

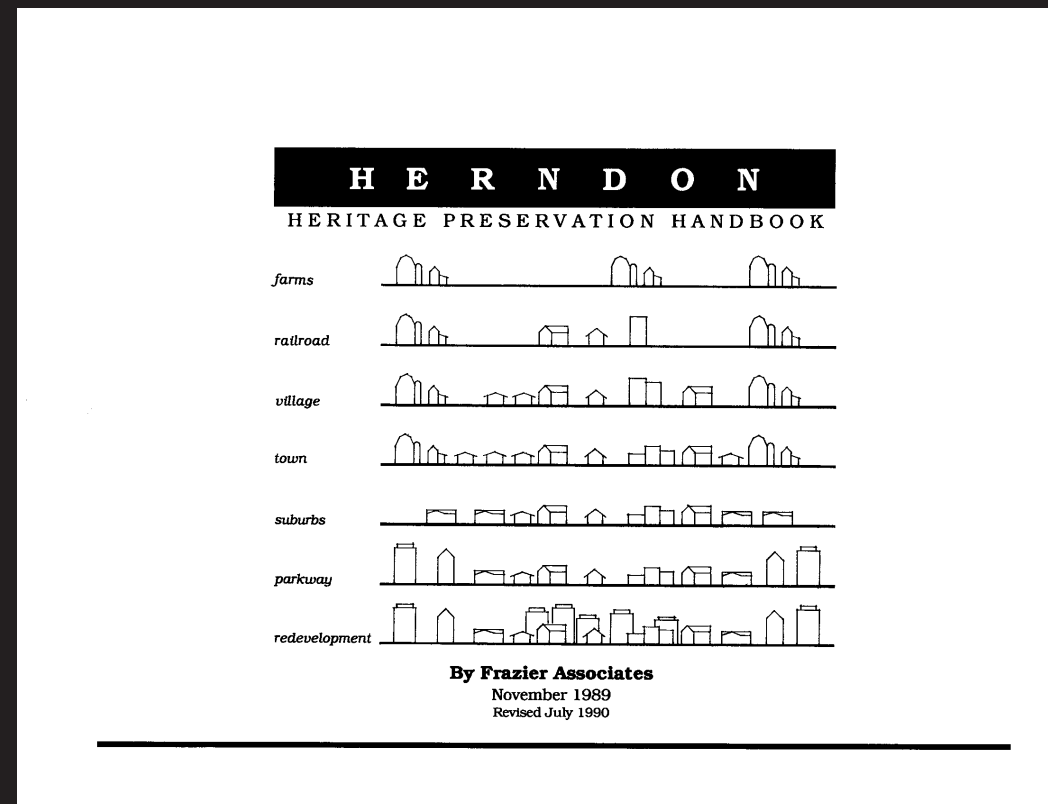
THE TOWN OF HERNDON — BUILDING ON HERNDON'S HERITAGE

HISTORIC DISTRICT OVERLAY GUIDELINES



Old Guidelines

- Text-heavy (full paragraphs)
- Chapters 1-5 are history/background
- Does not really tell someone “how to”
- Rehab guideline diagrams are excellent



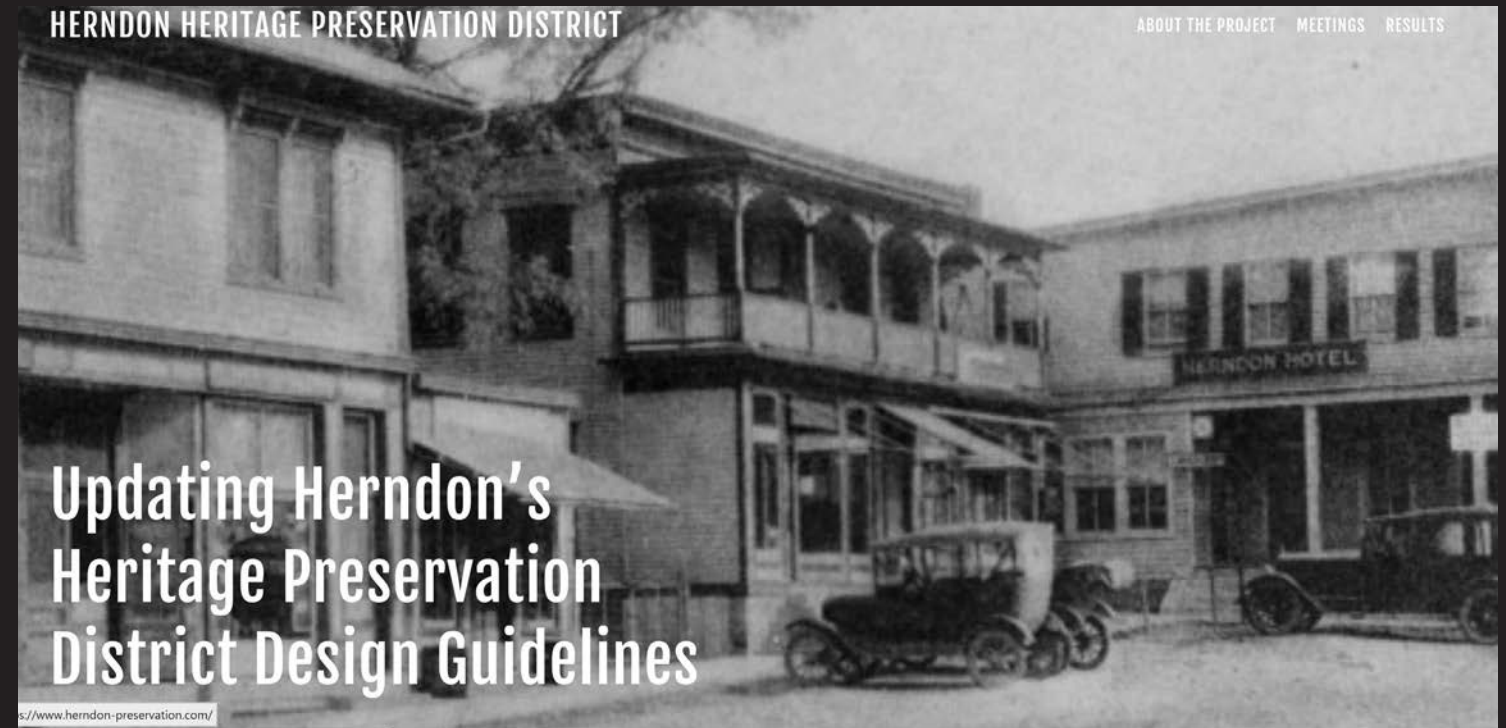
New Guidelines

- User-friendly, color-coded, numbered chapters
- Clear where to go for contributing, noncontributing, additions, and new construction



Report out on interview findings

PUBLIC OUTREACH | WORK SESSIONS | WEBSITE

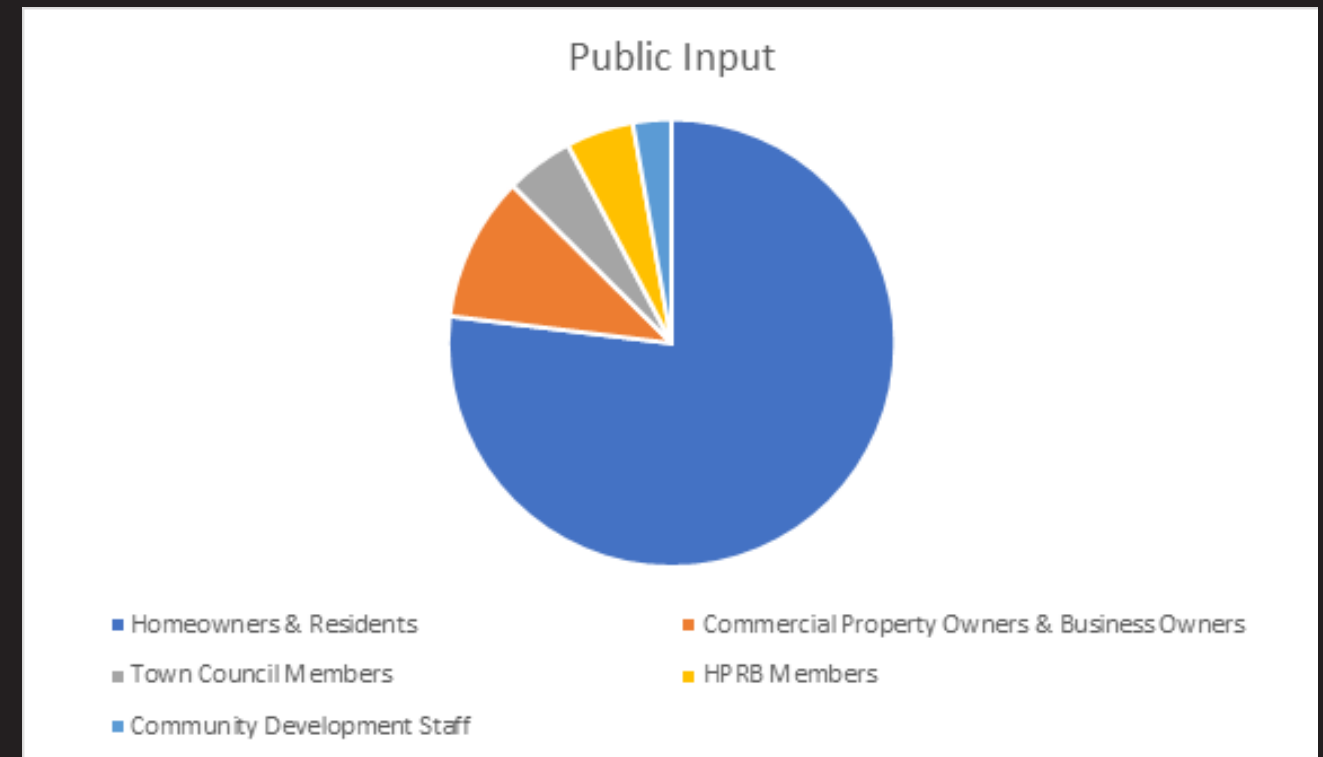


www.herndon-preservation.com

Report out on interview findings

Who did we interview? **143 total participants**

- (110) Homeowners & Residents
 - (15) Commercial Property Owners & Business Owners
 - (7) Town Council Members
 - (7) HDRB Members
 - (4) Department of Community Development Staff



Successful Guidelines do the following:

- Ensure the look and feel of the Town is maintained
- Provide a basis for making consistent decisions
- Are a tool for education (both to help prepare a COA application and maintain historic buildings)
- Provide flexibility in materials
- Clarify expectations (for applicants, the Board, etc.)

The New Guidelines will:

1. Provide a statement of purpose and purview
2. Clarify the process
3. Provide clear distinction between contributing, noncontributing, additions and new construction
4. Provide a resource guide for maintenance, materials and vendors
5. Provide flexibility in material options
6. Provide a basis for HDRB to make consistent decisions

Preview layout and draft of updated Guidelines

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- Look and Feel
- Consistent Decisions
- Educational Tool
- Material Flexibility
- Clarify Expectations

Chapter 2: Explanation of the Historic District Overlay

CHAPTER 2 HISTORIC DISTRICT OVERLAY

Contributing and Noncontributing Resources

The National Park Service (NPS) describes how to determine if resources are to be considered contributing or noncontributing to a historic district or an individually listed property. This information is used by those preparing National Register nominations; the National Register nomination form identifies which resources within the nominated boundary contribute or do not contribute to its significance. For the Herndon HDO, this information is provided in the National Register nomination form for the Herndon Historic District.



An important part of determining if a resource is contributing or noncontributing to a National Register historic district or individual property is based on whether or not a property or structure retains its architectural, historic, or cultural integrity. Integrity is defined by NPS as the “authenticity of a property’s historic identity, evidenced by the survival of physical characteristics that existed during the property’s historic period.” Integrity is measured based on seven qualities:

- 1. Location:** the place where the historic property was built, or where the historic event took place.
- 2. Design:** the composition of elements that constitute the form, plan, space, structure, and style of a property.
- 3. Setting:** the physical environment of a historic property that illustrates the character of the place.
- 4. Materials:** the physical elements of a property combined in a particular pattern or configuration.
- 5. Workmanship:** the physical evidence of the crafts of a particular culture or people during any given period of history.
- 6. Feeling:** the quality that a historic property has in evoking the aesthetic of historic sense of a past period of time.
- 7. Association:** the direct link between a property and the event or person for which the property is significant.

For historic resources within the HDO that retain their historic integrity and are contributing to the significance of the district, keeping these qualities is of the utmost importance in order to maintain the overall character of the district.

Contributing Resources	Noncontributing Resources
<p>A contributing resource adds to the historic significance of the HDO. A contributing resource:</p> <ul style="list-style-type: none"> • Was present during the period of significance, • Relates to the documented significance of the district, • Retains historic integrity (as outlined in the qualities listed above), • Or, it independently meets the National Register criteria. 	<p>A noncontributing resource relates to and is part of the HDO, but does not contribute to the district’s historic significance. A noncontributing resource:</p> <ul style="list-style-type: none"> • Was not constructed during the period of significance, • Does not relate to the documented significance of the district, • No longer retains its historic integrity (as outlined in the qualities listed above), due to significant alterations, additions, or other changes, • And, does not independently meet the National Register criteria.

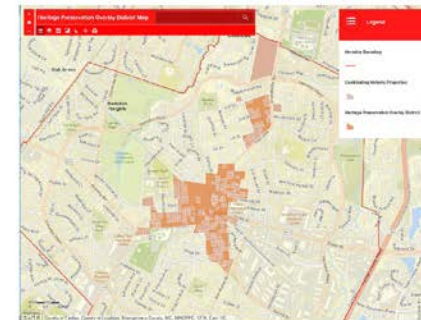
Some guidelines are applicable to both contributing and noncontributing resources; however, most are distinct and separate. Guidelines for contributing resources are outlined in Chapter 5, while guidelines for noncontributing resources can be found in Chapter 7.

Is my property in the district? Is my property contributing or noncontributing?

The Department of Community Development has an online map where you can search for your property by address and find out whether it is included in the Historic District Overlay, and whether it is a contributing or noncontributing resource.

The map can be found on the Herndon Community Development website under Map Resources, or by clicking [here](#).

Enter the address of the property on which you plan to perform work, or zoom in and located it on the map, and click on the building footprint. A small box will pop up on screen and indicate whether the building is inside the district, and whether it is contributing or noncontributing.

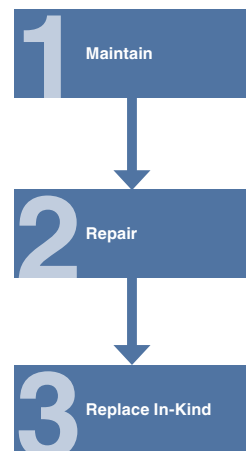


Chapter 3: Application and Review Processes

CHAPTER 3 APPLICATION AND REVIEW PROCESS

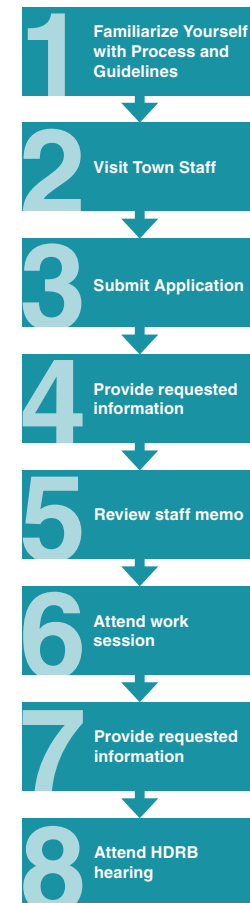
Two Options For Approval

Administrative Approval Path



-OR-

HDRB Review Path



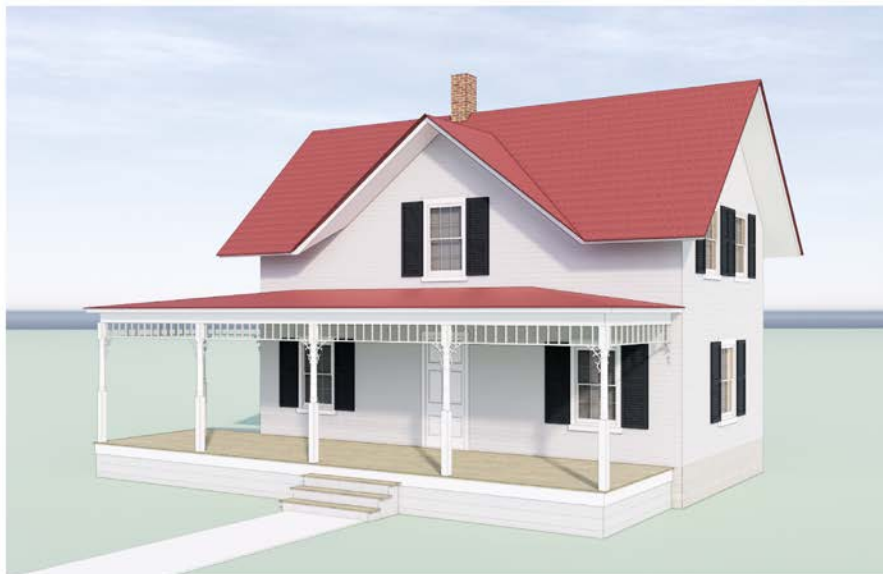
- Consistent Decisions
- Clarify Expectations

Chapter 4: Understanding Contributing Resources

CHAPTER 4 UNDERSTANDING HERNDON'S CONTRIBUTING RESOURCES

Residential Contributing Architectural Styles

FOLK VICTORIAN
1870-1910



Character-defining features

- Front- or side-gabled roof
- Stamped or standing seam metal roofs are common
- I- or L-shaped building forms
- Full- or partial-width front porch
- Architectural details are usually limited to simplified details on porches



CRAFTSMAN
1910-1930



Character-defining features

- Emphasis on natural materials; most examples in Herndon are wood clad with brick or stone accents
- Full- or partial-width front porches with tapered, square porch supports on brick or stone piers
- Side- or front-gabled roofs on bungalows; hipped or pyramidal roofs on four squares
- Single dormers
- Exposed structural elements: rafter tails, brackets, purlins, ridge beams



- Look and Feel
- Consistent Decisions
- Educational Tool
- Material Flexibility
- Clarify Expectations

Chapter 4: Understanding Contributing Resources

CHAPTER 4 UNDERSTANDING HERNDON'S CONTRIBUTING RESOURCES

Commercial Contributing Architectural Styles

FOLK VICTORIAN
1890-1900



Character-defining features

- Lace-like corner brackets and jigsaw-cut trim
- Simple in form
- Ornamental detail confined to porch and main cornice
- Simple window surrounds



ART DECO
1930



Character-defining features

- Ornament has incised quality and is usually low in relief
- Ornament is concentrated around doors, windows, string courses, parapets, and roofs
- Typical motifs include parallel lines



- Look and Feel
- Consistent Decisions
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Chapter 5: Treatment of Contributing Resources

- Look and Feel
- Consistent Decisions
- Educational Tool
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Modern Accessory Structures

Modern accessory structures are accessory structures constructed outside of the period of significance. Those addressed in this section are associated with contributing primary buildings.

Recommendations: MAINTENANCE AND REPAIR

These recommendations are provided as a resource for property owners or individuals caring for modern accessory structure located on the same property as a contributing resource.

1. Inspect and maintain modern accessory structures.
 - a. Routinely inspect accessory structures for damage and deterioration.
 - b. Replace damaged existing features and materials on modern accessory structures in kind.

Guidelines For Replacement And Alterations

MATERIAL CHANGES

1. Materials on modern accessory structures should be replaced in-kind or changed to a material that is compatible with the structure, as well as the primary resource and the surrounding district.
 - a. Material replacement should not have any impacts to the materials and design of other building features.
 - b. If the feature cannot be replicated using traditional materials, refer to [Chapter 6, Use of Alternative Materials](#) for information on selecting an appropriate alternative material.

DESIGN CHANGES

1. Alterations to modern accessory structures should not negatively impact the integrity and significance of the historic property/primary resource.
 - a. Forms should remain simple to reflect the purpose of the structure and not detract from the contributing resource.
 - b. The size should remain subordinate to the contributing resource.
2. Materials should reflect and complement the existing accessory structure and the historic primary resource.
 - a. Alternative materials can be appropriate for use on modern accessory structures as a means of differentiating the addition from the historic building. Refer to [Chapter 6, Use of Alternative Materials](#), for information on selecting an appropriate alternative material.
3. Modifications to modern accessory structures should not create a false historical narrative.



Modern commercial accessory structure



Modern residential accessory structure

Chapter 5: Treatment of Contributing Resources

CHAPTER 5 TREATMENT OF CONTRIBUTING BUILDINGS

Roofs

Roofs are highly visible exterior features and the details of a building's roof are important in imparting character on contributing resources. Rooflines vary and roofs are clad in a variety of materials, each of which have their own visual character. Roof materials range in shape, size, color, profile, pattern, and texture. Although chimneys are important character-defining features for rooflines, guidelines chimneys are covered elsewhere in this chapter.

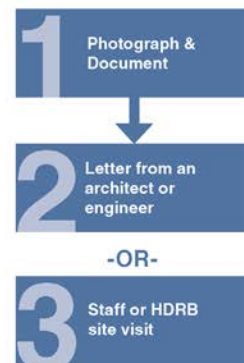
In the HDO, typical roof shapes include gabled, hipped, and complex. Typical roofing materials included stamped metal shingles, standing seam metal, and modern replacement asphalt shingles.

For more information on appropriate treatment for historic roofs, reference [Preservation Brief No. 4, Roofing for Historic Buildings](#). There are also Preservation Briefs addressing specific materials, such as [Wooden Shingle Roofs \(#19\)](#), [Slate Roofs \(#29\)](#), and [Clay Tile Roofs \(#30\)](#).

Recommendations MAINTENANCE AND REPAIR

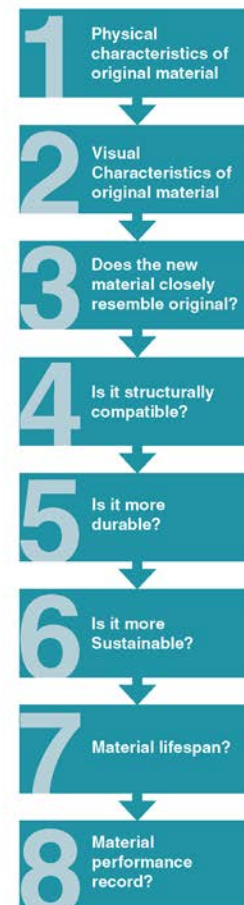
1. Routinely inspect the roof and its features to extend the lifespan of the historic roof. Proper maintenance will forestall the need for full roof replacement.
2. In addition to the primary roofing material, inspections should include gutters, downspouts, and flashing. Ensure these elements are in good condition, properly installed, and uninhibited from performing their function in order to adequately protect the building from moisture infiltration.
3. Repair rather than replace historic roofing materials when possible; historic materials that are in salvageable condition should remain in place.
 - a. Limit replacement to damaged areas using patchwork.
 - b. Damaged areas should be patched to match the historic in material, size, texture, and other visual qualities.
 - c. Integrate patched areas into the existing historic material to minimize the appearance of seams or joints between the historic material and the patched area.
4. Keep the roof and associated features clean of debris, rust, and vegetation using the gentlest means possible. Avoid the use of a power washer unless necessary.
5. Historic gutters and downspouts should be retained and repaired; ensure they are properly maintained. If replacement of these features is required, contact town staff to discuss whether or not replacements meet in-kind standards.
6. Other historic decorative roof details, such as cresting, should be retained and repaired. Contact town staff to discuss whether or not replacements meet in-kind standards.

Property Owner Tasks



The National Park Service's Preservation Brief #4, "Roofing for Historic Buildings" - Click the image to download the PDF

Considerations for Alternative Materials



MATERIAL SPECIFIC INFORMATION

Metal (stamped, shingled, and standing seam)

Most metal roofs have a lifespan of 40-75 years, with many lasting 100 years or more if properly maintained; COA applications for full scale replacement roofs prior to the end of their useful life span should be accompanied by a letter from an experienced roofing company with information on why the roof requires replacement. Additional information concerning application requirements can be found in the Procedures Guide.

1. Retain and restore historic metal roofs.
 - a. Routinely inspect historic metal roofs for signs of damage or deterioration.
2. Existing coatings should be maintained to prolong a roof's lifespan.
 - a. Re-paint and re-coat as necessary. Utilize a professional experienced with metal roofs to repaint or recoat the roof if the coating is failing.
 - b. Exposed metal should be covered as soon as possible.
 - c. Avoid using elastomeric coatings, as these are not reversible.
3. Temporary repairs can be made with clear, silicone-based caulk. Do not use tar-based materials to make repairs, as it is difficult to remove.
 - a. Make repairs to areas that are damaged or deteriorated to prevent or stop water infiltration. Limit replacement to damaged areas using patchwork. Match patch materials with historic materials and integrate them into the existing historic material to minimize the appearance of seams or joints between the historic material and the patched area
 - b. Utilize a roofer experienced with metal roofs to make repairs; metal patches and repair flashings often require soldering.
4. Prior to replacement, inspect for sources of moisture to ensure deterioration issues are not being caused by worn flashings, leaky gutters, or poor attic ventilation.

Slate

Slate roofs have a lifespan of 60-125 years; proposals for full scale replacement roofs prior to the end of their useful life span should be accompanied by a letter from an experienced roofing company with information on why the roof requires replacement. For more information, reference [Preservation Brief No. 29, The Repair, Replacement, and Maintenance of Historic Slate Roofs](#).

1. Retain and restore historic slate roofs.
 - a. Routinely inspect historic slate roofs for signs of damage or deterioration.
2. Repair broken, cracked, or missing slate promptly to prevent water infiltration.
 - a. Utilize a roofer experienced with slate for repair work.
 - b. Undertake repairs (over replacement) if problems are localized and the roof is not near the end of its useful life. Note: if 20% or more of the slate on an overall roof are damaged or missing, it is generally more cost effective to replace the roof, rather than make repairs.

- Look and Feel
- Consistent Decisions
- Educational Tool
- Material Flexibility
- Clarify Expectations

Chapter 5: Treatment of Contributing Resources

CHAPTER 5 TREATMENT OF CONTRIBUTING BUILDINGS

- c. If the slate has not reached the end of its useful life, but the roof requires replacement for other issues (examples: improper head lap, high percentage of missing or damaged tiles), salvage slates as feasible and reuse.
 - d. New slate used to make repairs should match the historic in type, color, size, shape, and overall pattern. Provide a photograph illustrating the historic slate and proposed new slate side by side.
 - e. Prior to replacement, inspect for sources of moisture to ensure deterioration issues are not being caused by worn flashings, leaky gutters, or poor attic ventilation.
3. Ensure associated materials (nails, flashings, etc) have a lifespan comparable to that of the new slate and are compatible for use to avoid galvanic action, which accelerates corrosion. Typically, copper is an appropriate choice, as it is durable and requires little maintenance.

Clay Tile Coping

Clay tile coping is often used along parapet walls, primarily on commercial buildings.

1. Retain and restore historic clay tile coping where it remains in place.
 - a. Periodically inspect clay tile coping for signs of damage or deterioration.
2. Make repairs to areas that are damaged or deteriorated to prevent or stop water infiltration.
3. If clay tile coping is missing or damaged, it should be replaced in kind.
4. Ensure that new tiles match the existing in size, shape, and glazing.

Guidelines for Replacement and Alterations

MATERIAL CHANGES

1. For all roofs, replacement materials should offer the same general appearance as the existing roof, unless changing to a known original or historic and architecturally appropriate roof material.
2. To achieve replacement-in-kind, the new roof material should match the historic roof material in composition, shape, size, color, profile, pattern, texture, and other visual and material qualities.
 - a. When historic roofs are replaced, roof accessories such as snow guards, copper flashing, or ridge vents must be retained and reinstalled or similarly replaced to match the existing in type, composition, shape, size, color, profile, location, pattern, texture and other visual qualities to be considered an in-kind replacement.
 - b. New metal roofs should match historic metal roofs in elements such as pan width, seam height, and crimp pattern for standing seam roofs. New slate roofs should match the color, size, shape, and pattern of the historic slate.



Slate roof



Stamped metal roof



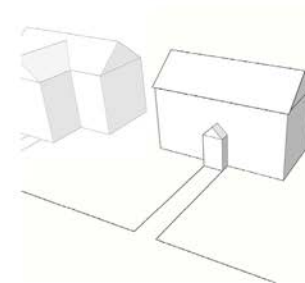
Asphalt shingle roof



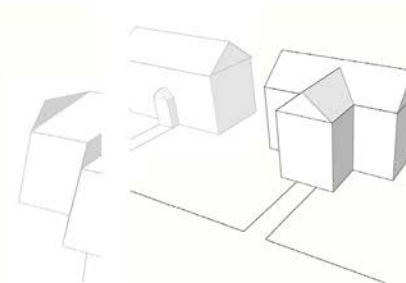
Standing seam metal roof

CHAPTER 5 TREATMENT OF CONTRIBUTING BUILDINGS

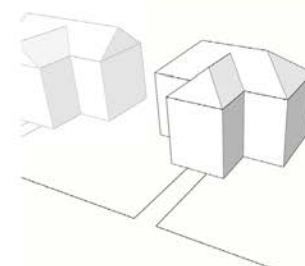
Roof Forms



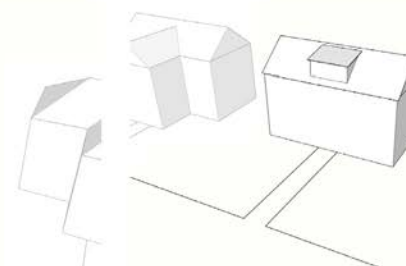
Gable Roof



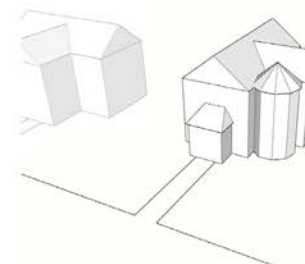
Cross Gable Roof



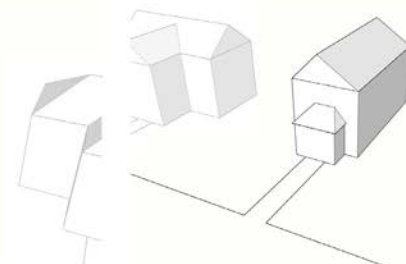
Hipped Roof



Gable Roof with Shed Dormer



Complex Roof



Front Gable Roof

- Look and Feel
- Consistent Decisions
- Educational Tool
- Material Flexibility
- Clarify Expectations

Chapter 5: Treatment of Contributing Resources

CHAPTER 5 TREATMENT OF CONTRIBUTING BUILDINGS

Exterior Wall Materials and Finishes

The historic wall materials and finishes of a building help to define architectural style and convey the historic period of its construction. The details of the installation of exterior wall materials create surface texture that impart specific characteristics and further reinforces the building's age and style.

Exterior walls are clad often with a field material, which serves as the primary wall treatment, and accent materials which are secondary to field material. In some cases, there are no accent materials or more than one accent material. The placement and usage of accent materials in relation to field materials can have significant impacts on architectural style and character.

In the HDO, typical historic wall materials include wood clapboard and brick masonry. In limited cases, exterior walls feature an applied finish such as stucco or parge and in other cases, decorative shingles are used as accent cladding. For historic accessory structures, wood board and batten is another common historic material.

For more information on the appropriate treatment for historic exterior wall materials and finishes, reference [Preservation Brief No. 1, Cleaning and Water-Repellent Treatments for Historic Masonry Buildings](#), No. 2, [Repointing Mortar Joints in Historic Masonry Buildings](#), No. 6, [Dangers of Abrasive Cleaning to Historic Buildings](#), No. 10, [Exterior Paint Problems on Historic Woodwork](#), and No. 22, [The Preservation and Repair of Historic Stucco](#).

Recommendations: MAINTENANCE AND REPAIR

1. Routinely inspect the exterior wall materials and finishes for signs of damage or deterioration. On-going maintenance of exterior wall materials and finishes will greatly extend the lifespan of the historic material.
 - a. Make note of areas where paint is peeling or mortar is deterioration, as this is often a sign of moisture infiltration.
2. Keep the exterior wall materials clean from debris and dirt buildup.
 - a. When necessary, clean exterior wall surfaces using the gentlest means possible; avoid power washing. If required, use a light warm water wash (no more than 300 psi).
3. Preserve historic building materials. Repair historic wall materials rather than replacing them.
 - a. Only replace areas of damage or deteriorated historic materials; replacement material should match the historic in material, dimensions, and profile. Do not remove historic materials that are in salvageable condition. Contact town staff to discuss whether or not replacements meet in-kind standards.
 - b. New material that matches the historic should be patched or feathered-in so as to retain the remaining historic material.



The National Park Service's Preservation Brief #10, "Exterior Paint Problems on Historic Woodwork" - Click the image to download the PDF



The National Park Service's Preservation Brief #6, "Dangers of Abrasive Cleaning to Historic Buildings" - Click the image to download the PDF



Peeling paint should be removed, the underlying surface prepared, and new paint applied according to manufacturer's recommendations to protect exterior woodwork from moisture, insects, and solar effects



Historic materials can often be found underneath of modern materials and restored

4. Historically unpainted wall surfaces should remain unpainted. Exterior wall surfaces that have already been painted can be repainted using an appropriate paint product after careful planning and surface preparation. *Contact staff regarding pre-approved colors if you wish to change the paint color.*
 - a. Remove any remaining flaking or peeling paint to a sound substrate and lightly sand, if necessary, to achieve a good paint bond.
 - b. Clean the wall surface using the gentlest means possible and allow to dry completely before repainting.
 - c. Test the existing wall surface in order to identify an appropriate primer and compatible paint. Repaint with appropriate products and follow the manufacturer's recommendations for the number of applications and temperature parameters to ensure proper adhesion.
5. While maintaining and repairing the exterior wall materials of your contributing resource, you may find historic materials underneath modern materials. Any of the following 4 actions would require a COA. Contact staff prior to undertaking to determine the appropriate process.
 - a. If historic materials are found underneath modern materials, consider the removal of modern materials in order to re-expose the historic exterior finish.
 - b. If the historic material would be damaged by removing modern materials, it may be better to retain the modern finish rather than irreparably damage the underlying historic material.
 - c. Do not install modern materials on top of historic materials unless appropriate measures are taken to preserve and protect the underlying historic materials.
 - d. Do not remove historic materials to facilitate the installation of modern materials.

MATERIAL SPECIFIC INFORMATION

Masonry (brick, stone, concrete block)

Brick, stone and concrete block are extremely durable materials, but when repairs are necessary using the wrong repair material can damage the masonry. A qualified mason should be employed to undertake any necessary masonry repairs or mortar repointing. For more information, reference [Preservation Brief No. 2, Repointing Mortar Joints in Historic Masonry Buildings](#).

1. Routinely inspect for signs of damage or deterioration. Cracks, loose mortar, surface spalling and pitting, dampness and efflorescence, and ineffective flashing or caulking are typical masonry problems that need to be addressed.

- Look and Feel
- Consistent Decisions
- Educational Tool
- Material Flexibility
- Clarify Expectations

Chapter 5: Treatment of Contributing Resources

CHAPTER 5 TREATMENT OF CONTRIBUTING BUILDINGS

Windows, Exterior Doors and Associated Features

Exterior doors, particularly primary entries located on the front façade, can be important character defining elements that can help impart the age and style of a building. Front doors are a focal point on the front façade of a building. Door style, shape, size, location, glass usage, and surrounding treatments combine to create an entry that can range from simple and utilitarian to unique and highly decorative.

Windows are major contributors towards the appearance of a building. While window shape, size, locations, glass divisions, and surrounding treatments are crucial design characteristics, the arrangement, breadth of usage, and variety of windows on a building, known as its fenestration, defines character and identities style and age. A building's translucency, solid to void proportions, and visual connections between outdoor and indoor spaces are all dependent on its fenestration.

In the HDO, a variety of historic doors and windows are present. The most common windows found on historic buildings are double hung sash windows in a variety of glass pane configuration. Specialty windows such as dormer windows, composite windows, bay windows, and fixed decorative windows are all used throughout the district. The most common doors found on residential historic buildings are full paneled or partial paneled with glass on the top half. On commercial buildings, historic doors are often full lite with various pane configurations.

For more information on the appropriate treatment for historic exterior doors and windows, reference [Preservation Brief No. 9, The Repair of Historic Windows](#) and [Preservation Brief No. 13, The Repair and Thermal Upgrading of Historic Steel Windows](#).

Recommendations: MAINTENANCE AND REPAIR

1. Maintain historic doors and windows or existing appropriate replacement doors and windows.
 - a. Routinely inspect for signs of damage or deterioration. Inspections should include checking for loose frames, broken glazing, signs of deterioration, and areas of moisture or air infiltration.
2. Keep doors and windows clean from debris and dirt buildup.
 - a. When necessary, clean exterior wall surfaces using the gentlest means possible; avoid power washing. If required, use a light warm water wash (no more than 300 psi).



Historic wood windows in Herndon.



Historic steel windows in Herndon.

Common window muntin patterns



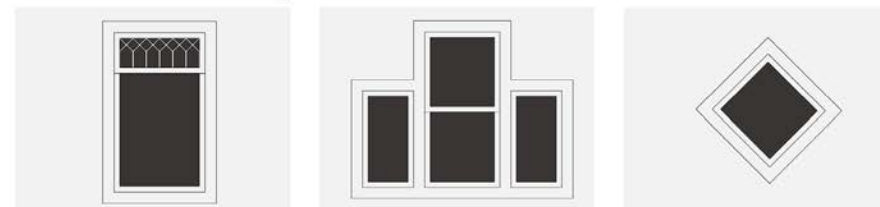
Double-Hung Sash

Six-Over-Six

Six-Over-One

Two-Over-Two

Common ornamental window types

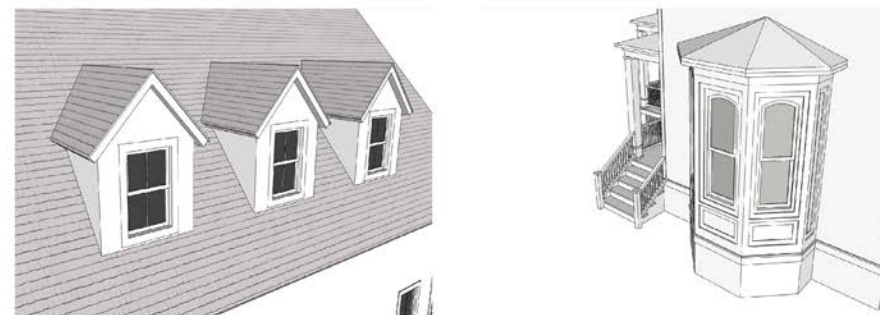


Leaded Glass

Composite

Decorative

Common specialty window types



Dormer Window

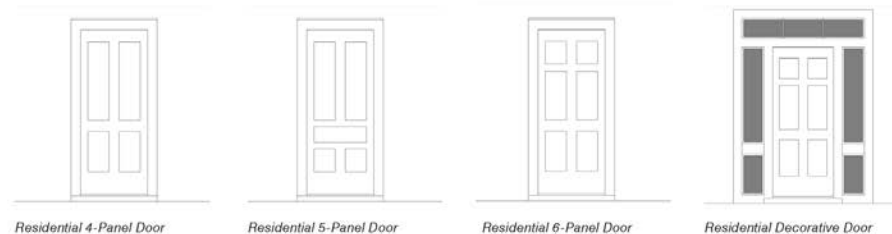
Bay Window

- Look and Feel
- Consistent Decisions
- Educational Tool
- Material Flexibility
- Clarify Expectations

Chapter 5: Treatment of Contributing Resources

CHAPTER 5 TREATMENT OF CONTRIBUTING BUILDINGS

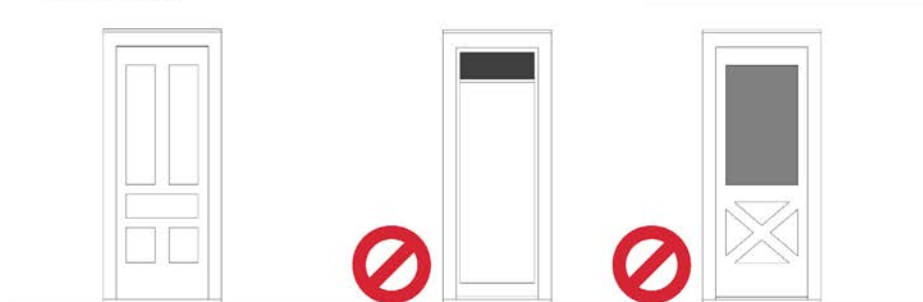
Common solid door panel configurations



Common glass door types



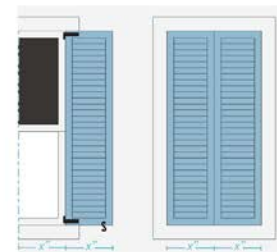
New door types



Appropriate traditional door is compatible with historic doors

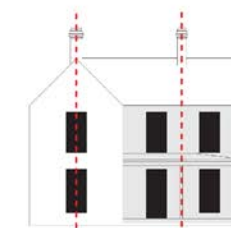
Inappropriate new doors do not match patterns of historic doors

- b. Keep the hardware in good working order. Hinges, locks, kick plates, mail slots, shutter dogs, are other window and door hardware can be important features for defining the character and appearance of a building and should also be maintained.
 - c. Replace weather strips as needed. Weather strips are often damaged or deteriorate and should receive added attention to ensure a reduction in air infiltration.
 - d. Remove old caulk and glazing and re-caulk and re-glaze as necessary to ensure secure and weatherproof windows and doors.
 - e. Re-paint as necessary. Bare wood should not be exposed and should be covered as soon as possible. Built-up and loose paint should be removed by mechanical means (scraping) and an appropriate primer should be used prior to repainting.
 - f. Do not paint windows closed. Maintain joints between sashes and jambs to retain window operability.
 - g. If storm windows are present, adjust as needed to ensure they are working properly. Clean weep holes to avoid trapping moisture on the sill.
3. Repair and restore rather than replace historic doors and windows when possible.
 - a. If damage is discovered during inspection, broken or missing element should be repaired as soon as possible to avoid further deterioration.
 - b. Use an epoxy wood filler to repair areas of minor, non-structural damage. Use a Dutchman patch if a larger area of the door or window requires repair.
 - c. Identify areas of failure and repair or replace only those components.
 - d. For windows, individual sashes that cannot be salvaged should be replaced apart from the rest of the window.
 - e. For doors, if individual components such as rails or stiles cannot be salvaged, splice in new pieces that match the existing material.
 - f. New wood should match the visual characteristics of the of the historic wood.
 - g. If the entire door or window needs repair, remove the door or window and secure the opening while the window or door is being repaired to avoid damage to the opening and adjacent areas of the building envelope.
 4. The above guidelines also apply to window features such as shutters and historic screen doors. For guidelines on door and window surrounding trim see the Guidelines for Trim And Decorative Ornament on page 66.
 5. Interior storm windows may be installed without a COA.
 6. When multiple components of historic doors and windows require replacement, contact town staff to discuss whether or not repairs meet in-kind standards.
 - a. Replacement of an entire historic windows requires a COA.



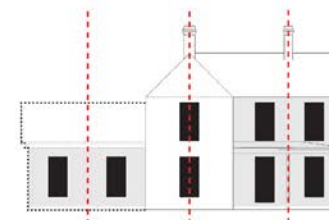
Shutters, fixed or operable, should align with the edge of the window frame, and be sized to cover half of the window opening. Shutter dogs hold shutters open against the wall.

Traditional Residential Openings



Existing openings spaced symmetrically from center of bay

Residential Addition Openings



Openings within addition spaced symmetrically from center, as well

- Look and Feel
- Consistent Decisions
- Educational Tool
- Material Flexibility
- Clarify Expectations

Chapter 5: Treatment of Contributing Resources

CHAPTER 5 TREATMENT OF CONTRIBUTING BUILDINGS

New Additions

The most important considerations when planning an addition to an historic building are compatibility, differentiation, and reversibility. New additions should be compatible — consistent, harmonious — to the historic building, but should also be differentiated — differences between historic and new should be discernible — so that it is clear they are not original. New additions should also be constructed so that in the future, if they are removed, the form and integrity of the historic building remains; towards this end the addition should be designed to minimize the removal of existing exterior walls and roof.

These guidelines are provided for applicants and design professionals as a guide to help direct the design of their proposed addition to a contributing resource, and town staff and the HDRB to use as the basis for the review of COAs.

Process Note: When planning a new addition to a contributing building, owners and designers should contact staff during the earliest stages of conceptualization to ensure that the addition reflects the guidelines and meets zoning requirements. The HDO Procedure Guide provides additional information regarding the application process and required materials.

Guidelines For New Additions

- Proposed additions that remove more than 49% of the exterior walls and/or roof require new construction and demolition COAs. The Zoning Administrator will determine whether or not new construction and demolition COAs are required.
- New additions should be designed to preserve significant historic materials, features, and form.
 - The design of a new addition should minimize the requirement for historic material loss at the connection point to the historic building.
 - To retain historic exterior materials on the interior of the new addition, new additions should utilize historic openings to access the new addition rather than cutting new openings or construct a small hyphen to connect the historic building to the new addition.
- New additions should be subordinate to the historic building.
 - The new addition should be sized as secondary to the primary historic resource.
 - New additions should not overpower the form or change the scale of the historic building.
 - The placement, orientation, massing, and scale of the new addition should be designed in such a manner that it does not impact the integrity of the historic building.
 - New additions should not be visible or should be minimally visible from the public right-of-way.



One case of an appropriate second story residential addition is an addition over top of an existing first story wing.

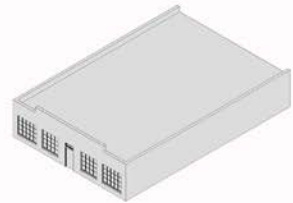
- Second story additions on historic buildings are generally not appropriate unless the addition is designed in such a way that it does not impact the massing, scale, and character of the historic building.
- New additions should be compatible with, but differentiated from, the historic building.
 - The openings of the new addition should mimic the rhythm of the historic building but differentiate them in design and configuration. The arrangement of the proposed windows and doors should reflect that of the existing building.
 - A physical break (if using a hyphen connection) or a small setback between the historic building and the new addition should be provided to create visual distinction between the historic and modern portion of the building.
 - Materials should be compatible, but differentiated from those found on the historic building.
 - Alternative materials can be appropriate for new additions as a means of differentiating the addition from the historic building. Refer to Chapter 6, Use of Alternative Materials, for information on selecting an appropriate alternative material.
 - The style of the proposed windows and doors should be compatible with the contributing building's existing windows and doors, but should not attempt to replicate them.
 - Glass should be clear in all cases other than for decorative accent windows.
 - For windows consisting of multiple panes of glass, simulated divided lites should have dimensional muntins or grills on the exterior of the glass.
 - New chimneys should be clad in masonry.
 - Weatherboard siding is not appropriate for chimneys.
 - Fireplace vents should not be located on front facades
 - Metal flues should only be exposed above the eaves of the roof.
 - New roof connections should be below the peak of the existing roof.
 - Proposed dormers should be sized to reflect the scale and architectural style of the addition and not detract from the contributing building.
 - Place new additions to avoid damage or elimination of historic site features.
 - If historic site features exist on the property, ensure the placement of new addition does not negatively impact or eliminate these features.

- Look and Feel
- Consistent Decisions
- Educational Tool
- Material Flexibility
- Clarify Expectations

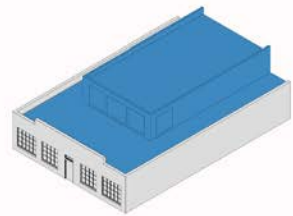
Chapter 5: Treatment of Contributing Resources

CHAPTER 5 TREATMENT OF CONTRIBUTING BUILDINGS

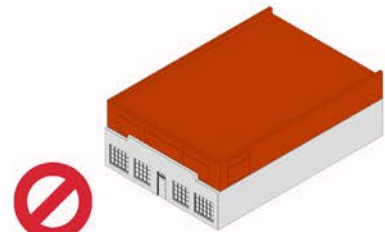
Massing of Additions to Commercial Buildings



Commercial 1-story flat roof



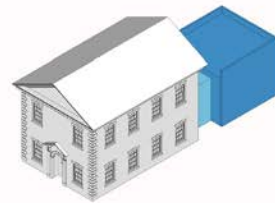
Commercial 1-story flat roof - appropriate addition set back from front facade



Commercial 1-story flat roof - inappropriate addition flush with front facade



Commercial 2-story



Commercial 2-story - appropriate rear addition with hyphen

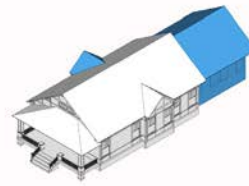


Commercial 2-story - inappropriate rear addition

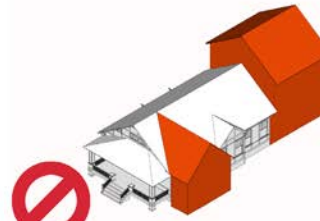
Massing of Additions to Residential Buildings



1-story residential



1-story residential - appropriate rear & dormer additions, inset from main structure



1-story residential - inappropriate rear & dormer additions



2-story residential



2-story residential - appropriate rear & dormer additions



2-story residential - inappropriate rear & dormer additions

- Look and Feel
- Consistent Decisions
- Educational Tool
- Material Flexibility
- Clarify Expectations

Chapter 6: Use of Alternative Materials

6 ALTERNATIVE MATERIALS IN THE HISTORIC DISTRICT OVERLAY

CHAPTER 6 ALTERNATIVE MATERIALS IN THE HISTORIC DISTRICT OVERLAY

Use of Alternative Materials in the HDO

Alternative materials may be used on structures within the HDO under certain circumstances. Each resource within the HDO is different. Each has its own story, which is built upon its location, materials, age, architectural style and previous alterations. These differences play a role in determining the appropriateness of alternative materials. Evaluations of the use of alternative materials on resources within the HDO will be on a case-by-case basis. The reasons for approval or denial will be based on the individual situation of each application, including, but not limited to, the current condition of the existing material, type of alternative material proposed, and location and visibility of proposed alternative material; therefore, no approval or denial of a specific product sets precedent. Considerations for property owners who are selecting alternative materials for use on their building are provided at the end of this chapter.

Alternative materials proposed for use on contributing resources and historic accessory structures in the district will be evaluated through the following COA procedures for Contributing Resources and Historic Accessory Structures. For these structures, what is being removed and replaced is as important as the material being proposed. The first step in the process is to determine if the existing historic material can be repaired or if replacement is necessary. Retaining historic materials is always the best practice, and staff is available to help determine if the historic material is salvageable, if it should be replaced in-kind, or if the use of an alternative material is appropriate. If the property owner and staff determine that the historic material cannot be retained or replaced in kind, the following guidelines should be utilized to evaluate the specific alternative material being proposed for its replacement. Additional information regarding this step in the process can be found in the Procedures Guide.

In general, alternative materials are appropriate for use on noncontributing resources, but there remain factors that should be considered prior to selecting a material: Is the alternative material as durable as the material being replaced? And will the alternative material alter the appearance of the structure resulting in an impact to the character of the district? While the use of alternative materials on noncontributing resources requires a COA, the focus of the evaluation is on ensuring the use of

IS THE ALTERNATIVE MATERIAL APPROPRIATE?

The following factors form the basis for the guidelines employed by the staff or HDRB when determining whether and proposed alternative material is appropriate for use in a specific situation. Utilize the following factors to evaluate alternative materials:

- a. Appearance: In order to retain the existing appearance of a building, the new material should match the details and craftsmanship, as well as visual and physical qualities of the historic material (color, surface texture, surface reflectivity, finish, size/shape, profile).
- b. Durability and performance: The selected alternative material should be as durable as the historic material being replaced while remaining physically compatible with the historic material. The new material should have a demonstrated track record of performance over time to avoid entering a shorter cycle of replacement.

Considerations for Selecting Alternative Materials

The following Considerations for Alternative Materials should be used to evaluate alternative materials for both contributing and noncontributing buildings within the HDO. Since new materials come onto the market every day, it is the applicant's responsibility to demonstrate that the new proposed material is appropriate for use in the proposed application.

1. The new material should closely resemble the original material in key physical and visual characteristics.
 - a. Establish the key visual and physical characteristics of the original material:
 - i. Size and shape
 - ii. Profile
 - iii. Composition/material
 - iv. Color and Finish (including surface reflectivity)
 - v. Texture
 - b. Establish the key visual and physical characteristics of the proposed alternative material:
 - i. Size and shape
 - ii. Profile
 - iii. Composition/material
 - iv. Color and Finish (including surface reflectivity)
 - v. Texture

- Look and Feel
- Consistent Decisions
- Educational Tool
- Material Flexibility
- Clarify Expectations

Chapter 7: Understanding Noncontributing Resources

7 UNDERSTANDING HERNDON'S NONCONTRIBUTING RESOURCES

The following section outlines the types and styles of noncontributing resources found in the HPOD. These are a combination of buildings constructed within the period of significance that have lost integrity to the point that they are no longer considered historic and buildings that were constructed outside of the period of significance that are therefore considered modern. Since these buildings are located within the boundaries of the HPOD, they must still undergo design review to ensure any visible exterior changes do not negatively impact the overall character of the HPOD.

Residential Noncontributing Resources

Residential development outside of the period of significance includes primarily infill on empty or subdivided lots. Larger residential developments have also been inserted into vacant or reclaimed land within the district. Some noncontributing residential resources were constructed during the period of significance, but are noncontributing due to the loss of integrity over time.

Commercial Noncontributing Resources

Commercial development within the HPOD outside the period of significance primarily includes infill construction. Mid-century auto-centric strip developments were constructed on the edges of the commercial core just outside of the period of significance. A limited number of noncontributing commercial resources were constructed during the period of significance, but are not contributing to the district due to the loss of integrity over time.

Institutional and Civic Noncontributing Resources

Civic noncontributing resources within the boundaries of the HPOD include Herndon Municipal Center and Herndon Fire Station No. 4.

Architectural Styles

The following pages provide annotated examples of the most common noncontributing architectural styles found in Herndon's Heritage Preservation Overlay District. These are to be used as a general guide to help identify the most common features of each noncontributing style. For more information on these architectural styles, refer to the Virginia Department of Historic Resources' New Dominion Style Guide, which can be accessed on their website.

Common Residential Noncontributing Architectural Styles

1. Ranch
2. Split Foyer
3. Transitional
4. Neo-Eclectic (Victorian)
5. Neo-Eclectic (Colonial)
6. Neo-Eclectic (Craftsman)
7. Colonial Revival
8. Contemporary

Common Commercial And Institutional Noncontributing Architectural Styles

1. Postmodern
2. Commercial Vernacular
3. Colonial Revival

Other Noncontributing Architectural Styles Present

1. Split Level
2. Cape Cod
3. Commercial Contemporary
4. Minimal Traditional

- Look and Feel
- Consistent Decisions
- Educational Tool
- Material Flexibility
- Clarify Expectations

Chapter 8: Treatment of Noncontributing Resources

8 TREATMENT OF NONCONTRIBUTING BUILDINGS

CHAPTER 8 TREATMENT OF NONCONTRIBUTING BUILDINGS

NONCONTRIBUTING RESOURCES

A noncontributing resource relates to and is part of the HDO, but does not contribute to the district's historic significance. A noncontributing resource:


- Was not constructed during the period of significance,
- Does not relate to the documented significance of the district,
- No longer retains its historic integrity (as outlined in the qualities listed above), due to significant alterations, additions, or other changes,
- And, does not independently meet the National Register criteria.

Noncontributing Resource Treatments

Noncontributing buildings and structures have relatively more relaxed design guidelines compared to contributing buildings because they were not built during the HDO's period of significance and, therefore, do not contain historic material. It remains important, however, to carefully consider the design of noncontributing resources to ensure that they do not adversely impact the integrity of the district, but rather, compliment the district through compatible design solutions.

Each building, whether contributing or noncontributing, is a product of a particular period of time. Herndon's HDO consists of buildings from the district's period of significance through to today. This continuum of architectural styles provides the HDO with a sense of authenticity and organic growth that is rare in the surrounding communities of Fairfax County and eastern Loudoun County. It plays an important role in establishing Herndon's image as a unique entity within Fairfax County. When making modifications to noncontributing structures care should be taken to not create a false historical narrative. Rather, use design features and enhancements from the architectural period and style of the noncontributing building or update it to a compatible but contemporary appearance.

Guidelines for Maintenance, Repair and Alterations to Noncontributing Resources

When the  icon appears, it denotes guidelines that are for the property owner, Community Development staff and the HDO to apply during various stages of the COA process. These guidelines will be used by the property owner, builder or architect throughout the design process to ensure that the proposed modifications, alterations or additions conform to best preservation practices and meet these same guidelines which will be used by staff or the HDO when evaluating the project for COA approval. Community Development staff should always be contacted at the earliest stages of any project. The staff can provide guidance regarding interpretation of the guidelines and help the property owner or their design professional develop a design that meets the needs of the property owner while following the guidelines.

Process Note: Many material replacements and design alterations require an approved COA. However, there may be exemptions and pre-approved replacements or alterations that can be completed without the need for a COA. For more info, refer to the HDO Procedure Guide and the HDO Pre-approved Changes Guide or contact staff.

Roofs

Roofs are highly visible exterior features. Roof lines vary and roofs are clad in a variety of materials, each of which has its own visual character; materials range in shape, size, color, profile, pattern, and texture. Roofs on noncontributing resources in the HDO should not distract or detract from the overall character of the district.

Guidelines For Replacement And Alterations

MATERIAL CHANGES

1. Roofs should be replaced in-kind or with an alternative material that is compatible with the district.
 - a. If a change of material is proposed, refer to alternative materials for noncontributing buildings, found in [Chapter 6](#).
 - b. Colors should complement the color of the structure and reflect traditional roof colors found in the district for the particular type of material.
2. Replacement roofing materials should not impact the roof design, including elements such as pitch or roof components such as the eaves. If changes to the roof design are proposed, the Guidelines for Roof Design Changes apply.
3. Consideration should be given to existing roof accessories and whether they will be retained, replaced, or removed.

DESIGN CHANGES

Roof Form Guidelines

1. Changes to roof form should be compatible with the existing structure in style, size, scale and massing. Changes to roof form should not detract from the HDO due to excessive size, scale or mass.
2. For changes to the roof form to accommodate a proposed addition, the Guidelines for Additions to Noncontributing Buildings found on [page 102](#) apply.
3. If the modification extends to replacement of more than 49% of the existing roof structure, then guidelines for new construction and demolition may apply.

Roof Features

DORMERS:

1. New or modified dormers should be compatible with the massing, scale, and materials of the structure.
 - a. New dormers should not extend above established roof ridges, and should be scaled correctly for the building.
 - b. The massing, scale, and materials of new dormers should not detract from the HDO.



Dormers on noncontributing building

- Look and Feel
- Consistent Decisions
- Educational Tool
- Material Flexibility
- Clarify Expectations

Chapter 9: New Construction

CHAPTER 9 GUIDELINES FOR NEW CONSTRUCTION

Process Note: When planning a new building in the HDO, owners, architects, developers, and designers should contact staff during the earliest stages of conceptualization to ensure that the building reflects the guidelines and meets zoning requirements. The HDO Procedure Guide provides additional information regarding the application process and required materials.

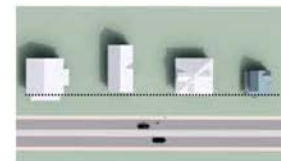
Guidelines For New Construction Of Single-Family Detached Residential

SITING A NEW BUILDING

- New buildings should be positioned in a manner that is consistent with contributing buildings on the same block in order to retain the historic character, pattern, and rhythm of the streetscape.
 - Match the building orientation and building separation from the street established by the historic buildings on the street.
 - Maintain the rhythm of buildings along the street by maintaining consistent front, side, and rear yard setbacks established by the historic buildings on the street.
- Parking should be oriented to the side and rear of the lot. Parking should not be located in the front yard.
- Impacts to existing traditional streetscape features, including topography, old growth trees, and other significant site features should be avoided.
- HVAC and other mechanical equipment should be located on the ground and in locations that are not visible from public streets.

ESTABLISHING THE BUILDING'S GENERAL SHAPE AND SIZE

- New buildings should be designed for consistency with overall massing and scale of historic buildings within the HDO, particularly those on the same block as the new building. Building dimensions and complexity of form help to define the massing and scale of a building:
 - Building Dimensions**
 - The established building height from finished grade to roof ridge should be no greater than a 10% deviation from the minimum/maximum of the adjacent historic buildings on the block, subject to compliance with the zoning ordinance.
 - The distance between the existing grade (pre-development) and the first-floor height of new buildings should be limited to two feet or less on facades visible from the street, unless a high foundation wall is a prevalent feature of historic buildings on the block.
 - The width and length of the building should take into consideration the shape of the lot and any consistent historic building shapes and sizes on the block.



A new building, to the right, appropriately aligned with the existing buildings along the block



A new building, to the right, inappropriately set back from the existing buildings along the block



Various appropriate parking locations to the side or rear of the principle building.



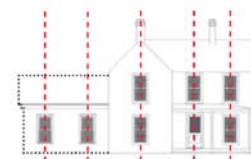
No greater than 10% deviation in height from adjacent buildings.



- The new building should be consistent in orientation and proportion with the prevailing historic building dimensions on the block particularly and the HDO generally.
- Complexity of Form**
 - While the overall shape of a roof can be simple or complex, symmetrical or asymmetrical, large roof forms should be visually managed with the use of cross gables, dormer windows, secondary roofs at lower heights, and similar features and techniques as needed in order to complement historic roof forms on the same block, without creating a false sense of history.
 - Houses should reflect the size and scale of the contributing resources in the HDO, but with simpler forms. Larger houses should break up the wall planes and forms to better reflect a massing and scale appropriate with adjacent contributing resources.
 - While the introduction of more complex forms should be used to improve the overall massing and scale of new construction, excessive complexity should be avoided.

INCORPORATING ARCHITECTURAL FEATURES

- New residential buildings should be compatible in style to the HDO's historic houses, yet differentiated from the historic buildings.
 - New residential buildings should not seek to mimic historic styles and should be easily identified as modern insertions within the streetscape. Avoid creating a false sense of history by replicating or matching historic styles.
 - New residential buildings should incorporate modern elements and materials in a manner that is consistent with the surrounding district.
- Building exteriors should not be based upon interior layouts. Exterior roof forms, window locations and sizes, and other exterior features such as porches should be designed and then the interior space programmed to work with the architecture.
- The rhythm, pattern, size, and design of window details should reflect traditional units seen in historic buildings within the district.
 - Simulated divided lite windows are necessary to create the appearance of realistic muntins.
 - Windows should be aligned horizontally and vertically across the front and side elevations and use consistent window sizes and designs. Within architectural bays windows should be horizontally aligned.
 - Windows should be recessed on masonry buildings and raised trim should surround windows on frame buildings.
 - Window materials should reflect the same visual qualities of wood such as size, scale, finish, and profile.

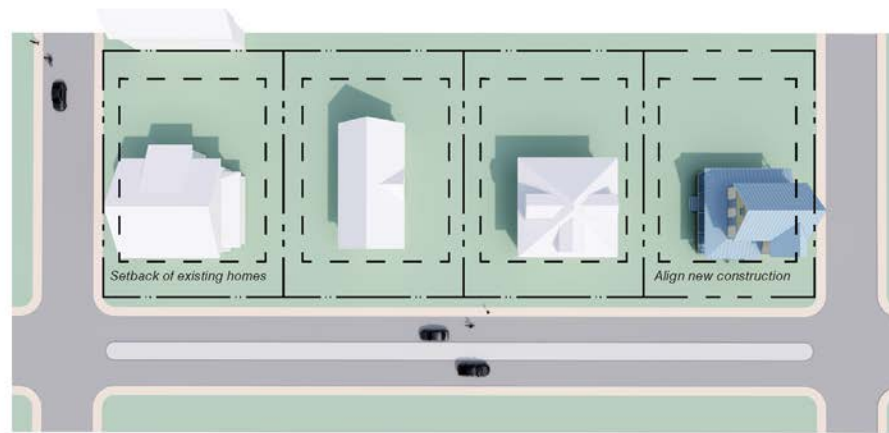


Openings of additions should match the rhythm of the historic building

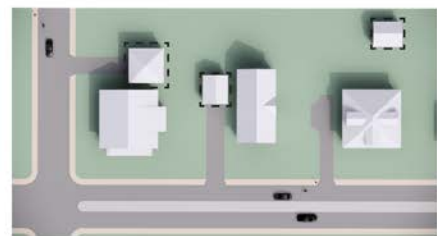
- Look and Feel
- Consistent Decisions
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Chapter 9: New Construction

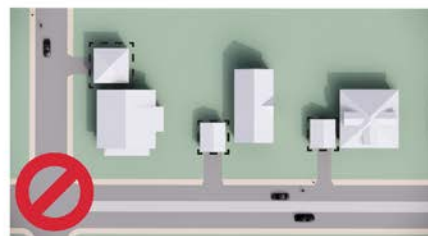
- Look and Feel
- Consistent Decisions
- Clarify Expectations



Property Lines ————
 Setbacks - - - - -
 Appropriate setbacks, building orientation, and building scale should match adjacent properties



Appropriate placement of accessory structures and parking behind and to the side of the principle building.



Inappropriate placement of accessory structures and parking closer to the street than the principle building.

Articulation of Openings

1. Traditionally designed openings generally are recessed on masonry buildings, but have a raised surround on frame buildings.
2. New construction should follow these methods in Downtown Herndon as opposed to designing openings that are flush with the rest of the wall.



Frame Opening Articulation



Masonry Opening Articulation



Flush Framing - Not Recommended

Chapter 9: New Construction

CHAPTER 9 GUIDELINES FOR NEW CONSTRUCTION

4. Chimneys incorporated into new construction should be designed to appear as full working wood-burning chimneys by cladding the chimney in either brick or stone veneer; do not clad chimneys in siding.
5. Architectural features such as porches, details such as eaves and trim, and wall openings (windows/doors) should be used to define the massing and scale of a building; these features should be simplified versions of those seen within the adjacent streetscape so that new construction within the district is identifiable as a modern insertion.
6. Garages should not be attached to the primary building unless the shape and size of the lot prohibits the use of a detached garage.
 - a. If space limitations necessitate the use of an attached garage; it should be placed in the rear yard behind the house and attached with a hyphen or breezeway.
 - b. If space constraints do not allow the use of a hyphen or breezeway, the garage should be integrated into the principal house form in a manner that fully hides the garage and does not create any forms or massing that disrupt the appropriate scale of the house.
 - c. When integrated into the house, do not use front-loaded garage doors.



Garage (dark blue) located behind the principle building, connected by an architectural hyphen (light blue)

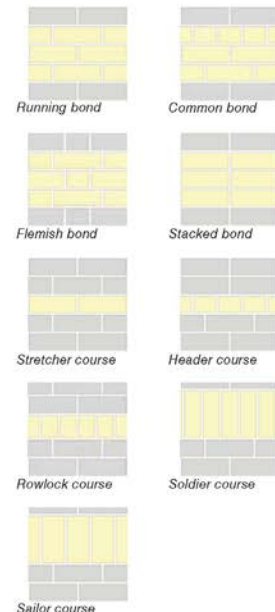


Trim appropriate for house clad in siding

- c. Cladding materials may be mixed with a primary (field) and secondary (accent) material. This approach may be used to add visual interest and ornamentation to the facades and to reinforce the architectural style of the house.
 - d. Exposed foundations should be clad in stone or brick.
6. Trim should be an appropriate size, profile, and located to reflect the architectural style of the house.
 - a. Use fascia, rake, and corner boards on houses with siding.
 - b. Use window trim with sills and headers on house with siding, and sills and lintels on masonry clad houses.
7. Light fixtures, shutters, and other decorative features should be an appropriate size and style to reflect the architectural style of the house.
 - a. Visible components of a light fixture should be metal and not plastic.
 - b. Shutters should be installed to appear operable.
 - i. Shutters should be installed on the window frame rather than the exterior wall.
 - ii. Even if fixed, shutters should be sized appropriately for the window opening so they would adequately cover and protect the window if they were closed.

INCORPORATING EXTERIOR MATERIALS

1. Materials used commonly during the HDO period of significance and modern materials designed to accurately mimic those historic materials in texture, profile, reflectivity, and other visual factors should be used on new construction.
2. Modern materials with a plastic appearance or composition, materials that cannot offer a scale, profile, and finish to mimic the appearance of a historic material, and modern materials with poor durability should not be used. For example, vinyl and EIFS are generally not appropriate materials for any exterior component due to quality and durability concerns. Refer to Chapter 6 for information on selecting an appropriate alternative material for use on new construction.
3. Modern materials used in applications that traditionally were wood, should be painted and be cut and installed in a manner similar to wood. These materials should share the same visual characteristics of wood such as size, scale, finish, and profile.
4. Roof cladding should be durable. Primary and secondary roofs may have different cladding materials.
5. The primary cladding materials should be used on all sides of the house.
 - a. For houses proposed with horizontal lap siding, use cedar (or similar hardwood) or fiber cement boards. Fiber cement boards should not have a raised woodgrain texture.
 - b. For houses with stucco, brick, or other traditional masonry material as the primary cladding material, the pattern, course, and texture should appropriately reflect the traditional application of those materials.



Historic District Overlay Guidelines 111



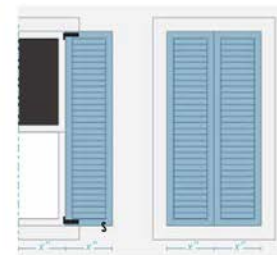
Brick lintel and sill made of stone, cast stone, concrete, or wood. Lintels should extend at least 4" beyond the edge of the masonry opening.



Brick lintels can be as simple as a single soldier course supported by a steel lintel behind. Other appropriate brick lintels include arches and jack arches. Brick sills are typically a single sloped rowlock.



Raised trim should surround windows in walls clad in siding.



Shutters, fixed or operable, should align with the edge of the window frame, and be sized to cover half of the window opening. Shutter dogs hold shutters open against the wall.

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Chapter 10: Relocation and Demolition

10

RELOCATION AND DEMOLITION

Guidelines For Relocation And Demolition

Relocation should be a final alternative, reserved only for historic buildings that face eminent threat of demolition. When a contributing building is lost from the district, it impacts the district as a whole and diminishes the integrity of the overall district. Removing a historic building from its original site and setting disconnects the resources from the context in which it was meant to exist; relocating a building from the HDO will remove its contributing status and any available incentives or protections. All other alternative should be explored before a contributing building is relocated.

Relocating a contributing building in the HDO requires a COA. The following factors should be considered and discussed with Herndon's Community Development staff prior to applying for a COA:

1. Site and Setting
 - a. What options are there for relocation that provide a similar site and setting?
 - b. Will the building or overall HDO's integrity be negatively impacted by relocation of the resource?
 - c. Are there appropriate vacant lots with similar setting and context available within the district that can receive the building?
1. Structural Integrity
 - a. Will the process of moving the building negatively impact its structural integrity?
 - b. Will the building survive the move?
1. Threats to the resource
 - a. Is moving the building the only way to save it from demolition?
 - b. Will the building be moved within the district or to a location outside of the district?
 - c. If the building is to be moved from the district, can restrictions be placed on it to ensure its preservation in its new location?

Guidelines

1. Document the threat.
 - a. Demonstrate why the building cannot remain in its historic location.
2. Secure a site that is compatible with the character of the original site.
 - a. Considerations should include:
 - i. Setback
 - ii. Lot size
 - iii. Orientation
 - iv. Relationship to surrounding resources
3. Protect character-defining features of the building prior to the move.
 - a. If feasible, move the building as a single unit, rather than dissecting it, which could result in the loss of historic material.
 - b. Carefully plan the move route to take into account trees and other vegetation, power lines, and other obstacles.

Relocation Process

If a COA for relocation is granted, the following steps should be taken to prepare for relocation:

1. Document the building in its historic setting prior to moving it. Documentation should include photographs that fully illustrate the exterior elevations of the building and the surrounding site.
 - a. Consider measuring the building if it is possible that substantial repairs will be necessary after the building is moved.
 - b. Identify an experienced company to relocate the building. Be sure to check their references.
 - c. Explore the potential for archaeological resources on the moved building site and the receiving site; consider hiring a professional archaeologist to examine the sites prior to relocation.

Noncontributing buildings may be proposed for relocation to or within the historic district, provided their new location does not negatively impact adjacent historic buildings or the overall character of the HDO. A COA is required from the HDRB prior to relocating noncontributing buildings to ensure the placement and siting of the building is consistent with the surrounding district.

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Appendix

11 APPENDIX

Glossary

Adaptive Use: A use for a structure other than its historic use, normally entailing some modification of the structure.

Bay: The regular spacing of windows and doors.

Brackets: A projecting structural or decorative member supporting or appearing to support extended eaves, cornices, porch roofs, or upper floors. Commonly found on Italianate, and some later Victorian houses.

Bungalow: A general term for a small, one-and-one-half story rectangular house, usually sited perpendicular to the street, typically with some Craftsman detailing and a wide front porch.

Character-Defining Feature: A prominent or distinctive aspect, quality, or characteristic of a historic property that contributes significantly to its physical character. Structures, objects, vegetation, spatial relationships, views, furnishings, decorative details, and materials may be such features.

Condition: The physical state of a structure or its components.

Condition Assessment: An evaluation of the physical condition of a structure, distilled by elements and details, with a description of deteriorated areas and the cause for deterioration.

Condition Assessment Report: A formal report which presents the condition assessment data. This report may cover the entire historic structure or a single feature or system.

Contemporary yet compatible: A principle that encourages contemporary designs that are compatible with the scale, massing, form, materials, color, and texture of a historic building in order to differentiate modern elements from historic.

Compatible: (of two things) able to exist or occur together without conflict; in harmony with surroundings.

Context: The setting in which a historic element, site, building, structure, street, or district exists.

Contributing resources: A building, site, structure, or object adding to the historic significance of a property.

Cornice: The exterior trim at the top of a wall where it meets the roof.

Cultural Landscape: A geographic area, including both cultural and natural resources and the wildlife or domestic animals therein, associated with a historic event, activity, or person or exhibiting other cultural or aesthetic values.

Cultural Resource: An aspect of a cultural system that is valued by or significantly representative of a culture or that contains significant information about a culture. A cultural resource may be a tangible entity or a cultural practice. Tangible cultural resources are categorized as districts, sites, buildings, structures, and objects for the National Register of Historic Places and as archaeological resources, cultural landscapes, structures, museum objects, and ethnographic resources for NPS management purposes.

Cultural Resource Management (CRM): The range of activities aimed at understanding, preserving, and providing for the enjoyment of cultural resources. It includes research related to cultural resources, planning for actions affecting them, and stewardship of them in the context of overall park operations. It also includes support for the appreciation and perpetuation of related cultural practices, as appropriate.

Cupola: A small rooftop structure, often decorative but able to provide ventilation and light to the center of the house.

Design Guidelines: Criteria which provide direction to projects regarding design, and help to ensure that rehabilitation projects and new construction respect the character of designated buildings and districts.

Dormer: A small gable or shed projecting from a sloped roof containing a window to bring light and ventilation into an attic or upper floor.

Eaves: The lower edge of a pitched roof that extends past the supporting wall, particularly the underside.

Façade: The main exterior wall of a building, usually at the front or entry wall.

Fanlight (fan): An arched window over the main entrance, often with radial muntins suggesting a fan or sunburst.

Foursquare: A general term for a two-and-one-half story rectangular or square house, with a low-pitched hipped roof, often with a deep entry porch and centered main entrance. The plan often features four roughly square

Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior's Standards are common sense principles in non-technical language, and therefore are often used as the basis for local historic district design guidelines. These standards were developed to help protect our nation's irreplaceable cultural resources by promoting consistent preservation practices. As such, they are written to apply to buildings ranging in size from a storage shed to a high-rise office building.

The word "rehabilitation" acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's character. The Standards for **Rehabilitation** are the most flexible of the four sets of Standards for the Treatment of Historic Properties created by the National Park Service. The other three treatment standards are **Restoration**, **Preservation**, and **Reconstruction**; these have not been used to develop this document, but can be found on the National Park Service's website.

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. 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.
2. 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 its site and environment.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a 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 may be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the 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.

- Educational Tool

Appendix

Incentive Programs

There are several programs available offering incentives for historic preservation activities. The two most well-known are the Federal and State historic rehabilitation tax credit programs. Historic tax credits are a dollar-for-dollar reduction on income tax liability for taxpayers who rehabilitate historic buildings. For entities that cannot use the credits (such as non-profits or churches), a process of syndication enables them to be transferred to a taxpaying entity in exchange for cash.

Federal

Historic Rehabilitation Tax credits

The Federal Tax Credit Program was established in 1977; to date, rehabilitations have occurred in all fifty states, Puerto Rico, and the Virgin Islands. The Federal Historic Rehabilitation Tax Credit Program offers a **20% income tax credit** for the rehabilitation of historic, **income-producing buildings** that are determined to be "certified historic structures." In order to be eligible, a property must be individually listed in the National Register of Historic Places, contributing to a National Register historic district, or deemed eligible, either individually or as part of a district, for inclusion in the National Register.

The tax credit program is a three-part application process:

- **Part 1 – Evaluation of Significance:** The Part 1 application provides information about the appearance and significance of the project building; this portion of the application is not required for buildings individually listed on the State and National Registers.
- **Part 2 – Description of Rehabilitation:** The Part 2 application describes the current condition of the building and outlines the planned scope of work for the rehabilitation. The proposed work is evaluated by the SHPO and NPS based on the Secretary of the Interior's Standards for Rehabilitation (for the full text of the SOIS for Rehab, see [page x](#)).
- **Part 3 – Request for Certification of Completed Work:** The Part 3 application is submitted upon project completion, and documents in photographs that the work was completed as proposed. Approval of this application certifies that the project meets the Standards and is a "certified rehabilitation," allowing the applicant to claim the 20% credit.

In order to adequately review the proposed work, SHPOs/NPS require the following documentation:

- **Photographs:** A comprehensive set of photographs documenting both the exterior and interior of a building prior to the start of work must be included with either the Part 1 or Part 2 application. Photographs should be in color, taken at a high resolution, and printed at least 4" x 6" in size on photographic paper. Photographs should also be numbered, labeled or captioned, and keyed to accurate existing floor plans.

Cyclical Maintenance Checklist

Building name:

Building address:

Year:

Feature	Inspection Frequency	Date	Notes
Roof	Annually: Spring or Fall		
	Plus every 5 years by roofer		
Chimney(s)	Annually: Fall		
	Plus every 5 years by mason		
Roof Drainage	Bi-annually: Before wet season		
	Bi-annually: After wet season		
Exterior Walls	Annually: Spring		
Porch(es)	Annually: Spring		
Windows	Annually: Spring		
Foundation	Annually: Spring/During wet season		
Building Perimeter	Annually: Winter (after leaves drop)		
Entryways	Annually: Spring		
Doors	Bi-annually: Spring		
	Bi-annually: Fall		
Attic	Quarterly: Winter		
	Quarterly: Spring		
	Quarterly: Summer		
	Quarterly: Fall		
Basement/Crawl Space	Quarterly: Winter		
	Quarterly: Spring		
	Quarterly: Summer		
	Quarterly: Fall		

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The Resource Guide — a Tool for Property Owners

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National Park Service (NPS)

[Technical Preservation Services](#)

This division of NPS is responsible for historic preservation at the federal level, by developing guidance on the preservation and rehabilitation of historic buildings and administering the Federal Historic Preservation Tax Incentives Program.

[The Secretary of the Interior's Standards](#)

The Secretary of the Interior has four sets of standards for the treatment of historic properties: Preservation, Rehabilitation, Restoration, and Reconstruction. Find out more about each approach.

[Tax Incentives](#)

The Federal Historic Preservation Tax Incentives program is administered by NPS in partnership with the Internal Revenue Service and State Historic Preservation Offices (in Virginia, DHR). This program provides a 20% income tax credit for the rehabilitation of eligible income-producing properties.

[How to Preserve](#)

TPS provides technical assistance and guidance through Preservation Briefs and Preservation Tech Notes, which are both available on this page. These documents are often referenced to inform best preservation practices and appropriate treatment of historic materials.

[Working on the Past in Local Historic Districts](#)

This resource provides an overview of the local historic district designation process, from adopting a preservation ordinance to developing district design guidelines.

[Sustainability](#)

This site provides information on the intersection between historic preservation and sustainability, including treatments to increase energy efficiency in historic building and information on new sustainable technology that is appropriate for use in historic preservation projects.

Educational Resources and Studies

[Resources for Preservation Commissions](#)

From the National Alliance of Preservation Commissions, this site provides a number of resources to help support the work of local design review boards including preservation plans, technical assistance, and a professional network directory.

[Virginia Preservation Toolkit](#)

This site, created in partnership between the Tusculum Institute at Sweet Briar College and the Virginia Department of Historic Resources, works to provide well-researched data regarding energy efficiency, community advocacy, and economic benefits of historic preservation.

[Preserving the Past, Building the Future: HRTC at Work in Virginia](#)

This study, completed by VCU's L. Douglas Wilder School of Government and Public Affairs, provides an analysis of the Historic Rehabilitation Tax Credit program.

[Virginia Historic Rehabilitation Tax Credits](#)

This report breaks down the impact of the 94 approved HRTC projects in 2014 to put a dollar amount to the actual investment and extrapolates the data to speak to the resultant job creation and economic output.

VCU Economic Impact Studies:

[Phase I: Economic Impact of Historic Rehabilitation Tax Credit Programs in Virginia](#)

[Phase II: 30 Years of Impact: How the Main Street Program Has Revitalized Virginia Communities](#)

[Phase III: The Economic Impact of Heritage Tourism in Virginia](#)

Preservation Virginia paired with the Center for Urban and Regional Analysis (CURA) at Virginia Commonwealth University to conduct three studies to gauge the impact of preservation on Virginia's economy. The resulting reports put dollar amounts to the impact these preservation-based programs have had on the state of Virginia.

[Saving Energy in Historic Buildings: Balancing Efficiency and Value](#) by John H. Cluver and Brad Randall – published in APT Bulletin: Journal of Preservation Technology (41:1, 2010) This article identifies the benefits of energy modeling and life-cycle costing as a means to increase energy efficiency in historic buildings in an appropriate way.

[Saving Windows, Saving Money: Evaluating the Energy Performance of Window Retrofit and Replacement](#) by the National Trust for Historic Preservation Green Lab This study analyzes existing research on available window improvement options, comparing relative energy, carbon, and cost savings, to demonstrate that inexpensive retrofit strategies can yield the same increase in energy performance as replacement.

[Vinyl is Not Final](#) by Katrina L. Klingman – published in Kansas Preservation newsletter (July-August 2003, Vol. 25, No. 4) This article addresses potential problems that can be caused by installing replacement siding.

[Why Say No to Vinyl Windows](#) by the Albany Oregon Landmarks Advisory Commission This brochure provides a brief overview of the inaccuracies of claims about the benefits of vinyl windows.

[What Replacement Windows Can't Replace: The Real Cost of Removing Historic Windows](#) by Walter Sedovic and Jill H. Gotthelf – published in APT Bulletin: Journal of Preservation Technology (36:4, 2005) This article examines a variety of topics that should be considered before replacing historic windows.

[An Analysis of the Thermal Performance of Repaired and Replacement Windows](#) by Robert Score and Bradford S. Carpenter – published in APT Bulletin: Journal of Preservation Technology (40:2, 2009) This article compares the thermal performance of restored steel windows to modern aluminum replacement windows.

[A Comparative Study of the Cumulative Energy Use of Historical Versus Contemporary Windows](#) by Frank Shirley, AIA, Fred Gamble, PhD, and Jarod Galvin, RA, LEED AP, funded by the Boston Society of Architects This study provides a comparison between two window types installed in a single house, reporting on the thermal performance of the window systems and cost effectiveness of retrofits versus replacement.

[The Effects of Energy Efficiency Treatments on Historic Windows](#) by Larry Kinney and Amy Ellsworth from the Center for Resource Conservation

[Thermal Performance of Traditional Windows](#) by Dr. Paul Baker for Historic Scotland This report provides comparisons on the thermal performance of traditional windows with various upgrade options.

[Top Ten Reasons To Restore or Repair Windows](#) by the Window Preservation Alliance (WPA) A brief summary of the benefits of historic window restoration.

Design

[A Field Guide to American Houses](#) by Virginia Savage McAlester A comprehensive guide to domestic American architecture, including illustrations and descriptions of house styles.

[Traditional Construction Patterns: Design & Detail Rules of Thumb](#) by Stephen Mouzon A well-illustrated reference guide to traditional construction details.

[Get Your House Right: Architectural Elements to Use & Avoid](#) by Marianne Cusato and Ben Penetreath A guide to the details of traditional architecture, including aesthetics of form and appropriateness to a neighborhood.

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The Resource Guide — a Tool for Property Owners

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Materials

[Historic Trades Directory](#)

This directory is provided by DHR as a service to those in the state of Virginia seeking professionals with historic preservation experience. The directory is not all inclusive, nor does inclusion serve as an endorsement for those listed.

[Hire Our Craftsman](#)

Preservation Virginia has an in-house craftsman that can be hired for specialized historic projects.

[Traditional Building Magazine Buying Guide](#)

An organized list of companies, services, and products geared towards restoration and renovation.

[Rehab It Right! Property Owner's Guide](#)
[Advice For Homeowners](#)
[Historic Windows and Doors](#)

A property owner's guide to planning a project, hiring a contractor or architect, and restoring historic windows and doors, produced by Utah Heritage Foundation

Suppliers

<p>Windows and doors:</p> <p>Andersen Jeld-Wen Marvin Pella</p>	<p>Window Restoration Specialists:</p> <p>Double Hung Gepetto Karnage Creations Museum Resources Mozer Works, Inc. Renew Restoration, Inc. Shenandoah Restorations The Craftsman Group</p>	<p>Metal Shingles:</p> <p>Berridge Best Buy Metal Roofing Fine Metal Roof Tech Heather and Little Roof Menders W.F. Norman The Durable Slate Company</p>	<p>Metal Shingle Installers:</p> <p>Alpha Rain Roof Menders</p>
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Preservation Briefs

[All](#)

[Preservation Brief No. 3](#) – Improving Energy Efficiency in Historic Buildings

[Preservation Brief No. 4](#) – Roofing for Historic Buildings

[Preservation Brief No. 8](#) – Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings

[Preservation Brief No. 9](#) – The Repair of Historic Wood Windows

[Preservation Brief No. 10](#) – Exterior Paint Problems on Historic Woodwork

[Preservation Brief No. 11](#) – Rehabilitating Historic Storefronts

[Preservation Brief No. 14](#) – New Exterior Additions to Historic Buildings: Preservation Concerns

[Preservation Brief No. 16](#) – The Use of Substitute Materials on Historic Building Exteriors

[Preservation Brief No. 45](#) – Preserving Historic Wood Porches

[Preservation Brief No. 47](#) – Maintaining the Exterior of Small and Medium Size Historic Buildings

Roofs:

[Preservation Brief No. 4](#) – Roofing for Historic Buildings

[Preservation Brief No. 19](#) – The Repair and Replacement of Historic Wooden Shingle Roofs

[Preservation Brief No. 29](#) – The Repair, Replacement, and Maintenance of Historic Slate Roofs

[Preservation Brief No. 30](#) – The Preservation and Repair of Historic Clay Tile Roofs

Exterior Wood:

[Preservation Brief No. 8](#) – Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings

[Preservation Brief No. 10](#) – Exterior Paint Problems on Historic Woodwork

[Preservation Brief No. 45](#) – Preserving Historic Wood Porches

Masonry:

[Preservation Brief No. 1](#) – Cleaning and Water-Repellent Treatments for Historic Masonry Buildings

[Preservation Brief No. 2](#) – Repointing Masonry Joints in Historic Masonry Buildings

[Preservation Brief No. 22](#) – The Preservation and Repair of Historic Stucco

Windows:

[Preservation Brief No. 9](#) – The Repair of Historic Wood Windows

[Preservation Brief No. 13](#) – The Repair and Thermal Upgrading of Historic Steel Windows

[Preservation Brief No. 44](#) – The Use of Awnings on Historic Buildings: Repair, Replacement, and New Design

Commercial Building Concerns:

[Preservation Brief No. 11](#) – Rehabilitating Historic Storefronts

[Preservation Brief No. 25](#) – The Preservation of Historic Signs

Preservation Tech Notes:

[All](#)

[Exterior Woodwork, No. 1](#) – Proper Painting and Surface Preparation

Association for Preservation Technology (APT) Practice Points:

[All](#)

[APT Practice Points 03](#) – Basics for Wood Inspection: Considerations for Historic Preservation

[APT Practice Points 14](#) – Wood Preservatives and Pressure-treated Wood: Considerations for Historic Preservation Projects

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