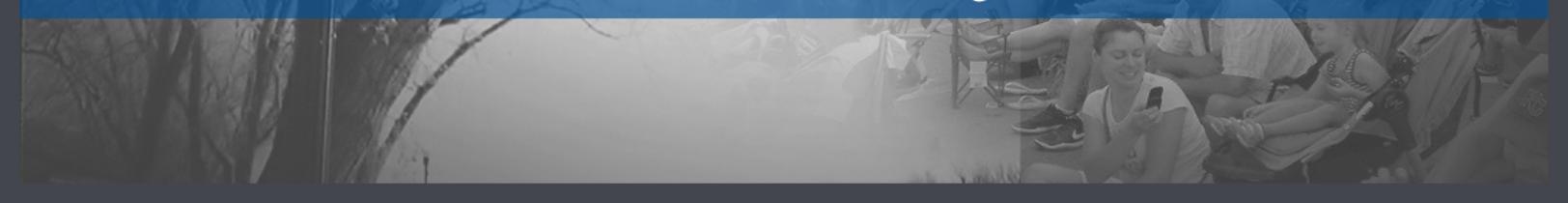




# APPENDIX F: A Preliminary Commercial Rehabilitation Design Guideline



# Appendix F

## A Preliminary Commercial Rehabilitation Design Guideline

### F.1 Secretary of the Interior's Standards for Historic Properties

The following information is from the National Park Service, Technical Preservation Services website (<http://www.nps.gov/tps/standards.htm>).

The Standards are a series of concepts about maintaining, repairing, and replacing historic materials, as well as designing new additions or making alterations. The Guidelines offer general design and technical recommendations to assist in applying the Standards to a specific property. Together, they provide a framework and guidance for decision-making about work or changes to a historic property.

The Standards offer four distinct approaches to the treatment of historic properties - preservation, rehabilitation, restoration, and reconstruction with Guidelines for each.

**Preservation** focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time.

**Rehabilitation** acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.

**Restoration** depicts a property at a particular period of time in its history, while removing evidence of other periods.

**Reconstruction** re-creates vanished or non-surviving portions of a property for interpretive purposes.

Most properties within the Parkville Downtown will utilize the rehabilitation guidelines to make improvements; an approach that allows for updates and changes to meet today's needs while retaining the historic character of the building. Historic resources are found both above and below grade. The majority of the downtown has not been explored from an archeological perspective. When beginning a new construction project or one that will require extensive work, it is highly recommended to hire qualified professionals with experience in restoration of historic buildings.



**Fig. F.1** - View looking southwest at English Landing Center. When planning new development, consider the resources above and below grade. (SRJA, 2013).

### Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will 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 elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that



**Fig. F.2** – View of residential houses as private offices along Main Street looking south. (SRJA, 2013).

characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will 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.

## F.2 Preliminary Rehabilitation Guidelines

### Key Goals of the Guidelines:

- Provide a means to identify and preserve the distinctive character of Parkville that represent the city's culture and history.

- *The guidelines inventory the existing historic structures and identify the noted architectural styles.*
- Foster civic pride.
- Conserve and improve property values within the designated area.
- Protect the historic aesthetics of the city for local residents as well as tourists, visitors, shoppers and utilize this image to promote business, commerce, and industry to generate an economic benefit to the City.
- Encourage preservation and rehabilitation of existing built resources and prevent future urban blight.
- Provide *recommendations and ideas* for rehabilitation and new construction.



Fig. F.3 – View of east side of Main Street (SRJA, 2013).

### Elements of design that are typically addressed in the guidelines are:

1. Building Massing and Scale (including screening of utilities and systems equipment)
2. Alignments and setbacks along the street
3. Patterns / decorative elements
4. Proportion of the structures relative to the existing historic fabric
5. Materials (often differing between Commercial and Residential)
6. Colors
7. Signage and lighting

### General Maintenance

Regular, routine maintenance is important to keep the overall appearance and quality of the downtown core. Many buildings in the downtown require maintenance beyond typical yearly maintenance. Building maintenance is the responsibility of the property owner. Owners are encouraged to review buildings and the surrounding property on a yearly basis and to perform repairs as they should arise. The City is responsible for the upkeep of the street and sidewalk maintenance; however, planters and hanging baskets, snow removal and building maintenance are the responsibility of the property owner. The City will review the condition of a structure that is deemed a dangerous building that poses a threat to public health and safety.



**Fig. F.4** – View of faded painted signs and stained glass transom window with a deteriorated, filmy protective glazing and trim. (SRJA, 2013).

### Typical maintenance items to be inspected on a yearly basis include:

- Roofing (check for ponding water; inspect flashing, chimneys, parapets, and parapet caps; clean out gutters and downspouts)
- Exterior Walls (check for brick spalling, mortar missing, cracking, and stone deterioration; clean dirt and debris from exterior; check siding for warping, cracks, open seams; check for air/moisture infiltration, peeling paint/discoloration)
- Windows (check for air gaps/leaks, broken glazing, broken seals on insulated glazing, wood rot, peeling paint/discolored metal, weatherstripping, caulking, window operation)
- Doors (public entry steps or walkway paving condition, check for air gaps/leaks, broken glazing, broken seals on insulated glazing, wood rot, peeling paint/discolored metal, weatherstripping, operation)
- Signage/Details (faded graphics, peeling paint, check hanging supports/fasteners, check for fabric fading/tears and clean dirt and debris from fabric awnings, check lighting both external and internal for signage, peeling paint/discolored metal, caulking)
- Lighting (check function of lights, replace light bulbs with bulbs that match in wattage and color temperature, broken glazing, peeling paint/discolored metal)
- Foundation (check for cracks, water infiltration, material crushing/crumbling, movement)

### Architectural Elements & Materials

NPS Technical Preservation Briefs should be consulted for appropriate treatments for guidance on specific materials and methods for preserving, rehabilitating and restoring historic buildings in ways that are consistent with their historic character. These materials are available both online and in print upon request.

<http://www.nps.gov/tps/how-to-preserve/briefs.htm>

1. Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
2. Repointing Mortar Joints in Historic Masonry Buildings
3. Improving Energy Efficiency in Historic Buildings
4. Roofing for Historic Buildings
5. The Preservation of Historic Adobe Buildings
6. Dangers of Abrasive Cleaning to Historic Buildings
7. The Preservation of Historic Glazed Architectural Terra-Cotta
8. Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
9. The Repair of Historic Wooden Windows
10. Exterior Paint Problems on Historic Woodwork
11. Rehabilitating Historic Storefronts
12. The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)
13. The Repair and Thermal Upgrading of Historic Steel Windows
14. New Exterior Additions to Historic Buildings: Preservation Concerns
15. Preservation of Historic Concrete
16. The Use of Substitute Materials on Historic Building Exteriors
17. Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character
18. Rehabilitating Interiors in Historic Buildings—Identifying Character-Defining Elements

19. The Repair and Replacement of Historic Wooden Shingle Roofs
20. The Preservation of Historic Barns
21. Repairing Historic Flat Plaster—Walls and Ceilings
22. The Preservation and Repair of Historic Stucco
23. Preserving Historic Ornamental Plaster
24. Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
25. The Preservation of Historic Signs
26. The Preservation and Repair of Historic Log Buildings
27. The Maintenance and Repair of Architectural Cast Iron
28. Painting Historic Interiors
29. The Repair, Replacement, and Maintenance of Historic Slate Roofs
30. The Preservation and Repair of Historic Clay Tile Roofs
31. Mothballing Historic Buildings
32. Making Historic Properties Accessible
33. The Preservation and Repair of Historic Stained and Leaded Glass
34. Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament
35. Understanding Old Buildings: The Process of Architectural Investigation
36. Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes
37. Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing
38. Removing Graffiti from Historic Masonry
39. Holding the Line: Controlling Unwanted Moisture in Historic Buildings
40. Preserving Historic Ceramic Tile Floors
41. The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront
42. The Maintenance, Repair and Replacement of Historic Cast Stone
43. The Preparation and Use of Historic Structure Reports
44. The Use of Awnings on Historic Buildings: Repair, Replacement and New Design
45. Preserving Historic Wooden Porches
46. The Preservation and Reuse of Historic Gas Stations
47. Maintaining the Exterior of Small and Medium Size Historic Buildings



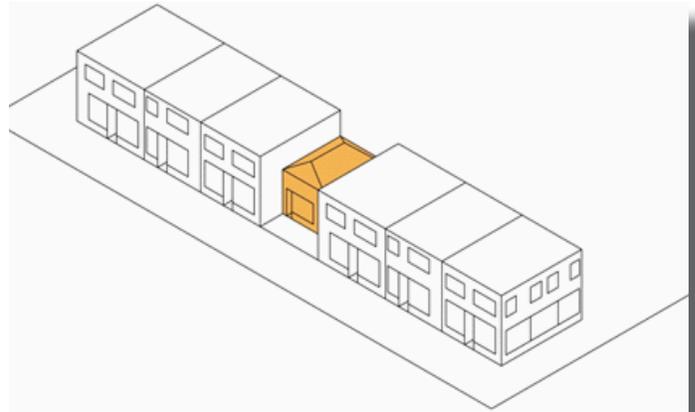
**Fig. F.5** – View of an existing storefront in downtown Parkville. (SRJA, 2013).



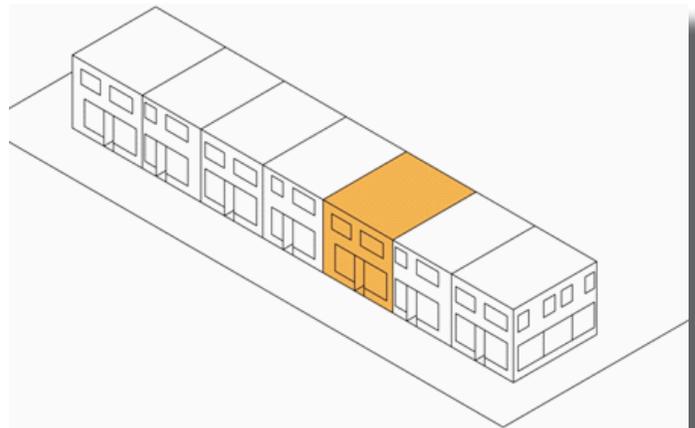
**Fig. F.6** – An idea of what a new storefront would look like. (SRJA, 2013).

### Massing/Scale

- The appearance of new construction should complement adjacent historic structures without replicating them. A new building should appear new, while taking into consideration the qualities of the historic context.
- Size, scale, mass, proportion, pattern and alignment are all important factors to consider with new construction.
- Mass is the relationship between size and form. Height, width and depth all contribute to the volume of a building, which, in combination with form, creates mass. The commercial buildings in the downtown core are similar in mass, which make them relate to each other. A building with volume and form that does not relate to its surroundings distracts from the streetscape, creating a rift in the streetscape.
- They key to achieving this balance is in the size of the structure (height, width and depth) in addition to the overall form of the structure and setbacks of the structure. New design should relate to the existing buildings and materials but not directly copy.



**Fig. F.7** – Incompatible infill construction within the existing streetscape in terms of massing, scale and setbacks. (SRJA, 2013).



**Fig. F.8** – Compatible infill construction within the existing streetscape with appropriate massing, scale and setbacks. (SRJA, 2013).



**Fig. F.9** – Example of an incompatible infill (center structure) utilizing materials that do not relate to the brick neighboring commercial structures. This infill also does not match in color nor in the pattern (repetitive elements of the windows and storefronts) or massing (height) of the adjacent buildings. (SRJA, 2013).



**Fig. F.10** – View of Main Street and the variety of building massing in Parkville. (SRJA, 2013).

## Storefronts

- Historic glass storefronts are an important character-defining element of commercial buildings in the downtown core. Storefronts were traditionally designed to draw attention to the merchant’s goods and services. They served as signage, advertisements and welcomed shoppers into the building.
- A typical storefront is made up of a series of components including the display windows, doors, transom windows, divided window mullions, signage, and corner posts. Retention of each of these components is key to maintaining the historic look and charm of any commercial building.
- Preserve historic storefronts when possible. If one element of a storefront is damaged, have only that part replaced. Replace any deteriorated materials with new, exterior grade materials matching the size, texture color, durability and materiality of the original.
- When replacement is the only option, the design of the new storefront should be sympathetic to the proportions of the building and the original design. Consult historic photographs for ideas about what the new storefront could look like.
- Do not replace storefronts with a system that gives a false historical appearance or one that is inappropriate for the style or age of the building.
- Replacement glass should have the same reflective characteristics of the traditional historic glass. Tinted or glass with reflective coatings should be avoided.

### Parts of a Storefront



Fig. F.11 – Storefront terminology diagram. (SRJA, 2013).



**Fig. F.12** – An example of a highly complex storefront system added after the building was built. This storefront does not relate to the other structures within the downtown. (SRJA, 2013).



**Fig. F.13** – View of a successfully restored storefront. (SRJA, 2013).

### Signage

Signage plays a major part in defining the businesses and the historic character of a downtown. New signage should not detract from the architectural character or buidligh massing. Simple sings for wayfinding and identification of a historic building or district are encouraged. Signage types include, but are not limited to: painted wood signs, screenprinted/vinyl lettering on storefront windows, flag/blade signs, hanging signs, banners and surface mounted signage which can include painted signs on a substrate or individual pinned letters.

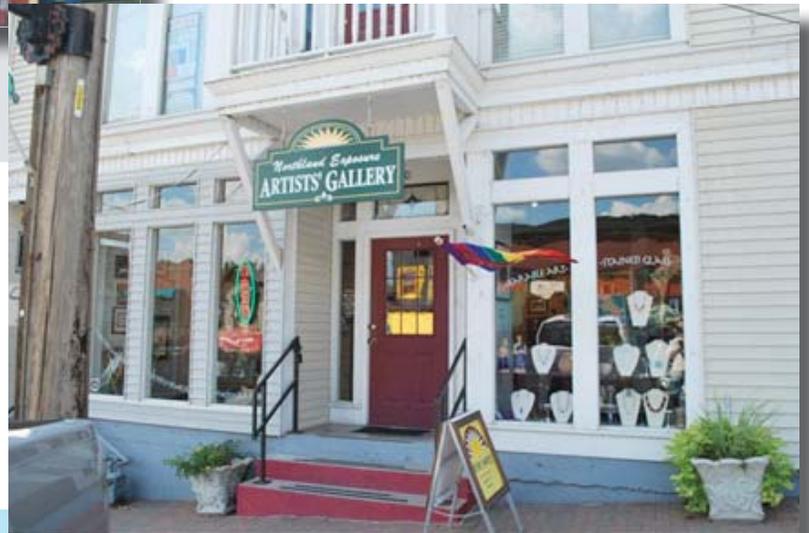
- Commercial signage and historic markers help to define the location and identity of a historic building.
  - Historic markers help tell the story of a building, site, or district through a brief narrative. Signage denoting the location of a business or a historic resource should be kept to a minimum so as not to detract from the building's or district's architectural features.
  - New signage and historic markers should be unobtrusive; relating to, rather than obscuring the design elements of the building or site. Use signs that are appropriate in size, scale, and color to historic buildings. Signs should be made to a pedestrian scale rather than automobiles.
  - Sign materials should complement those found on buildings found throughout the downtown.
  - Attach signs to windows or sign friezes above storefronts. The signage should be attached to the building in a way that is reversible, without causing damage to the building.
  - Signage printed on fabric awnings are also recommended.
  - Avoid signs that are too large in relationship to the size of the building or that obscure character-defining elements. Avoid roof-mounted signs. They are often difficult to read from pedestrian level and alter the rooftop continuity of the surrounding buildings.
- Internally illuminated signs and modern materials such as plastic are generally not appropriate.
  - Accent lighting used to illuminate signs should be installed in a manner that minimizes visibility of the light fixture and does not result in glare. Up-lighting of monument signage should not spill onto neighboring properties.



**Fig. F.14** – Example of a hanging flag/blade sign. (SRJA, 2013).



**Fig. F.15** – Example of a Historic Parkville marker. (SRJA, 2013).



**Fig. F.16** – Examples of screen printed vinyl graphic applied to a storefront window and hanging signage both interior and exterior. (SRJA, 2013).



**Fig. F.17** – Example of a neon blade sign and signage in windows. (SRJA, 2013).



**Fig. F.18** – Example of historic signage on the main entry to a building downtown. Historic signage such as this should be retained. (SRJA, 2013).



**Fig. F.19** – Example of an appropriate canopy with signage. (SRJA, 2013).

### Awnings (fabric, wood or steel)

Awnings can be an attractive element in a streetscape when they are made of a compatible, durable material and appropriate design. They provide shade, shelter, and a point of reference. Additionally, awnings can create continuity in a streetscape as well as a sense of human scale.

### Lighting

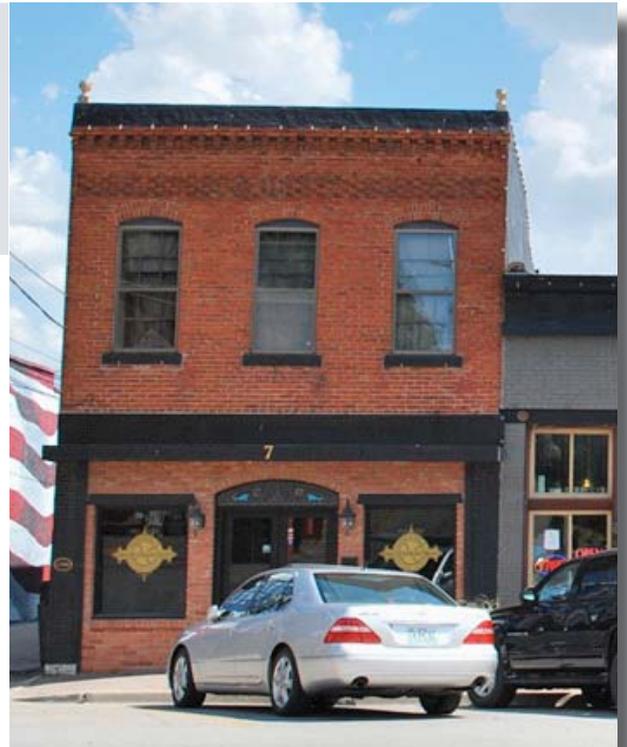
Lighting in the commercial core is important for the safety and security of patrons. Streetlights are located along the sidewalks downtown which are reminiscent of the historic fixtures which used to line the street and have accessories for hanging flags and hanging pots. Building lighting is also important for safety but also serves as a way to differentiate an individual building from the overall streetscape. Lighting can highlight the architectural features of a building and/or illuminate the business signage. New lighting should not detract or compete with the architectural character of the building. Lighting examples include, but are not limited to: pole mounted, wall mounted sconces and ceiling mounted fixtures.

- Wall or ceiling-mounted light fixtures at a recessed entrance are appropriate for providing additional lighting at entrances. To light a secondary entrance to an upper level, a wall-mounted fixture placed above or beside the door is appropriate.
- Do not permanently remove or alter original lighting fixtures. Do not replace historic fixtures with new “updated” fixtures unless historic fixtures are no longer repairable.
- Choose a fixture that is appropriate for the building age. A Colonial-style carriage lamp, for example, on a 1930’s bungalow is inappropriate. Without documentation, it is not appropriate to install period light fixtures that will create a false sense of history.
- Make sure the fixture is an appropriate size for the building. Do not place a very large fixture next to a secondary entrance or a very small, residential type fixture next to a storefront



**Fig. F.20 & F.21** – Views of street lights in the downtown core. (SRJA, 2013).

**Fig. F.22** – Example of new wall sconce lighting located on either side of the main entry door on this restored building downtown. (SRJA, 2013).



### Brick

Brick and stone are enduring materials and are associated with buildings of a permanent nature and is a common material found throughout the downtown area. Buildings are not 'maintenance free' and the same is true for masonry buildings which require cyclical maintenance. Typical maintenance of masonry structures includes mortar repairs (repointing), masonry cleaning and installation of caulking at weather sensitive openings (windows, doors and roofing parapet caps).

The mortar used should be softer than the brick or stone used. Mortar is meant to take the brunt of damage from the elements before the brick or stone is damaged. Mortar should be inspected and repaired with material matching the original in color, texture, joint tooling (profile), composition and strength where it has cracked or washed out. Mortar testing is highly recommended to better understand the composition or 'recipe' of the various components which make up mortar. These components include: sand, lime, portland cement which are mixed with water in varying proportions to create one of the five mortar types.

A note of caution, buildings constructed prior to about 1920 did not utilize portland cement as part of the mortar mix. If new mortar is harder than the brick or stone it is applied to, permanent damage could be done to the building by not allowing the brick to expand, contract and move naturally. Be sure to consult with a qualified professional who is familiar with traditional mortar mixes, have a mortar test performed and contract with a contractor with experience working with historic masonry prior to the initiation of work.

- Never sandblast a masonry building. Abrasive cleaning of any kind damages and erodes the weathering surface of all masonry.
- Masonry should always be able to breathe; allowing moisture to pass from the inside of the building to the outside. Masonry penetrating sealants or water repellants should only be considered on severely deteriorated brick or stone. If a penetrating water repellent is needed, the product selected should be breathable in order to ensure that moisture is not trapped on the inside of a building.

- Cleaning masonry is usually not necessary unless dirt, mildew, and debris are causing damage or is unsightly. In any case, the goal should not be to make the masonry look new. If necessary, clean masonry using the gentlest means possible, starting with water and a soft bristle brush. Prior to cleaning, select an inconspicuous area to test to ensure that no permanent damage will be done.



**Fig. F.23** – View of dirty stone cornice with open mortar joints in need of repointing. (SRJA, 2013).



**Fig. F.24** – View of a masonry wall in need of repointing and cleaning. Note the cracked mortar and bricks extending from the left corner of the window up to the corner of the parapet. (SRJA, 2013).

### Siding & Trim

Siding includes a variety of profiles and can be made of many materials. Typical siding profiles include, but is not limited to: clapboard, bevel, tongue and groove, shiplap, channel rustic, board and batten and shingles. Materials can include: wood, fiberglass, vinyl, aluminum, steel, wood composite or cementitious products. The term synthetic siding refers to the man-made products listed above (vinyl, aluminum, steel, fiberglass, wood composites, or cementitious products). Once new siding is applied over the original cladding, it is difficult to assess on-going maintenance and water infiltration issues.

- It is not considered appropriate to apply siding to a building that was not originally sheathed in siding or to cover traditional wood or masonry with new, contemporary siding as it can significantly change the appearance of the facade of a historic building.
- Care should be taken when concealing wood siding with synthetic siding materials as moisture can be trapped between the layers causing deterioration which cannot be seen.

- It is recommended to remove synthetic siding that has been applied to a building inappropriately. Siding removal should begin in an inconspicuous location to ascertain if the siding can be removed without damaging the materials underneath.
- Do not remove character defining elements from a building. Deteriorated siding, trim or decorative elements should be repaired when possible or replaced with in-kind materials, and painted or finished to match the original materials.
- Where there is evidence of missing decorative detailing, replacement elements should be reconstructed to match the original. Reference historic photographs, ghost lines or paint lines where details were removed.
- Use of synthetic materials, in lieu of wood, are acceptable when there is no original siding or trim present or on new additions and for new construction.



**Fig. F.25** – View of the gap between the wood board and batten siding which has been installed over a layer of stucco which has been applied to the upper half of the masonry façade. (SRJA, 2013).



**Fig. F.26** – View of vinyl siding applied to the exterior of a building. The vinyl siding is dirty and has evidence of vines which grew across the entire façade at one time. (SRJA, 2013).

## Stucco

*Stucco* is a plaster-like mix applied to the exterior of a building. Traditionally it was utilized on Mediterranean-inspired, Art Deco and Moderne architectural building styles. Additionally, stucco was used on the side and rear elevations of commercial buildings as a way to stabilize deteriorated masonry or to update the appearance of the structure. Original stucco features are important to retain and should therefore not be concealed with wood, masonry or synthetic siding. If stucco was added inappropriately and masks historic architectural features or was utilized to create architectural details that were not originally present, it is encouraged but not required to carefully remove the stucco in order to expose the historic facade.

- Do not remove stucco from a building that was installed to mask damaged masonry, unless it is intended that the underlying masonry will be restored to its original appearance.
- Existing stucco areas with signs of deterioration should be patched to match original stucco as closely as possible in appearance and texture.
- If stucco is to be painted, the selected product should be ‘breathable’ in order to allow moisture from the interior of the building to evaporate naturally and not become trapped within the wall assembly which over time will cause deterioration to the stucco and the substrate it is installed upon.

**Fig. F.27** – View of two buildings with non-original stucco applied to the sides of the buildings in downtown. (SRJA, 2013).



**Fig. F.28** – View of stucco applied to the side of a masonry building with a painted mural. (SRJA, 2013).



**Fig. F.29** – View of stucco system known as EFIS which has a layer of rigid foam insulation which has been applied to the exterior of the building. If the stucco layer is removed, the historic building façade could be restored. (SRJA, 2013)

