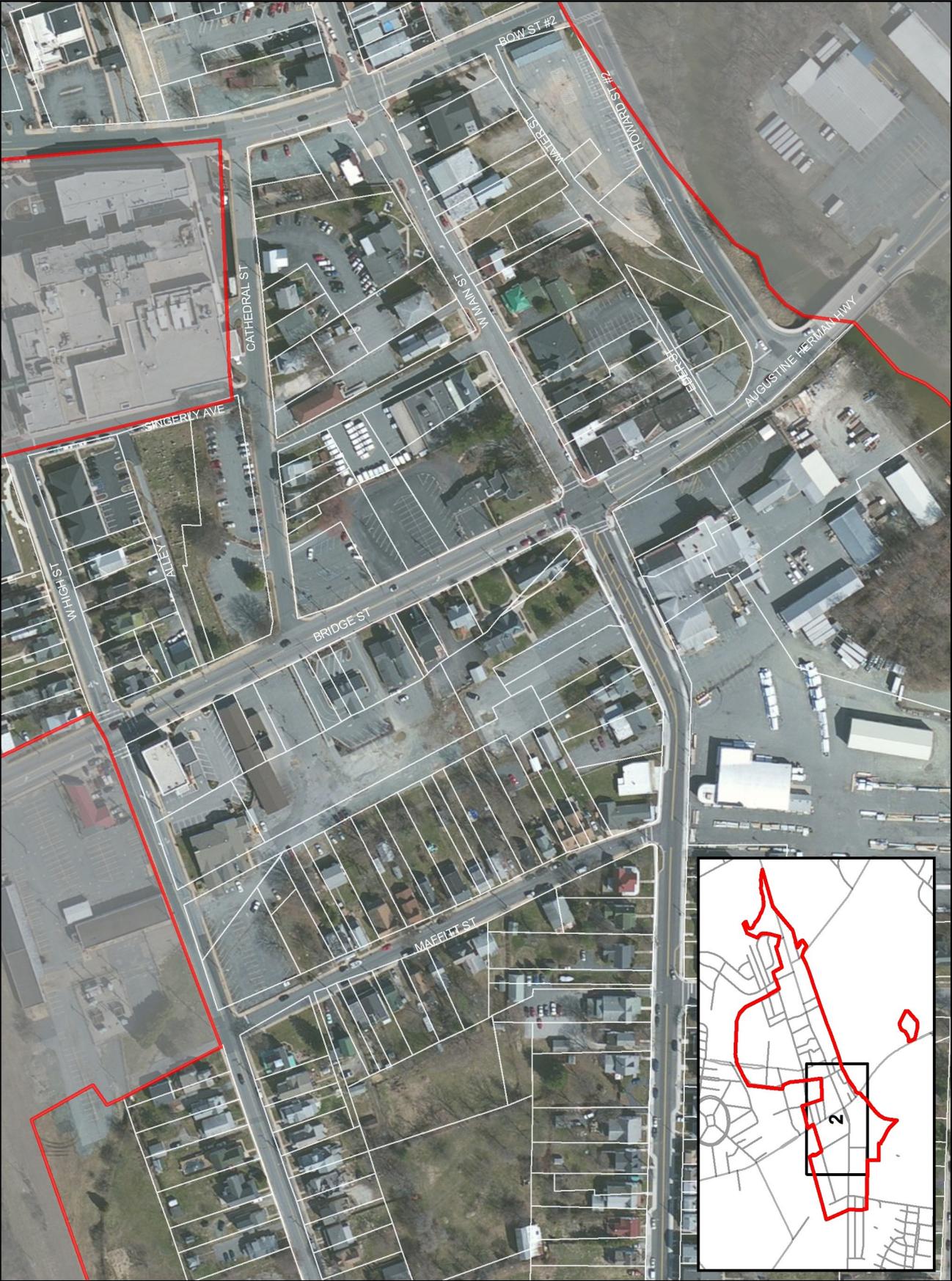


Elkton Historic District

Area outside Historic District

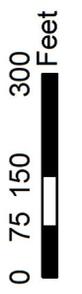
Elkton Historic District: Map 1 of 5

SECTION 3.0: PRESERVATION REGULATIONS



Elkton Historic District
Area outside Historic District

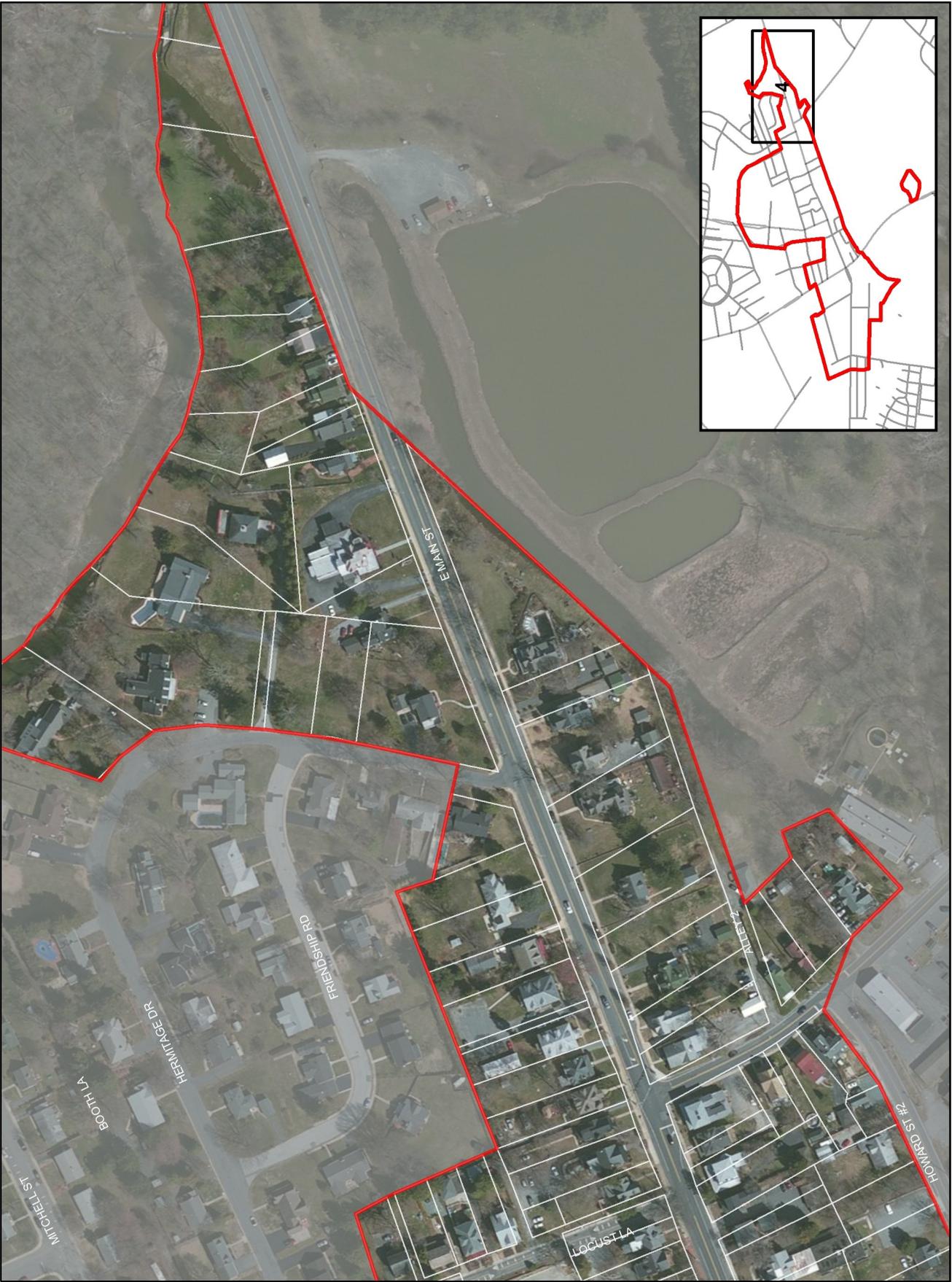
SECTION 3.0: PRESERVATION REGULATIONS



Elkton Historic District: Map 3 of 5

-  Elkton Historic District
-  Area outside Historic District

SECTION 3.0: PRESERVATION REGULATIONS

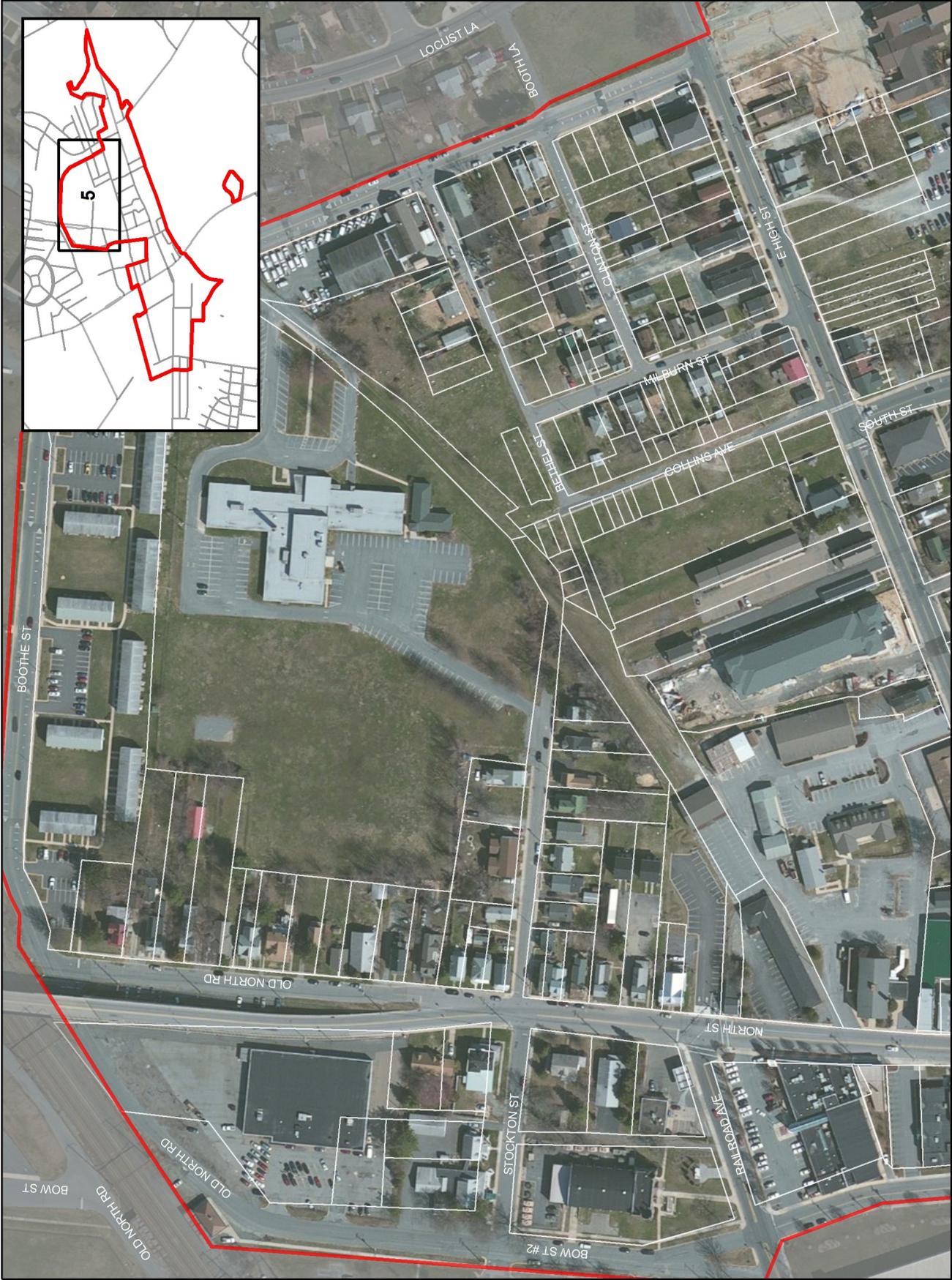


Elkton Historic District

Area outside Historic District

Elkton Historic District: Map 4 of 5

SECTION 3.0: PRESERVATION REGULATIONS



Elkton Historic District
Area outside Historic District
Elkton Historic District: Map 5 of 5



SECTION 4.0: PRESERVATION APPROACH FOR THE ELKTON HISTORIC DISTRICT

4.1 The Secretary of Interior's Standards

The Elkton Historic District Commission, like many preservation commissions, cite the *Secretary of Interior's Standards for the Treatment of Historic Properties* to inform the review process of proposed alterations to historic resources and new construction within the Historic Overlay Zone. The *Standards* were established by the National Park Service in the 1970s in order to measure the appropriateness of work to historic structures based on accepted principles and practices in preservation. The *Standards* present a set of basic philosophical principles to guide the practice of treating historic buildings. In the past few decades the *Standards* have been updated several times to reflect the most current practices. The *Standards* are still used in federal, local, public, and private preservation work to determine the appropriateness of work to historic structures. The *Standards* are organized into four categories, each representing a different approach to the treatment of historic properties. The four treatment approaches are defined here:

Preservation- The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems, as well as other code-required work to make properties functional, may be appropriate with a preservation project.

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

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. Rehabilitation is more commonly known as adaptive use.

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 will likely be the most appropriate approach for the vast majority of proposed projects within the Historic District. For that reason, these guidelines include the detailed standards for rehabilitation under section 4.2. However it is important to note that preservation, restoration, and reconstruction may also be appropriate treatment options. Specific guidance is also available to inform work under the remaining three categories, which can be found at <http://www.nps.gov/tps/standards/four-treatments.htm>.

4.2 Standards for Rehabilitation

The *Standards for Rehabilitation* are recorded in the Code of Federal Regulations, as published by the National Park Service, United States Department of Interior (36 CFR 67.7). The ten points of the *Standards for Rehabilitation* are quoted in full as follows:

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

SECTION 4.0: PRESERVATION APPROACH FOR THE ELKTON HISTORIC DISTRICT

that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be taken.
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 historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

4.3 How to Apply the Standards for Rehabilitation

In addition to the *Standards for Rehabilitation*, the National Park Service has also created *Guidelines for the Treatment of Rehabilitation* which outlines a stepped approach to guide the treatment process. This process breaks down the principles of the standards into a four-step approach for treatment, each of which progresses in degree of intervention.

4.3.1 Identify, Retain, and Preserve

The first step in the treatment of any historic property is to identify the form, detailing, and architectural materials which are most important to defining the character of the building. This process will allow for the preservation and maintenance of the most important features of the building. First view the building from far away and examine the overall features of the building, such as its shape, roof, openings, and projecting and recessed element, and



Figure 36: The roof shape, dormers, vergeboard, porch, brackets and windows are all character-defining features of this historic building.

SECTION 4.0: PRESERVATION APPROACH FOR THE ELKTON HISTORIC DISTRICT

consider how the building interacts with the surrounding landscape. Next move closer to the building and observe at arm's length in order to determine the craftsmanship, materials, and details. Make sure to examine all sides of the building before moving inside to examine the interior spaces. Historical research can also be important during the identification phase. Local historical societies, the state archives, historic maps, tax assessment records, and land records all provide useful information to help a property owner understand the historic appearance of the building, and how it may have evolved over time. It is also useful to document the building's existing conditions with photographs and drawings prior to any work on the building.

4.3.2 Protect and Maintain

Once the most significant features of the building have been identified, special effort should be made to maintain and protect these elements. As a general rule, treatment should always start with the gentlest means possible. This can include treatments such as cleaning, gentle rust removal, limited paint removal, re-application of protective coatings, removal of vines and trimming of bushes, and



Figure 37: The Historical Society of Cecil County (135 East Main Street, Elkton) has the largest collection of books, manuscripts, documents, maps, government documents, and newspapers related to properties in Cecil County.

cleaning of gutters and other building systems. An overall evaluation of physical materials should be noted, and future maintenance and repairs planned.

4.3.3 Repair

When the physical conditions of historic materials warrant further work beyond routine maintenance, repairing is recommended. Repair should always be attempted first before a material or feature of a historic building is replaced. Repair can include treatments such as patching, splicing, piecing-in, consolidating, or otherwise reinforcing and upgrading the materials according to the recognized preservation methods. Repair can also include the limited in-kind replacement or compatible material replacement of deteriorated and missing materials. Extensively deteriorated or missing parts can be replaced using surviving prototypes (e.g., bracket, cornice, plaster) in order to make an accurate replacement. The replacement should be made of the same material, if possible, and reflective of the original design. Using a replacement material is acceptable if the form and design of the substitute material conveys the visual appearance of the original material, and any other remaining parts of the feature or finish.

4.3.4 Replace

If the level of deterioration or damage to a character-defining feature prevents repair, then the replacement of the feature with new material is recommended. If the essential form and detailing are still evident so that the physical evidence can be used to re-establish the feature as an integral part of the rehabilitation, then its replacement is appropriate. It is preferred to replace the feature with the same material, but in some circumstances this is not possible and an alternate material may be used. The new replacement features should exactly match the original in design. This organized approach is reflected in the specific guidance presented in section 5.0.

SECTION 5.0: GUIDELINES FOR THE MAINTENANCE AND PRESERVATION OF EXISTING BUILDINGS

5.1 Introduction

The purpose of these guidelines is to protect, enhance, and preserve the unique historic character of Elkton. The guidelines will provide a tool for property owners, developers, and designers to determine appropriate treatment for existing historic buildings and new construction within Elkton's Historic District. In addition, these guidelines will assist the Historic District Commission in reviewing projects of designated landmarks, structures, and sites within the district. Historic buildings and structures utilize materials and building techniques which are different from contemporary building practices and need special consideration.

These guidelines provide general knowledge about the treatment for commonly encountered preservation issues. The following section is broken down into treatment approaches which provide information about the maintenance, repair, and replacement of historic fabric. The objective in treating a historic building is always to preserve and protect as much historic fabric as possible. Therefore, a stepped approach that begins with the least degree of intervention is always recommended first, while more aggressive treatments are permissible only when less invasive options have been exhausted.

Although preferences for methods and materials are expressed in the guidelines, it is understood that sometimes the best possible approach is not always a feasible one. Each preservation issue should be individually examined and evaluated based on a number of factors, including the condition and significance of the building, and cost of the proposed work.

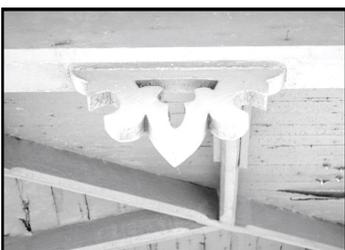


Figure 38: Here wood is used both as a structural member in the porch roof and as a decorative element.

5.2 Exterior Building Cladding and Finishes

5.2.1 Wood - (siding and framing)

Wood has been one of the most commonly used building materials in Elkton since the early eighteenth century. Structural systems, exterior cladding, and architectural details can all be found in wood throughout Elkton (Figure 38). Wood siding is a special concern within the Historic District because its distinctive texture and visual appearance contribute to the overall character of the district, and can be difficult to replicate with modern siding. Horizontal clapboard siding with a lapped or beveled profile is the most common type found within the District.

Wood elements should be routinely inspected for signs of deterioration, such as peeling paint, coating, splitting, biological growth, insects, and rot. Water infiltration is the most common source of wood decay; therefore, a sound roof and proper flashings are the best defenses against deterioration. Wood deteriorates from exposure to the elements. Paints and other protective coatings should be routinely inspected and reapplied as necessary to protect wood surfaces.

Protect and Maintain

- Inspect wood for signs of cracking, splitting, rot, insect damage, and other deterioration on a routine basis.
- Clean wood when signs of biological growth, pollutants, and chalking are observed.
- Reapply paint and other sealants as needed.
- Clean wood prior to painting or coating. To clean, gently scrub the affected area with a 4:1 ratio solution of water and household chlorine bleach and a soft bristle brush. Immediately rinse the area using a low pressure spray from a garden hose.
- Check wood strength by inserting an awl or ice pick into the wood member perpendicular to the grain. If the penetration is less than 1/4 inch

SECTION 5.0: GUIDELINES FOR THE MAINTENANCE AND PRESERVATION OF EXISTING BUILDINGS

and the wood splinters in long strands, then the component does not need replacement. Penetration 1/2 inch or greater and wood that splinters against the grain may be an indication of rot.

- Trim vegetation growing around the base of the building to prevent the growth of mold and mildew.

Repair

- Repair damaged or missing pieces of siding whenever possible.
- Patch small holes and cracks with wood consolidates.
- Fill small cracks with a fresh coat of paint (see section 5.2.5).
- Replace small pieces of rot with a dutchman patch. New material should match the original type of wood when possible.
- Replace broken or rotted pieces of siding with new boards.

Replace

- Replace wood siding if the majority of material is too deteriorated to be selectively replaced.
- Install new siding in the same wood type, dimension, texture, and profile as the original.

- Employ pressure-treated wood in areas which are in direct contact with the ground.
- Treat exposed and unpainted surfaces or edges of wood with weatherproof sealants.
- Install a vapor barrier if using insulation within the exterior wall of wood frame construction. A vapor barrier will prevent insulation from absorbing moisture from the warmer interior spaces and becoming trapped inside the wall.

Not Recommended

- Using abrasive cleaning or paint removal techniques, such as sandblasting, water-blasting, propane or butane torches, which can further damage historic fabric.
- Using chemical preservatives or coatings, such as creosote, which can alter the appearance of historic wood.
- Removing historic paint or other coatings which are in good condition.
- Stripping and leaving historic wood surfaces bare and susceptible to accelerated weathering and damage.
- Replacing historic siding materials with incompatible new materials, such as vinyl or aluminum siding, which diminish the integrity of the individual structure and that of the entire Historic District.



Figure 39: Several structures in the Elkton Historic District have original clapboard siding. Wood siding should be painted regularly and inspected for signs of deterioration.

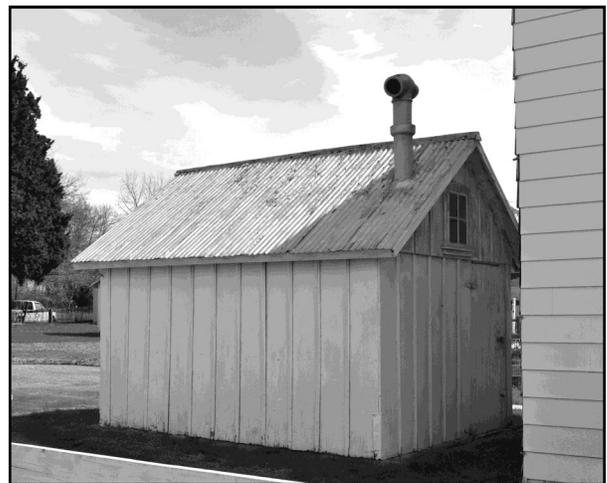


Figure 40: Board and batten siding is made up of vertical boards with the joints in between covered by strips called battens. This form of siding is commonly found on outbuildings, such as this summer kitchen.

SECTION 5.0: GUIDELINES FOR THE MAINTENANCE AND PRESERVATION OF EXISTING BUILDINGS

5.2.2 Masonry – (brick, stone and concrete)

Masonry walls and mortar joints should be carefully inspected for signs of deterioration. Masonry is porous and must be protected from water infiltration by maintaining proper roofing, site drainage, and sound mortar joints. Water infiltration causes damage through cycles of freezing and thawing and by carrying salts into the masonry. Cleaning, repointing, and surface treatments must be undertaken with extreme care to avoid permanent damage.

Cleaning of exterior masonry can have several benefits. The building may have become soiled over time from pollution, and cleaning will greatly improve its appearance. Pollutants can also accelerate deterioration of masonry, and gentle cleaning may help to slow the process. However in some instances, cleaning masonry can actually accelerate deterioration by removing pieces of stone. In

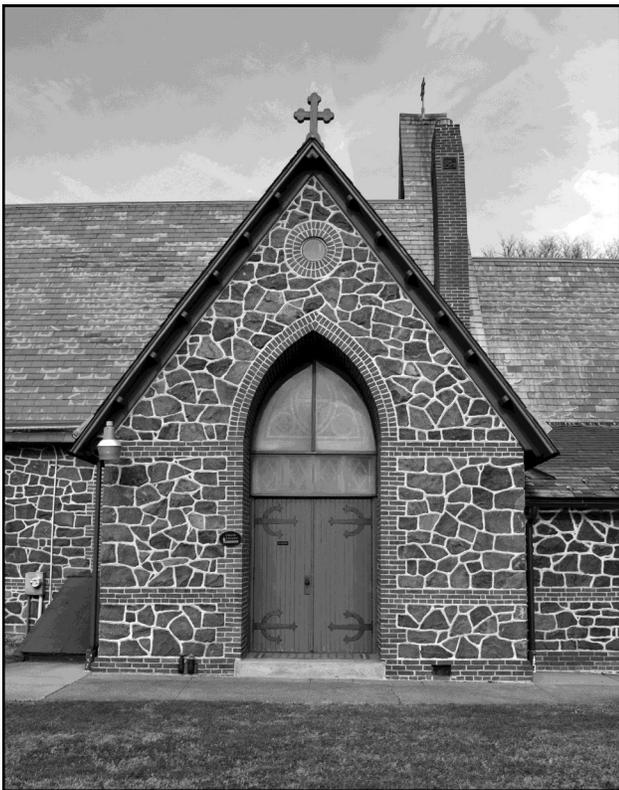


Figure 41: The Trinity Episcopal Church uses polychrome stone and brick to create patterns as an important decorative feature.

certain types of masonry, pollutant byproducts become integrated into the stone, and removing them damages the material and leaves it susceptible to further deterioration.

It is important to correctly identify the type of masonry before cleaning or other treatments are applied. Different chemical compositions of different types of stone, for instance, will have a substantial impact on which detergents or coatings are appropriate to use. Always start with the gentlest means possible, use water before moving to chemical and abrasive cleaners. Consult with a professional materials conservator before beginning any major cleaning or repointing project on a masonry building.

Protect and Maintain

- Clean surfaces if heavy soiling is causing deterioration to the masonry.
- Clean with low-pressure water and scrubbing with a natural bristle brush before trying harsher cleaning methods.
- Test cleaning methods in a small area prior to using them on the entire building.
- Check that temperatures will remain above 50 degrees Fahrenheit for at least 3 days following cleaning.
- Trim vines and other vegetation from the sides of masonry buildings. If left untreated, they can grow in between mortar joints and cause stress and damage to the masonry.
- Avoid the use of de-icing salts around masonry surfaces.

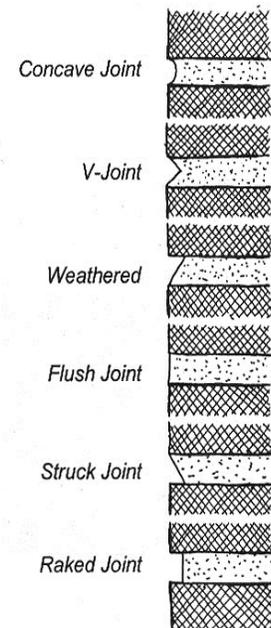


Figure 42: Types of mortar joints.

SECTION 5.0: GUIDELINES FOR THE MAINTENANCE AND PRESERVATION OF EXISTING BUILDINGS

Repair

- Repoint deteriorated and loose mortar joints. Carefully remove loose mortar by hand-raking the joints as to not damage the surrounding masonry.
- Use soft lime-based mortars with low Portland cement content. Portland cement was not extensively used in mortar until the 1930s.
- Remember that mortar is intended to be the sacrificial material which deteriorates over time and can be replaced, not the masonry units themselves.
- Match new mortar joints to historic ones in color, profile, width, texture, and tooling. Successfully matched color and texture of mortar is usually dependant on effectively matching the sand used in the historic mortar.
- Hire a professional mason with experience in historic buildings for major repointing projects.
- Match re-laid brick to the original bond pattern (Figure 43).

Replace

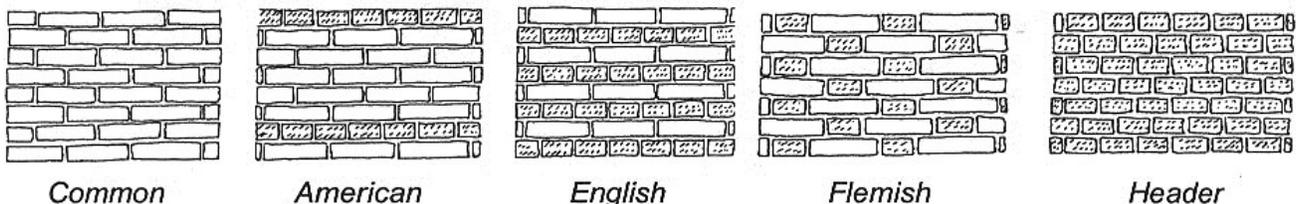
- Replace individual bricks or pieces of stone which have deteriorated or broken with new material matching the original in shape, size, color, and texture.
- Utilize cast-stone to simulate the look of other types of stone which may not be feasible to replace in-kind.
- Consult with a structural engineer experienced in historic preservation where serious cracking or deterioration is observed, especially cracks which cut through pieces of masonry rather than run along mortar joints.

Not Recommended

- Using abrasive cleaning techniques, such as sandblasting, which can damage historic fabric by removing the exterior protective layer of brick and stone.
- Using water-resistant and waterproof coatings which more often trap unwanted moisture in historic masonry rather than keep it out. Only use water-resistant and repellent coatings as a last resort after repointing and other waterproofing techniques have been exhausted.
- Cleaning masonry surfaces for cosmetic reasons may lead to further damage of historic fabric.
- Repointing masonry with mortar which is too hard, or utilizes mortar joints which do not match the appearance of the existing joints.
- Repointing non-deteriorated, sound mortar joints to give the building a cohesive appearance.
- Applying paint or other coatings, such as stucco, to create a new appearance on masonry which historically was untreated.
- Using concrete as a patch or replacement for portions or entire sections of masonry.
- Cutting holes or openings into masonry walls.

For more specific information about masonry cleaning and repair, consult National Park Service *Preservation Brief 1: Cleaning and Water-Repellent Treatment on Historic Buildings* and *Preservation Brief 2: Repointing Mortar Joints in Historic Buildings*, both available online at <http://www.nps.gov/tps/how-to-preserve/briefs.htm>

Figure 43: Historic brick bond patterns.



SECTION 5.0: GUIDELINES FOR THE MAINTENANCE AND PRESERVATION OF EXISTING BUILDINGS

5.2.3 Synthetic Siding - (aluminum, vinyl, asphalt, and asbestos)

In the years following World War II, a number of synthetic siding materials emerged on the market, including aluminum, asbestos, and vinyl siding. Beginning in the 1970s, vinyl continues to be the most frequently used siding material on residential buildings. The majority of residences within the Historic District would not have originally employed aluminum or vinyl siding; therefore, it is inappropriate to use these types of siding within the district.

Owners of structures which have lost their historic siding and are currently clad in aluminum, asbestos, asphalt, and vinyl siding are encouraged to replace their existing siding with a more historically appropriate material, or use a type of siding which imitates historic siding. In some circumstance historic buildings built after World War II, and are still at least 50 years old, may have originally employed aluminum or synthetic siding. In this circumstance, it would be appropriate to retain and maintain the original siding.

A number of siding manufacturers produce synthetic wood siding in textures, colors, and patterns which imitate wooden clapboards. Fiber-cement



Figure 44: Asphalt siding to imitate brick was installed on this historic house, c. 1930. This nineteenth-century house likely originally had wood clapboard siding.

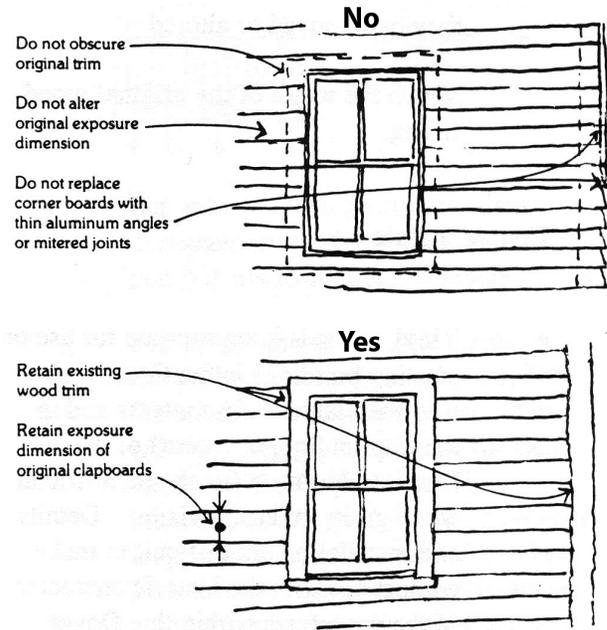


Figure 45: Improper and proper installation of vinyl siding around window openings.

can often be a convincing and durable replacement for historic wood siding. It can serve as a more convincing substitute than vinyl or aluminum siding, but offers similar low-maintenance benefits. Fiber-cement can be cut, shaped, and painted to create a closer match to historic wood. Manufacturers advertise that fiber-cement is resistant to fire, rot, and insect damage, and many brands come with a 50-year or lifetime warranty.

Large synthetic siding manufacturers like Hardiplank and CertainTeed produce siding which imitates wood clapboard siding and shingles. However, more intricate types of wood siding such as German lap, a type of milled siding that tapers in thickness and has a distinctive concave bevel, may not be available in alternate materials like fiber-cement or vinyl. It is possible to have specialized sizes and shapes of siding produced, but it may not be more cost effective than using wood. It is important to consider that although fiber-cement may be marketed as less costly in materials, it is often more costly than wood to install.

SECTION 5.0: GUIDELINES FOR THE MAINTENANCE AND PRESERVATION OF EXISTING BUILDINGS



Figure 46: Vinyl siding obscures much of this late nineteenth-century building's detailing, such as window frames, corner boards, and vergeboard.



Figure 47: The scale and profile of the vinyl siding used on the front of this historic building matches the original wood clapboard siding visible on the side of the house in scale and profile. The buildings original wood trim was left exposed.

Protect and Maintain

- Identify important decorative features or trim and plan for their preservation in-kind.
- Check for signs of water infiltration and make necessary repairs before beginning a residing project. If left untreated, the problems can progress into more serious issues.
- Inspect siding for signs of deterioration.

Repair

- Repair individually damaged or deteriorated pieces of siding.

Replace

- Replace historic siding only if the siding is beyond repair. In-kind replacement with wood siding is always preferred. Synthetic replacement siding such as cement board or vinyl may be acceptable if the substitute material matches the historic siding in size, profile, and finish to maintain the character of the historic building (Figure 47).
- Install substitute materials without irreversibly damaging or obscuring historic architectural

features (Figure 46).

- Retain and leave the wood exposed at windows, doors, and corners. Siding should abut the trim (Figure 45).

Not Recommended

- Replacing rather than repairing historic siding.
- Removing significant architectural details, such as cornices, corner boards, and door and window trim.
- Installing vinyl or other types of synthetic siding which do not match the size, texture, profile, and finish of the historic siding.
- Installing siding so that it obstructs architectural details, such as window trim, moldings, and other details.
- Damaging historic fabric by covering it in synthetic siding.

For more specific information about replacement siding, consult National Park Service *Preservation Brief 8: Aluminum and Vinyl Siding on Historic Buildings*, available online at <http://www.nps.gov/tps/how-to-preserve/briefs.htm>

SECTION 5.0: GUIDELINES FOR THE MAINTENANCE AND PRESERVATION OF EXISTING BUILDINGS

5.2.4 Stucco

Stucco consists of an exterior type of plaster applied as a two-to-three-part coating historically adhered directly over masonry, or over wood or metal lath on a log or frame structure. Until the mid to late nineteenth century, stucco consisted mostly of hydrated or slaked lime, water, sand, and other binding agents. After about 1900, stucco consisted primarily of Portland cement with some lime. Today gypsum has largely replaced lime in stucco because it hardens faster and shrinks less than lime. Due to the varied compositions in historic and modern stucco, repair and replacement of historic stucco can be a tricky task. For extensive stucco repair, it is best to consult a professional plasterer with experience in historic buildings.

Protect and Maintain:

- Conduct regular inspections of stucco for cracks, openings, leaks, and staining.
- Clean staining, mildew, and pollution with water and gently scrub with a natural bristle brush.
- Apply a poultice to areas with more extensive staining.
- Apply a coat of paint to highly textured stuccoed surfaces which are difficult to clean without removing the decorative texture.

Repair:

- Repair hairline fractures in stucco to prevent water entry. Apply a new finish coat, coat of paint, or whitewash (if historically painted or whitewashed).
- Remove damaged stucco down to the lath or masonry in instances of larger cracking or failed patches.
- Clean the areas to be patched of debris with a bristle brush. If necessary, rake out brick or mortar joints to a depth of 5/8 inch to ensure proper adhesion between the substrate and new stucco.
- Apply a new stucco mixture which matches the composition to the historic stucco in appearance, strength, and composition. Portland ce-

ment-based stucco is too hard and dense for historic masonry.

- Test the new stucco mixture for compatibility in composition and color with historic stucco prior to applying to the entire affected area. Make sure the new patch of stucco does not overlap an old patch. Most stucco repairs will require the skill of a professional plasterer.

Replace:

- Replace stucco if 40 to 50 percent is failing and has lost its bond.
- Clear failed stucco down to the substrate and reinforce or replace old lath before applying new stucco.
- Rake out brick or mortar joints to a depth of 5/8 inch to ensure proper adhesion between the substrate and new stucco.
- Choose a new stucco mixture which closely matches the historic stucco in color and finish. If applying to a masonry building, the stucco mixture should be weaker than the masonry which supports it. The complete replacement of stucco requires the skill of a professional plasterer.

Not Recommended

- Removing historic stucco for cosmetic reasons or stucco which is in good condition.
- Using commercial caulking compounds to repair cracks in historic stucco.
- Painting historic stucco which was never historically painted.
- Using commercial stucco which is too hard and incompatible with historic stucco.
- Installing stucco repairs when temperatures are below forty degrees.
- Installing a modern exterior insulation finish system (EIFS) as a replacement for stucco.

For more specific information about stucco removal and repair, consult National Park Service *Preservation Brief 22: The Preservation and Repair of Historic Stucco*, available online at <http://www.nps.gov/tps/how-to-preserve/briefs.htm>

SECTION 5.0: GUIDELINES FOR THE MAINTENANCE AND PRESERVATION OF EXISTING BUILDINGS

5.2.5 Paint

Paint protects buildings from the elements and adds color and character. A good coat of paint, well-bonded to the substrate, preserves wood, iron, and similar materials. Soft brick was sometimes painted to improve its appearance and durability, and to provide space for advertising. Historically, most wooden surfaces were painted to protect them from weathering. It wasn't until the Arts and Crafts movement in the early twentieth century, when wood grains were considered to be aesthetically pleasing, that wood was left unpainted.

Lead-Based Paint in Historic Buildings

Owners of historic properties should be aware of the possible presence of lead-based paint before starting any painting or building renovation project. Lead paint was commonly used in North America until the 1950s for both interior and exterior use.



Figure 48: Example of peeling, delaminated paint. Shutters such as these should be detached and failed layers of paint removed before being repainted. These oversized wooden lintels are a distinctive Elkton feature.

Lead paint was not banned until 1978, therefore it is often present in historic and non-historic buildings. Property owners sometimes incorrectly assume all surfaces painted with lead paint are dangerous and must be removed. The primary hazard in lead paint is lead-contaminated dust, which can result from chipping, peeling, or deteriorated paint. There are standard accepted methods and procedures for addressing the presence of lead paint. It does not always, or even usually, require stripping all of the lead paint from all building surfaces. In many cases deteriorating painted surfaces can be safely treated and the lead paint encapsulated with new latex paint. Painted surfaces subject to friction from routine movement such as windows and doors may require additional care.

Historic buildings can be at serious risk from insensitive treatment with regard to lead paint. The lead paint abatement industry focuses on removing all contaminated materials and surfaces in a building. This approach is not suitable for historic buildings. An important component of historic preservation is to retain original fabric wherever possible. Repair versus replace. The Secretary of the Interior's *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* were established by the National Park Service (NPS) in 1976 to guide work on historic properties. The Standards recommended historic preservation approach is to retain original building materials, elements, and features wherever possible. The NPS has also prepared guidelines for the treatment of lead-painted surfaces in historic buildings. These documents include: *Lead Paint in Historic Buildings – Training Manual*; and *Preservation Brief No. 37 – Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing*. These and other documents addressing lead-painted surfaces are available at the NPS website: <https://www.nps.gov/tps/standards.htm>.

Whenever lead paint is encountered, all applicable federal, state, and local regulatory requirements and procedures must be followed. Treatment or

SECTION 5.0: GUIDELINES FOR THE MAINTENANCE AND PRESERVATION OF EXISTING BUILDINGS



Figure 49: Most residences painted prior to 1978 will contain lead-based paint. Lead-based paint can be found on exterior woodwork, siding, and windows as well as interior finishes.

removal of lead paint must utilize methods and protections that will prevent exposure to air-borne dust and lead paint vapor. Contractors and painters are typically required to be certified in the approved methods of handling lead-painted materials. Sanding, scraping, cutting, or paint removal must be undertaken in a manner that captures any dust or vapors and prevents the exposure of the workers, building occupants, and the general public to lead paint contaminants.

Treatment of Lead-Based Paint in Maryland

In addition to the guidance offered by the National Park Service for addressing lead-painted surfaces, the State of Maryland has a specific law requiring testing for lead dust contamination in Maryland rental housing. This legislation currently applies to rental housing only, not owner-occupied homes or rented commercial properties. The guidelines are available on-line at the State of Maryland website: <http://www.mde.state.md.us/programs/Land/LeadPoisoningPrevention/RentalPropertyOwners/Pages/programs/landprograms/leadcoordination/rentalowners/index.aspx>

The Maryland regulations require that each time a residential unit is rented to a new tenant it must be tested for the presence of lead dust by a certified testing agent. If lead dust is found, the property owner is required to undertake treatment of the subject property to remediate the lead dust prior to retesting. The property owner generally consults with the testing agent on the appropriate remediation procedures. The Maryland guidelines suggest treatments as basic as thoroughly cleaning the property. However, if peeling and deteriorated paint is present it must be addressed. This may include sanding and repainting surfaces to encapsulate the paint, or in some cases removal of the lead paint. Lead paint removal may be required at surfaces continually subject to friction, such as windows and doors. However it is possible that only the sliding surfaces on the window or door may require paint removal, rather than all the paint on the entire window or door. Following remediation, the subject property will be retested to certify compliance with the applicable lead dust standards.

Except in cases of extreme material deterioration, it is not likely that historic windows or doors would be required to be replaced with new replacement windows and doors due only to the presence of lead paint. When addressing lead paint at a historic property in Maryland, the treatment plan should also follow the recommendations of the National Park Service guidelines for the treatment of lead paint in historic buildings.

Protect and Maintain:

- Regularly inspect paint for signs of deterioration. Excessive peeling and rot may be signs of water infiltration.
- Remove mildew, chalking, staining, and other surface soiling with a solution of one cup non-ammoniated detergent, one quart household bleach, and one gallon of water, and rinse with a low-pressure garden hose.

SECTION 5.0: GUIDELINES FOR THE MAINTENANCE AND PRESERVATION OF EXISTING BUILDINGS



Figure 50: Wood details should be painted regularly to keep them in good repair.

Repair:

- Remove areas of paint where cracking, peeling, wrinkling, and blistering is observed. Only remove damaged layers of paint.
- Remove damaged paint by hand-sanding and scraping, or mechanically sanding the area.
- Use oil-based paints to ensure compatibility with historic paint layers, assuming that the existing top layers of paint are also oil-based. If a latex topcoat is preferred, an oil-based primer can be used first.

Replace:

- If peeling, cracking, and alligatoring is observed on the majority of the painted surface, then complete removal may be necessary.
- Use manual abrasion methods, such as hand-sanding and scraping, to remove the paint first before moving onto mechanical abrasion.
- Remove paint from areas too large for hand removal with mechanical abrasion from a sand or belt sander. Small and delicate areas will still

require hand removal.

- Remove large sections of paint on flat surfaces with a thermal removal device, such as an electric heat plate or electric heat gun.
- Use chemical removers such as solvent-based strippers with **extreme caution**. Only attempt on areas of delicate detailing or around window muntins where heat devices would not be appropriate.
- Detach wood elements such as shutters, and hand-dip them in a caustic solution.
- Wear proper protective gear, such as a mask, gloves, and respirator, with any paint removal or repainting work. Paint removal can be dangerous given the use of harsh chemicals and presence of lead paint in historic buildings.
- Match new paint color to the original. If not known, match paint to other colors used in the Historic District. There are two appropriate options for new paint: use an oil primer and topcoat; or use an oil primer with a latex topcoat.

Not Recommended

- Removing historic paint which is in good condition.
- Removing paint with harsh methods that damage the substrate material, such as sandblasting, blowtorching, and chemical stripping agents.
- Using paint colors which are inappropriate for a historic building and detract from the character of the Historic District.
- Using inappropriate paint that does not adhere properly to historic oil-based paints.

For more specific information about paint removal and repair, consult National Park Service *Preservation Brief 10: Exterior Paint Problems on Historic Woodwork*, available online at <http://www.nps.gov/tps/how-to-preserve/briefs.htm>, and *Preservation Brief 37: Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing*, available online at <https://www.nps.gov/tps/how-to-preserve/briefs/37-lead-paint-hazards.htm>.

SECTION 5.0: GUIDELINES FOR THE MAINTENANCE AND PRESERVATION OF EXISTING BUILDINGS

5.2.6 Architectural Metals

Architectural metals have a number of different applications in historic buildings that range from structural to decorative. Elkton has a number of distinguished residences which are adorned with cast-iron porches, railings, and ornamentation. Water is the most common agent of deterioration to architectural metals because it can penetrate small openings in protective coatings and metal surfaces, leading to oxidization and corrosion. The repair of architectural metals can be difficult and usually requires the experience of a trained professional. Different types of metals require different treatment methods and therefore need to be properly identified before any work can begin. These guidelines are intended to give a general overview of treatment options and encourage property owners to



Figure 51: Cast-iron fence post on West Main Street.



Figure 52: Cast-iron fence at the Trinity Episcopal Church.

consult with a professional when necessary.

Protect and Maintain

- Routinely check metal objects for signs of rust, oxidization, and corrosion. If metal has a protective coating, such as paint, ensure that it is kept in good condition. Inspect fasteners, pins, and other connections which can trap water.
- Separate dissimilar metal types with a neutralizing material to prevent galvanic corrosion.
- Clean soft metals (tin, lead, copper, zinc) using appropriate chemical methods.
- Clean hard metals (cast-iron, wrought-iron, steel) by scraping with a wire brush to remove corrosion and paint build-up. If additional cleaning is required, low pressure grit-blasting may be used.
- Inspect metal reinforcement members in concrete, as well as displaced masonry in buildings with internal metal lintels over doors and windows, as it may be a sign of water infiltration.

Repair

- Repair small areas of deterioration by sanding and painting the surface. Only paint metal which was historically painted.
- Replace portions of metal features that exhibit significant signs of deterioration. Replacement should be patched, spliced, or reinforced using

SECTION 5.0: GUIDELINES FOR THE MAINTENANCE AND PRESERVATION OF EXISTING BUILDINGS



Figure 53: Elkton has several residences with elaborate cast-iron porches. This example utilizes a grape-vine motif popular in the late-nineteenth century.

an accepted preservation method. If in-kind replacement is not available, a visually and physically compatible substitute may be used.

- Consult with a professional for projects requiring large areas of rust, oxidization removal, and the limited replacement of metal features.

Replace

- Document architectural features which are slated for reconstruction prior to their removal.
- Match replacement feature to the same design, texture, material, and finish as the original. If in-kind replacement is not available, choose an appropriate substitute material which does not detract from the historic character of the building.
- Reconstruct missing metal features based on historical and physical evidence.

Not Recommended

- Removing historically significant metal features.
- Replacing rather than repairing deteriorated metal features.
- High-pressure sandblasting of metal surfaces which can accelerate deterioration and further damage.
- Exposing metals which were historically coated or painted.



Figure 54: Detail of cast-iron porch located along East Main Street in Elkton.

SECTION 5.0: GUIDELINES FOR THE MAINTENANCE AND PRESERVATION OF EXISTING BUILDINGS

5.3 Exterior Details

5.3.1 Windows

Windows play a large role in defining the look and historic character of a building. Therefore, their proper care and treatment is extremely important. Windows can reveal an enormous amount of information about a historic building, based on their size, construction, and style. As methods for shipping and producing glass changed over time, and ideas about light, hygiene, and health evolved, so did the appearance of windows. Details such as size, shape of window panes, depth, width of frames, and color and type of glazing dramatically affect a building's appearance.

Historic windows should not be replaced unless they are deteriorated beyond repair. When properly maintained, windows can last indefinitely. Historic windows are designed out of wooden components that can be disassembled and individually repaired, unlike contemporary replacement windows which are a single unit. Historic windows are usually better constructed than contemporary windows, which have a limited lifespan.

Figure 55: Elements of a double-hung window.

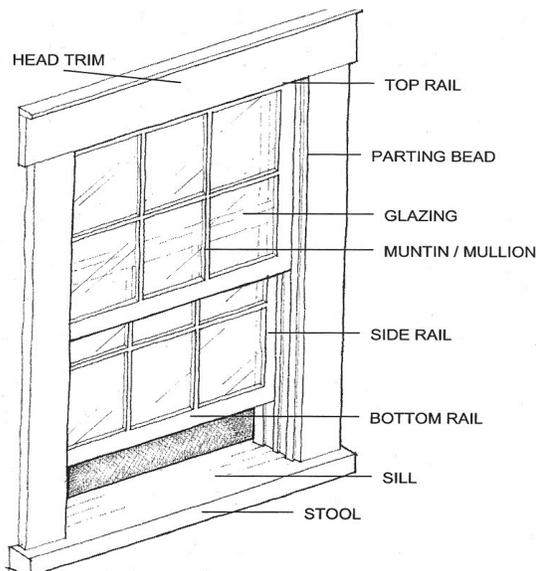


Figure 56: Historic window at the Mitchell House. The same type of wooden lintel can be found on several buildings in Elkton.

The replacement of historic windows is often advocated to improve energy efficiency or to fulfill sustainability goals. Most heat loss occurs around a leaky window frame or sash rather than through the glazing. This can be addressed through simple weatherization techniques, such as installing weather stripping or storm windows, which greatly increase energy efficiency at a substantially lower cost than window replacement. Storm windows should match the size and profile of the existing window and frame in a color to match the existing window trim.

The risk of lead paint exposure can also cause concern for homeowners, making them believe they need to replace their existing windows. If required, lead paint can be effectively removed from historic windows by a professional, and does not require replacement of the entire window unit. Therefore, the presence of lead paint alone should not justify the replacement of historic windows. Refer to the discussion of lead paint in section 5.2.5. in these guidelines.

Protect and Maintain:

- Perform routine inspection of windows, make

SECTION 5.0: GUIDELINES FOR THE MAINTENANCE AND PRESERVATION OF EXISTING BUILDINGS

note of deterioration, and plan for future repairs. Check for signs of water infiltration and use glazing putty to seal any cracks.

- Paint window frames and apply weather-stripping to increase the thermal performance and condition.
- Check for areas of paint failure as it may be a sign of water infiltration.
- Remove failing paint before applying a fresh coat.
- Test wood for wetness through the use of a moisture meter or by visual inspection.

Repair:

- Repair parts of window frames which show signs of deterioration.
- Apply fungicide on dry wood to areas which show decay or rot.
- Weatherproof affected areas by applying two to three coats of boiled linseed oil.
- Fill cracks with putty and sand if necessary.
- Paint the entire surface after all other treatments have set.

Replace:

- Replace the window sash or other parts of the window frame that are badly deteriorated and cannot be stabilized.
- Remove sash from window frame and have it repaired by a skilled carpenter or millworker who can create replacement pieces.
- Replace badly deteriorated sashes with a replica that can be fitted into the existing frames.
- Consult with a professional when frame removal is necessary. Frame repair and replacement is a more difficult task because of the structural detailing which connects the frame to the wall.
- Retain and reuse original window hardware.
- Replace the entire window unit only when all other methods for repair and limited replacement have been exhausted.
- Match new window units with the historic windows in design, dimension, proportion of sash to glass, pane configuration, and type.

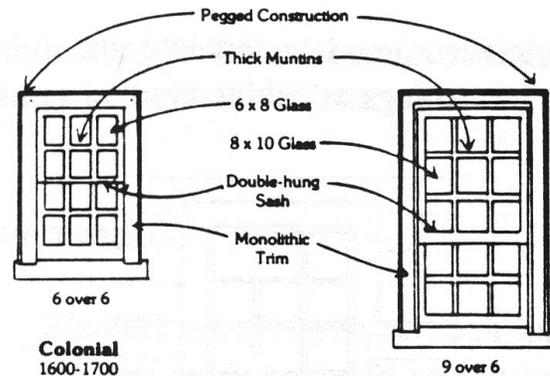


Figure 57: Sketch showing configuration elements of Colonial-era windows.

- Replacement windows should have either true divided lights (muntins that penetrate the glass) or simulated divided lights (permanently affixed muntins applied to both sides of the glass). Removable or snap-in muntins, or ones that are sandwiched between the panes of glass, are not recommended.
- Retain and reuse original window hardware. If hardware is missing, period-accurate reproductions can be used.

Not Recommended:

- Replacing historic windows which are in sound condition or could be repaired.
- Using aluminum capping which covers historic window frames.
- Painting window sashes shut.
- Using inappropriate methods of paint removal such as a flame torch which can damage historic glass or other parts of the window.
- Changing the location, size, or glazing patterns of existing historic windows.
- Using inappropriate replacement windows which differ in design, dimension, proportion, and pane configuration from historic windows.

For more specific information about window repair, consult National Park Service *Preservation Brief: 9 The Repair of Historic Wooden Windows*, available online at <http://www.nps.gov/tps/how-to-preserve/briefs.htm>

SECTION 5.0: GUIDELINES FOR THE MAINTENANCE AND PRESERVATION OF EXISTING BUILDINGS

5.3.2 Shutters and Blinds

Historically, shutters (solid panels) and blinds (louvered panels) were used to control light and ventilation in interior spaces and provide a certain level of protection during the night. Shutters dramatically affect the appearance of historic buildings, and their proper care and preservation is important to maintaining the character of the building. If shutters or blinds are missing, but there is evidence of their former presence, it is encouraged that they be replaced to help restore the historic appearance of the building.

Protect and Maintain:

- Check shutters and hardware for signs of deterioration, especially after major storms.
- Check that shutters are securely fastened to the wall and that they still function.
- Keep paint and other protective coatings in good repair. Remove excessive paint which prohibits working parts from moving freely.

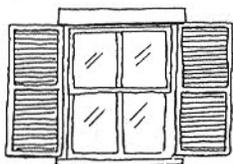
Repair:

- Repair small gaps and cracks with wood fillers. After applying filling, sand and paint the surface.
- Replace broken or missing pieces in-kind.

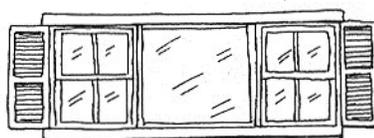
Replace:

- Replace broken, deteriorated, or missing shutters and blinds.
- Replacement shutters should measure the full height and width of the windows and be constructed of historically appropriate materials (Figure 58).

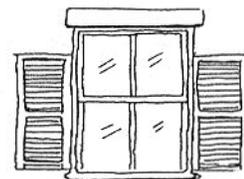
Figure 58: Replacement shutters should reach the full height and width of the historic window.



Appropriate



Inappropriate



Inappropriate

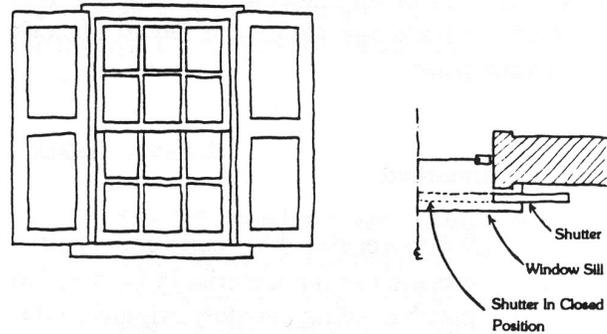


Figure 59: Diagram showing the proper location to hang a shutter from the inner edge of the window casing.

- Locate replacement shutters and blinds along the inner edge of the window casing, not on the outside edge of the casing or on the wall next to the window (Figure 59).
- Retain and reuse original shutter hardware. If hardware is missing, period accurate reproductions can be used (Figure 60).

Not Recommended:

- Using vinyl or aluminum as a replacement for historic wood shutters.
- Replacement shutters which are out of scale with the window.
- Improper hanging of replacement shutters.



Figure 60: This historic cast-iron shutter holdback (shutter dog) features a shell motif.

SECTION 5.0: GUIDELINES FOR THE MAINTENANCE AND PRESERVATION OF EXISTING BUILDINGS

5.3.3 Doors

Doors not only serve a practical purpose of providing a point of entry into a building, but also play an important aesthetic role in helping to define the appearance and character of a building. Typically made from wood, historic doors come in a variety of shapes and styles to correspond to different architectural trends (Figure 61). Doors serve as the barrier between public and private spaces, and their appearance and arrangement can provide information about the history of the building. A store, for instance, typically has a door made up partially, or entirely, of transparent glass as to attract customers inside, while private residences are more likely to have solid doors to provide privacy. These types of clues, along with detailing, construction technique, and materials can provide useful information about a building's past.

Significant features of doors and doorways include the shape, materials, panel arrangement, shutters, moldings, hoods, fanlights, and sidelights. Doors become damaged over time due to their constant use and exposure to the elements. Energy efficiency is often cited as a reason for the replacement of historic doors. Proper maintenance and weather-proofing measures, such as the installation of weather-stripping and storm doors, can greatly increase a doors thermal performance. However, even with these measures doors will still require routine maintenance.

Protect and Maintain

- Inspect door and doorway for signs of deterioration, such as cracking, peeling paint, and rust on hardware.
- Match storm doors to the size of the doorway and use a thin framing profile which does not obstruct the view of the historic door.
- Keep paint and other protective coatings in good repair.
- Apply weather-stripping around the door frames to increase energy efficiency.

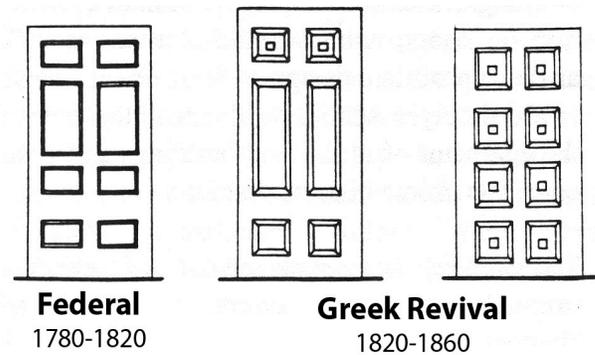


Figure 61: Evolution of door types in the eighteenth and nineteenth centuries.

- Tighten and square loose door joints constructed with mortise-and-tenon joints.
- Fill small cracks with a fresh coat of paint (see section 5.2.5 on paint repair).
- Patch small holes and cracks with wood consolidates and fillers.

Repair

- Repair rotted areas and larger gaps using epoxy or by patching-in new pieces of wood. Match wood type and direction of wood grain to the original.

Replace

- Match replacement doors to the original design, proportion, materials, paneling pattern, and glazing of the original.
- Retain and reuse original door hardware. If hardware is missing, period accurate reproductions can be used.

Not Recommended

- Moving or altering existing door or door opening. Decreasing the size of a doorway to allow for a stock door replacement is not acceptable.
- Adding new door openings to the front façade.
- Replacing a historic door which could be repaired.
- Using a steel or hollow core door which is not compatible with historic doorways.
- Painting historic hardware, unless evidence exists suggesting it was historically painted.

SECTION 5.0: GUIDELINES FOR THE MAINTENANCE AND PRESERVATION OF EXISTING BUILDINGS

5.3.4 Porches and Porticos

Porches often serve as a major character-defining feature of a building. This transitional space between the public and private, outdoors and indoors, is filled with architectural nuances that help to define the character of a building. These spaces, however, are also the most commonly altered. Porches are frequently enclosed to create more interior space, and details like brackets deteriorate or are lost. Porches and porticos are most commonly made from wood, but can also have decorative or structural components made from other materials, such as cast iron, concrete, brick, and stone. Common elements include columns, posts, pilasters, balustrades, entablatures, pediments, stairs, railings, trim, and brackets.

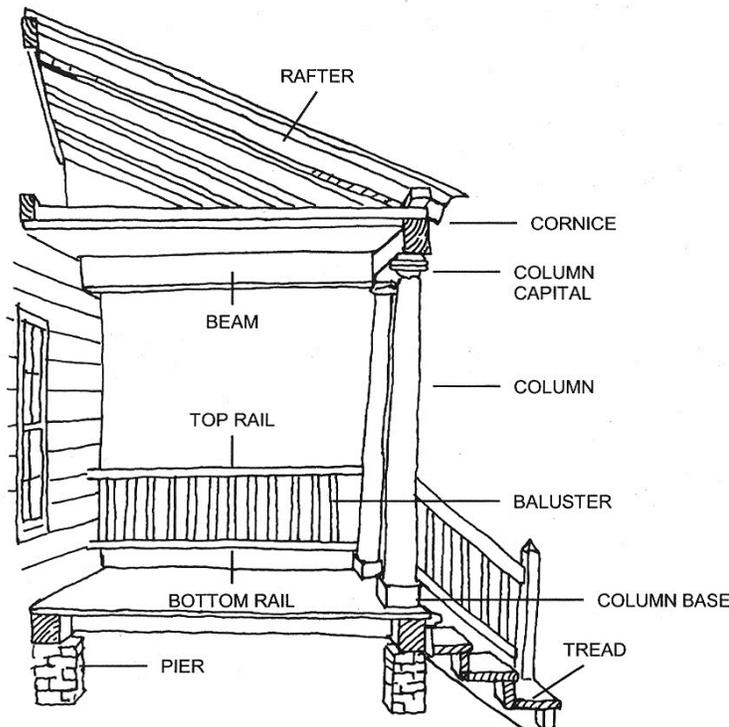
Protect and Maintain

- Inspect porch foundation, roof, and decorative elements for signs of sagging, cracking, biological growth, peeling paint, insect damage, and

other signs of deterioration. Check for splitting, cracking, and leaning in supportive members.

- Check porch/portico roof covering, flashing, and gutters for signs of leaking which will accelerate deterioration of porch materials.
- Keep porch or portico clean of leaves, dirt, and other debris.
- Keep paint and other protective coatings on wood and metal elements in good repair. Spot-paint and reseal open joints every other year.
- Secure loose railings and balustrades.
- Trim vines, shrubs, and branches around the base and roof.
- Avoid placing decorative items, such as carpeting, mats, and potted plants, in direct contact with porch flooring which trap moisture and condensation.
- Avoid using de-icing salts on porch surfaces. If salts are used, scrub and rinse the porch deck in the spring.
- Avoid having downspouts from the main roof drain closely to the base, or alongside the porch/portico.

Figure 62: Elements of a porch.



Repair

- Repair deteriorated or missing elements with in-kind materials or patches.
- Repair open cracks and joints. Remove deteriorated coatings and apply fresh layers of water-repellant wood preservative, caulk, and paint.
- Fill small cracks with cellulose-based wood fillers and epoxy. Epoxy should only be used in areas which will be painted.
- Repair larger cracks or decayed pieces of wood with a dutchman patch using the same type of wood as the original. Alternate wood types or materials will expand and contract at different rates than historic wood, and therefore should be avoided.

SECTION 5.0: GUIDELINES FOR THE MAINTENANCE AND PRESERVATION OF EXISTING BUILDINGS



Figure 63: Historic porch which through regular maintenance still retains most of its original material.

Replace

- Replace deteriorated members such as individual floor boards, ceiling boards, columns, balusters, and brackets when repair is not possible. Replacement elements should be duplicated from the existing fabric, and made of the same or a compatible substitute material.
- Choose alternate materials which can be shaped and molded to match the historic design.
- Use pressure treated wood for hidden deteriorated structural elements.
- Match replacement railings to the balustrade of the historic porch in material and detailing. Cast - or wrought-iron railings are not an appropriate replacement for brick or wooden porch elements.
- Choose replacement lattice that replicates the pattern and scale of original wood lattice. Stock or diamond-style lattice and skirting are not appropriate.

Figure 64: Appropriate enclosure of a front porch with screen and wood structural members that are compatible with the historic character.

Not Recommended

- Neglecting regular maintenance and repair to a historic porch/portico.
- Removing a historic porch or portico.
- Replacing a historic porch or portico that can be repaired.
- Replacing original porch/portico elements with stock components.
- Covering porch or cornice elements with vinyl or aluminum siding.
- Installing a porch ceiling where none existed historically.
- Covering exposed rafters and roof decks which were historically left open.
- Enclosing a historic porch. Enclosing a porch on a non-primary elevation which retains the original porch fabric and employs glass and framing that is hidden from view may be permissible.
- Removing or replacing a historic porch or portico to comply with code requirements. There are many creative solutions available to help historic railings and stairs meet code requirements which do not require the entire removal or replacement of the historic porch/portico.

For more specific information about porch maintenance and repair, consult National Park Service *Preservation Brief 45: Preserving Historic Wood Porches*, available online at <http://www.nps.gov/tps/how-to-preserve/briefs.htm>.



SECTION 5.0: GUIDELINES FOR THE MAINTENANCE AND PRESERVATION OF EXISTING BUILDINGS

5.3.5 Roof

The roof is among one of the most critical elements of the building for several reasons. First, the roof helps to define the look and character of a historic building. Roof shapes, projections, and decoration are often indicators of architecture style. Second, and even more importantly, the roof system is vitally important in preventing water penetration, and therefore, damage to virtually every material in the building. Providing a weather-tight roof and properly functioning drainage system should be addressed before any other concern.

If a roof is not properly maintained, the damage that occurs to a concealed roof and wall structure may go unnoticed for years. By the time these conditions become apparent, the required repairs will be much more costly than proper maintenance would have been. Whenever possible, traditional materials should be used for historic roof repairs. Introducing contemporary materials may trigger new problems and alter the building's character. Traditional roofing materials have a longer life that makes them more economical over the long term.

For instance, a slate roof may last close to one hundred years, a metal roof for sixty years, and a wood-shingle roof fifty years. The average asphalt roof, by contrast, lasts about twenty years. Roof systems can also include a number of architectural details such as cupolas, dormers, and ornamental detailing along gables and peaks, which need special consideration and care. Due to their constant exposure to the elements, and their difficult to reach location, they can be some of the most neglected aspects of a historic building.

Protect and Maintain:

- Inspect roof on an annual basis and after major storms for signs of deterioration. Check flashing at parapets, chimneys, dormers, and projections, as well as along valleys of intersecting roofs.
- Clean gutters, flashing, and downspouts every fall and spring at a minimum to remove debris.

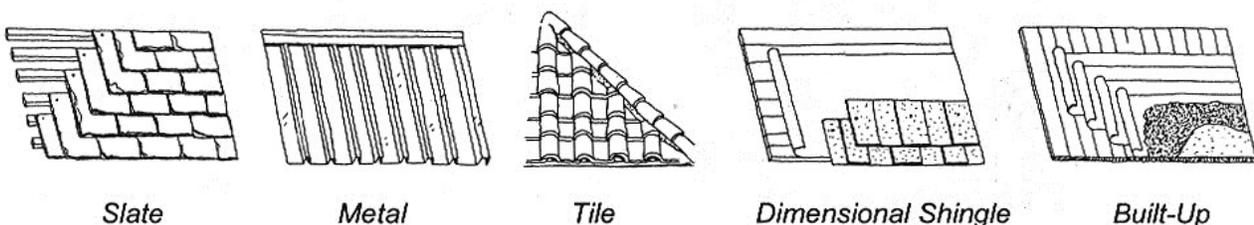
Repair:

- Replace individually broken or slipped shingles and tiles on slate and tile roofs.
- Paint metal standing-seam metal roofs, as needed. Copper roofing and flashing should be left unpainted.
- Repair leaking roofs as soon as possible. Install temporary repairs until permanent repairs can be made. If repairs are not made quickly, adjacent building materials will rapidly deteriorate.

Replace:

- Design replacement roof features based on physical and documentary evidence of how the roof looked historically. If physical and documentary evidence exists for the presence of a cupola, or other missing roof features, then their reconstruction is encouraged.
- Photograph existing historic roof features that are slated for replacement or reconstruction prior to their removal.
- In instances where the roof is not visible from the ground at a public right-of-way, it may be acceptable to use a contemporary roofing material, such as asphalt.

Figure 65: Diagram of different roof materials.



SECTION 5.0: GUIDELINES FOR THE MAINTENANCE AND PRESERVATION OF EXISTING BUILDINGS

Not Recommended:

- Neglecting routine inspections and regular roof maintenance.
- Using modern roofing materials in areas visible from a public right-of-way.
- Using flashing materials, fasteners, clips, or other metal materials which are incompatible with roofing shingles and cause corrosion or other deterioration.
- Allowing metal fasteners, clips, and nails to corrode which causes accelerated deterioration of neighboring materials.
- Changing the roof configuration and appearance by adding new elements, such as dormers, windows, vents, or skylights, which diminish the architectural character. Rooftop decks and other additions are generally only permissible on non-primary elevations.
- Removing or covering significant roof characteristics, such as dormers, cupolas, cornices, vergeboards, finials, vents, exposed rafters, and balustrades.
- Installing roof vents, mechanical systems, or antennas in areas visible from the ground.
- Covering historically exposed rafter tails and eaves.

Figure 66: Dormers are an important feature of roof systems that need special attention and regular maintenance.



5.3.6 Chimneys

Protect and Maintain:

- Check flashing around chimney and mortar joints for signs of water infiltration. Check for signs of leaning or cracking which may suggest structural issues. If a structural issue is detected, contact a professional.

Repair:

- Repoint masonry, mend cracks, and replace flashing where necessary.
- Retain corbelling or ornamental brickwork when repairing a chimney (Figure 67).
- Keep stucco in good repair on chimneys with stucco veneers (see section 5.2.4 on stucco repair).

Replace:

- Photograph the chimney before dismantling it when chimney replacement is required.
- Dismantle and salvage existing materials where possible.
- Match new materials to historic material as closely as possible.
- Use masonry and terra-cotta capping for historic chimneys. Metal chimney caps are not appropriate.

Figure 67: Chimneys with decorative corbelling should be retained.



SECTION 5.0: GUIDELINES FOR THE MAINTENANCE AND PRESERVATION OF EXISTING BUILDINGS

Not Recommended:

- Failing to regularly inspect the chimney and flashing for cracks, gaps, and leaks.
- Improper repointing of masonry (see section 5.2.2 on masonry repair).
- Removing an exterior chimney. The exterior chimney should be retained even if the interior portion of the chimney has been removed or no longer functions.

5.3.7 Gutters and Downspouts

Protect and Maintain:

- Clean gutters every spring and fall for leaves and debris.
- Check gutters and downspouts for cracks, punctures, broken or loose seams, and broken or missing hangers and fasteners. Check gutters and downspouts following all major storms.
- Check for areas of peeling paint or wet masonry on adjacent walls, which may indicate a leaking downspout.
- Inspect built-in gutters for leaks on a regular basis.
- Allow for proper grading and drainage around the perimeter of the building or structure.
- Direct downspouts away from the building. Do not allow water to pool around the base of the building or any other significant historic features.

Repair:

- Repair historic gutters and downspouts whenever possible over replacement.
- Secure and reattach gutters which are bent or have come loose.

Replace:

- Replace sections of gutters or downspouts which are beyond repair. Replacement gutters and downspouts should be of the same material and shape as the originals.
- The type of appropriate replacement gutter will depend largely on the roof structure. Half-round and “K”-style gutters with smooth downspouts

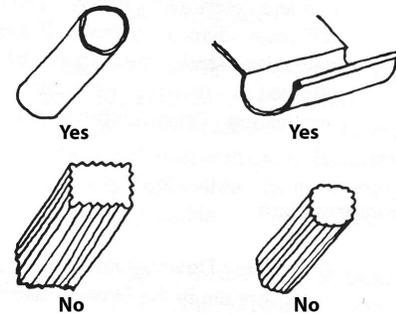


Figure 68 : Half-round gutters and round downspouts are appropriate for historic buildings.

are appropriate for historic buildings. “K”-style gutters are mounted against a flat fascia board, while half-round gutters can be hung from an angled fascia board. Built-in gutters are also present on some historic buildings.

- Consider if the building historically had gutters. Certain historic roof systems do not require the use of gutters, such as Craftsman-style homes with broad overhanging eaves and exposed rafter tails, which naturally divert water away from the building.
- Paint aluminum or galvanized steel-plated gutters in a color to blend-in with the building.
- Retain and reuse ornamental conductor heads and boots.

Not Recommended:

- Neglecting regular cleaning and maintenance to gutters and downspouts.
- Replacing historic gutters and downspouts with vinyl ones.
- Installing replacement gutters which are incompatible with the historic roof system.

For more specific information about roof repair, consult National Park Service *Preservation Brief 4: Roofing for Historic Buildings*; *Preservation Brief 19: The Repair and Replacement of Historic Wooden Shingle Roofs*; *Preservation Brief 29: The Repair, Replacement and Maintenance of Historic Slate Roofs*; and *Preservation Brief 30: The Preservation and Repair of Historic Clay Tile Roofs*, available online at <http://www.nps.gov/tps/how-to-preserve/briefs.htm>.

SECTION 5.0: GUIDELINES FOR THE MAINTENANCE AND PRESERVATION OF EXISTING BUILDINGS

5.4 Site and Setting

The environment that surrounds a historic property is an essential aspect of maintaining the historic character of Elkton. Topography, viewsheds, and natural and manmade features all contribute to how the historic building relates to its surrounding environment and conveys meaning about the past. Site refers to the area immediately surrounding a historic building, and setting refers to the larger area, such as the street or neighborhood of which the individual site is a part.

Protect and Maintain

- Maintain spatial relationships between buildings, landscape features, and open space.
- Retain historic landscape features such as fences, gardens, pathways, outbuildings, property boundary markings, landforms, and vegetation.
- Maintain the existing topography around the historic buildings when possible.
- Minimize disturbance of terrain to reduce risk of damaging significant landscape features and potential archaeological resources.
- Retain historic views to and from buildings, especially views of primary building facades.

Repair

- Repair landscape features, outbuildings, and objects which are significant to the overall context of the site.
- Screen views which detract from the historic setting with a vegetative buffer.

Replace

- Replace deteriorated features beyond repair with a replacement feature of the same design, detail, and material as the original. Physical evidence from the deteriorated feature should be used as a model for new work. A compatible substitute material may be used if replacement in-kind is not feasible.

- Reconstruct missing features of the historic landscape if sufficient documentary and physical evidence exists for their presence.
- Restore and reuse historic paving materials such as brick, hexagonal pavers, and limestone curbing, on paths and sidewalks. Use salvaged historic materials when available. Substitute material should duplicate the color, texture, and visual appearance of the original and may be used if historic material is not available.

Not Recommended

- Removing significant manmade and natural landscape features which may alter the historic setting.
- Allowing significant landscape features to deteriorate or be lost because of deferred maintenance.
- Constructing new buildings or structures which disrupt the historic setting or appear out-of-scale with the existing buildings.
- Enclosing historic open space.
- New construction which obstructs or obscures significant views to and from historic buildings.
- Using chain-link, vinyl, and concrete block walls or fences which are visible from a public right-of-way.
- Substantially changing the topography or engaging in ground disturbance that could result in the loss of archaeological resources.
- Alterations which are out of context with, or otherwise detract from, the setting of the Historic District. This can include the introduction of new buildings, structures, features, or objects which are out of scale, style, or context, with the existing historic landscape.

SECTION 5.0: GUIDELINES FOR THE MAINTENANCE AND PRESERVATION OF EXISTING BUILDINGS

5.5 Mechanical Systems

In order to keep a historic building in service, certain updates to the mechanical systems are necessary. These systems can include heating, electric, plumbing, air conditioning, fire protection, and security. System upgrades should maintain a balance between the current needs to make the building useable and protecting the historic fabric of the building.

Protect and Maintain

- Assess the current mechanical systems for opportunities to reuse parts of existing systems. Evaluate the current performance of the building to determine necessary mechanical upgrades.
- Utilize shutters, operable windows, porches, curtains, awnings, shade trees, and other historically appropriate non-mechanical methods to reduce heating and cooling requirements. Consider adding historically sensitive storm windows and doors to improve thermal performance.
- Evaluate options for different sizes and types of mechanical systems. Choose a system that is appropriate for the use of the building (residential, commercial, and industrial) and preserves the most historic fabric.
- Ensure systems are functioning properly and do not produce excess heat, moisture, or vibrations that could damage surrounding historic fabric.

Repair

- Repair existing mechanical systems to limit whole replacement in the future, which could cause more damage to historic fabric.
- Supplement the efficiency of HVAC systems with less energy-intensive measures, such as programmable thermostats, attic and ceiling fans, louvers, and vents, where appropriate.

Replace

- Install new mechanical systems in less historically significant spaces of the building, such as a later addition.
- Locate new mechanical equipment in existing closets, chases, and shafts to avoid the removal of historic fabric.
- Locate exterior units for mechanical systems hidden from public view and on secondary elevations.
- Screen mechanical units with fencing or vegetative screens that are compatible with the historic character of the building.

Not Recommended

- Installing mechanical systems that are too large or unnecessary, given the requirements of the building.
- Cutting through existing masonry walls to install new or upgrade mechanical systems.
- Obstructing or damaging the principal elevations, or significant features from the improper planning and installation of mechanical systems.
- Installing drop ceilings or bulkheads across window openings.
- Overloading the building structure with the weight of mechanical equipment.
- Allowing condensation, heat, or vibrations from mechanical systems to damage adjacent historic fabric.

For more information on mechanical systems in historic buildings, consult National Park Service *Preservation Brief 24: Heating, Ventilation, and Cooling Historic Buildings - Problems and Recommended Approaches*, available online at <http://www.nps.gov/tps/how-to-preserve/briefs.htm>.

SECTION 6.0: GUIDELINES FOR ALTERATIONS TO EXISTING BUILDINGS

6.1 Introduction

Additions to existing buildings in the Elkton Historic District include construction that results in additional habitable space, as well as porches and decks. In general, to conform to the *Standards for Rehabilitation* points #9 and #10 (section 4.2), an addition to a building in the Elkton Historic District should be subordinate to the original building, and should read clearly as an addition.

Additions should be designed so there are subtle distinguishing characteristics between the historic portion and the new alteration. This may include simplifying details, changing materials, or slightly altering proportions. Point 9 states that contemporary design and additions to existing properties should not destroy significant historic architectural fabric and should be compatible with the design of the property and neighborhood. Point 10 states that whenever possible, additions to structures shall be done so that future removal will leave unimpaired the essential form and integrity of the historic structure.

Specific guidelines should be considered in permit applications for additions to structures within the Elkton Historic District.

6.2 Scale

- An addition should be smaller than, and subordinate to, the scale of the original building (Figure 69).

6.3 Massing and Proportions

- The massing of an addition (the relationship of solid to void) should compliment, but not necessarily be the same as, the original building. For example, a glassed-in porch on a rear façade may be a “lighter” variation of the original façade massing. However, a solidly infilled rear porch is not appropriate.



Figure 69: The scale relative to the original building. An addition should not exceed the size of the original building.

- The proportions of the additions should be complimentary to the proportions of the original building. A long, low addition to a vertical house might not be as appropriate as a two-story ell at the back of the building (Figure 70).
- The addition should be smaller in proportion to the original building, both in its overall square footage and in its footprint.
- Ideally, an addition should not exceed approximately half of the original building's total floor area or footprint.

6.4 Forms

- The form of additions should be complimentary to the overall form of the house. A shed-roofed addition is appropriate on a gable-roofed or hip-roofed structure, as would be a gable or hip roof.



Figure 70: The proportions of the addition should compliment the original building.

SECTION 6.0: GUIDELINES FOR ALTERATIONS TO EXISTING BUILDINGS

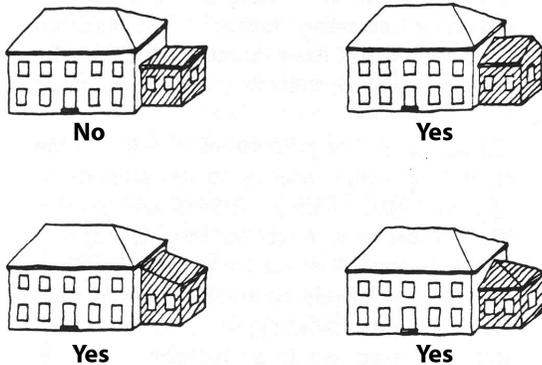


Figure 71: The roof shape of an addition should compliment the original building. Flat roofs are rarely acceptable.

- Flat roofs are rarely appropriate for additions in the Elkton Historic District (Figure 71).

6.5 Floor-to-Floor Heights

- Floor-to-floor heights should be equal to or no more than 10 percent less than the original building, but should not be taller than those of the original building (Figure 72).

6.6 Elevation of the First Floor

- The first floor elevation of an addition may be equal to or slightly lower than the original building, but should not be higher than that of the original building.

6.7 Siting

- Additions should be sited to have the least possible visual impact from the street.

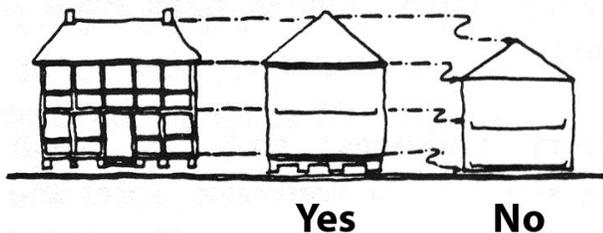


Figure 72: Proper and improper floor-to-floor heights.

- There should be no new additions to front facades. Rear additions are most appropriate.
- Additions to side facades should be held back as far as possible from the street, but one bay at minimum.

6.8 Orientation

- The addition should be located, planned, and detailed so as not to confuse the dominant historic orientation of the original building.
- The addition should not have the effect of creating a primary façade out of a secondary façade.
- The addition should not assert itself visually, but should be screened from the street as much as possible.

6.9 Materials

- An addition may be made of the same materials as the original building, or it may be made of subordinate materials (e.g., wood is subordinate to brick, which is subordinate to stone). A brick building should have a brick or wood addition, but a wood house should not have a brick addition.
- The materials restrictions in section 6.9 on new construction apply to additions to existing construction.

6.10 Accessibility

- Consider using an alternate entrance or creating an additional entrance on a non-primary façade before replacing or widening a historic door. If the historic door is already missing, then the doorway may be retrofitted to meet accessibility requirements.
- Use landscaping to screen ramps, elevators, lifts, or other systems to create accessibility (Figure 73).
- Consider re-grading to provide smooth access to the front entrance if it will not alter significant

SECTION 6.0: GUIDELINES FOR ALTERATIONS TO EXISTING BUILDINGS



Figure 73: Landscaping is used to appropriately screen a ramp from street view.

landscape features.

- Add a bevel on both sides of a doorway threshold to meet accessibility requirements.
- Consider adding low-profile handrails to existing historic railings to make them height-compliant, rather than replacing the historic railings altogether.
- Code-required additions, such as a stairway or elevator, should be added in a complementary manner that does not change the building's defining character. Compatible materials should be used.

For more information on accessibility in historic buildings, consult National Park Service *Preservation Brief 32: Marking Historic Properties Accessible*, available online at <http://www.nps.gov/tps/how-to-preserve/briefs.htm>.

Not Recommended

- Adding a new front porch to a historic building without precedent for a porch.
- Enclosing a front porch (Figure 74).
- Altering historic window and door openings.
- Constructing roof-top additions. These would detract from the proportions of the building and the historic form of the roof.
- Constructing dormer windows and skylights. If constructed, they should be limited to the rear

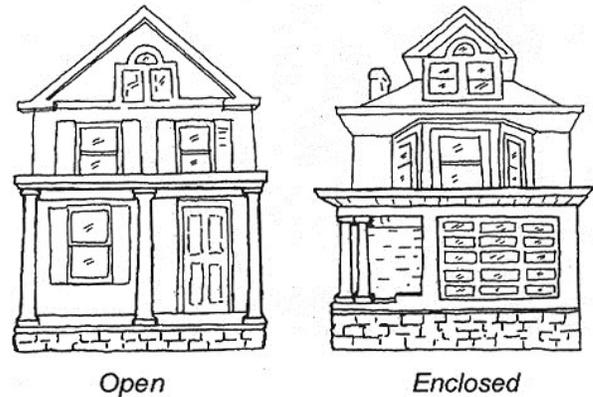


Figure 74: It is typically not appropriate to enclose a historic porch.

of the building and not be visible from the street.

- Additions which are not easily distinguishable from the historic building. The addition should make clear what is new and what is original. This can be done in a variety of ways, including simplifying of details, changing materials, slightly altering proportions, or even slightly varying paint color.
- Constructing decks on front or side facades. Decks constructed on rear facades should be screened from the street with landscaping.
- Using an architectural style for an addition which appears older than the style of the existing historic building.
- Concrete steps as a replacement for historic brick or wood steps.
- Widening or replacing historic doors and doorways before exploring options for an alternate entrance.

SECTION 7.0: GUIDELINES FOR NEW CONSTRUCTION

7.1 Introduction

The Zoning Ordinance of the Town of Elkton (Part III, Historic Overlay Zone) requires that all proposals for new construction, additions to existing buildings, and demolition of buildings within the Elkton Historic District receive an approved Historic District Work Permit from the Historic District Commission prior to the issuance of a building permit. In reviewing applications for Historic District Work Permits the Historic District Commission shall give consideration to:

“...the general compatibility of proposed exterior design, scale, proportion, arrangement, texture, and materials to the (historic) landmark, site, or structure and to the surrounding area; and any other factors which the Commission deems pertinent.”

The purpose of this requirement is to encourage and accommodate new construction that preserves and enhances the existing character of the community. New construction and additions planned for the Elkton Historic District should complement the historic fabric of the town and should have a positive visual and functional relationship to the historic buildings already in the district. New construction and additions should enhance the perceptual quality of the district.

These guidelines are intended to encourage contemporary design that is compatible with the historic character of the district. Unfortunately, good architectural design cannot be reduced to a formula or a recipe of elements. It must be recognized that strict adherence to the design principles presented in these guidelines is no guarantee that good buildings will result. Creativity, inspiration, and innovation must still be brought to bear on the design of new buildings within the Elkton Historic District, but the creativity must be directed and tempered by the principles of historic preservation. Conversely, if the design guidelines presented here are not followed, new construction will probably not be compatible with the visual character of the Elkton Historic District, resulting in the progressive loss of that character.

Compatibility, as defined in these guidelines, does not pertain to literal reinterpretation or reiteration of historic buildings and styles. Rather, it refers to buildings that, in a broad sense, will “fit” into and blend with the visual character of the Elkton Historic District. The wide range of styles and appearances of the buildings in Elkton make available to the designer of new construction a wide variety of design options and strategies.

The following guidelines should be considered in permit applications for the construction of new structures within the Elkton Historic District.



Figure 75: Street view of West Main Street showing the relatively consistent form, rhythm, and scale of commercial buildings. New construction should be compatible with the existing built environment.

SECTION 7.0: GUIDELINES FOR NEW CONSTRUCTION

7.2 Style

It is specifically *not* the intention of these guidelines to require “historical” designs or the adherence to a particular style, formula, or set of architectural elements. “Period architecture” and the strict quotation of architectural elements and details is emphatically not their intent. The literal copying of historic styles both dilutes the abundance of architectural variety in the Elkton Historic District and confuses the genuine historic architecture of Elkton.

- New construction should not try to copy or be an exact replica of any existing historic building within the district.
- New construction may be inspired by historic building designs and features, and can be traditional in form and detailing.
- New construction should be representative of the time in which it is created.

7.3 Scale

The overall scale or overall size of new construction should not conflict with the historical character of the district (Figures 76 and 77). In most cases, structures in the Elkton Historic District are typically 2-3 stories in the residential areas and 3-4 stories in commercial areas. For larger high-density/large-scale construction, see section 7.10.

Figure 76: Inappropriately scaled buildings disrupt the rhythm of the residential streetscape in the Historic District.

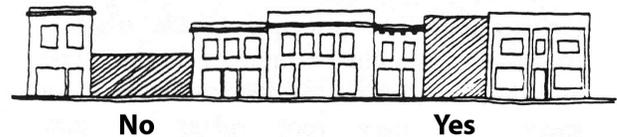


Figure 77: New construction in the commercial district should be of a similar scale to the surrounding buildings. Most commercial structures in Elkton are between 3 or 4 stories.

- New construction should reflect the dominant cornice and roof heights of adjacent buildings.
- One-story buildings, such as late-twentieth-century ranch-style houses and single-use commercial buildings are not appropriate in the Historic District.

7.4 Massing and Proportion

The massing and proportion of a building, or the visual impression of its various elements as compared to surrounding structures, is an important element to consider when designing new buildings in the Historic District. The facades of new construction should reflect a similar sense of the lightness (voids) or weight (solids) as neighboring buildings and should employ similar proportions (dimensional relationships) of individual building elements.

- Use similar proportions of solid, void, and projecting and receding elements as neighboring structures in the Historic District.
- The proportions of new construction should relate to the dominant proportions of the styles present in the immediate neighborhood.
- The façade of a proposed building should draw upon the number and rhythm of bays contained in neighboring buildings.
- Window and door openings should be similar in size to their historic counterparts, as should the proportion of window to wall space (Figure 78).

Figure 78: Improper proportions of solid and void spaces.



No

SECTION 7.0: GUIDELINES FOR NEW CONSTRUCTION

7.5 Forms

New construction should reflect and be sympathetic to the forms of adjacent historic structures. The richness of styles in the Elkton Historic District includes a large variety of historic forms (Figure 79). There is historic precedent in Elkton for hip, gable, and gambrel roofs, projecting bays, turrets and towers, loggias, ells, semi-circular forms, an assortment of window and door shapes, and architectural chimneys.

- Horizontal ribbon windows, ranch houses, and “cape” type 1-1/2-story houses with dormers are not appropriate forms for new construction in the Historic District.



Figure 79: Elkton has a number of unique architectural forms within its historic district from which new construction can draw inspiration.

7.6 Floor-to-Floor Heights

Floor-to-floor height is an important element to scale which is often ignored in new construction.

- Floor-to-floor heights of new construction should be within 10 percent of adjacent historic construction.
- Maintain a consistent floor-to-floor height as expressed in the facades of the neighboring buildings.

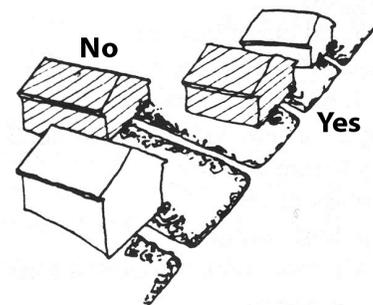
7.7 Siting

The proper siting of new construction is vital to

maintaining the visual relationship of the streetscape in the historic district. New construction should be sympathetic to set-back lines, open space, vegetation, and other aspects of the site design to maintain a compatible relationship with surrounding historic buildings (Figure 80).

- New construction should respect the dominant set-back line of existing construction, over and above what might be the set back lines prescribed in the zoning ordinance.
- The siting of new construction should conform to the building line of adjacent buildings.
- Buildings sited toward the rear of the lot, with parking fronting the street, is not appropriate in the Historic District.
- Identify significant historic and mature trees and shrubs and make every effort to preserve them in the site design.

Figure 80: New construction should respect the dominant set-back line of existing structures.



7.8 Orientation

New construction should follow the same patterns of orientation as surrounding structures.

- The principal façade of new construction should be oriented in the same direction as the majority of the buildings on a street.
- Primary roof ridges of new construction should be parallel to the primary roof ridges of adjacent existing historic buildings.
- Facades of new construction on a corner site should differentiate between the two streets. Each façade of a corner building should reflect the character of the streetscape it fronts.

SECTION 7.0: GUIDELINES FOR NEW CONSTRUCTION

7.9 Materials

The Elkton Historic District features a wide variety of historic buildings materials, offering designers of new construction numerous options. New construction should use materials sympathetic to the existing architectural fabric. Materials should be of similar or complimentary color, size, texture, scale, craftsmanship, and applicability to the function performed. Sympathetic materials do not necessarily replicate older materials in detail, or attempt to appear old. Rather, it is a matter of determining the compatibility of the new with the old. The following materials are potentially so visually intrusive that their use for new construction in the Historic District is discouraged.

- Exposed concrete masonry
- Painted concrete masonry
- Ornamental pierced concrete masonry screens and walls
- “Antiqued” brick
- Vinyl and metal siding (see section 5.2.3)
- Modern wrought-iron and aluminum porch columns
- Exposed chain-link fencing
- Carpeted porch floors and steps
- Flush exterior doors
- Inappropriate window treatments:
 - Jalousie windows
 - Glass block
 - Picture windows
 - Windows with horizontal glazing
- Asphalt siding
- Unpainted wood
- Vertical wood siding on primary structures

7.10 High Density/Large-Scale Construction

As Elkton continues to prosper and evolve there may be proposals for projects involving structures larger than the predominant two- and three-story scale of the Historic District. Whenever possible,

alternative sites for large structures should be sought outside the Elkton Historic District. If alternative sites are not available, negative impacts of large-scale buildings can be mitigated in the following ways:

- Seek locations within the Historic District which best accommodate larger-scale structures, such as areas previously intruded upon by modern construction, large lots which can be easily screened, areas with few or no historic structures, or areas which can best accommodate parking facilities.
- The first level of large-scale structures should maintain a pedestrian-friendly scale.
- Ground floor retail or commercial space is encouraged.
- Upper stories should be stepped back from the street, with lower stories respecting the smaller-scale cornice lines of surrounding structures (Figure 81).
- The majority of the building’s mass should be located in the center of the property.
- Parking should be incorporated within the structure hidden from public view, or in an appropriately landscaped lot, screened from the street.
- Parking garages should not be located in front on a public sidewalk and should be concealed to the greatest extent possible.

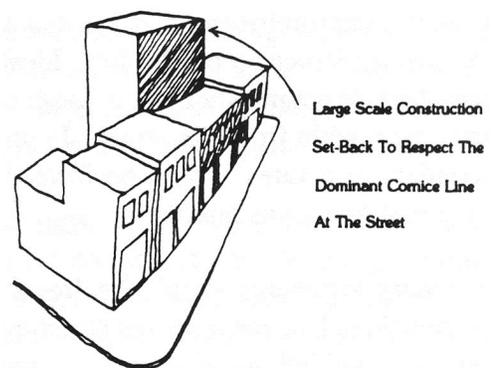


Figure 81: Large-scale construction can be minimized by using setbacks to reflect the dominant cornice line of the street.

SECTION 7.0: GUIDELINES FOR NEW CONSTRUCTION

- Landscaping, especially large-scale canopy trees, should be employed to make a transition between the pedestrian scale and the larger building scale.
- Apply the same design guidelines regarding scale, materials, proportions, etc. to larger-scale construction outlined in this section.
- Demolition of historic buildings to make way for new or large-scale construction is not appropriate.

7.11 Secondary Structures

There is substantial precedent in the Elkton Historic District for secondary structures, including garages, small barns, summer kitchens, storage buildings, and carriage houses. These buildings are usually located at the rear of the lot, especially in the case of lots serviced by rear alleys.

- New secondary structures should be subordinate to the primary structure on the lot and visually complementary to the existing building.
- New secondary structures should in no way compromise the historic character of the existing structure on the lot.
- Secondary structures should be located toward the rear of a lot and not be visible from the street.
- Secondary structures should be free-standing and not linked to the primary structure.
- The design guidelines above regarding proportions, massing, materials, form, orientation, and siting also apply to secondary structures.



7.12 Demolition

The pressure to demolish buildings within any historic district is a regrettable fact of life. Either through catastrophic damage or through years of neglect, there are and will continue to be situations when a building is deemed beyond repair and “not worth” preserving. As the Elkton Historic District continues to attract new residents and businesses, there will be pressure to “make way” for the “progress” that new construction is believed by some to represent.

Whereas issues of design guidelines for preservation and new construction are driven by architectural and aesthetic considerations, demolition, especially of repairable structures, is more frequently an economic issue. Indeed, the only other legitimate reason for consideration of demolition is if the building poses a threat to public safety. In considering applications for demolition, especially those based on economic or development considerations, the Town must weigh issues beyond matters of architectural appropriateness.

In the strictest sense, demolition of a historic building in the Historic District is rarely if ever appropriate. Rather, the Town must be convinced that all possible means of saving the building have been exhausted. It should be noted that Elkton is trying to prevent unnecessary demolition by giving the Historic District Commission the authority to determine when Demolition by Neglect is occurring. Demolition by Neglect is defined as “improper maintenance or lack of maintenance of a building, structure or object which results in substantial and widespread deterioration of the building, structure or object which threatens the likelihood of preservation and which presents a threat to public safety, health and welfare of the immediate community.” Once the Historic District Commission determines that a property is in a state of Demolition by Ne-

Figure 82: This garage is compatible to the primary structure through its use of similar proportions, roof form, materials, and detailing.

SECTION 7.0: GUIDELINES FOR NEW CONSTRUCTION

glect, it can direct the building inspector, as authorized in the Historic Overlay Ordinance, to order repairs. It is the responsibility of all citizens to look for and report instances of Demolition by Neglect to the Elkton Historic District Commission.

7.12.1 Criteria for Considering Applications for Demolition

The following criteria should be applied in considering applications for the demolition of historic buildings within the Elkton Historic District:

1. To determine the financial implications of maintaining a property versus demolishing it, the Town may ask an applicant to submit documentation pertaining to differential costs, structural soundness, suitability for rehabilitation, estimated market value of the property (as is and after rehabilitation) for continued use, economic feasibility of rehabilitation, purchase price, income, and cash flow information (relating to the property only), and any other information considered necessary.
2. Regardless of economic issues, the relative significance of the building slated for demolition should be evaluated. If the building is not considered a contributing structure in the Historic District, then its demolition may not be objectionable. If a building is significant, then even a finding of economic hardship may not be sufficient to allow demolition. Some buildings are so significant that extraordinary measures should be made to delay or prevent their demolition. Adaptive reuse of historic buildings is always preferable to demolition and new construction.
3. In development-related applications, the Town of Elkton should review schematic plans for the new structure, in order to help weigh the merits of new construction versus existing construction.
4. Further, in order to provide some slight mitigation of the effects of unavoidable demolition of historic structures within the Elkton Historic District, owners should provide adequate recordation of a property. The extent of such recordation would depend on the significance of the property. At the least, archival photographs should be produced for every historic building that is lost to demolition within the Historic District. When the demolition of an extremely significant building is unavoidable, measured drawings should be produced that comply with the standards of the Historic American Buildings Survey (HABS). Information about HABS is available online at <http://www.nps.gov/hdp/habs/>.

7.12.2 Relocation of Existing Buildings

Moving historic buildings out of, into, or within the Historic District should be discouraged. The removal of historic buildings from the district has the same effect as demolition on the historic character of the district. Moving historic buildings within the district confuses the actual history of the district. Moving historic buildings into the district falsifies the existing historic record by adding a building that does not belong to either time or place. Relocating a building, however, is always preferable to demolition.

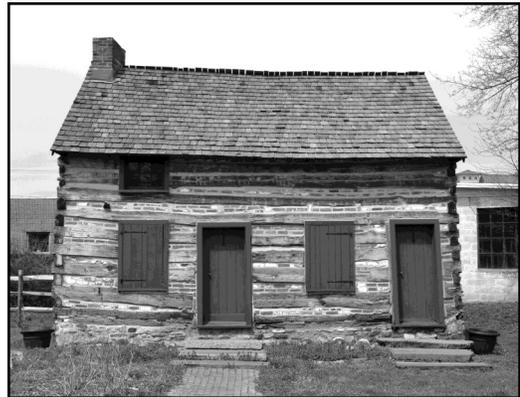


Figure 83: The Historical Society of Cecil County moved the Rev. William Duke Log House from Bow St. to their property in 1970 to save it from demolition.

SECTION 7.0: GUIDELINES FOR NEW CONSTRUCTION

7.13 Archaeological Considerations

The *Standards for Rehabilitation* point #9 requires the preservation and protection of archaeological resources. There is a strong likelihood that the excavation for new construction in the Elkton Historic District will involve archaeological resources. Even though invisible at the surface, archaeological deposits are likely to be present on most historic properties. Archaeological resources can include individual artifacts like ceramic shards and children's toys, and also features from former structures such as wells, privies, and building foundations. Archaeological resources can provide significant information about the history of a property which can be just as valuable as conducting building and documentary research.

While efforts should be made to consider and protect those resources, the extent to which this consideration will affect an evaluation of appropriateness will vary from project to project. Certainly, applicants for Historic District Work Permits should be cognizant of a project's possible impact on archaeologically sensitive areas. Excavations should be closely monitored by qualified professionals to confirm that valuable resources are not being lost. It should be noted that projects benefiting from either federal or state funding, or requiring federal permitting, will require an archaeological investigation and possible mitigation of adverse effects.



Figure 84: Barn ruin at the Elk Landing National Register site.

The following section provides both general guidance and guidelines that should be followed when undertaking any site disturbance project, as well as pertinent background information to assist users in identifying potential locations and types of archaeological sites. Site disturbance is typically triggered by large-scale new residential and commercial projects, but can also occur in smaller projects involving additions to historic buildings, adaptive reuse, and landscape and site improvements. Applicants for a Historic District Work Permit need to conduct due diligence to identify potential archaeological resources and then explore alternatives to mitigate any disturbance caused by the project.

Recommended

- Applicants for all construction projects in the Elkton Historic District should provide documentation to the Maryland Historical Trust and seek their assistance in identifying any known or potential archaeological site that could be impacted by the proposed project. The Maryland Historical Trust maintains files on known archaeological sites statewide.
- Obtain services of a qualified professional archaeologist to assess archaeological sensitivity and conduct testing of construction sites as appropriate, to determine the potential presence and location of archaeological resources.
- Develop alternatives to avoid impacts to known archaeological sites.
- Consider areas within 200 feet of historic residential structures for artifact deposits. Outside doorways, under basement flooring, under kitchen flooring, and under porch steps and stairways are areas where artifact deposits are most commonly concentrated in residential structures.
- Privies and wells are frequently filled with household artifacts which can yield a great deal of information on the occupants of the property through time. Privies are often situated within 30-100 feet from the rear or side of the building. Wells can be found at the same distance

SECTION 7.0: GUIDELINES FOR NEW CONSTRUCTION



Figure 85: A GPR (ground penetrating radar) survey of Elk Landing revealed the existence of three earthworks from Fort Hollingsworth which defended Elkton from British invasion during the War of 1812. Today, an interpretive panel to explain the significance of the site is located near the former fort .

but can be located on the front, rear, or side of the property.

- Carrying out excavations on or adjacent to historic buildings which would cause the foundation to shift, or destroy significant archaeological resources.
 - Improper recovery or removal of archaeological artifacts from a historic site.
 - Failing to notify the appropriate agencies if human remains are discovered.
- Consult historic maps and other documentary research to determine the potential location of archaeological features from secondary structures.
 - Former industrial properties also contain archaeological sites and should be considered for their potential before redevelopment of the area occurs. Elkton has a large number of historic industrial sites including a shipyard, several mills, and a munitions plant.
 - Avoid impacts to cemeteries, burial grounds, and known archaeological sites by including a substantial limit-of-work area around the resource. The limit-of-work area should be determined by a professional archaeologist.
 - Maryland state law protects against the disturbance of burial sites and human remains. Should human remains be accidentally discovered, law requires the notification of the county, State Attorney, and local police department.

Not Recommended

- Failing to adequately address the potential for archaeological sites prior to beginning a project involving ground disturbance within the Historic District.

SECTION 8.0: GUIDELINES FOR STOREFRONTS AND SIGNS

8.1 Introduction

The earliest storefronts were residential in character, with divided-light windows typical of houses along the street. Sometimes large bay or oriel windows were used, but available glass technology, as well as the difficulty in spanning large openings, dictated the use of small panes of glass and smaller openings. Storefronts of larger commercial establishments consisted of heavy piers of brick infilled with small windows and paneled doors. Canvas awnings and wood and metal canopies were used for climate control, as well as for signage.



Figure 86: Typical eighteenth-century commercial building.

By the 1850s, cast-iron storefronts were available through catalogs while simultaneously, larger glass sizes were becoming available. These developments led to the typical late nineteenth-century storefront that featured thin structural storefront systems of wood or cast iron and large expanses of glass. The typical single or double doors flanked by display windows were often set into a recessed opening to provide shelter and additional display space. Display windows were usually raised off the ground by bulkheads that provided horizontal display surfaces on the inside and allowed deliveries to be made to the basement through hatches in the sidewalk. An entrance to the side of the façade lead to the residential units upstairs.



Figure 87: Typical mid-nineteenth-century commercial buildings.

Later in the nineteenth century, operable transom lights were placed above display windows to provide ventilation into the store and increase daylight. The signboard, placed in the fascia above the storefront and covering the structural beam, became a prominent part of the façade. Canvas awnings became even more prevalent. Display window size continued to expand with the development of metal clips that held in place increasingly large free-standing glass panes. In the early twentieth century, visual transom lights added another level to the visual character of storefronts. Incandescent electric lighting allowed store owners another method of drawing attention to their building.

8.2 Summary of Recommended Treatments

Design guidelines for the rehabilitation, restoration, and replacement of storefronts follow. Generally, if a significant part of an historic storefront, either an original storefront or a later addition, exists and is in good condition rehabilitation is recommended. If a historic storefront does not exist, or is severely de-



Figure 88: Typical late nineteenth-century commercial building.

SECTION 8.0: GUIDELINES FOR STOREFRONTS AND SIGNS

teriorated, restoration or replacement is recommended. Restoration should only be undertaken when sufficient evidence is available on which to base a design that will return a building, as closely as possible, to its appearance at a specific point in time. Replacement storefronts should have a distinctly contemporary character, but be sympathetic to and compatible with the historic fabric of the remainder of the building. Replacement storefronts should reflect, but not copy, the character of storefronts that would be typical for the period of the building.

8.3 Storefront Rehabilitation

Storefront rehabilitation can allow the owner of a commercial building in the Elkton Historic District to maintain the historic character of the building, while still adapting the building to meet the current needs of their business. The following guidelines apply to storefront rehabilitation in the historic district:

- Document the current conditions of the storefront prior to beginning rehabilitation work.
- Conduct documentary research, such as looking at historic photographs or newspaper articles, to determine the historic appearance of the building. The Historical Society of Cecil County has historic postcards and photographs of many of Elkton's commercial properties.
- Selectively remove non-historic materials and elements from the storefront. Because alterations to storefronts often were made in the most expedient manner possible, often just covering over original fabric, exploratory removals of selected non-historic fabric will often provide the best evidence of historic conditions. Removals are also required to determine the condition of underlying fabric.
- Maintain the historic style of the building. Do not impose building elements of an earlier more 'fashionable' style, such as pent roofs, wood shakes, or small paned windows. Do not impose upon the building later inappropriate elements, such as wood, vinyl, or aluminum siding.
- Retain as much historic fabric as possible and incorporate it in the design of the rehabilitated storefront. If existing fabric is severely deteriorated or was severely damaged during the course of previous alterations, but is in place, restoration is recommended.
- Preserve the commercial character of the storefront, even when use is changing to office or another use (change of use is not recommended, but unfortunately a fact of life). Display windows should be retained. Blinds or insulating curtains may be installed for privacy and thermal performance.
- Paint colors should be based on the building's historic appearance. Simpler paint schemes, generally, are more appropriate than elaborate schemes. Historically unpainted surfaces should remain unpainted, but should be protected with a clear finish coating.

Inappropriate

- Do not remove, demolish, or obscure existing historic fabric or alter the major forms of the building.
- Do not alter the size or proportions of openings.
- Do not add a false front or false story to the building.
- Do not use materials unavailable at the time of original construction, such as vinyl or aluminum siding, stainless steel, anodized aluminum, mirror tinted glass, or artificial stone.

8.4 Storefront Restoration

Restoration (the recreation of an historic storefront that has been removed or severely damaged) should be undertaken only when sufficient documentation or physical evidence exists to accomplish a full and accurate recreation of a building during a specific time period. Documentation may consist of historic photographs, original drawings, existing architectural fabric, or preferably, all of the above. In the absence of documentation on which

SECTION 8.0: GUIDELINES FOR STOREFRONTS AND SIGNS

to undertake a restoration, a conjectural design that creates a “false history” of the building is not recommended. The diversity of commercial styles is important to the character of Elkton’s commercial district. Frequently, changes to a building have themselves become historically significant and represent the historical development of both the building and the streetscape as a whole. Removing later historically significant material to restore a building to an earlier period is not recommended. A 1910 storefront should not be removed to restore a building to its 1850 appearance.

The guidelines for the restoration of storefronts are as follows:

Recommended

- The design of storefront restorations should be based on historical documentation and/or physical evidence relating to the specific building in question.



Figure 89: This historic storefront was retained and preserved. Note the original upper windows inscribed with the word “prescriptions” which show its historic use as a pharmacy.

Inappropriate

- Speculative restorations, those that are not based on historical documentation or physical evidence, are inappropriate.
- The removal of later historic fabric in order to restore a building to an earlier appearance is inappropriate.

8.5 Storefront Replacement

If a building’s historic fabric is severely deteriorated or missing, and if restoration is not desirable or not achievable, a replacement storefront is recommended. The following design guidelines pertain to the design of replacement storefronts.

Recommended

- The design of replacement storefronts should be distinctly contemporary, while being compatible and complementary to the character of the existing building.
- Respect the scale and proportion of the existing building. A replacement storefront should extend no further in height or width than did the original storefront.
- Use materials appropriate to the period of the building and the Historic District.
- Include a cornice or fascia to provide horizontal separation between the storefront and upper stories.
- Respect the configuration and proportion of solid-to-void of the historic storefront. If the historic storefront is missing altogether, base the configuration and proportions of the replacement storefront on storefront designs typical of the period of the building.
- Maintain the planes of the historic storefront, either flush with, recessed, or projecting beyond the plane of the façade.
- Differentiate primary and secondary entrances, using size of doors, articulation of frame, etc.
- Use clear glass.
- Keep signage and awnings simple.

SECTION 8.0: GUIDELINES FOR STOREFRONTS AND SIGNS

Inappropriate

- Do not attempt to “colonialize” or give a false history to the building. A contemporary design, properly executed, will better retain the character of the commercial context of the Elkton Historic District than will a false historic storefront.

8.6 Awnings

Design guidelines for awnings apply to projects involving rehabilitation, restoration, and replacement.

Recommended

- Awnings are appropriate on virtually any historic commercial building in the Elkton Historic District.
- Awnings should be canvas or other soft fabric.
- Fix or mount awnings on retractable framework so that they function to control the passage of light into the building.
- Awnings should be sized and located to minimize obscuring the architectural features of the storefront.



Figure 90: Awnings should be appropriately placed as to not obscure or damage building details.

- Install awnings in a manner that does not damage or require the removal of historic fabric.
- Locate awnings no lower than 7 feet above the sidewalk.

Inappropriate

- Rigid awning materials such as plastic or vinyl are inappropriate.
- Awnings that obscure architectural features or typical locations for historic signage, or whose installation damages or requires the removal of historic features, are inappropriate.

8.7 Signage

Signage has a critical effect, positive or negative, on the character of historic commercial streetscapes. Inappropriately designed and located signs overwhelm buildings and detract from the character of the street. Conversely, well designed, appropriately located signs can unify a commercial street while serving to identify and effectively promote the businesses housed within individual shops. Signs must also meet size, design, and location standards outlined in the Elkton Sign Regulations (Appendix E).

Signs are first and foremost a means of advertising and attracting patronage. They are intended to capture the attention of the passerby, and in consequence, rely on the innovation and creativity of the designer. The potential variety, vitality, and quality that can be achieved from freedom of design and good design can be more valuable than unduly heavy restrictions that dictate conformity. The most successful signage guidelines are those that permit the greatest design flexibility while prohibiting those elements which are indisputable detriments to the character of the commercial streetscape.

The most important principle in establishing and reinforcing the character of the commercial streetscape is to consider the entire façade of a building as the “sign.” The entire elevation of the

SECTION 8.0: GUIDELINES FOR STOREFRONTS AND SIGNS

storefront was conceived to attract shoppers through the use of signage, windows displaying merchandise, and the architectural character of the building. Consequently, the sign is an integral part of the building façade in both design and function. New signage should always be designed to complement, and be subsidiary to, the character of the building façade. Buildings whose facades are carefully considered and well maintained do not require the tremendously oversized signs that plague many modern streets today. The quality of the wide range of architectural facades found along East Main and High streets should be the principal advertising element for the commercial district.

Recommended

- A sign should be consistent and compatible in terms of its size, style, materials, and location with the historic building, and should be integrated into the architectural design of the building on which it is located.
- Locate signs in areas where they do not cover or obscure the architectural features of the building (Figure 91).
- The removal of back-lit fluorescent signs, large signs with distinctive logos, and signs that obscure significant features is encouraged.

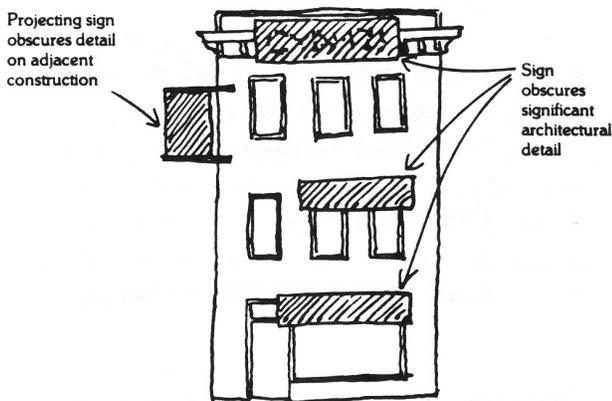


Figure 91: Signs on historic buildings should be located so they do not obstruct or damage the building.

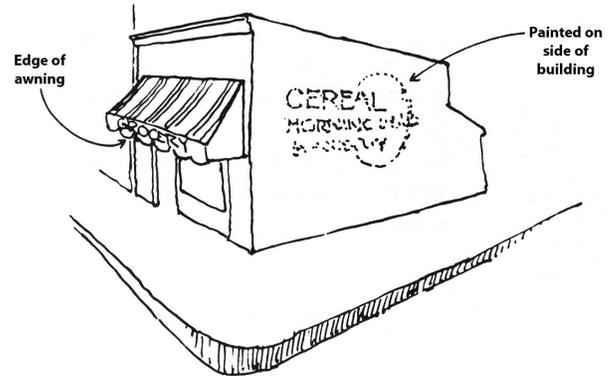


Figure 92: Historic signs and advertising should be retained.

- Appropriate locations for signs are horizontally at the storefront lintel, on the inside of glass, hanging signs that are appropriately scaled, and on awnings.
- Retain historic signs and advertising painted on the sides of buildings.
- Sign materials should be compatible with the design of the building. Wood and metal signs are recommended.
- Period appropriate signs that reflect historical authenticity of design, materials, and placement for the architectural style it serves are recommended.
- Locate signage where it best compliments the building, on blank expanses of wall, large plate glass windows, fascias, cornices, and awnings.
- Signs should not project from the building to the extent that they are a visual obstruction or physical hazard to pedestrian or vehicular traffic. Similarly, new signs should not interfere with a neighboring store by obscuring its sign or architectural features.
- Orient signs at the storefront level to pedestrians. Signs should be sized and designed for pedestrian viewing. For projecting signs at pedestrian level, a maximum projection of four feet or half the width of the sidewalk, from the building is recommended, whichever is less. An eight-foot minimum clearance from the sidewalk is required.

SECTION 8.0: GUIDELINES FOR STOREFRONTS AND SIGNS

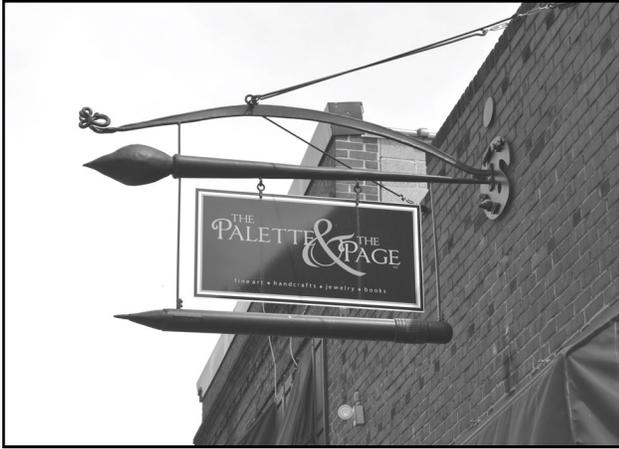


Figure 93: The design of this sign is appropriate in scale, size, and materials for the Elkton Historic District.

- The size of signs is governed by the Elkton Sign Ordinance. It should be noted that one over-scaled sign on a commercial street will reduce the visual quality of the streetscape and may foster competition elsewhere.
- Large-scale signs should be permitted only when they are appropriate to the character of the building on which they are to be located or when there is historic precedent and documentation sufficient to determine the appropriateness of the sign for the particular façade.
- Signboards, surface-mounted to buildings, should be simple with little or no carving or ornament. Paint should be the primary decorative element.
- Concealed incandescent lighting for signage is recommended in the Elkton Historic District.

Not Recommended

- Back-lit fluorescent and plastic signs.
- Large-scale signs or signs with inappropriately scaled graphics, especially at the pedestrian level.
- Signs that are clearly unsympathetic to the character of the building on which they are located.
- Signs that obscure significant architectural features of any historic building.



Figure 94: This pedestrian-oriented sign fits well with the character of the Historic District. Where space permits, detached signs should be used.

- Signs that are of an earlier style than the building on which they appear.
- Signs which project from a building more than four feet or half the width of the sidewalk (whichever is less).
- Signs less than eight feet above the sidewalk.
- Temporary, visually assertive signs set behind display windows.
- Signs which are installed in a manner which damages the historic fabric of the building.

SECTION 9.0: GLOSSARY OF ARCHITECTURAL TERMS

Architrave– In classical orders, the lowest member of the entablature, the beam that spans from column, resting directly upon their capitals.

Arts and Crafts– An English movement in the applied art and architecture during the second half of the nineteenth century, emphasizing the importance of craftsmanship and high standards of design.

Bay– A unit of a building façade, defined by regular spacing of window, columns, or piers. The term is used to describe the overall dimensions of a building (e.g., a building whose façade is three windows wide would be described as a three-bay building).

Bracket- An overhanging member projecting from a wall or other body to support weight or used as a decorative element.

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

Casement window- A window sash which swings open along its entire length, usually on hinges fixed to the sides of the opening into which it is fitted.

Cast-iron- A hard, relatively brittle alloy of iron and carbon that can be readily cast in a mold and contains a higher proportion of carbon than steel (typically 2.0–4.3 percent).

Clapboard- A type of wood siding commonly used as an exterior covering on frame buildings consisting of horizontal overlapped boards which are thicker along the lower edge than the upper.

Classical columns– Columns designed in one of the classical orders: Doric, Ionic, Corinthian, Tuscan, and Composite.

Column– An upright supporting member, usually cylindrical in shape, supporting an entablature, arch, or other structure, or standing alone as a monument.

Conductor head (leader head)- A device used to capture rainwater runoff and transfer it to a connected downspout.

Cornice- A continuous horizontally projecting feature at the top of a wall, such as may be found below the eaves of a roof. In classical orders, the uppermost member of an entablature.

Character-defining feature– Elements of a building or structure which give it a sense of its overall style or design. Character-defining elements can include the building's overall shape, materials, craftsmanship, details, interior spaces and features, as well as various aspects of its site and environment.

Dentils– A band of small, square, tooth-like blocks used as a decorative feature under the soffit of a cornice.

Dormers– A structure projecting from a sloping roof usually housing a window or ventilating louver.

Double-hung window– A window with two individual vertical sliding sashes.

SECTION 9.0: GLOSSARY OF ARCHITECTURAL TERMS

Downspout– A rain leader or vertical pipe which conducts water from the eaves gutter.

Dutchman– A patch spliced into the existing construction to match the original in size, shape, texture, and material.

Eave– The lower edge of a roof that projects over an outside wall.

Façade– The face of a building, usually the principal front.

Fanlight– An oblong, semicircular or elliptical window over a door, with radial muntins or leads in decorative patterns.

Fascia– A decorative band which forms the outer edge of the finish to an eave, rake, floor, or cornice.

Fascia board–The horizontal board that runs along the lower edge of the roof. The fascia board covers the outside joint between the top of the wall and the projecting eave.

Federal style architecture- A style of architecture popular in the United States from c. 1780 to 1840. The style was most popular in port cities on the eastern seaboard and drew upon contemporary European trends, particularly the work of the Adam brothers who practiced in Britain.

Fenestration– The arrangement and design of windows in a building.

Finial– A distinctive ornament located at the apex of a roof, canopy, pinnacle, or similar structure in a building.

Frieze- In classical orders, the middle division of the entablature, the band between the architrave and cornice above. May be decorated or plain.

Frieze band windows– A series of small rectangular windows located under the cornice of a building designed to imitate the shape of a frieze on a Greek temple.

Entablature– In classical architecture, the elaborated beam member carried by the columns, horizontally divided into architrave (below), frieze, and cornice (above).

Gable– The upper triangular part of an end wall under the ridge of a pitched roof.

Georgian style architecture- A style of architecture popular in the English colonies from c. 1700-1780; locally to c.1830. The style is rooted in the Classical design principles of ancient Rome, and came to America by way of British pattern books in the eighteenth century.

Gothic Revival style architecture– An architectural movement which originated in England in the mid-eighteenth century, derived from the pointed forms in Medieval architecture. The style was popularized in the United States residential architecture by Andrew Jackson Downing with his publication in the mid-nineteenth century.

SECTION 9.0: GLOSSARY OF ARCHITECTURAL TERMS

Greek Revival style architecture– An architectural movement based on the use of pure Roman and Greek architectural forms. The style was popular in the United States from c. 1825- c.1860.

Hipped roof– A roof which slopes upward from all four sides of a building, requiring a hip rafter at each corner.

Historic American Buildings Survey (HABS)– A federally established documentation program begun in 1933 to record America’s architectural heritage.

Italianate style architecture– An architectural style derived from Italian rural villas characterized by low-pitched, heavily bracketed roofs, asymmetrical informal plan, square towers, and rounded-arch windows. The style was popular in the United States from c. 1840-1885.

Lintel– A short beam which forms the structural support at the head of a window or door opening in a masonry structure.

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

Mullion– A bar member supporting and separating adjoining windows, doors, or other panels set in a series.

Muntin– A bar member supporting and separating panes of glass in a sash or door.

National Register of Historic Places– The official list of the Nation’s historic places worthy of preservation, authorized by the National Historic Preservation Act of 1966. The National Park Service's National Register of Historic Places is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect America's historic and archaeological resources.

National Park Service– An agency of the United States federal government that manages all U.S. National Parks, many American monuments, and other conservation and historical properties. The National Park Service was created by an act signed by President Woodrow Wilson on August 25, 1916.

Palladian window– a large window characteristic of the neoclassical styles, divided by columns or piers resembling pilasters, into three lights, the middle of which is usually wider than the others, and arched.

Parapet– A low wall at the edge of a roof, porch, or terrace.

Pediment– The triangular face of a roof gable, especially in its classical form.

Pilaster– An engaged pier or pillar, often with capital and base.

Polychrome masonry– Masonry units in different colors often used to create decorative patterns on a building.

Queen Anne style architecture- An architectural movement which originated in England through the work of Richard Normal Shaw which freely mixed elements of previous Picturesque styles including Classical, Tudor, and Flemish style architecture. The style was popular in the United States from c.1880-1910.

SECTION 9.0: GLOSSARY OF ARCHITECTURAL TERMS

Quoin– In masonry, a hard stone or brick used, with similar ones, to reinforce an external corner or edge of a wall or the like; often distinguished decoratively from adjacent masonry.

Rake Board- The sloping fascia at the top of a gable roof.

Rafter- One of a series of inclined members to which a roof covering is fixed.

Rafter tails– The portion of a rafter that projects beyond the exterior wall.

Romanesque Revival style– An architectural style adopted in the United States inspired by the 11th and 12th century European medieval architectural style known as Romanesque, which drew on forms from ancient Roman and Byzantine architecture. The style was popularized by the American architect Henry Hobson Richardson in the late nineteenth century his variation of the style was known as Richardsonian Romanesque.

Scroll-sawn– Decorative elements created using a scroll-saw.

Second Empire style– A stylistic designation named after the French Second Empire of Napoleon III (1852-1870), primarily used in public buildings. Its characteristic feature is the high mansard roof. The style was popular in the United States from c.1855 - c.1885.

Shingle style architecture– An American architectural style from c.1880-1910 most recognizable for its uninterrupted facades of wood shingles. The style was made popular through the work of Henry Hobson Richardson who drew on influences of earlier styles, such as Queen Anne, Classical Revival, and Richardsonian Romanesque.

Shutter holdbacks (shutterdogs)- A small fastener, commonly made of cast or wrought iron, used to hold a shutter open against the side of a building.

Side gable roof– A roof sloping downward in two parts at an angle from a central ridge, so as to leave a gable on each end.

Soffit– The exposed undersurface of any covering overhead component of a building, such as an arch, balcony, beam, cornice, lintel, or vault.

Temple front– An element of a façade resembling the front of a classical temple, with columns or pilasters carrying an entablature and pediment, applied to an elevation.

Transom – A rectangular opening above a door or window, containing a glazed or solid sash.

Tongue-and-groove– A type of joint made by two boards by means of a tongue along the edge of one board that fits into a groove along the edge of the other board.

Vergeboard (bargeboard)- The decorative face board following, and set under, the roof edge of a gable.

SECTION 10.0: ENDNOTES AND BIBLIOGRAPHY

Vernacular architecture— a category of architecture based on local needs, materials, and construction methods, reflecting local customs. Vernacular architecture tends to evolve over time, reflecting the environmental, social, economic, and historic context from which it exists.

Endnotes

Chapter 2:

- ¹ George Johnston, *History of Cecil County Maryland* (Elkton: Published by Author, 1881), 7.
- ² Johnston, *History of Cecil County Maryland*, 82.
- ³ Randoff, Morris L., Ph.D. *The Old Line State: A History of Maryland* (Annapolis: Hall of Records Commission, State of Maryland, 1971), 7.
- ⁴ Johnston, *History of Cecil County Maryland*, 224.
- ⁵ Richard H. Hulan, Ph.D. and Peter Craig, *National Register Nomination: Elk Landing*, 5.
- ⁶ Johnston, *History of Cecil County Maryland*, 228.
- ⁷ *Ibid.*, 334.
- ⁸ *Ibid.*, 365-366.
- ⁹ Historic Elk Landing, *The War of 1812 and How it Relates to Elk Landing*, Unpublished Paper, Available at www.elklanding.org/research.html.
- ¹⁰ Johnston, *History of Cecil County Maryland*, 402.
- ¹¹ Maryland, Board of World's Fair Managers, *Maryland, It's Resources, Industries and Institutions* (Baltimore: The Sun Job Printing Office, 1893), 359.
- ¹² Lake, Griffing & Stevenson, *An Illustrated Map of Cecil County, Maryland* (Philadelphia: Lake & Griffing, 1877).
- ¹³ J. Thomas Scharf, *History of Delaware, 1609– 1888, Vol II* (Philadelphia: L. J. Richards & Co., 1888), 787.
- ¹⁴ Marshall S. Berdan, *Elkton, Marry-land*, The Washington Post Online, published Feb. 13, 2002, <http://www.washingtonpost.com/wp-dyn/content/article/2002/02/13/AR2005033107159.html> (accessed April 2015).
- ¹⁵ Erika Quesenbery St. Urgill, *Cecil's Women a Vital Cog to World*, The Cecil Whig Online, published July 6, 2013, http://www.cecildaily.com/our_cecil/article_836be7b0-e5bd-11e2-a6e5-001a4bcf887a.html (accessed March 2015).

Bibliography

- Andrews, Carolyn E. *National Register of Historic Places, Pure Oil Station*, Geneva, Kane County, Illinois, 2013.
- Berdan, Marshall S., *Elkton, Marry-land*, The Washington Post Online, Feb. 13, 2002, <http://www.washingtonpost.com/wp-dyn/content/article/2002/02/13/AR2005033107159.html> (accessed April 2015).
- Federal Writer's Project. *The Old State Line: A History of Maryland*. Annapolis: Hall of Records Commission, State of Maryland, 1940.

SECTION 10.0: ENDNOTES AND BIBLIOGRAPHY

- Harris, Cyril M. *Illustrated Dictionary of Historic Architecture*. New York: Dover Publications, Inc., 1983.
- Historic Elk Landing. *The War of 1812 and How it Relates to Elk Landing*. Unpublished Paper. www.elklanding.org/research.html (accessed March 2015).
- Martenet, Simon. *Martenet's Map of Cecil County, Maryland: from the Coast and Original Surveys*. Baltimore: S. J. Marenet, 1857. From Library of Congress, *Maps Collection*. <http://www.loc.gov/item/2002624017/> (accessed March 2015).
- Lake, Griffing & Stevenson. *An Illustrated Atlas of Cecil County, Maryland*. Map. Philadelphia: Lake, Griffing & Stevens, 1877. From Library of Congress, *Maps Collection*. <http://www.loc.gov/item/2007626860/> (accessed March 2015).
- Quesenbery Sturgill, Erika. *Cecil's Women a Vital Cog to World*. The Cecil Whig online. Published July 6, 2013. http://www.cecildaily.com/our_cecil/article_836be7b0-e5bd-11e2-a6e5-001a4bcf887a.html (accessed March 2015).
- Johns Hopkins University. *Maryland, Its Resources, Industries, and Institutions*. Print. Baltimore: The Sun Job Printing Office, 1893. From Archives.org. <https://archive.org/details/marylanditsresou00mary> (accessed April 2015).
- Johnston, George. *History of Cecil County, Maryland*. Elkton: Johnston, George, 1881. From Archives.org. <https://archive.org/details/historyofcecilco0john> (accessed April 2015).
- McAlester, Virginia. *A Field Guide to American Houses*. Print. New York: Alfred A. Knopf, 2013.
- National Park Service, *Preservation Briefs*, <http://www.nps.gov/tps/how-to-preserve/briefs.htm> (Accessed March 2015).
- Scharf, Thomas J., *History of Delaware: 1609– 1888, Vol II*. Philadelphia: L. J. Richards & Co, 1888. From Google Books. <https://books.google.com/books?id=3mk3AQAAMAAJ&printsec=frontcover#v=onepage&q&f=false> (accessed April 2015).
- Swepson, Earle and Percy G. Skirven. *Maryland's Colonial Eastern Shore: Historical Sketches of Counties and of Some Notable Structures*. Baltimore: Munder-Thompson Press, 1916.
- National Park Service. *Creating and Using Design Guidelines*. From National Park Service. <http://www.nps.gov/tps/education/workingonthepast/roletheyplay.htm> (accessed April 2015).
- National Park Service. *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings*. Washington: U.S. Government Printing Office, 1997.
- Hulan, Richard H. and Peter Craig. *National Register of Historic Places, Elk Landing*, Elkton, Cecil County, Maryland, 1984.
- Town of Elkton Planning Commission. *Town of Elkton Comprehensive Plan*. Elkton, 2010.
- Whipple, Scott. *Maryland Historical Trust Determination of Eligibility Form: Elkton Historic District*. Crownsville: Maryland Historic Trust, 2004.

Appendix A

Elkton Historic District Commission Project Review Checklist and Preservation Principles

Elkton Historic District Commission Project Review Checklist

Subject Property Name (if available): _____

Property Address: _____

Property Owner: _____

Applicant (if different than property owner): _____

Current Property Use: _____

Proposed Property Use: _____

Brief Description of Proposed Undertaking: _____

Review Process

- Preliminary review of application and design documents
- Site visit
- Identify significant features
- Identify nature and extent of impact
- Evaluate context of existing adjacent structures and landscape features
- Review with Project Review Checklist, Preservation Principals, and Design Guidelines
- Formal project review at monthly Historic District Commission meeting
- Determine project appropriateness in conformance with Design Guidelines
- Identify options and alternatives (if needed)
- Action by Historic District Commission to approve, deny, or continue Work Permit application

Review of Building Features and Materials

- Walls, siding, masonry, stone, pointing_____
- Trim, woodwork, etc._____
- Windows_____
- Doors_____
- Porches, stairs, decks_____
- Roof configuration, materials and details_____
- Gutters, downspouts_____
- Foundations_____
- Remnants of important features_____
- Other_____

Review of Site Features and Materials

- Garages, carriage houses, outbuildings_____
- Driveway / parking_____
- Sidewalks, terraces, patios_____
- Yards_____
- Trees_____
- Gardens / ornamental plantings_____
- Fences_____
- Objects_____
- Remnants of important features_____
- Other_____

Preservation Principles

The following factors of general design, arrangement, and materials of a building or structure, and the relationship of such factors to similar features of other buildings or structures in the Elkton Historic District, shall be considered by the Historic District Commission when reviewing applications for the issuance of a Historic District Work Permit. Each principle is further explained in the Elkton Historic District Design Guidelines, corresponding section numbers are listed at the end of each statement.

- A. Relationship of Materials:** Predominant building materials should be preserved. New materials should be sympathetic to the existing architectural fabric of the district. This can include wall materials such as brick, stone, wood siding, as well as roofing materials and architectural details. (Sections 5.2, 5.3, 6.9, 7.9)
- B. Architectural Character:** The architectural character of the building should be preserved. Distinctive features, finished and construction techniques should be retained and preserved. New construction should be designed in a character which compliments the district. (Section 7.2)
- C. Fenestration of the Building:** Fenestration patterns should be appropriate to the building style and the overall district. Fenestration includes the arrangement of windows and doors, the proportion of wall openings, and the proportion and size of window openings, panes, and dimensions of mullions and muntins. (Section 5.3)
- D. Scale:** The scale of new building elements should be appropriate to the existing building. The scale of alterations and new construction should be similar to those of neighboring buildings in the historic district. (Sections 6.2, 7.3)
- E. Massing and Proportion:** The massing (solid and void spaces) of various building elements should complement the existing building and or other buildings within the historic district. Alterations and new construction should employ similar solid, void, projecting and receding elements as neighboring buildings in the historic district. (Sections 6.3, 7.4)
- F. Façade Elements:** The floor to height ratio of new construction should be consistent with existing building in the district. The proportion of the width and height of the front façade should be made consistent with neighboring structures in the district. (Sections 6.5, 6.6, 7.6, 7.10)
- G. Roof shape and roof elements:** The roof shape of an addition should complement the existing structure. The roof shape of new construction should be consistent with other buildings in the district. Existing historic roof features such as dormers, chimneys and overhangs should be retained and preserved. (Sections 5.3, 6.4, 7.5)
- H. Siting and Orientation:** New features such as driveways, garages, and additions should be sited appropriately as to not detract from the historic resource. New construction should use similar setbacks and orientation as existing buildings in the historic district. (Sections 6.7, 6.8, 7.7, 7.8, 7.11)
- I. Landscape features:** Significant landscape features such as fences, pathways, outbuildings, vegetation, topography and archaeological resources should be preserved. (Section 5.4)

Appendix B

Historic District Work Permit Application and Instructions

HISTORIC DISTRICT WORK PERMIT

A Historic Area Work Permit must be filed for the following specific items whether or not an Elkton Building Permit is required:

1. Repair or replacement of roofs, gutters, siding, external doors and windows, external trim, external lights, and other external appurtenant fixtures, with different materials of different design.
2. Removal of a building, structure, or object, or a visible portion thereof, including out-buildings.
3. New construction or any enlargement, modification, or alteration of the exterior of an existing building, structure or object which require a building permit.
4. Removal, replacement, or enclosure of porches.
5. Basic alteration of materials, including installation of siding, shingles, or masonry facing.
6. Removal of significant healthy trees.
7. Installation or removal of fencing or fence-walls.
8. Permanent installation or removal of shutters.
9. New paving or modification of paving materials in front of building line.
10. Removal, modification, or alteration of exterior architectural features.
11. First time painting, removal of paint or substantially changing the color of paint.
12. Exterior sandblasting.
13. Performing any grading, excavating, construction, or substantially modifying, changing, or altering the environment setting.
14. Erecting or causing to be erected any sign or advertisement (with the exception of those signs which are erected temporarily for such purposes as advertising the sale of the property site or promoting a political viewpoint) on exterior structures or in the environmental setting.

**TOWN OF ELKTON HISTORIC DISTRICT
WORK PERMIT APPLICATION**

Exterior changes to all properties within the Town of Elkton Historic District must be presented to the Historical and Architectural Review Committee for review and approval, before a building permit can be issued. Requests will require a public hearing that requires the attendance of the applicant or a representative. It is strongly suggested that you do not order or purchase any materials, or proceed with any work, until approval by the Historical and Architectural Review Committee and required permits are obtained. Please provide the following information (print):

PROPERTY ADDRESS: _____

CONTACT PHONE # _____

OWNER'S NAME: _____

OWNER'S ADDRESS: _____

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

APPLICANT IS: _____ **Owner** _____ **Lessee** _____ **Other**

ARCHITECT (if any): _____

License #: _____

CONTRACTOR (if any): _____

License #: _____

DETAILED DESCRIPTION OF ALL EXTERIOR CHANGES PROPOSED:
Please attach plans, drawings, rendering of the exterior work that you are planning, as well as photographs of the existing condition of your building:

Appendix C

Elkton Zoning Ordinance Article IX Part III: Historic Overlay Zone

Part III Historic Overlay Zone

Section 1. Purpose

It is the purpose of this subsection to establish regulations and procedures necessary to preserve the historic structures and character of Elkton by creating a Historic District. This historic district shall be considered as an “overlay zone” and shall be considered in conjunction with the use provisions of the zoning district in which a building is located. All standards and regulations are designed to achieve the objectives more specifically described below.

1. The preservation of sites, structures and districts of historical, archeological, or architectural significance together with their appurtenances and environmental settings is a public purpose in this State and in the Town of Elkton. The Mayor and Town Commissioners of Elkton believe that the public interest and convenience require the preservation and protection of certain places, sites, structures, districts and areas of historic interest, exterior architectural features, and examples of the types of architecture, gardens and grounds found in older areas of Elkton.
2. The purpose of this ordinance shall be (1) to enhance the quality of life and to safeguard the historical and cultural heritage of Elkton by preserving sites, structures, or districts which reflect elements of cultural, social, economic, political, historical, archeological, or architectural history; (2) to strengthen the local economy; (3) to stabilize and improve property values of such sites, structures, or districts; (4) to foster civic beauty; and (5) to promote the preservation and appreciation of such sites, structures and districts for the education and welfare of the residents of Elkton.
3. The Mayor and Town Commissioners of Elkton derive authority for this ordinance by virtue of the terms of the State of Maryland Enabling Act for Municipal Historic District Legislation (1974 Cum. Supl. – Art. 66B – Sec. 8.104-8.105).

Section 2. Historic District Commission

1. Historic District Commission. The Town hereby creates a commission to be called the Elkton Historic District Commission.
2. Membership. The Historic District Commission shall consist of five members appointed by the Mayor and Town Commissioners. A majority of the members of the Commission shall be residents of the Town of Elkton. Each member shall possess a demonstrated special interest, specific knowledge, or professional or academic training in such fields as history, architecture, architectural history, planning, archeology, anthropology, curation, conservation, landscape architecture, historic preservation, urban design, or related disciplines. Nonresident appointees to the Commission must possess professional or academic qualifications as further defined in paragraph 3 of this subsection. At least two (2) members of the Commission shall possess professional or academic training in one or more of the above-listed fields in accordance with the minimum professional requirements of the United States Department of the Interior for certifying local governments under 36 C.F.R. Part 61.
3. Commission Membership Qualification Criteria. The requirement for Commission membership under the category of demonstrated special interest may be satisfied either by formal training in one or more of the fields listed in paragraph 2 of this subsection or active membership in a preservation-related organization. The requirement for membership under

the category of specific knowledge may be satisfied by formal post secondary education, employment or practical experience in one or more of the above-listed fields. The requirement for Commission membership under the category of professional or academic training may be satisfied by, at a minimum, two years experience as a professional or a Bachelor's degree in one or more of the above-listed fields.

4. Terms. Commission members shall be appointed for terms of three (3) years, except that the terms of the initial appointments shall be staggered so that the initial appointments do not expire at the same time. Members of the Commission are eligible for reappointment.
5. Commission Officers. On or before January 31st of each year, the Commission shall elect, from its membership, a Chairperson and Vice Chairperson. The Chairperson and Vice Chairperson shall serve for one (1) year terms and shall be eligible for reelection.
6. Vacancy. Any vacancy in the membership of the Commission caused by the expiration of a term, resignation, death, incapacity to discharge duties, removal for cause, or any other reason, shall be filled for a new term, or for the remainder of the term for which there is a vacancy, as the case may be, in the same manner as provided herein for the appointment of the initial members of the Commission. Any vacancy on the Commission shall be filled by the appointing authority within sixty (60) days. In the case of expiration of term, a member may continue to serve until the member's successor is appointed. Unexcused absence at three (3) consecutive meetings shall constitute resignation by the member and shall create a vacancy.
7. Removal for Cause. A member may be removed from the Commission for cause, upon written charges, and after a public hearing, by the Mayor with the consent and approval of the Town Commissioners.
8. Compensation. Commission members shall serve without compensation, but may be reimbursed for actual expenses incurred in the performance of their duties, provided said expenses are permitted by the budget and approved in advance by the Mayor and Commissioners.
9. Meetings. The Commission shall hold such regular meetings and hearings as necessary to discharge its duties.
10. Staff. Consistent with the Town's policies and procedures, employees may be assigned as staff to the Commission, and such services and facilities shall be made available as the Town deems necessary or appropriate for the proper performance of its duties.

Section 3. Powers and Duties

The Historic District Commission shall have the following powers and duties:

1. To direct studies, reports and surveys to identify historical, archeological, or architecturally significant sites, structures, and districts that exemplify the cultural, social, economic, political, or architectural history of the Town, state, or nation.
2. Consistent with the Town's charter, ordinances, resolutions, local public law, policies and procedures regarding the acceptance and use of gifts by public officials, to accept and use gifts by public officials, to accept and use gifts for the exercise of its functions.

3. To prescribe appropriate rules and regulations for transaction of its business.
4. To recommend for adoption by the Mayor and Commissioners, rehabilitation and new construction design guidelines and criteria for construction, alteration, reconstruction, moving, and demolition of designated landmarks, sites, structures, and districts which are consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties. Guidelines may include design characteristics intended to meet the needs of particular types of sites, structures, and districts, and may identify categories of changes that, because they are minimal in nature, do not affect historic, archeological, or architectural significance, do not require review by the Commission.
5. Consistent with the Town's charter, ordinances, resolutions, local public law, policies and procedures governing the acquisition of easements, to accept or otherwise acquire historic preservation easements on designated landmarks, structures, or sites and, when deemed appropriate by the Commission, sites or structures located in, or adjacent to, a designated district. The easements acquired by the Commission may grant to the commission, the residents of the historic district, and the general public the right to ensure that any site, structure, or surrounding property on which the easement is applied is protected, in perpetuity, from changes that would affect the historic, archeological, architectural significance of the site, structure, or surrounding property, and
6. To undertake any other action or activity necessary or appropriate to the implementation of its powers and duties or the implementation of the purpose of this article, including employing consultants, and making recommendations on the Comprehensive Plan, proposed ordinances and Planning Commission action on subdivisions and site plans.

Section 4. Designation of Historic Overlay Zone.

1. Designating Body. Historic Overlay Zones shall be designated by the Mayor and Commissioners in accordance with the procedures established by this ordinance.
2. Petition for Designation or Removal of Designation. Petition for designation of a Historic Overlay Zone or removal of said designation may be initiated by the owner of the site or by the owner's agent, by the Historic District Commission, or by any interested person, group, or organization.
3. Criteria for Designation. The following criteria are to be considered when making the determination to designate a resource eligible for classification as a Historic Overlay Zone.
 - a. Historic and Cultural Significance. The historic resource:
 - (1) has significant character, interest or value as part of the development, heritage, or cultural characteristics of the Town, County, State, or Nation;
 - (2) is the site of a historic event;
 - (3) is a site that has yielded, or may be likely to yield, information important in prehistory or history;

- (4) is identified with a person or a group of persons who influenced society; or,
 - (5) exemplifies the cultural, economic, social, political, or historic heritage of the Town.
- b. Architectural and Design Significance. The historic resource:
- (1) embodies the distinctive characteristics of a type, period, style, or method of construction;
 - (2) represents the work of a master craftsman, architect, or builder;
 - (3) possesses high artistic values;
 - (4) represents a significant and distinguishable entity whose components may lack individual distinction; or,
 - (5) represents an established and familiar visual feature of the Town, due to its singular physical characteristics or landscape.
4. Should a Historic Overlay Zone no longer meet the above criteria and the specific criteria for which it was originally designated, the Historic Overlay Zone designation may be removed by legislative action of the Mayor and Commissioners after receipt of a recommendation from the Historic District Commission.
5. Should a Historic Overlay Zone have received Town authorized or administered preservation grants, loans or special property tax incentives, the Mayor and Commissioners may require that those funds received through grants, loans or tax incentives be reimbursed in full to the Town prior to the site being removed from the Historic Overlay Zone designation.

Section 5. Procedures for Petition for Designation or Removal

1. Petitions for Historic Overlay Zone designation or removal of a Historic Overlay Zone designation shall be filed with the Planning Office. The petitions concerning Historic Overlay Zone designation shall include a completed Historic Overlay Zone Application form and additional information as required by the Commission to enable the Commission to make a well informed decision. The application and all attachments shall be forwarded to the Historic District Commission fourteen (14) days prior to the regularly scheduled meeting. The Commission shall have thirty (30) days to review the application after it has been discussed at a public meeting held by the Commission before forwarding the Historic Overlay Zone Application, attachments (if applicable), and Commission recommendations to the Mayor and Commissioners.
2. If the Historic District Commission feels that more than thirty (30) days are needed in order to make an educated and informed decision, the Commission shall inform the applicant of their request for an extension prior to the terminus of the thirty (30) day period. The applicant shall then send a written response to the Planning official within ten (10) days and the Official shall forward said response to the Commission within five (5) days of receipt of said response. If the applicant fails to send a written response within the designated time period, the petition is null and void and would need to be resubmitted if said applicant wishes to pursue the matter. If the Commission receives a negative reply for an extension, the Commission shall have five (5) days

to forward their recommendations to the Mayor and Commissioners. If the Commission fails to act within the designated time period, the application shall be forwarded to the Mayor and Commissioners who must approve the petition.

3. For petitions initiated by other than the owner, the applicant must abide by the following criteria:
 - a. Notify the owner of the property at least fifteen (15) days prior to the scheduled meeting to discuss the application;
 - b. Clearly identify the significance of the site with regard to the Town;
 - c. State the need for the site to be designated a Historic Overlay Zone;
 - d. Demonstrate how the public interest will be served by having the site designated a Historic Overlay Zone;
 - e. Demonstrate that the designation will not create an undue burden or hardship for the property owner;
 - f. Consider the property owners' comments and desires; and,
 - g. A unanimous vote of the Mayor and Commissioners will be required to designate the site as a Town Historic Overlay Zone.

Section 6. Application for Historic District Work Permit and Commission Review

1. Application for Historic District Work Permit. Before the construction, alteration, reconstruction, moving, or demolition is undertaken of a designated landmark, site, or structure, or site or structure within designated district, if an exterior change is involved which would affect the historic, archeological, or architectural significance of a designated landmark, site, or structure, or structure within a designated district, any portion of which is visible or intended to be visible from a public way, the person, individual, firm, or corporation proposing to make the construction or change shall file an application for a Historic District Work Permit with the Commission for permission to construction, alter, reconstruct, move, or demolish the landmark, site, or structure. Every application shall be referred to and considered by the Commission and accepted or rejected by the Commission. An application which is identical to a rejected application may not be resubmitted within a period of one year after the rejection. No Historic District Work Permit shall be granted until the Commission has acted thereon as hereinafter provided. A Historic District Work Permit shall lapse upon the expiration of the corresponding Building Permit. In the event a Building Permit is not required, the Historic District Work Permit shall lapse six (6) months from its issuance if substantial work is not underway. For good cause shown, this period may be extended by the Commission.

Specific items requiring Historic District Work Permits include, but are not limited to the following: repair or replacement of roofs, gutters, siding, external doors and windows, external trim, external lights, and other external appurtenant fixtures, with different materials and/or different design; removal of a building, structure, or object, or a visible portion thereof, including out-buildings; new construction or any enlargement, modification, or alteration of the exterior of an existing building, structure or object which require a building permit; removal, replacement or

enclosure of porches; basic alteration of materials, including installation of siding, shingles or masonry facing; removal of significant healthy trees; installation or removal of shutters; new paving or modification of paving materials in front of building line; removal, modification or alteration of exterior architectural features; first time painting, removal of paint or substantially changing the color of paint; exterior sandblasting; performing any grading, excavating, construction, or substantially modifying, changing or altering the environmental setting; erecting or causing to be erected and sign or advertisement (with the exception of those signs which are erected temporarily for such purposes as advertising the sale of the property site or promoting a political viewpoint) on exterior structures or in the environmental setting; any other act which does not constitute ordinary maintenance but which modifies, alters, or otherwise affects the exterior features of a Historic Resource within the Historic Overlay Zone.

2. Application Review.

- a. In reviewing applications, the Commission shall give consideration to the historic, archeological, or architectural significance of the landmark, site, or structure and its relationship to the historic, archeological, or architectural significance of the surrounding area; the relationship of the exterior architectural features of a landmark or structure to the remainder of the landmark or structure and to the surrounding area; the general compatibility of proposed exterior design, scale, proportion, arrangement, texture, and materials to the landmark, site, or structure and to the surrounding area; and any other factors including aesthetic factors which the Commission deems to be pertinent.
- b. The Commission shall consider only exterior features of a landmark or structure and shall not consider any interior arrangements.
- c. The Commission shall not disapprove an application except with respect to the several factors specified in paragraph (1) above.
- d. The Commission shall be strict in its judgment of plans for sites or structures determined by research to be of historic, archeological, or architectural significance. The Commission shall be lenient in its judgment of plans for sites or structures of little historic, archeological, or architectural significance, or of plans involving new construction, unless in the Commission's judgment such plans would seriously impair the historic, archeological, or architectural significance of surrounding sites or structures. The Commission is not required to limit construction, reconstruction, or alteration to the architectural style of any one (1) period.
 - (1) If an application is submitted for construction, reconstruction, or alteration affecting a site or the exterior of a structure or for the moving or demolition of a structure, the preservation of which the Commission considers to be of unusual importance to the Town of Elkton or of unusual importance to the State or the nation, the Commission shall attempt to formulate an economically feasible plan with the owner(s) of the site or structure for the preservation of the site or structure. Unless the Commission is satisfied that the proposed construction, alteration, or reconstruction will not materially impair the historic, archeological, or architectural significance of the site or structure, the Commission shall reject the application, filing a copy of its rejection with the Zoning Administrator.
 - (2) If an application is submitted for construction, reconstruction, or alteration, or for the moving or demolition of a site or structure at that the Commission considers

to be of unusual importance and no economically feasible plan can be formulated, the Commission shall have ninety (90) days, from the time it concludes that no economically feasible plan can be formulated, to negotiate with the owner and other parties in an effort to find a means of preserving the site or structure.

In the case of a site or structure considered to be valuable for its historic, archeological, or architectural significance, for Commission may approve the proposed construction, reconstruction, alteration, moving, or demolition despite the provisions of Section 6.2.d (1) above if:

- (a) The site or structure is a deterrent to a major improvement program which will be of substantial benefit to the Town;
 - (b) Retention of the site or structure would cause undue financial hardship to the owner; or
 - (c) Retention of the site or structure would not be in the best interest of a majority of persons in the Town.
3. **Commission Decision.** The Commission shall file with the Zoning Administrator a Historic District Work Permit certifying its approval, modification, or rejection of each application and plans submitted to it for review. Work shall not be commenced on any project until such a permit has been filed, and the Zoning Administrator shall not issue a building or any other permit for such change or construction unless it has received the Historic District Work Permit.
 4. **Routine Maintenance.** Nothing in this Article shall be taken or construed to prevent maintenance that does not alter the exterior fabric or features of a designated landmark, site, or structure, customary farming operations, or landscaping which will have no material effect on the historic, archeological, or architectural significance of a designated landmark, site, structure, or district.

Section 7. Demolition by Neglect

1. In the event of demolition by neglect, the Commission may request the Zoning Administrator to notify, in writing, the property owner of record, any person having a right, title, or interest therein, and the occupant or other person responsible for the maintenance of the property, of the deterioration. The notice shall specify the minimum items of repair or maintenance necessary to correct the deterioration or prevent further deterioration.
2. Prior to the issuance of a written notice, the Commission may request the Zoning Administrator to establish a record of demolition by neglect. Such a record may include dated materials such as photographs and written reports of the condition of the property so as to record or measure the deterioration.
3. The notice shall provide that corrective action shall commence within thirty (30) days of the receipt of said notice and be completed within a reasonable time thereafter. The notice shall state that the owner of record of the property, or any person of record with any right, title, or interest therein, may, within ten (10) days after the receipt of the notice, request a hearing on the necessity of the items and conditions contained in the notice. In the event a public hearing is requested, it shall be held by the Commission upon thirty (30) days written

notice being mailed to all persons of record with any right, title, or interest in the property and to all citizens and organizations which the Commission determines may have an interest in the proceedings.

4. If, after the public hearing, the Commission determines that the corrective actions remain necessary, the Commission may request that the Zoning Administrator take corrective action to comply with the Final Notice within thirty (30) days of receipt of the Final Notice.
5. Upon failure, neglect, or refusal of the property owner or other responsible person, duly notified, to take the corrective action specified in the Final Notice within the time required, the Commission may request that the Zoning Administrator institute any of the remedies and penalties provided by law for such violations.

Section 8. Order to Restore

In the event that any type of intervention on a property or structure in the Historic District has been conducted without a Historic District Work Permit or in violation of a Historic District Work Permit, or, in cases of Demolition by Neglect, the Town may issue the owner an Order to Restore. This order will require the property owner to restore the property to the condition that existed prior to the intervention using material-in-kind and design-in-kind, subject to all applicable building and life safety codes. The Historic District Commission shall review the intended mitigation of any such intervention for appropriateness, and establish a reasonable time limit for the mitigation.

Section 9. Role of Maryland Historical Trust

The Commission may designate the Maryland Historical Trust to make an analysis of and report recommending the preservation of sites, structures, or districts of historic, archeological, architectural, or cultural significance within the Town. The report may include proposed boundaries of sites, structures, or districts, as well as recommendations for the identification and designation of particular sites, structures, or districts to be preserved.

Section 10. Appeals

In the event than any party is aggrieved by a decision of the Commission, the party has the right of appeal to the Circuit Court for Cecil County. Appeals must be filed within thirty (30) days from the date of Commission decision.

Section 11. Violations

Any willful violation of the provisions of this article shall be a violation of this Ordinance and subject to time enforcement provisions of Article VII. Each and every day that the violation continues shall be deemed a separate offense.

Section 12. Severability

If any provision of this article or application thereof to any person or circumstances is held invalid for any reason, such invalidity shall not affect the other provisions or any other application of this article which can be given effect without the invalid provision or application, and to this end, all the provisions of this article are hereby declared to be severable.

Section 13. Definitions

For the purposes of the Historic District Overlay Zone Article the following words and phrases, shall have the meanings respectively ascribed to them:

“*Alteration*” shall mean any exterior change that would affect the historic, archeological, or architectural significance of a designated site or structure, any portion of which is visible or intended to be visible from a public way, including, but not limited to construction, reconstruction, moving or demolition.

“*Appurtenances and environmental settings*” shall mean all that space or grounds and structures thereon which surrounds a designated Site of Structure and to which it relates physically or visually. Appurtenances and environmental settings shall include, but not be limited to, walkways and driveways (whether paved or not), trees, landscaping, pastures, croplands, waterways, open space, setbacks, parks public spaces, and rocks.

“*Demolition by neglect*” shall mean any willful neglect in the maintenance and repair of an individually designated landmark, site, or structure, or a site or structure within the designated Historic Overlay Zone, not including any appurtenances and environmental settings, that does not result from an owner’s financial inability to maintain and repair such landmark, site or structure, and which results in any of the following conditions:

1. The deterioration of the foundations, exterior walls, roofs, chimneys, doors, or windows, so as to create or permit a hazardous or unsafe condition to exist; or
2. The deterioration of the foundations, exterior walls, roofs, chimneys, doors, or windows, the lack of adequate waterproofing, or the deterioration of interior features which will or could result in permanent damage, injury, or loss to foundations, exterior walls, roofs, chimneys, doors, or windows.

“*Historic District Work Permit*” shall mean a permit issued by the Historic District Commission indicating its approval of plans for construction, alteration, reconstruction, moving, or demolition of an individually designated landmark, site or structure or of a sign or structure within the designated Historic District Overlay Zone.

“*Historic District Overlay Zone*” shall mean a significant concentration, linkage, or continuity of sites, structures, or objects united historically, architecturally, archeologically, culturally, or aesthetically by plan or physical development. A Historic District Overlay Zone shall include all property within its boundaries as defined and designated by the Mayor and Commissioners.

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

“*Landmark*” shall mean any designated site or structure outside the boundaries of the historic district that is of exceptional historic, archeological, or architectural significance.

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

“*Restoration*” shall mean the process of accurately recovering the form and details of a property as it

appeared at a specific period of time by means of removal of later work and the replacement of work missing from that period.

“*Site*” shall mean the location of an event of historic significance or a structure, whether standing or ruined, which possesses historic, architectural, archeological, or cultural significance.

“*Structure*” shall mean a combination of material to form a construction that is stable, including but not limited to buildings, stadiums, reviewing stands, platforms, stagings, observation towers, radio towers, water tanks, and towers, trestles, bridges, piers, paving, bulkheads, wharves, sheds, coal bins, shelters, fences, and display signs visible or intended to be visible from a public way. The term “structure” shall be construed as if followed by the words, “or part thereof”.

Appendix D

Elkton Zoning Ordinance Article XX:

Town Center (TC) District:

Building, Site and Streetscape Standards

ARTICLE XX TOWN CENTER (TC) DISTRICT - BUILDING, SITE AND STREETScape STANDARDS

Section 1. Applicability

1. This Section shall apply to all new buildings and projects, excluding single-family residential dwellings, in the Town Center (TC) District.
2. This Section shall apply to all renovations and redevelopment, including applicable additions of a building or site in the TC District, as follows, except that "renovation" is not intended to apply to routine repairs and maintenance of an existing building:
 - a. A building facade renovation where such addition, renovation, or redevelopment exceeds 30 percent of the wall area of an existing façade.
 - b. An addition or renovation to, or redevelopment of, an existing building or project, where the cost of such addition, renovation, or redevelopment exceeds 50 percent of the assessed value of the existing structure(s), or would exceed 25 percent of the square footage of the gross area of the existing structures.
3. Deviations. Deviation(s) from the provisions of this Section may be approved by the Planning Commission for renovations of existing buildings where special or unique circumstances or factors exist which make compliance with this Section unfeasible.
4. The standards in this section use the word "shall" while the guidelines use the word "should". "Shall" statements indicate requirements and offer relatively little flexibility unless choices are provided within the statements themselves. All projects must include these elements as described. "Should" statements are encouraged guidelines.

Section 2. Conflict with Other Code Sections

The regulations set forth in this article shall apply to the TC District. Wherever there is a conflict or inconsistency between the TC District regulations and other definitions and regulations of the Zoning Ordinance, those regulations set forth in this article shall govern development and redevelopment within the TC District.

Section 3. Building Design Standards

New construction for non-residential, mixed use and apartment buildings shall meet the following requirements:

1. Building Orientation and Entrances
 - a. Buildings must have a primary entrance door oriented towards a public street and sidewalk.
 - b. Buildings located on corners, should have an entrance located on the corner. The Planning Commission may allow front façades to face existing side streets, when these façades will extend an existing commercial district along this existing side street.

- c. All primary building entrances should be accentuated. Entrance accentuations permitted include recessed, protruding, canopy, portico, or overhang. Entrances at building corners shall be articulated with a chamfered corner, turret, canopy, or other similar building feature.
2. Building Character. New development shall generally employ building types that are compatible to the existing architecture of the area in their massing and external treatment. Typical elements of architecture in the area include pitched roofs, gables, masonry walls, and punched or separate inset windows.
3. Windows
 - a. The ground floor front façades of retail buildings shall include a minimum of 55 percent and a maximum of 75 percent window that allow views of indoor nonresidential space or product display areas. See Figure XX.1.
 - b. Upper story windows shall be aligned with windows and doors on the first floor, shall not be boarded or covered.
 - c. Upper story windows of front façades shall include a minimum of 25 percent and a maximum of 60 percent window area in the façade above the ground floor.
 - d. Smoked, reflective, opaque, or black glass in windows viewable from a public street is prohibited. The bottom edge of any window or product display window used to satisfy the window standard above should not be more than 3 feet above the adjacent sidewalk.
4. Roofs
 - a. Flat roofs shall be prohibited on one-story buildings but are allowed on buildings of two stories or more, provided that all visibly exposed walls have an articulated cornice that projects horizontally from the vertical building wall plane.
 - b. Architectural embellishments that add visual interest to roofs, such as dormers, masonry chimneys, cupolas, towers and other similar elements, shall be included in the design of buildings.
 - c. Pitched roofs shall have a minimum slope of 4:12 and a maximum slope of 12:12. See Figure XX.2.
 - d. The roof shall be articulated above the building entrance.

Figure XX.1: Illustration of Range of Required Window Area

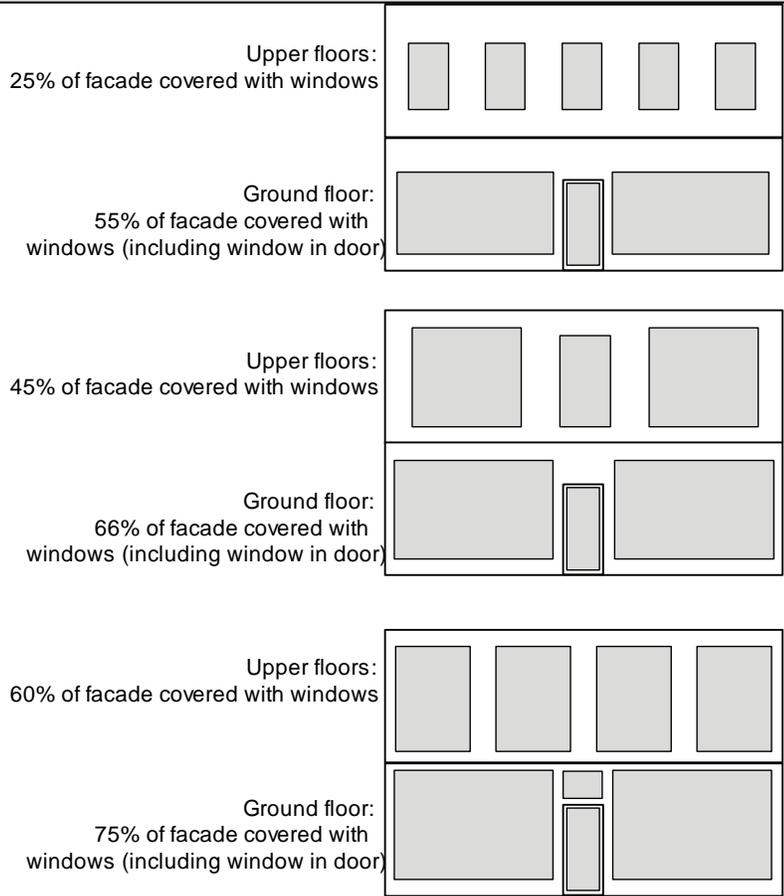
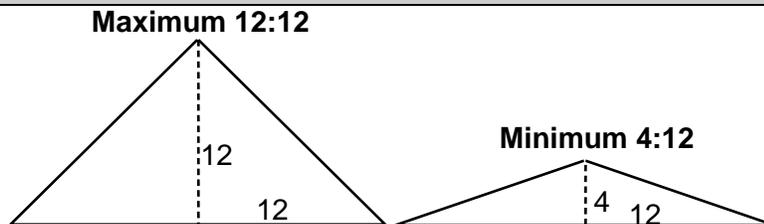


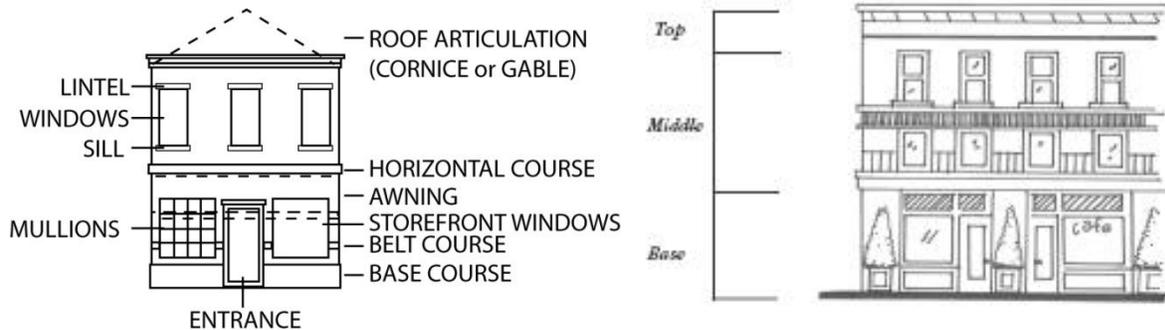
Figure XX.2: Illustration of Minimum and Maximum Pitched Roofs



5. Façade Articulation

- a. Façade is defined as the exterior walls of a building facing a public street.
- b. Facades shall have horizontal articulation elements such as window sills, window lintels, protruding horizontal courses on each floor of the building, and cornices. See Figure XX.3.
- c. The top level shall be treated with a distinct outline with elements such as projecting parapet, cornice, or other projection.
- d. Facades fronting on sidewalks of any structure in the Town Center District shall be of a primary building material comprised of at least 75 percent of the façade, excluding glass and doors with architectural details such as storefront bulkheads, quoin, cornices, pilasters, sills, lintels, stringcourse and columns of different materials.
- e. Facades should have a distinct base course of at least 1 foot in height at ground level using materials that are different from the main façade such as stone, masonry, or decorative concrete.
- f. Facades should have vertical articulation at a maximum distance of every 20 feet of continuous façade. Vertical articulation should be created through changes in plane or building material for a minimum of 1 foot wide and protruding a minimum of 2 inches.
- g. To further articulate the building facade and increase architectural interest while facilitating all-weather comfort of pedestrians, continuous awnings (both permanent and retractable), canopies and building overhangs, including arcade structures with occupied space above, are encouraged along the street frontages.

Figure XX.3: Illustrations of Façade Articulation Example



Section 4. Site and Streetscape Standards

1. All developments in the TC District shall be required to provide the following improvements along the entire length of all public streets on which they obtain frontage:
 - a. Sidewalks
 - (1) Sidewalks within the TC District shall conform to the requirements of Article VI, Section 7 of the Subdivision Regulations.
 - (2) Public sidewalks shall have a minimum width of 8 feet. Where buildings exist, pre-dating these sidewalk requirements, and do not allow for 8 feet between the curb and the building front, sidewalk shall be provided between the curb and the building front.
 - (3) Sidewalks are required to connect the street frontage to all building entrances, parking areas, open space, and any other destination that generates pedestrian traffic.
 - (4) Sidewalks shall connect to existing sidewalks on abutting parcels and other nearby pedestrian destination points and transit stops.
 - (5) Sidewalks shall be concrete or brick and shall be designed to be consistent with adjoining properties.
 - (6) The sidewalk material shall continue across driveways.
 - (7) All sidewalks, walkways and curb ramps shall meet ADA requirements.
 - (8) Concrete, brick pavement and/or a planting bed shall extend from the sidewalk edge to the building.
 - b. Street Trees
 - (1) Street trees shall be planted along all public rights-of-way provided that a minimum width of 4 feet of unobstructed sidewalk at the tree well location can be provided.
 - (2) Spacing. Street trees shall be spaced 35 feet apart. In spacing trees, consideration shall be made for driveways, street lights, utility poles, underground utilities, traffic light poles and other obstructions, as well as existing and future placement of trees in front of adjacent properties.
 - (3) Trees shall be a minimum of 3 inches in caliper.
 - (4) Street trees shall be planted in tree wells located between the curb and the sidewalk or in the sidewalk. Tree wells shall be a minimum of 6 feet long by 6 feet wide by 18 inches below the ground surface and shall be covered with tree grates or decorative concrete unit pavers.

- (5) When trees are planted by the developer pursuant to this section shall meet standards set forth in Appendix B. Trees located under wires shall not be of a species that is expected to grow into the utility lines.
- (6) If street trees cannot be planted, every effort shall be made by the property owner to add planters or other landscaping. Planters shall not obstruct the sight triangles. Planters shall not encroach into the sidewalk so that less than 4 feet of sidewalk is available for pedestrians.

Section 5. Parking

Parking within the TC District shall conform to the requirements of Article XVII, Parking.

Section 6. Signage

Signage within the TC District shall conform to the requirements of Article XVI, Signs.

Section 7. Exterior Lighting

1. Exterior Lighting within the TC District shall conform to the requirements of Article XV, Sections 5 and 6, in addition to the following:
2. Pedestrian pathways need to be clearly marked and well lit. Lighting should be sufficient for security and identification without allowing light to trespass onto adjacent sites.
3. Pedestrian-oriented lighting shall be provided between the curb and the sidewalk at a maximum spacing of 60 feet.
4. Light Standard Heights.
 - a. Pedestrian lighting for sidewalks and walkways shall be a maximum of 12 feet in height measured from the ground to the top of the light fixture.
 - b. Other lighting for streets and parking areas shall be a minimum of 15 feet and a maximum of 18 feet in height measured from the ground to the top of the light fixture.
 - c. Lighting fixtures shall not exceed the height of the principal building on the site.

Section 8. Outdoor Dining

Outdoor furnishings are limited to tables, chairs, and umbrellas. Outdoor furniture shall be stored inside the restaurant after normal operating hours. Planters, posts with ropes, or other removable enclosures, as well as a reservation podium are encouraged and shall be used as a way of defining the area occupied by the café. Refuse facilities shall be provided. Advertising or promotional features shall be limited to umbrellas, menu signs, sandwich board signs, and canopies. Outdoor dining cannot impede pedestrian traffic flow. A minimum pathway of at least 4 feet free of obstacles shall be maintained.

Section 9. Pedestrian Amenities

Vegetation planters, urban gardens, water features, special pavement treatments, all-weather street furniture (e.g. benches, trash receptacles, bicycle racks), public art (e.g. sculpture or artist designed street

furniture), and other pedestrian amenities should be considered along sidewalks and in public plazas, square and courtyards.

Section 10. Fences

Chain link and barbed wire fences are prohibited.

Section 11. Ventilation

Ventilation equipment for restaurants, bars, and taverns in buildings erected after the passage of this article shall be provided on the roof.

Section 12. Screening

1. The purpose of a screen is to provide a visual barrier between unsightly or out of scale development features and the views from public streets and abutting properties.
2. All rooftop mechanical equipment and other appurtenances shall be concealed by or integrated within the roof form or screened from view at ground level of nearby streets. The following, when above the roofline, requires screening: stair wells, elevator shafts, air conditioning units, large vents, heat pumps and mechanical equipment. The screening of mechanical equipment shall not be subject to the maximum height requirements if it is unoccupied.
3. Service and loading areas, including dumpster, trash handling and recycling, outdoor storage, vehicle storage, loading docks and wall or ground mounted equipment, shall be located on the side or rear of the building and shall be visually screened from street and pedestrian ways with an opaque screen that may be composed of:
 - a. A brick or stone wall.
 - b. Wooden fence.
 - c. Vinyl fence designed to look like wood.
 - d. Planted vegetation, in which:
 - (1) All evergreen trees to be installed shall not be less than six feet in height at the time of planting and shall be of such species that expected height at maturity shall not be less than 15 feet.
 - (2) 100% percent of required trees and at least 75% percent of required shrubs shall be evergreen species.
 - (3) Shrub plantings shall be a minimum of 3 feet high upon installation, with an expected height of at least 6 feet at maturity, no unobstructed openings wider than 4 feet will be permitted.
 - e. Existing vegetation, if deemed suitable by the Planning Commission may be used in place of required landscaping.
 - f. A combination of these elements, which will meet the purpose of the requirement.

Appendix E

Elkton Zoning Ordinance Article XVI: Signs

ARTICLE XVI SIGNS

Section 1. Definitions

For purposes of this Article, the following words and phrases shall have the meanings respectively ascribed to them in this section:

Awning Sign. A sign painted on or applied to a structure made of cloth, canvas, or similar material which is affixed to and projects from a building.

Banner Sign. A temporary, professionally made and designed sign intended to be hung either with or without frames, possessing characters, letters, illustrations or ornamentations applied to paper, plastic, or fabric of any kind.

Billboard. A structure which is erected by an advertising company for the purpose of the placement of a sign for hire. Each such space for hire shall be considered a specific billboard regardless of whether or not the face is incorporated into the ground structure.

Building Sign. Wall, roof, marquee, or projecting sign that is attached to a building. No building sign shall exceed 40 square feet in area.

Erect. To build, construct, attach, hang, place, suspend or affix.

Ground Sign. Any sign erected, constructed or maintained for the purpose of displaying outdoor advertising by means of poster, picture and/or words when such sign is supported by one or more uprights, pylons, posts, poles or braces placed upon, or in, or supported by the ground and not attached to any part of a building.

Illuminated Sign. Any sign which has characters, letters, figures, designs or outline illuminated by a light source as part of the sign proper.

Marquee. Any hood, canopy, awning or permanent construction projecting from the wall of a building above an entrance or existing over a thoroughfare, walkway or sidewalk.

Marquee Sign. Any sign affixed to, or a part of, a marquee used for notice, advertisement or announcement purposes.

Menu Sign. A temporary sign used to inform the public of the list of entrees, dishes, foods, and entertainment available in a restaurant.

Monument Sign. A sign attached to a brick, stone, or masonry wall or structure that forms a supporting base for the sign display.

Projecting Sign. Projecting sign shall include any sign which is attached to a building and extends beyond the wall of the building to which it is attached.

Roof Sign. Any sign erected, constructed or maintained upon the roof of any building, subject to the provisions of wall signs.

Sandwich Board Sign. An A-frame sign that is not permanently attached to the ground or other permanent structure.

Sign. A sign shall mean and include any writing, figure, representation, emblem, flag, three-dimensional figure or model, device, letter, word, street clock and temperature announcement, and shall include any announcement, declaration, demonstration, display, illustration, name, identification, description or insignia used to advertise or promote the interest of any person, group or business when the same is viewed by the general public. This definition shall not include interior sign displays (i.e., signs in windows); whether or not visible by the general public. This definition shall include any sign placed upon a vehicle or trailer when the location of the vehicle or trailer is reasonably construed as being placed for the display of advertising matter.

Sign, Temporary. A sign that (1) is used in connection with a circumstance, situation, or event that is designed, intended or expected to take place or to be completed within a reasonably short or definite period after the erection of such sign, (2) is intended to remain on the location where it is erected or placed for a period of not more than thirty (30) days in a given year, or which is portable in nature mounted on a movable chassis without having a fixed location. If a sign display area is permanent but the message displayed is subject to periodic changes, that sign shall not be regarded as temporary. All existing temporary signs shall abide by this Ordinance with the date of adoption. Temporary signs are limited to 4' x 8'.

Sign Illumination. External lighting by means of a light source not a part of the sign proper, whether or not such light source is attached to the structure of the sign.

Wall Sign. Any painted sign or poster on any surface or plane that may be affixed to the front, side or rear wall of any building.

Window Sign. A sign that is either painted or attached to the inside surface of a window.

Section 2. Exempted Signs

The following classes of signs shall be exempted for the provisions of this Article relating to registration, payment of permit fees; provided, that such exemption shall not be construed so as to relieve the owner of the sign from responsibility for its erection and maintenance in a safe manner:

1. All signs not exceeding six (6) square feet in area advertising the sale, rent or lease of real estate and located upon the property to which such sign refers. Such sign shall not be a hazard to traffic safety. Such signs shall be affixed to a post in the ground or to the wall so advertised. Such signs shall be removed within ten (10) days after the sale or rental of the property. Only one (1) sign shall be allowed per lot or building;
2. Signs advertising the name of the merchant and his business, when painted upon the windows of such establishment, except in the TC Town Center District
3. Signs erected on church property, giving the name of the church, the time of services and similar information;
4. Signs of charitable, benevolent or religious associations or fraternal or nonprofit associations, located on the premises or grounds of such associations;
5. Signs of political parties and candidates seeking public office;
6. Professional signs denoting the name and profession or calling of persons pursuing livelihood such as minister of the gospel, teacher, lawyer, physician, or dentist; provided, that such sign does

not exceed the size and type permitted by the ethical standards of the profession or calling, and in no case exceeds two (2) square feet per side.

7. Traffic or other municipal signs, legal notices, railroad crossing signs, danger and such temporary emergency or non-advertising signs as may be approved by the Zoning Administrator.
8. Memorial signs or tablets, names of buildings and the date of erection, when cut into any masonry surface of when constructed of bronze or any other incombustible material.
9. Special decorative displays used for holidays, public demonstrations or promotions of civic welfare or charitable purposes, when authorized by the Mayor or Zoning Administrator when there is no commercial advertising; and
10. One (1) sign denoting the architect, engineer and contractors when placed upon work under construction and when not exceeding twenty (20) square feet in area. Such signs shall be removed within ten (10) days after the completion of such construction.
11. Signs not exceeding one (1) square foot in area and bearing only property numbers, post box numbers, names of occupants of premises not having commercial connotations;
12. Flags and insignias of any government except when displayed in connection with commercial promotion;
13. Legal notices; identification, information, or directional signs erected or required by governmental bodies;
14. Integral decorative or architectural features of buildings, except letters, trademarks, moving parts, or moving lights;
15. Signs directing and guiding traffic and parking on private property, but bearing no advertising matter;
16. Menu signs; and
17. Window signs on interior of window.

Section 3. Sign Permit Required

1. No person shall erect a sign within the Town and no person shall repair, alter, relocate or maintain any existing sign within the Town unless and until a permit for such sign has been issued by the Zoning Administrator.
2. No permit required by this Article shall be granted until after an application has been filed with the Zoning Administrator showing the plans and specifications of the proposed structure and its proposed location with respect to property lines, nor until the provisions of this Article relating to such structure have been complied with. Each such application shall be accompanied by the required fee. The Zoning Administrator may prescribe suitable regulations not inconsistent with the provisions of this Article concerning the form and contents of all applications for the various types of permits required.

3. The Zoning Administrator may revoke any permit issued by him/her pursuant to this Article upon failure of the holder thereof to comply with any of the provisions of this Article.

Section 4. Ground Signs

1. All letters, figures, characters or representations in cut-out, irregular form, maintained in conjunction with, attached to or superimposed upon any sign, shall be safely and securely built or attached to the sign structure and shall comply with all the requirements of this Article.
2. No person shall erect any ground sign the total height of which is greater than forty (40) feet above the level of the street upon which the sign faces, or above the adjoining ground level if such ground level is above the street level.
3. Location.
 - a. No ground sign shall be near than two (2) feet to any other sign, building or structure.
 - b. No ground sign shall be nearer the street than the building line established by law or ordinance.
 - c. All ground signs shall conform to the provisions and the requirements of this Article.
4. All ground signs shall be securely built, constructed and erected upon posts, poles, and pylons, and standards designed by standard engineering practices, and shall not be supported and braced by timbers or metal rods.
5. All posts, poles, and pylons, or wood shall be treated to protect them from moisture when they rest upon or enter into the ground.
6. All ground signs, the premises surrounding such signs, shall be maintained by the owner thereof in a clean, sanitary and inoffensive condition, and free and clear of all obnoxious substances, rubbish and weeds.
7. Temporary ground signs advertising the future use or development of property on which such signs are located may be erected, subject to the provisions of this Article; provided, that such signs shall be erected only under the provisions of a temporary, six (6) months renewable permit. No such sign shall exceed eight (8) feet in length or four (4) feet in height. Such signs shall be removed within thirty (30) days of completion of such development.
8. Renewable permits for ground signs shall be denied by the zoning inspector in the event that the sign has not been kept in proper repair or has damaged the public health and welfare by providing a harboring place for rodents or reptiles or a screen for unauthorized dumping grounds refuse. Such signs unfit for a renewal permit shall be ordered removed within thirty days after expiration of the permit, subject to the provisions of this Article for the removal of signs by the Zoning Inspector.
9. Temporary ground directional signs to subdivisions under development are permitted in a residential area; provided, that permission of the owner of the property upon which the sign is erected is obtained, and that there are no objections to such sign by adjoining property owners. Such directional signs shall be no larger than twenty (20) square feet in area. Such signs are subject to the same restrictions as temporary ground signs.

10. No sign shall extend downward nearer than ten (10) feet to the ground or pavement. Such excepted sign shall not extend downward nearer than six (6) feet six (6) inches to the ground level.
11. Signs on posts, poles, and pylons shall be constructed and braced to withstand a horizontal wind pressure of not less than thirty (30) pounds for every square foot of surface exposed and shall be securely attached to the post or posts in an approved manner.

Section 5. Roof Signs

1. Roof signs shall display no advertising matter except pertaining to the business conducted in the building upon which the sign is placed, and shall not be placed on the roof of any building so as to prevent the free passage from one part to any other part thereof with any opening on such roof. No such sign shall project beyond the exterior wall of the building.
2. Every roof sign shall be constructed entirely of an incombustible material. The uprights, supports and braces shall be constructed entirely of metal, and shall be securely anchored or otherwise fastened to support so that it will not constitute a menace to persons or property. All roof signs shall be so constructed or erected as to stand wind pressure of not less than thirty (30) pounds per square foot of area subjected to such pressure. No roof sign shall exceed forty (40) square feet of area nor shall it exceed ten (10) feet in height above the roof line or parapet. Every such sign and all supports, braces, guides and anchors thereof shall be kept in good repair.
3. The Zoning Inspector shall order the removal of any sign that is not maintained in accordance with the provision of this Section.

Section 6. Wall Signs

1. No wall sign shall extend beyond the building line more than eighteen (18) inches; except, that if the sign is illuminated the light reflectors may project six (6) feet beyond the building line.
2. No wall sign shall exceed forty (40) square feet in area and such sign shall be made of incombustible materials and shall be safety and adequately attached to such buildings.

Section 7. Projecting Signs

1. No projecting sign shall extend above the roof line.
2. Every projecting sign shall be constructed and braced to withstand a horizontal wind pressure of not less than thirty (30) pounds for every square foot of surface exposed, and shall be securely attached to the building wall in an approved manner.
3. No projecting sign shall extend more than four (4) feet six (6) inches from the building line, including attachment irons and the like, unless such sign is less than four (4) feet six (6) inches in height, in which case the maximum projection shall be six (6) feet six (6) inches from the building line.
4. No sign projecting to more than six (6) inches from the building line shall be erected directly above or below a sign projecting six (6) feet, unless there is a space of not less than six (6) feet, separating such signs.

5. No projecting signs shall extend downward nearer than eight (8) feet to the ground or pavement.

Section 8. Marquees and Marquee Signs

1. No marquee or marquee sign shall be erected which does not comply with this Article and any other requirement of this Ordinance.
2. Marquees and marquee signs may extend to a point two (2) feet back of the curb line, but no such marquee or marquee sign shall be less than eleven (11) feet in the clear above the level of the sidewalk.
3. There may be placed thereon an illuminated sign which may extend the entire length and width of the marquee, provided, that such sign does not extend more than nine (9) feet above nor one (1) foot below such marquee. Under no circumstances shall the sign or signs have a vertical width greater than nine (9) feet.
4. No additional signs shall be attached to a marquee.

Section 9. Sign Illumination and Illuminated Signs; Flashing Signs Prohibited

1. Goose neck reflectors and lights shall be permitted on ground signs, roof signs, wall signs, post signs and marquee signs; provided, that the reflectors shall be provided with proper glass lenses concentrating the illumination upon the area of the sign so as to prevent glare on the street or adjacent property.
2. Business signs may be illuminated, but if located in the vicinity of a traffic control signal no red illumination shall be used thereon.
3. All illuminated signs and sign illumination shall be subject to applicable provisions of this Ordinance and of all laws and electrical and building codes which may be in force within the Town of Elkton.
4. The application for a permit for the erecting of a sign or other advertising structure in which wiring and connections are to be used shall be submitted by the Zoning Inspector to such official or officials having inspection duties in connection therewith under this Article or an law, electrical code, ordinance or regulation in force in the Town of Elkton, and the applicant shall pay any required inspection fee.
5. It shall be unlawful for any person to erect or maintain within the Town any sign the illumination of or for which alternatively flashes on and off or which alternatively increases and decreases in the intensity of illumination.

Section 10. Commercial Signs

No commercial sign, as defined by this Article, shall be erected within the Town except upon property which has been zoned for such purpose.

Section 11. Obstruction of Windows, Doors, Fire Escapes, Etc., Prohibited

No sign of any description shall be installed, erected, constructed or maintained in such a manner as to obstruct any fire escape or any window or door, nor shall any sign be attached in any manner to any fire escape.

Section 12. Obstruction of Traffic and Traffic Signs Prohibited

1. No sign or advertising shall be erected at or near the intersection of any streets in such a manner as to obstruct free and clear vision; or any location where by reason of its position, shape, or color it may interfere with or obstruct the view of, or be confused with, any authorized traffic sign, signal or device.
2. No sign shall make use of the words "stop", "look", "danger", or any other word or phrase of similar character in such a manner as to interfere with, mislead or confuse traffic.
3. No beacon ray or similar type of lighting device shall be permitted.

Section 13. Display of Obscene, Etc., Matter Prohibited

No person shall display upon any sign or other advertising structure any obscene, indecent or immoral matter.

Section 14. Miscellaneous Requirements

1. No permit shall be issued for any sign except as prescribed in this Article.
2. The property owner, business, or other person responsible for the placement and/or maintenance of any sign shall maintain said sign in good and reasonable condition as deemed appropriate by the Town.
3. Signs which contain or consist of banners, posters, pennants, ribbons, streamers, and strings of light bulbs, are prohibited, except as permitted below:
 - a. Charitable banners will be permitted for a fourteen (14) day period at approved locations with the issuance of a permit by the Zoning Administrator.
 - b. The Zoning Administrator may issue a person a permit to display a banner used for business advertising purposes in commercial zones for a period not exceeding thirty (30) consecutive days, up to four times per calendar year.
4. Temporary signs are permitted once per calendar year for a maximum of thirty (30) days and shall not exceed four (4) feet by eight (8) feet.
5. Notices, placards, bills, cards, posters, advertisements, or other signs mounted or placed in any fashion upon any lamppost, utility pole, satellite dish, fire hydrant, or other public water, sewer, stormwater, building, structure or other public infrastructure, tree or tree box, or upon any piers or columns located on or along the public streets and highways of the Town of Elkton, shall be prohibited, except as such may be authorized or required by law.

Section 15. Existing Signs

1. All signs which have been lawfully erected and maintained prior to the effective date of this Ordinance shall be deemed as legal and lawful signs under the provisions of this Article; provided that the Zoning Inspector does not find any such sign to be in a state of disrepair or to constitute a safety hazard.
2. No existing ground sign, roof sign, wall sign, projecting sign, or marquee sign shall be enlarged, rebuilt, structurally altered or relocated except in accordance with the provisions of this Ordinance, and not until a permit therefore has been issued by the Zoning Inspector.
3. The issuance of a permit shall not relieve the owner or leasee of the premises from the duty of maintaining safely any of such structures.

Section 16. Enforcement

1. The Zoning Inspector shall remove a sign that is: (a) an immediate or potential hazard to the public health, safety and welfare; and/or (b) in violation of this chapter. Except in a case where a sign presents an immediate hazard to the public health, safety and welfare, the owner of the sign, its representative or agent, prior to the removal of a sign by the zoning inspector, shall be given ten (10) days written notice to remove said sign or to take such other action as set forth in the notice. Notice shall be delivered in person or sent by United States Postal Service certified mail, return receipt requested, to the owner, its representative or agent, and describe the violation and direct the owner, its representative or agent, to remove said sign, or take such other action as set forth in the notice and/or as otherwise provided by law. In the event that the zoning inspector removes a sign that presented an immediate or potential hazard to the public, the owner of the sign, its representative or agent, shall be notified after the fact in accordance with the notice provisions set forth herein.
2. In case such sign is maintained by a person engaged in the business of erecting and maintaining signs such notice may be served by addressing and mailing such notice to the last known address of such person.
3. No person shall maintain or display on or in connection with any premises owned, occupied or used by him any sign in violation of this Article.
4. Any person violating the provisions of this Article shall be guilty of a misdemeanor and shall, upon conviction thereof, be subject to a fine of not more than one thousand dollars (\$1,000) and/or imprisonment for not more than ninety (90) days.
5. The Zoning Inspector shall remove any sign of immediate danger or hazard to persons or property, without notice. No person shall maintain or permit to remain upon any premises owned, leased or occupied or used by him, with notice thereof, any unsafe sign or insecure sign liable to injure any person or property.
6. Any property owner within the corporate limits of the Town of Elkton where a business has ceased or is terminated shall be responsible for the removal of all signs, posts, and standards and the building and grounds shall be restored to their original condition within thirty (30) days after notification by the Zoning Official of the Town of Elkton.

7. All expenses incurred by the Zoning Inspector in taking down or removing any sign under this Article shall be charged to the person responsible for such sign and shall constitute a lien on the property upon which such sign was installed as well, which shall be enforceable as a lien for taxes.

Section 17. Signs, Number and Surface Area

1. For purpose of determining number of signs, a sign shall be considered a single display surface or display device containing elements organized, related, and composed to form a unit.
2. Where matter is displayed in a random manner without organized relationship of elements, or where there is reasonable doubt about the relationship of elements, each element shall be considered to be a single sign.
3. The surface area of a sign shall be computed as including the entire area within a regular geometric form or combination of regular geometric forms comprising all of this display area of the sign including all of the elements of the matter displayed. Frames and structural members not bearing advertising matter shall not be included in computation of surface area.
4. Signs, including window signs, which are composed of letters, words or representations only and which follow no square or rectangular pattern shall be considered to include in sign area a square or rectangle as drawn at the outer limits of the letters, words or representations.
5. No more than one (1) sign shall be attached to each building or portion thereof; however, should a building be occupied by more than one tenant, each tenant separated by a tenant separation wall may display one (1) business sign on the building adjoining its space, unless as otherwise provided under paragraph 6 of this section.
6. Where a building has frontage on more than one street, one sign may be permitted for each building frontage on a separate street. In no event shall the combined square footage of the signs displayed exceed the total square footage of signs permitted in the zone in which they are displayed.
7. In addition, a free standing or attached sign may be erected provided that it lists only the names of the businesses housed within the premises and provided that it conforms to the zoning classification in which it is erected.

Section 18. Permitted Signs

1. In the R-1, R-2, R-3 districts the following on-site signs are permitted:
 - a. One name plate not exceeding two (2) square feet in area which indicates the name of the occupant.
 - b. One unlighted sign, not exceeding six (6) square feet in area which indicates the prospective sale or rental of property on which it is located.
 - c. In the R-1, R-2 and R-3 Zones: One unlighted sign not exceeding two (2) square feet in area which identifies a permitted non-residential use.

In the R-O Zone: One unlighted sign not exceeding four (4) square feet in area per side for a double sided sign. Such sign in the R-O Zone may only be illuminated externally by means of a light source not a part of the sign proper, whether or not such light source is attached to the structure of the sign. (Ordinance 9-2015, effective 1/26/2016)

- d. Signs displaying political, religious, or personal messages provided that said signs are:
 - (1) Unlighted.
 - (2) Maximum sixteen (16) square feet in area.
 - (3) Constructed and placed as a ground sign.
 - (4) Placed at least fifteen (15) feet from the front property line and per the minimum requirements for an accessory building from the side and rear property lines as set forth in this ordinance.
2. In the C-1 and B-I districts the following on-site signs are permitted:
 - a. Total signage not to exceed ten (10) square feet of area for each ten (10) linear feet of street frontage.
 - b. Signs must pertain to goods or services sold on the premises.
 - c. Signs must not rise above roof level.
3. In the C-2 and C-3 districts the following on-site signs are permitted:
 - a. Total signage not to exceed fifteen (15) square feet of area for each ten (10) linear feet of street frontage.
 - b. Signs must not rise above roof level.
4. In the C-2 and C-3 districts the following off-site signs may be permitted as a Special Exception by the Board of Appeals:
 - a. Signs may not exceed three hundred (300) square feet in area.
 - b. Signs must not be nearer than one hundred (100) feet to any residence.
 - c. Signs must not be nearer than twenty-five (25) feet to any property line.
5. In the TC district, the following on-site signs are permitted:
 - a. Total signage not to exceed ten (10) square feet of area for each ten (10) linear feet of street frontage.
 - b. Wall Signs:
 - (1) Wall signs shall not exceed fifteen (15) percent of the front first-story façade with a maximum area of forty (40) square feet. Individual wall signs are

allowed for each separate business or tenant; however the total wall sign area shall not exceed fifteen (15) percent of the front first-story facade.

- c. Projecting Signs: (amended ordinance 10-2016, effective 01/24/2017)
 - (1) The maximum sign area shall not exceed twelve and one-half (12.5) square feet for a two (2) sided sign and six and one-quarter (6.25) square feet for a one (1) sided sign.
 - (2) The maximum projection of the sign from the main building structure shall not exceed three and one-half (3.5) feet
 - (3) The Zoning Administrator may allow a greater projection if the character of the building and/or its elements create a hardship complying with #2 above.
 - (4) The maximum height of the projecting sign shall not exceed the eave line or top of the parapet wall of the principal building, whichever is lower. The projecting sign shall not extend downward nearer than eight (8) feet to the ground or pavement.
- d. Window Signs:
 - (1) Window signs shall not exceed twenty-five (25) percent of the total glass area of the window.
- e. Awning Signs:
 - (1) Awnings shall be traditional fabric awnings and not plastic backlit awnings.
 - (2) Sign lettering and/or logo shall be limited to ten (10) percent of the awning.
 - (3) A minimum height of seven (7) feet from the lowest point to the sidewalk is required.
- f. Ground Signs:
 - (1) Ground sign supports shall be made of wood or metal.
 - (2) Ground signs shall not exceed twenty (20) square feet.
 - (3) Signs shall not exceed four (4) feet in height.
- g. Marquee Signs:
 - (1) A marquee sign for a movie theater or live performing arts theater shall not exceed one hundred (100) square feet.
- h. Monument Signs:
 - (1) Monument signs should be constructed out of materials that complement the building structure.

- (2) Signs shall not exceed twenty (20) square feet.
- (3) Signs shall not exceed six (6) feet in height.
- (4) Monument signs shall have landscaping around the sign base.

6. Signs not requiring permits in the TC District.

a. Building Identification Signs:

- (1) Building identification signs shall not exceed two (2) square feet bearing only the building name, property number, and/or street address.

b. Directional Signs:

- (1) Directional signs shall not contain advertising, not exceed four (4) square feet, and not obstruct the sight triangles at internal intersections on the premises.

c. Menus and Signs Indicating Business Hours:

- (1) Signs shall not exceed two (2) square feet, and are limited to one (1) per unit.
- (2) Signs shall be located in a permanently mounted display box on the façade of the building adjacent to the entrance, displayed within a window adjacent to the entrance, or at a podium that will be placed inside the restaurant upon closing.
- (3) Signs shall not be affixed with adhesive tape or other semi-permanent mounting technique.

d. Sandwich Board Signs:

- (1) Signs shall not exceed six (6) square feet.
- (2) Signs are permissible along the sidewalk, provided a minimum walking distance of five (5) feet shall be maintained to allow for a pathway for pedestrians.
- (3) Signs shall be taken indoors at the close of each business day.
- (4) Sandwich boards shall be weighted at the base so that the sign cannot be moved by strong winds; however, no sign shall be chained, tied, or otherwise affixed to any object, structure, or the ground.
- (5) Only one sandwich board sign will be permitted in front of the business it advertises.

e. Signs must pertain to goods or services sold on the premises.

f. Signs must not rise above roof level.

g. Signs shall not obstruct clear sight triangles at intersections of all streets and driveways.

- h. Signs in the Historic District shall comply with the Historic and Architectural Review Committee review process and requirements.

7. Permanent Residential Subdivision or Multi-Family Signs:

Permanent Residential Subdivision or Multi-Family Signs: Ground signs with the name of the Residential Subdivision or Multi-Family development may be allowed at any entrance, provided that:

- a. There may not be more than two (2) signs identifying such subdivision or development at each entrance.
- b. Such sign shall not exceed 35 square feet in area for a single-sided sign, or 20 square feet per side for a double-sided sign.
- c. The height of the sign face shall be appropriate for the structure and landscaping as determined by the Zoning Administrator.
- d. The total monument shall be no larger than four times the square footage of the sign face.
- e. Such sign shall not be placed closer than 5 feet from any sidewalk and 20 feet from any road right of way. A minimum 25 foot clear sight triangle at all intersections must be maintained.
- f. Such sign shall contain no commercial message.
- g. Electronic messaging boards shall be prohibited.
- h. Such sign shall be located in a maintained, landscaped area.

(Amended Ordinance 6-2014)

Section 19. Prohibited Signs

- 1. Billboards, except existing billboards, or billboards approved prior to January 1, 2006, shall be deemed legal and lawful signs pursuant to Section 17.1 of this Article and they may be replaced, but must be modernized on the site where they exist so long as their advertisement area does not exceed three hundred (300) square feet and their maximum height does not exceed the height requirements for the zone in which they are located.

Section 20. Reserved