

RESOLUTION 2021-03

**A RESOLUTION OF THE COMMISSIONERS OF ST. MICHAELS TO ADOPT
THE ST. MICHAELS HISTORIC DISTRICT DESIGN REVIEW GUIDELINES
DATED 2021**

WHEREAS, the Commissioners of St. Michaels did in 1986, by Ordinance 172 create the St. Michaels Historic Commission; and

WHEREAS, it is the function of the Historic District Commission to review and act upon any request for a historic review certificate as required by Chapter 340, ARTICLE VI (Historic District Provisions) of the Town Code; and

WHEREAS, in accordance with §8-301 (formerly known as Art. 66B, §8.06) of the Annotated Code of Maryland , the Approving Authority, which is identified as the Commissioners of St. Michaels shall adopt guidelines for rehabilitation and new construction design for designated, sites, structures, and districts that are consistent with those generally recognized by the Maryland Historical Trust; and

WHEREAS, The Commissioners, authorized KCI Technologies, Inc., in coordination with the St. Michaels Historic District Commission to prepare such guidelines The guidelines were accepted by the Commission in 2008, but no Resolution of Adoption by the Commissioners was promulgated; and

WHEREAS, The Commissioners approved Resolution 2014-03 entitled “St. Michaels Historic District Commission Design Guidelines for Rehabilitation, Maintenance and New Construction, dated 2014”; and

WHEREAS, The Commissioners have received and reviewed the proposed document entitled “Historic District Design Review Guidelines, dated 2021”; and did, during their regularly scheduled meeting held on April 27, 2021, hold public discussions concerning the guidelines; and

WHEREAS, after conducting this meeting and soliciting public input into this matter did find that the Historic District Design Review Guidelines, dated 2014 are consistent with those generally recognized by the Maryland Historical Trust.

NOW, THEREFORE, BE IT RESOLVED, that The Historic District Design Review, dated 2021 is hereby adopted with the full text attached as “Exhibit A” and made a part of this Resolution; and

BE IT FURTHER RESOLVED that this Resolution shall take effect upon the date of its adoption.

THIS RESOLUTION NO. 2021-03 HAVING BEEN PASSED by the following yea and nay vote of the Commissioners of St. Michaels on the 27th day of April 2021.


Bibb	-	__yea__
Breimhurst	-	__yea__
duPont	-	__yea__
Harrod	-	__yea__
Wendon	-	__yea__

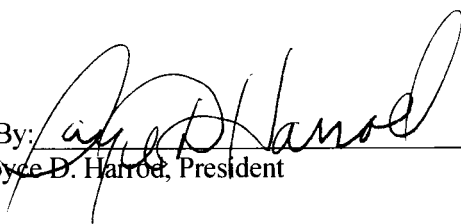
Adopted – April 27 2021

I HEREBY CERTIFY that Resolution No. 2021-03 was passed by a yea and nay vote of the Commissioners of St. Michaels on this 27th day of April 2021.

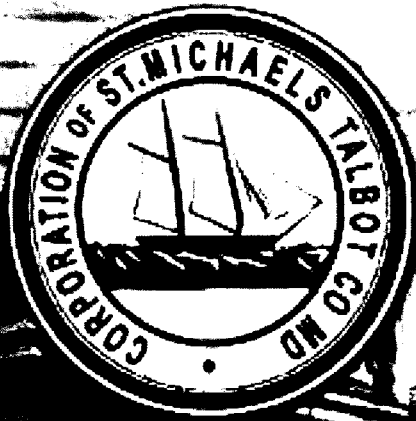
ATTEST:

THE COMMISSIONERS OF ST. MICHAELS


Jean R. Weisman,
Town Clerk / Manager

By:  (SEAL)
Joyce D. Harrod, President

Adopted April 27, 2021

A black and white photograph of a historic, two-story building with a prominent porch. The porch has several columns and a decorative railing. There are some bushes in the foreground. The building appears to be made of brick or stone.

Historic District Design Review Guidelines Town of St. Michaels

St. Michaels Historic District Design Review Guidelines Town of St. Michaels

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1. Introduction

The Town of St. Michaels established the Historic District on October 10, 1972. Since then, there have been four previous updates on April 2, 1975, May 14, 1985, July 8, 1986, and February 10, 1998. The results of these changes are set forth in Chapter 98 (Boards, Commissions, Committees and panels) and Chapter 340 (Zoning) Article V (Historic Overlay District) of the Code of the Town of St. Michaels. The St. Michaels Historic District Commission was created in accordance with Maryland Annotated Code, Land Use Division, Title 8 (Historic Preservation).

1.1 Purpose

The purpose of the Historic District is:

- to safeguard the heritage of the Town of St. Michaels by protecting and preserving buildings, structures, and sites which reflect elements of the Town's cultural, social, political, and architectural history,
- to promote the educational, cultural, and economic value to the public by maintaining said area as a landmark of the Town's history and architecture, and
- to regulate the construction, alteration, reconstruction, moving and demolition of structures, and their appurtenances within the Historic District.

tion, moving and demolition of structures, and their appurtenances within the Historic District.

1.2 History of the Development of St. Michaels

St. Michaels has a history that goes back over three hundred years, with evidence of settlement occurring as early as the 1600s. However, in 1775, James Braddock, an agent for Liverpool merchants Gildar & Garwith, began to purchase land in the St. Michaels vicinity. Braddock purchased over 200 acres of land by 1778. The Town was laid out over 35 of these 200 acres. The new town extended from Church Creek (St. Michaels Harbor) westward to "Church Land" and the "main road" (Talbot Street), and centered on a Town Square (St. Mary's Square).

(Above) The Mary J. Morris House, built about 1881 and located at 310 Talbot Street, showed a combination of residential features on the left with a typical commercial storefront on the right. Photo by Thomas H. Sewell, c. 1905. Collection of Chesapeake Bay Maritime Museum



The modest house at 200 Locust Street, built around 1825 to 1850, was originally located with almost no setback, along with the other dwellings along Locust Street.

Photo by Thomas H. Sewell, c. 1916. Collection of Chesapeake Bay Maritime Museum

When the Revolutionary War ended in 1783, 20 lots had been sold and several houses and other structures were built. Development within the Town is chronicled in the Tax Assessment of 1783, which lists seven individuals owning "lots in St. Michaels." The tax assessment further listed the commercial development as follows: John Bruff (wheelwright) had a "log shop," John Dorgan (blacksmith) was assessed for a "smith's shop," and Thomas Groves (mariner) was listed with an "old shop." These craft-related activities supplied the needs of the boat builders as well as the local town and county residents. A shipyard may have been in existence at that time.

This new, small, developing village was beginning to become firmly established, due to the advantages that St. Michaels offered. To the colonist looking for a place to settle and call his own, St. Michaels represented a golden opportunity. The town was a new venture, offering small plots on a sheltered harbor to men of moderate means with craft-related skills. The town also prospered as a center for the boatbuilding industry and was the heir to rich oyster beds in the Chesapeake Bay and its tributaries.

The Town made steady progress throughout the remainder of the 18th century, and by the end of the century, it contained 30 dwellings and 30 support buildings. In the 1798 tax assessment, the Town is listed as having two brick dwellings, seven log houses, and 20 frame houses. A typical house at the time measured 24 feet by 16 feet, although one house measured 60 feet by 18 feet. Standing behind or near the house was often a detached kitchen and any number of domestic outbuildings.

The Town entered into a period of growth and prosperity in the early 19th century. This growth was the result of a vibrant and healthy agrarian and trade economy. Ship building and other craft-related businesses also contributed to the overall prosperity of the area. The financial successes of the period are reflected in some of the houses built during the period, known as the Federal Period.

The second quarter of the 19th century reflected continued growth in the Town. Despite a migration of residents and a restrained county economy, the Town expanded beyond the original boundaries. Development began on the western, northern, and southern sides of the original town. In 1843, the western side of Talbot Street, "Canton Row," was divided into leasable lots.

In the 1840s, the Harrison family land, north of Carpenters and the current Cherry and Willow Streets, was divided into additional building lots. On the southern and western sides of the original town, Thompson's Square and Dr. John Miller's Addition were subdivided and improved during the second and third quarters of the 19th century.

There were several factors which contributed to the explosive growth St. Michaels experienced in the second half of the 19th century. First, an extremely lucrative oyster trade was developing during this period. Second, the county's grain-based agriculture was benefiting from several decades of improved soil husbandry and agricultural reform. Also, improved transportation networks through rail and steamboat expedited trade with larger markets in Baltimore and Annapolis.

In 1871, St. Michaels could boast a broad commercial profile. There was an impressive cross-section of craftsmen, commercial ventures, and industry. A wide range of goods and services were provided, among which included 18 house or ship carpenters, 13 general stores, 11 dress or hatmakers, four wheelwrights, two blacksmiths, one lumber dealer, and many other goods and services. Twenty years later, the Town supported two weekly newspapers. The two principal industries were oyster or fruit packing and ship building. Principal manufacturing interests comprised two flour mills, one saw mill, and a ship yard. In addition, a brickyard was in operation on the northern end of Town.

This expansion of the Town and its population growth are represented by large sections of mid-to-late 19th century homes

built on the periphery of the original Braddock town lots. Victorian houses and other structures were also erected. The Episcopal and Methodist congregations both erected new churches during this period. The Episcopalians erected an ambitious granite structure in 1878, while the Methodists had moved from their St. Mary's Square site to erect an Italianate-style brick church on Main Street in 1871. The Union M.E. congregation waited until 1895 to erect their impressive frame church on the corner of Fremont Street and Railroad Avenue.

The Town continued to grow in the 20th century, although the rate of growth slowed considerably. Oyster supplies and the Town's accessibility to outside markets via the railroad served the Town well until the middle of the 20th century, causing growth to branch south. These lots are characterized by bungalow style dwellings.

Over 200 years after its founding, St. Michaels is still a small town; however, it shows many signs of growth and change. The old and new exist side by side, holding on to its historic path, but offering a glimpse of the future. No longer the industrial and manufacturing town of the 19th century, the Town serves as a well-known tourist attraction. The Town is

The James Caulk House, built about 1850 and located at 119 W. Chestnut Street, has a typical porch with chamfered posts, sawn brackets, and sawn bolsters.

Photo by Thomas H. Sewell, c. 1905. Collection of Chesapeake Bay Maritime Museum



still, however, replete with charm that can be seen in buildings throughout the Town, keeping St. Michaels a truly historic town.

1.3 Architectural Style in St. Michaels

The Town of St. Michaels possesses a collection of buildings which reflect many of the architectural styles popular during the 19th and early 20th centuries. Many of the structures contain a variety of elements from different styles, rather than follow one specific architectural style. The purpose of this section, therefore, is to describe the elements of architectural style used on some of the buildings, as well as the period in which they may have been built.

An understanding of the characteristics of each architectural style is necessary for anyone contemplating the rehabilitation of a house in St. Michaels. If one is aware of the elements that give a building its particular style, one can take these features into account during the rehabilitation process. Those features that give a building its character and that contribute to the overall appearance of the Town should be preserved.

Late 18th Century

The number of surviving 18th century structures has dwindled down to only a few, notably the Bruff House and the Amelia Welby House. Both of these houses, as with all of the earliest surviving houses, follow the traditional story-and-a-half form. The Bruff House is a wrought-nail frame dwelling with a hall-parlor plan and corner winder stairs providing access to the second floor. Located on the northern side of Thompson's Alley, the house also contains fine examples of Federal Period woodwork that remain in the two principal rooms. The story-and-a-half Amelia Welby House on Mulberry Street, originally built with an exposed brick gable end and frame sides, has changed through the years. The brick end has been covered with siding and the early woodwork was removed.

Early 19th Century (1800-1825)

Still more significant to the Town's early history is a group of Federal Period houses erected during the first decades of the 19th century. Examples of these include the Kemp House, the Cannonball House, and

the Old Inn. Dating back to 1805, the Kemp House, located on the northwestern corner of Talbot and West Chestnut Street, is a well-preserved two-and-a-half story, Federal-style, center hall single pile, brick house. The 1805 Cannonball House, listed in the National Register of Historic Places (National Register and St. Mary's Square. This fine house holds a prominent spot in Talbot County as a fully articulated Federal-style townhouse with a side hall double pile plan and intricate period woodwork. The two-and-a-half story, four-bay brick Old Inn on the southeastern corner of Talbot and Mulberry Streets was erected in 1816 by Wrightston Jones. The Old Inn shows the earliest example of a two-story porch or gallery in St. Michaels.

Also built within this period is another group of significant story-and-a-half brick and frame dwellings, also with intricate Federal period woodwork, evidently erected for the middle class craftsmen. Representatively of these houses is the Bruff-Mansfield House on the northwestern corner of Green and Locust Streets. Other houses that fall within this group include the Tarr House, also on Green Street, as well as the Haddaway and Marshal Houses, both on Locust Street.

Middle 19th Century (1825-1850)

Due to a depressed county economy and a migration of residents, there are few dwellings of historical or architectural significance that have roots in this period. The most significant structure that dates back to this period is the old Methodist Church built on St. Mary's Square property in 1839. The two-story three-bay gable-front church is a solid, but relatively simple example of the Greek Revival style, with a Greek Revival-style portico and door panels shaped in a raised pyramidal design. Another structure from this period is the brick house on the northwestern corner of Talbot and West Chestnut Streets known as Dr. Miller's Farmhouse, which dates back to 1840.

Also dating back to this time are several story-and-a-half frame houses. These houses were usually three bays wide with a center entrance, and they follow the hall-parlor and center hall single-pile floor plans. The Leonard Funeral Home at 312 Talbot Street is an example of a "telescope"-style house, with the three-bay



Commercial structures on Talbot Street often had awnings covering the sidewalks and shading the commercial storefronts.
Photo by Thomas H. Sewell, c. 1908. Collection of Chesapeake Bay Maritime Museum

cust and Cherry Streets and the Thomas Dyott House, the only house with a three-story gallery in Town, owned by the Chesapeake Bay Maritime Museum.

Accompanying these traditional center-hall and side-hall plan houses is a larger group of tee- and ell-plan houses erected during the late 19th century. The Gingerbread House on Talbot Street and 201 Cherry Street follow the popular tee-plan with an asymmetrical principal elevation highlighted by a two-story gallery and a bay window that marks the gable-front elevation. Found throughout St. Michaels are the sawn balusters that stretch between the porch posts; the Gingerbread House is trimmed with some of the most elaborate Victorian-era sawn work along the eaves.

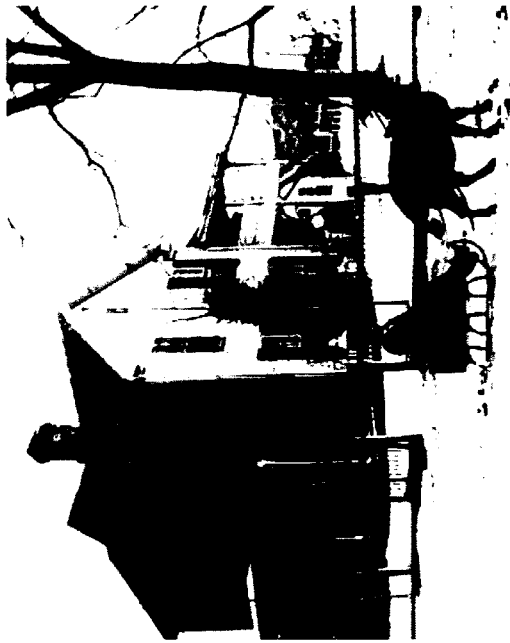
Notable Victorian-era houses continued to be constructed through the end of the 19th century in the popular Queen Anne style. Two of the more significant examples include the Clifton Hope House at 400 South Talbot Street and the "Old Parsonage" located

center section reputed to be the oldest part, whereas the main two-story section was added during the mid 19th century. Other examples include the Robert Lambdin House, also known as "The Cottage" on the southeastern corner of Mulberry and Water Streets, and the Rogers House at 112 West Chestnut Street.

Middle to Late 19th Century (1850-1890s)

Probably the most explosive period of growth the Town has ever seen occurred after the mid-19th century. Additional portions of adjacent land were subdivided into building lots, which led to scores of frame houses being erected along new streets. Substantial construction began on Cherry and Mill Streets during this period, although lots had been sold since the 1840s. One example is the Alexander H. Seth House, built in 1859-60, located on the northwestern corner of Cherry Street and Cedar Alley. The house has a traditional center hall plan with a hip roof and a story-and-a-half service wing with an engaged porch and dormers. Other examples of this period include the Dr. Dodson House on the southeastern corner of Lo-

The John S. Hamilton House, built about 1870, had louvered shutters that were hinged and properly sized to cover the window opening.
Photo by Thomas H. Sewell, c. 1910. Collection of Chesapeake Bay Maritime Museum



on the southwestern corner of Talbot Street and Dodson Avenue. The Clifton Hope House, built in 1888, combines an irregular floor plan, the standard two-story porch in-fill, bay windows, as well as rarely featured eyebrow windows. Dated to circa 1870 and extensively altered in 1894, the Old Parsonage is the most elaborate Victorian-era brick dwelling standing within the limits of the Historic District.

Commercial Construction and Churches

The Town's most significant collection of commercial architecture falls within the second half of the 19th century, with the Old Inn being a notable exception. Centered within the St. Michaels Business District, is a large two-story, three-bay frame dwelling known as the Town Hall Mall. Not only is it one of the largest buildings in the Town, but also one of the most architecturally distinguished. Its bold gable-front elevation is decorated with large fluted brackets. Sitting south of the mall is the "Captain's Cabin," a two-story, five-bay frame structure raised during the third quarter of the 19th century.

Several important examples of church architecture can also be found in St. Michaels. Christ Episcopal Church, built in 1878, is one of the architectural centerpieces of the Town. The Gothic Revival-style parish church was built on the same sites as three

former Episcopal churches. The granite building is decorated with High Victorian detail including a mixture of granite and half-timber framing on the eastern gable, mixing semi-coursed stone and a medieval framing practice. The front entrance tower capped with a broach spire is a prominent St. Michaels landmark.

Standing on the western side of Talbot Street is St. Luke's Methodist Church, a distinctly Italianate-style building in St. Michaels. The decorative

exterior brickwork, the round arched windows with arched brick hoods, and the heavily bracketed eaves are all features that comfortably classify this building as Italianate. The church occupies a prominent site in the center of Town, and its elaborate details contrast with the more restrained decoration of nearby Federal- and vernacular-style commercial buildings. The intricate brickwork and decoration of St. Luke's contrast with the simplicity of the former Methodist Church at St. Mary's Square, now the Granite Lodge. The African-American community has contributed to the historic architecture of St. Michaels with the construction of Union United Methodist church in 1895 on the corner of Fremont Street and Railroad Avenue. The Union Church is a basic tee-plan structure with an entrance tower and broach spire.

Early 20th Century

During the first decades of the 20th century, domestic buildings in St. Michaels turned in favor of the nationally popular bungalow style. Modest examples of this practical middle-class house form stand along South Talbot Street and are found interspersed with 19th century houses in residential sections of the Town.

1.4 Historic Preservation Tax Credits

State and federal tax incentives can provide substantial assistance with the cost of preservation and rehabilitation of historic properties.

The Maryland Historical Trust provides support for a wide variety of historic preservation-related activities, including property acquisition and rehabilitation, and documentation. The Trust offers financial assistance financial assistance in three ways:

- Tax credits for private commercial and residential rehabilitation projects,
- Grants for preservation projects, and
- Loans.

Each program has different eligibility standards and operating regulations. Current information is available on the Trust website at mht.maryland.gov/Financial.shtml.

The Federal Historic Preservation Tax Incentive program makes a 20% income tax credit available for the rehabilitation of historic, income-producing buildings that are determined by the Secretary of the Interior, through National Park Service, to be "certified historic structures." Owner-occupied residential properties do not qualify for the federal rehabilitation tax credit. Current information about this program is available on the National Park Service website at nps.gov/tax-incentives.htm.

Note that approval of work by the Commission is not a substitute for Maryland Historical Trust or National Park Service approval of work for which historic preservation tax credits will be used. The Commission may allow work that the state and federal agencies deny, or vice-versa. The tax credits cannot be used for work already completed.

The Cherry Street streetscape shows houses with a variety of low painted and unpainted picket fences.
Photo by Thomas H. Sewell, c. 1905. Collection of Chesapeake Bay Maritime Museum





within the geographic limits of the Historic District, if any changes are contemplated which would affect the exterior appearance of a structure visible or intended to be visible from a public way in the area, the property owner proposing to undertake such construction or change shall file with the Commission an application for permission for the proposed work.

Failure to supply the Commission with a complete and specific description of the intended action including architectural renderings, elevations, site plans, material lists, and other reasonable requirements of the Commission may be grounds for denial of the application.

No permit for any such change shall be issued until the Commission has acted.

The Commission shall consider only exterior features of a structure and shall not consider any interior arrangements.

If an application is submitted for reconstruction or alterations affecting the exterior appearance of a structure, or for the moving or demolition of a structure, the preservation of which the Commission deems of unusual importance to the municipal corporation or unusual importance to the entire state or nation, the Commission shall attempt to formulate with the owner of the structure an economically feasible plan for the preservation of the structure. Unless in these circumstances the Commission is satisfied

2. Historic District Commission

2.1 Responsibilities

The function of the Historic District Commission is to review and act upon any request for a historic review certificate. The Commission may require plans, elevations, architectural drawings, and other relevant information to aid in rendering a decision. A copy of any application for a building permit or certificate of zoning compliance which necessitates the issuance of a historic review certificate shall be made available to the Commission by the appropriate administrative official. In reviewing the plans for any such construction or change, the Commission gives consideration to such factors as:

- The historic or architectural value and significance of the structure and its relationship to the historic value of the surrounding area;

- The relationship of the exterior architectural features of the structure to the remainder of the structure and to the surrounding area;

- The general compatibility of exterior design, arrangement, texture, and materials to be used. The salient factor to be considered in granting a certificate is that the result will be compatible with the historic aspect of the Historic District.

The salient factor to be considered in approving an application is that the result will be compatible with the historic aspect of the Historic District.

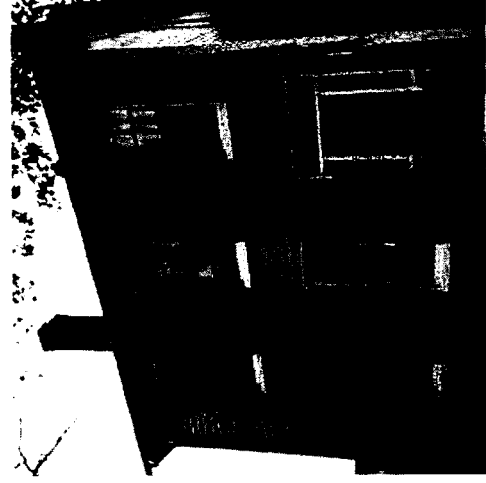
The Commission shall act upon all applications for permission to build, alter, or perform other construction in accordance with the provisions of this article. Before the construction, alteration, reconstruction, moving or demolition of any structure is carried out

Commissioners of St. Michaels and with their written concurrence. If an application is submitted for reconstruction, alteration, or for moving or demolition of a structure that the Commission deems of unusual importance and no economically feasible plan can be formulated, the Commission shall have 90 days from the time it concludes that no economically feasible plan can be formulated to negotiate with the owner and other parties in an effort to find a means of preserving the building.

2.2 Duties of the Commission

1. Approval. Upon approval of an application, the Historic District Commission shall transmit a report to the administrative official stating the conditions upon which approval was granted and shall cause an historic review certificate to be issued. Final action shall be taken within 45 days after filing of the request; if not, the application shall be deemed approved, except when mutual agreement between the Commission and the applicant has been made for an extension of the time limit or in those circumstances when an application is being reviewed under the provisions of § 340-57F and G of this Code.

2. Disapproval. Upon disapproval of any application, the Historic District Commission shall forward a written statement containing the reasons therefor to the applicant.



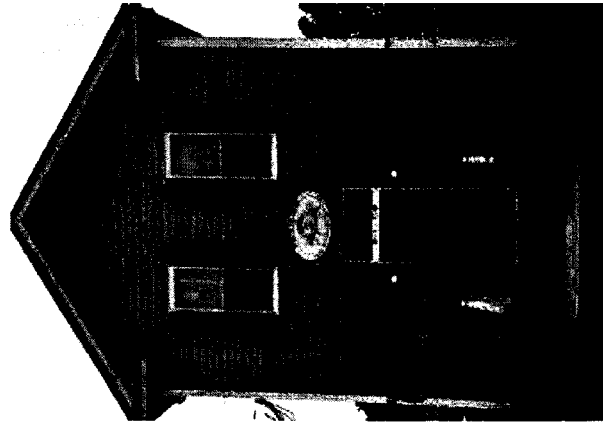
In the case of a structure deemed to be valuable for the period of architecture it represents and important to the neighborhood within which it exists, the Commission may approve the proposed demolition, reconstruction or alteration despite the fact the changes come within the provisions of Subsections E and F above if 1) the structure is an impediment to a major improvement program which will be of substantial benefit to the Town; 2) retention of the structure would cause undue financial hardship to the owner; or 3) the retention of the structure would not be to the best interests of a majority of persons in the community, as determined by The

Notice of such disapproval and a copy of the written statement shall be transmitted to the appropriate administrative official. Recommendations of changes necessary to make approval possible are to be forwarded to the applicant if indeed such changes are possible. Upon evidence presented to the Commission that such changes have been made, the application will be considered approved.

An application for substantially the same reconstruction, alteration or demolition, if rejected, shall not be renewed within a period of one year after the rejection.

3. Continuation. Per Maryland Law, the Commission may continue an application within forty-five (45) days of the date of application. Beyond the 45 days, the Applicant must agree upon a continuation of the application.

4. Appeals. Any person with standing to do so may appeal a decision or determination by the Historic District Commission to the Board of Zoning Appeals of St. Michaels within twenty days.



2.3 Membership

Per Chapter 98, Boards, Commissions, Committees and Panels § 98-7, Historic District Commission.

A. There is a Historic District Commission created in accordance with Maryland Annotated Code, Land Use Division, Title 8 (Historic Preservation).

B. Members of the Historic District Commission.

(1) The Historic District Commission consists of five members appointed by The Commissioners of St. Michaels.

(2) A majority of the members of the Commission shall be full-time residents of the Town of St. Michaels at the time of appointment and during the term of the member.

(3) Each member of the Historic District Commission shall possess a demonstrated special interest, specific knowledge, or professional or academic training in such fields as history, architecture, architectural history, planning, archeology, anthropology, curation, conservation, landscape architecture, historic preservation, urban design, or related disciplines.

(4) The term of a member of the Historic District Commission is three years.

(5) Alternate member. The Commissioners may designate one alternate member who may sit on the Commission when any other member of the Commission is absent. When the alternate member is absent, the Commissioners may designate a temporary alternate.

C. Meetings of the Historic District Commission.

(1) Meetings of the Commission shall be held at the call of the Chairman and at such other times as the Board may determine.

(2) The Historic District Commission shall elect one of its members to be its Chairman at the first meeting in January.

(3) The Chairman shall serve a term of one year and may be reelected.

(4) The Chairman shall be a voting member of the Historic District Commission and may make motions and seconds in the course of business.

D. Duties of the Historic District Commission. The duties of the Historic District Commission are those contained in Article 1 (Land Use), Title 8 (Historic Preservation), of the Annotated Code of Maryland, and in Chapter 340, Article VI, Historic District Provisions, of this Code.



3. How to Use These Guidelines

3.1 Projects subject to review

The Commission reviews all proposed exterior changes to properties in the Historic District that will be visible from a public way. The Commission's mandate covers alterations to existing structures of any kind; moving, demolition, and additions to existing structures; new structures, fences, walks and driveways, signs, and any other object intended for permanent placement on a property. Routine maintenance (e.g., minor repairs using the same materials as the original) is generally not reviewed. However, major maintenance that may impact the historic or structural integrity of a structure (e.g., repointing historic masonry) shall be subject to review. Ask the Codes Enforcement Officer if in doubt about whether or not a project is subject to review.

a) Contributing vs. Non-Contributing Structures
Structures in the Historic District are considered to be either contributing or non-contributing to the historic character of St. Michaels. Contributing structures are those that were built or brought to their current configuration during the District's period of significance and retain recognized historic or architectural value. The period of significance in St. Michaels spans the time from the founding of the Town through 1940. Most contributing structures are identified on the map that accompanied the National Register of Historic Places nomination form for the St. Michaels National Register District although others are identified through tax records.

All structures built after the period of significance are considered to be non-contributing. Older structures that, in the opinion of the Commission, have been so altered as to permanently obscure or destroy their his-

historic character may also be designated non-contributing. An affirmative majority vote by the Commission, supported by appropriate evidence or testimony shall be required to make such a designation.

b) Strict vs. Lenient Standards of Review

Proposed changes to all contributing structures in the Historic District shall be subject to a strict standard of review. This means that proposals must adhere to both the letter and the spirit of the recommended approaches described in the sections that follow. Where the Design Guidelines do not address a proposed change, the Commission shall consider the effect that the change would have on the historic character of the structure and on the streetscape (i.e., the view of the structure from the public way in the context of its neighbors).

Non-contributing structures are still under the purview of the Commission. At its discretion the Commission may exercise leniency in its application of the Design Guidelines. In applying the leniency envisioned in the Code, the Commission will refer to the visual effect that a proposed change would have on the streetscape.

c) Primary and Secondary Facades

The facades or elevations of a historic structure contain all of the architectural elements that are visible from the exterior. Facades facing a street were usually more elaborately designed and more carefully detailed than the side or rear elevations. These street-facing elevations have primary roles in defining the character of the property. While all elevations on historic structures that are visible from a public way are subject to a strict standard of review, the Commission may exercise discretion when considering appropriate treatments for secondary facades.

Front facades on both residential and commercial structures vary drastically in St. Michaels. Most facades in the Historic District are a Queen Anne, Victorian, Greek Revival, federal, or bungalow style. When work is undertaken on a historic structure, care must be taken to preserve and restore all facades as they appeared during the period of significance. Contributing features should be maintained in place or restored to maintain the building's character. The location, proportion, and function of the façade should be considered and is critical to historical accuracy when doing work on a structure. St. Michaels has

a variety of façade materials in the Historic District, however wood is the most significant in both the residential and commercial areas. Synthetic or other modern replacement materials are generally inappropriate for repair or restoration of historic structures. While the Historic District Commission can consider modifications to a structure to accommodate changes in function, it is important to avoid or minimize significant alterations to character-defining facades. In instances where repair or restoration are necessary, identify, retain, and preserve all character-defining components of the structure.

Specific recommendations for repair and restoration of the specific elements of a façade (windows, doors, porches, siding, trim, roof, etc.) are contained in Section 4 below.

d) Non-Contributing additions on Contributing structures

Although the contributing status of a historic structure applies to the entire structure, additions made after the period of significance to contributing structures may be evaluated more leniently. The decision to do so requires an affirmative majority vote by the Commission. The Commission shall consider the effect that the proposed change(s) would have on the appearance of the historic structure as seen from the public way.

3.2 Recommended vs. Non-Recommended Actions

In the following sections, there are recommended and non-recommended approaches to addressing common issues that the Commission is often asked to consider. The Commission expects that all proposals for changes to historic structures subject to a strict standard of review will be consistent with the recommended approaches. Proposed deviations from the recommended approaches shall be considered on a case-by-case basis when the following conditions pertain:

- The proposed deviation will not be contrary to the purpose and intent of these Guidelines.
- Any resulting loss of historic fabric or character will be ameliorated by the proposed construction.
- The integrity of the streetscape will not be compromised.



- The integrity of any surrounding historic properties will not be compromised
- The contributing structure or its setting will not be so altered that it will no longer be contributing.

Proposed changes to non-contributing structures that are not recommended shall also be considered under these conditions on a case-by-case basis. However, the Commission may choose to apply a more lenient standard of review.

3.3 Discussions prior to formal application

The Commission encourages informal reviews prior to submission of formal applications in cases involving new structures or extensive alterations and/or additions to existing structures. The Commission shall be available at their regular meeting to meet informally with the applicant or agent at an early stage in the design process to advise them concerning the Guidelines for Rehabilitation, the nature of the area where the proposed construction is to take place, and other relevant factors.

During the informal review, the Commission collectively shall refrain from any indication of approval or disapproval of the proposal, but shall not be barred

- from a reasonable discussion of the applicant's proposals. No advice given, or reported as having been given, in such informal meeting shall be in any way official or binding upon the Commission or the applicant.

3.4 Issues not addressed by these Guidelines

Although every effort has been made to provide comprehensive guidance on proposed alterations to existing and new structures, it is not possible to anticipate every possible contingency. Should questions arise that are not specifically addressed in the following sections, the Commission will act in accordance with the historic preservation purpose for which it was created. (See Section 1.1 above.)

3.5 The Application Process

a) Applications for Certificates of Approval

Applications shall be submitted to the Codes Enforcement Officer either in person or by mail. The application form may be obtained from the Town Office or downloaded from the Town website. The Codes Enforcement Officer's finding that an application falls

within the jurisdiction of the Commission is satisfactory.

Applications shall include the following: a detailed project description, drawings that have been professionally prepared or are commensurate with dimensions, existing and proposed, photographs showing the pertinent existing site condition and existing elevations, and any other information or material that will assist in making the decision. Drawings that may be appropriate to explain the application include: site plans, floor plans, roof plans, elevations, and the location of utilities such as electric boxes and pictures showing the existing site conditions.

At its discretion [and by agreement with the applicant], the Commission may continue an inadequate application for a period to be determined by the Commission. Typically, applications are continued one month at a time. Minutes shall reflect the meeting date at which time the application will be heard and final action taken.

When a motion is made to continue application, the application shall be reviewed by those Board members who were present at the original meeting; unless the absent member has reviewed the record, including all documents associated with the subject application, minutes and recordings of the hearing and announcements having done so prior to the start of the continuation.

Copies of each application and all supporting documentation shall be provided to all members of the Commission.

b) Schedule

The Commission meets on the first Thursday of the month. Notices of the time, date, and place of the regular meeting of the Commission will be published twice a year. Notices for special meetings will be published in the newspaper or posted in a public place at the Commission's discretion.

Applications are due ten days before the Commission meeting and made available to the Commission members a minimum of 7 days prior to the meeting. The Commission clerk will maintain an agenda for the meeting that is up-to-date so far as is practical and will make the agenda available to the public upon request.

Detailed minutes shall include a record of the motion, second, and vote count by name for those applications approved. The minutes shall also contain citations to relevant sections of these Guidelines to support each decision. Those applications approved with conditions and those denied shall contain the conditions and reasons, respectively, in the minutes and the Certificate of Approval.

c) Certificate of Approval

The Certificate of Approval shall contain a statement of any conditions imposed. The Certificate of Approval and minutes are the authority whereby the Codes Enforcement Officer shall issue a building permit. The building permit shall reflect the conditions prescribed by the minutes and Certificate of Approval.

A Certificate of Approval expires with the expiration of the corresponding building permit with which it is associated. If no permit is required, the Certificate of Approval expires 18 months after its issuance. For good cause shown, a Certificate of Approval may be extended by the Codes Enforcement Officer.

Upon disapproval of any application, the Historic District Commission shall forward a written statement containing the reasons therefore to the applicant. If an application is denied, the applicant is prohibited from resubmitting the same—or substantially the same—application for a period of one year.



4. Rehabilitating and Restoring Existing Structures

4.1 Foundations and Other Masonry

Foundations in the Historic District are an important architectural feature of contributing and non-contributing structures. Care should be taken to preserve and maintain in working condition all visible elements of a foundation and the connections to the ground and building. Many contributing structures within the district are an open footing foundation with minimal foundation exposed. There are some continuous wall foundations and basements in the historic district, but the most common foundation style is an open footing style. Some buildings have a combination of foundation styles based on the function, additions and other features of the building. At times, screening of foundations are used especially

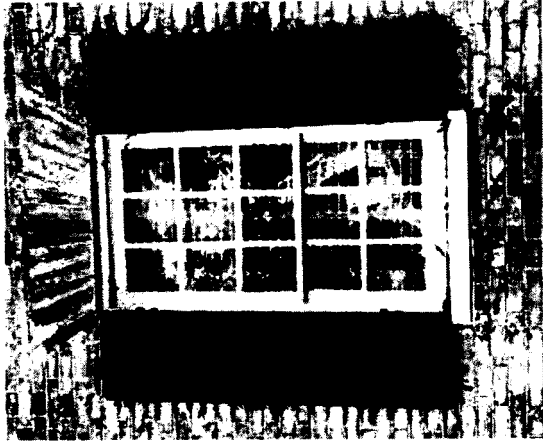
around subordinate areas of the building, utilitarian areas and areas that need to be protected.

The repair of historic masonry, beyond simple repointing, may be necessary if the structural integrity of a wall has been weakened due to movement. It may also be necessary if there is surface deterioration of masonry units. Deterioration is evidenced by shifting of walls, cracks in mortar joints, and the delamination of masonry units to name just a few. Masonry walls should be evaluated periodically by the homeowner and a qualified stonemason, if necessary, to determine first if deterioration has occurred and secondly to determine the source of the deterioration. Deterioration can be caused by a number of factors, including leaking roofs or gutters, differential settlement of the building, capillary action in the masonry, or extreme weather exposure.

Many buildings in St. Michaels were set on low masonry piers or low foundation walls. When rehabilitating these structures, it is often necessary to substitute a full foundation for piers or to raise the height of the original foundation for various reasons.

If an entire masonry feature is too deteriorated to repair, then efforts should be made to replace it in kind, provided that the overall form and detailing are still evident. Existing physical evidence can be used as a model to reproduce the feature.

When repointed is proposed, care should be taken to ensure that the new foundation makes a minimal impact on the historic character of the structure and its neighboring structures. This can be achieved by minimizing the added height, raising the finish grade around the new foundation, or other measures.



RECOMMENDED

Cleaning historic masonry gently to halt deterioration or to remove stains and secondary surfaces.

Retaining the original color and texture of masonry surfaces.

Repairing deteriorated or missing parts of masonry features with in kind or compatible substitute material

Replacing masonry in place instead of replacement.

Repairing masonry in kind when deteriorated beyond repair.

Replacing masonry in-kind matching overall form, detailing, brick and course method to match as close as possible to the original.

Replacing a missing historic masonry feature with a new design that is compatible with the size, scale, material and color of the original structure.

Repointing masonry only in areas of obvious signs of deterioration.

Repointing with mortar to match color, texture, mixture, joint width, and joint profile of existing historic masonry.

Applying new or non-historic surface treatments, such as water-repellent coatings, only after repointing and only if masonry repairs have failed to stop water penetration problems.

NOT RECOMMENDED

Using sandblasting or other destructive techniques on historic masonry.

Applying new, contrasting or different paint colors or textures on an existing feature.

Replacing foundations, unless all other stabilization options have been exhausted.

Using substitute materials for repairs if the same kind of material is technically or economically feasible.

Creating a false historical masonry appearance.

Restoring a historic masonry feature using pictorial, physical, or other documentation.

Removing a historic masonry feature.

Replacing an existing feature with a new feature that does not convey the same visual appearance.

Introducing a new masonry feature that is incompatible in size, scale, material and color.

Recreating a masonry feature that does not exist without sufficient historical, pictorial and/or physical documentation.

Removing non-deteriorated mortar from sound joints.

Repointing the entire building to achieve a uniform appearance unless all other methods of rehabilitation have been exhausted.

Applying waterproof, water repellent, or non-historic coatings such as stucco or parging to brick or stone masonry as a substitute for repointing or doing correct masonry repairs.

4.2 Chimneys

Chimneys are structures that project from walls or roofs and allow smoke and gas to escape from fireplaces, stoves, and furnaces inside buildings. A single chimney may contain multiple flues (passages for smoke or gas). Chimneys constructed during the period of significance are typically brick. They are character-defining features that are often essential to a building's appearance. It is important that they be preserved and kept in good repair. Unused flues may be sealed with an unobtrusive cover. Occasion-

ally, changes to the interior of a structure require the removal of a chimney. In these cases, if the visible portion of the chimney cannot be preserved, replace it with a false chimney that replicates the appearance of the original. Locate new chimneys, when necessary, on elevations not visible from the public way. See Section 4.1 above for guidance on repairing and maintaining masonry. Metal chimney caps may be added to prevent intrusion by birds and other animals, provided that they are attached in a way that does not damage the masonry.

RECOMMENDED

Cleaning and maintaining chimneys according to the guidance on masonry in Section 4.1 above.

Locating new chimneys and vents for gas or other appliances on elevations not visible from the public way if possible; otherwise on secondary elevations.

Constructing a false chimney that replicates the size, placement, detailing and appearance of the original when necessary to remove the original.

NOT RECOMMENDED

Removing or altering the appearance of an historic chimney.

Constructing a new chimney in a style or with materials that are not consistent with the structure to which it is attached.

Constructing a false chimney when no chimney previously existed.



4.3 Entry Doors and Entrances

Doors and other entrance features, such as fanlights, sidelights, pilasters, entablatures, hardware, hinges, columns, balustrades, and stairs are important in defining the overall historic character of a building. Removing or changing these features will diminish the character of the entire building.

Replacing sound or repairable doors or other entrance features is not appropriate. However, if the historic material cannot be repaired because of the extent of the deterioration or damage, the most appropriate replacement is one that uses the same material in order to maintain the historic character of the building. Metal and fiberglass doors are inappropriate and vinyl, plastic, or other synthetic trim is also inappropriate. Metal is only acceptable when replacing a decorative feature that was originally metal.

Original door hardware should be identified, retained and repaired if possible. If replacement becomes necessary, the new hardware should match the original, in terms of design and materials, as closely as possible. If

non-original hardware needs to be replaced, the new hardware must be compatible in scale, material, finish and the design of the period of the house and style of the door. Levers will only be approved where required by code or for handicapped accessibility.

Replacement of elements that are missing entirely should be based on photographic or documentary evidence. In many cases, one of the local museums will have photographs of the structure in question. If this is not the case, reasonable inferences about the missing elements may be drawn through comparisons with other buildings in town that are of the same size, age, and style.

Ramps and other accommodations for handicap access should be made on secondary facades if possible. Where this is not possible, the affected elevation should be documented with photographs and/or scaled drawings. Accommodations should be designed in a manner consistent with the style of the structure; constructed in a manner that does not permanently alter, remove, or obscure historic features; and should be readily removeable.

RECOMMENDED

Preserving entrances—including doors and their functional and decorative features—that are important in defining the overall historic character of the building

Protecting and maintaining the wood, glass, masonry, and architectural metals that comprise entrances using appropriate surface treatments and protective coatings

Repairing doors and other entrance features using recognized preservation methods.

Reconditioning and reusing original hardware.

Documenting the affected elevation(s) with photographs and/or scaled drawings before making modifications for handicap access.

Building ramps and other accommodations for handicap access on secondary facades in a manner that does not damage or obscure historic material.

Making modifications for handicap access that are removable or reversible.

Replacing missing or severely damaged entrance features based on photographic or physical evidence and using the same material as the original if possible.

Using historical, pictorial, and physical documentation to design and construct a new feature when the historic feature is completely missing.

NOT RECOMMENDED

Altering or moving historic entrances.

Sealing or removing historic entrances because the building has been reoriented to accommodate an addition or alteration.

Cutting new entrances in primary elevations.

Altering utilitarian or service entrances so that they appear to be formal entrances by adding paneled doors, fanlights, or sidelights.

Allowing doors or other entrance features to deteriorate through lack of maintenance until repairs become necessary.

Replacing historic doors or other entrance features instead of repairing or replacing only the deteriorated material.

Replacing wood doors with metal or fiberglass doors unless required for security or by the Building Code.

Replacing original hardware with new hardware that is incompatible in style, size, or finish with the architectural style and period of the structure.

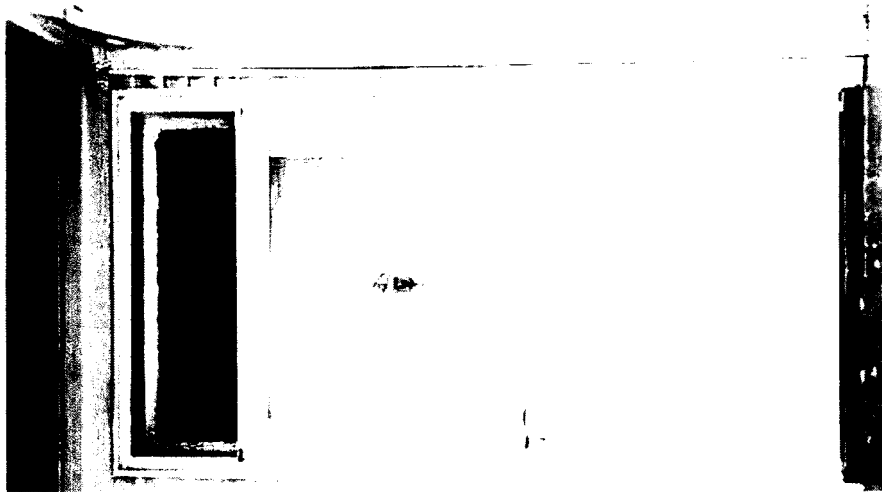
Making modifications for handicap access on primary facades or in a manner that damages historic material.

Creating a false historical appearance because a replaced feature is based on insufficient historical, pictorial, and physical documentation.

4.4 Screen and Storm Doors

Some architectural styles were not designed with screen or storm doors in mind. If screen or storm doors are to be installed, however, select something simple, generally a wooden door with as much open screen or clear glass area as possible to minimize interference with the appearance of the main door.

This is known as a full-view door. Wood doors with structural members that are aligned with those of the main door are also acceptable. Paint the storm or screen door the same color as the main door to lessen contrast. Take care that the storm or screen door is the same size as the main door.



RECOMMENDED

Installing wood storm doors that are either full-view or with structural members aligned with those of the main door and that are painted to match the main door.

Installing full-view aluminum storm doors that are finished to match the main door.

Installing hardware that is compatible in style and finish with the hardware on the main door.

NOT RECOMMENDED

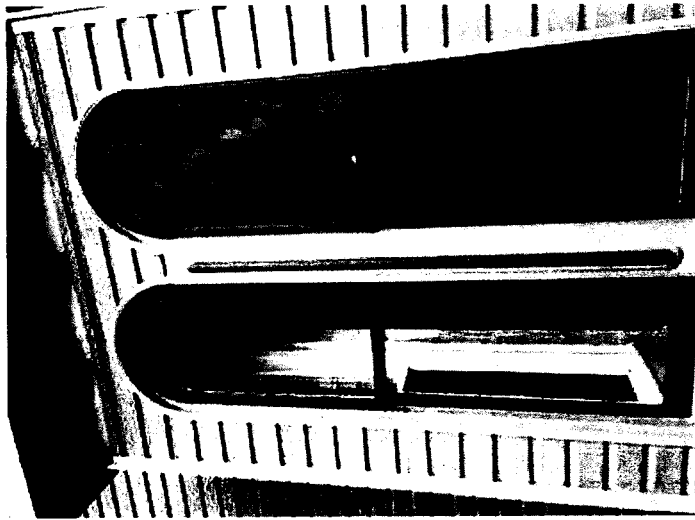
Installing louvered screen doors or shutters that obscure the main door.

Installing storm or screen doors that are not the same size as the main door.

Installing unpainted metal storm or screen doors.

Installing doors with interchangeable glass and screen inserts.

Installing multi-track storm and screen doors.



4.5 Windows

Windows and their components are among the most important features in defining the overall historic character of a building. The components can include frames, sash, muntins, glass, sills, heads, hoodmolds, paneled or decorated jambs and moldings, hardware, and interior and exterior shutters and blinds. Because they are so important in defining the building's historic character, they cannot be removed without radically changing or diminishing the building's historic character. Repair is always preferable to replacement.

Most of the contributing structures in the Historic District were built with wooden single- or double-hung sash windows. They were glazed with single-thickness glass and the panes were sealed with putty. Glazing patterns varied according to the style of the building.

Permission to replace one historic window that is not repairable does not imply permission to replace other windows. Windows are evaluated individually.

RECOMMENDED

Repairing and restoring original windows whenever possible.

Replacing original windows that cannot be repaired with windows of the same size, shape, design, materials, glazing pattern, and number of light divisions as the original.

Reopening previously blocked-in windows and installing appropriately-designed windows compatible with the facade and, based on photographic or other documentary evidence if possible.

Replacing inappropriate, non-original windows with appropriately-designed windows compatible with the facade and based on photographic or other documentary evidence if possible.

NOT RECOMMENDED

Replacing windows solely because of peeling paint, broken glass, stuck sash, and high air infiltration.

Changing the number, location, size, style, or glazing pattern of windows.

Cutting new openings, blocking in windows, and installing replacement sash that do not fit the historic window opening.

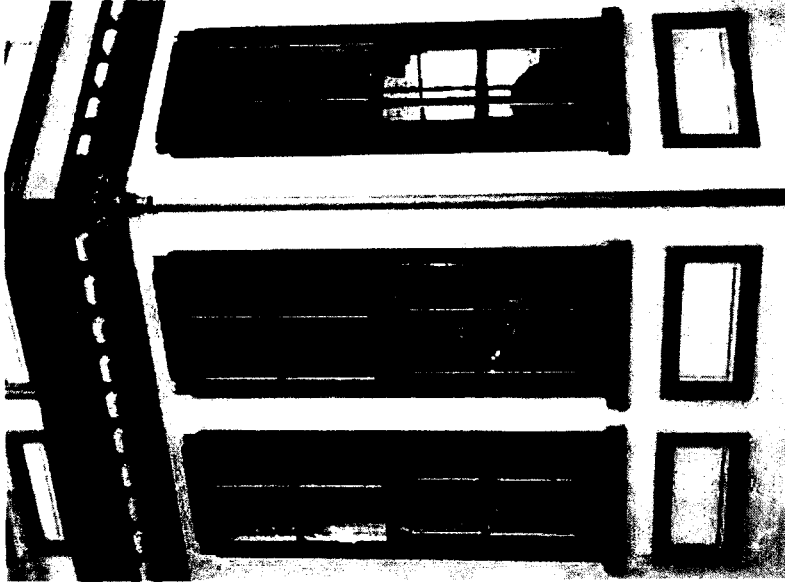
Choosing replacement windows that have metal or vinyl cladding, tinted or mirrored glass, or snap-in muntins.

Obscuring historic window trim with metal or other material.

Stripping windows of historic material such as wood moldings, or cast iron, brass, and bronze hardware.

4.6 Storm Windows

The installation of exterior storm (or combination storm and screen) windows is a preferred rehabilitation treatment to achieve energy conservation in cold weather while still allowing for ventilation. A wooden sash with exterior storm window can outperform a replacement unit with thermal break and can be far more cost effective to install. High-quality aluminum storm and screen windows are also effective and appropriate. Storm windows should be correctly sized to fit the window opening and have a finish to match the color of the historic window and frame. The meeting rails of the storm sash should line up with the existing windows and the perimeter frames should be narrow so as not to obscure the original window. If exterior storm windows significantly detract from the appearance of the building, then interior storm windows are effective alternatives.



RECOMMENDED

Installing exterior wooden or aluminum storm (or storm and screen) windows with narrow frames and appropriately-placed meeting rails that are sized to fit the historic window opening.

Ensuring that new storm windows are finished to match the historic window

Installing interior storm windows when exterior storm windows would significantly detract from the appearance of the building or would otherwise be impractical.

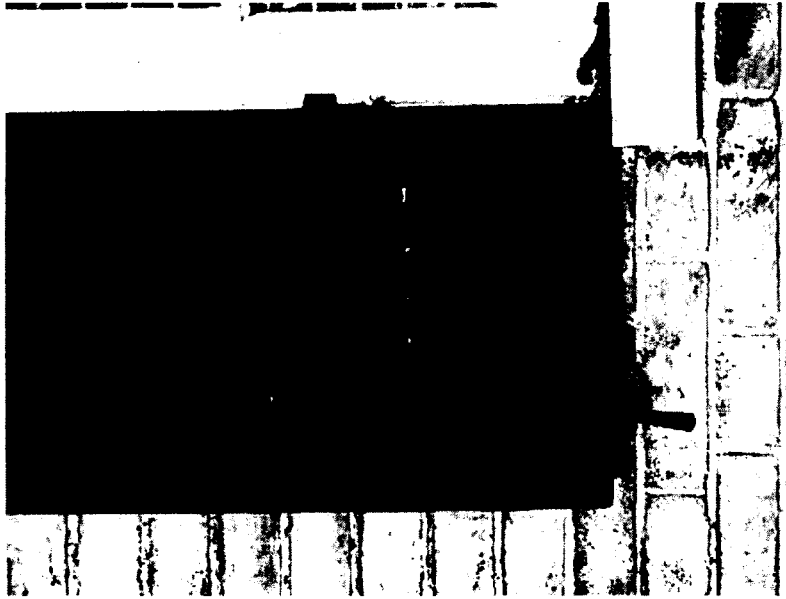
NOT RECOMMENDED

Installing storm windows that are not correctly sized to fit the window opening or that have frame or rail configurations that obscure the historic window.

Installing storm windows that are either unfinished or not finished to match the historic window.

4.7 Shutters

Many buildings in St. Michaels were built with shutters for security and protection from the weather. They are important, character-defining features. Typically, these shutters were lowered to allow air flow when they were closed; frequently, but not always, the louvers were moveable. Original shutters should be preserved, maintained, and be repaired as needed, adhering to the original design and using materials wherever possible. Installing shutters where they did not exist historically is inappropriate. If shutters need to be replaced or added, it is important that they match the existing openings, cover the openings when closed, and be—or appear to be—operable. When the shutters are in the closed position, they should be large enough to cover the entire window and should be attached to the window frame with appropriate hardware, not attached to the wall next to the window. Wooden shutters are the preferred choice. Aluminum and plastic shutters are not appropriate for use on a historic structure.



RECOMMENDED

- Preserving, repairing, and restoring original shutters whenever possible.
- Replacing shutters that cannot be repaired with new ones that match the originals in size, scale, thickness, design, and hardware.
- Ensuring that new shutters are sized to cover the entire window when closed.
- Mounting shutters with operable hinges and dogs or with hardware that appears to be operable.

NOT RECOMMENDED

- Replacing original shutters instead of repairing them.
- Replacing wooden shutters with new shutters, new shutters of a different design, or shutters made of plastic or aluminum.
- Installing shutters that are too small or too large for the window.
- Fastening shutters to the wall next to the window instead of using appropriate shutter hardware.
- Installing shutters where there is no documentary or other evidence that they existed historically.

4.8 Awnings

Canvas awnings were often used on both residential and commercial buildings in the late 19th and early 20th centuries. They are simple, effective, and highly effective devices for providing shelter from the elements, creating shade, and in commercial settings, focusing attention on a building's storefront. Awnings can also increase energy efficiency by significantly reducing heat gain, particularly on south- and west-facing elevations. They may be fixed or retractable.

Shed-type fabric awnings with loose valences that slope away from the building are the preferred style unless photographic or other documentation indicates that another style previously existed. Awnings must conform to the size and shape of the existing openings and be mounted directly to the building in a manner that does not damage or conceal significant architectural details such as moldings. Canvas and synthetic



fabrics that closely resemble canvas are appropriate materials for awning covers; aluminum, vinyl, and plastic-coated fabrics are not. Frames may be made of steel or aluminum. Backlit awnings are not appropriate. Advertising is permissible on valences on commercial structures.

RECOMMENDED

- Installing appropriately-sized shed-style awnings with loose valences over windows and doors to provide protection from the elements and reduce heat buildup.
- Making awning covers of uncoated cotton or synthetic canvas with loose valences.
- Mounting awning frames directly to the building in a manner that does not damage or conceal significant architectural details.
- Attaching awning frames to masonry structures through mortar joints only, not to bricks.

NOT RECOMMENDED

- Installing awnings that do not conform to the size and shape of the window, door or storefront that they shade.
- Specifying contemporary commercial designs with extra-deep or fixed valences.
- Making awning covers of any coated fabric, vinyl, aluminum, or plastic.
- Installing awnings that require supporting columns or poles at their outer edges.
- Backlighting awnings.



4.9 Siding and Trim

The exterior siding material of an historic building contributes to the historic character and significance of the building. Wood is by far the most common siding material on contributing structures, usually in the form of clapboard or German lap siding. (See section 4.1 above for treatment of masonry structures.) The texture of the surface and the relationship between the siding and other architectural features such as window and door trim, corner boards, soffits, cornices, etc. form some of the most important visual characteristics of historic buildings.

Replacing sound or repairable siding or trim material is not appropriate. However, if the historic material cannot be repaired because of the extent of the deterioration or damage, the most appropriate replacement is one that uses the same material in order to maintain the historic character of the building. Resurfacing contributing structures with modern or synthetic materials such as cementitious siding, artificial stone, artificial brick veneer, or asbestos and asphalt shingles, is inappropriate. Metal, vinyl, or plastic siding over wood siding is also inappropriate on contributing structures.

Replacement of elements that are missing entirely should be based on photographic or documentary evidence. In many cases, one of the local museums will have photographs of the structure in question. If this is not the case, reasonable inferences about the missing elements may be drawn through comparisons with other buildings in town that are of the same size, age, and style.

Preserving historic siding material begins with the undertaking of a routine maintenance program that generally involves the least amount of work needed to preserve the materials and features of the building. Maintenance of a frame building would include caulking and painting or, where paint is extensively cracking and peeling, its removal and the reapplication of a protective paint coating.

Replacing sound or repairable siding or trim material is not appropriate. However, if the historic material cannot be repaired because of the extent of the deterioration or damage, the most appropriate replacement is one that uses the same material.



RECOMMENDED

Identifying, retaining, and preserving wood features that are important in defining the overall historic character of the building such as siding, corner boards, cornices, brackets, window architraves, and doorway pediments.

Using historical, pictorial, and physical documentation to design and construct a new feature when the historic feature is completely missing.

Stabilizing deteriorated or damaged wood as a preliminary measure, when necessary, prior to undertaking appropriate preservation work.

Protecting and maintaining wood features by providing proper drainage so that water is not allowed to stand on flat, horizontal surfaces or accumulate in decorative features.

NOT RECOMMENDED

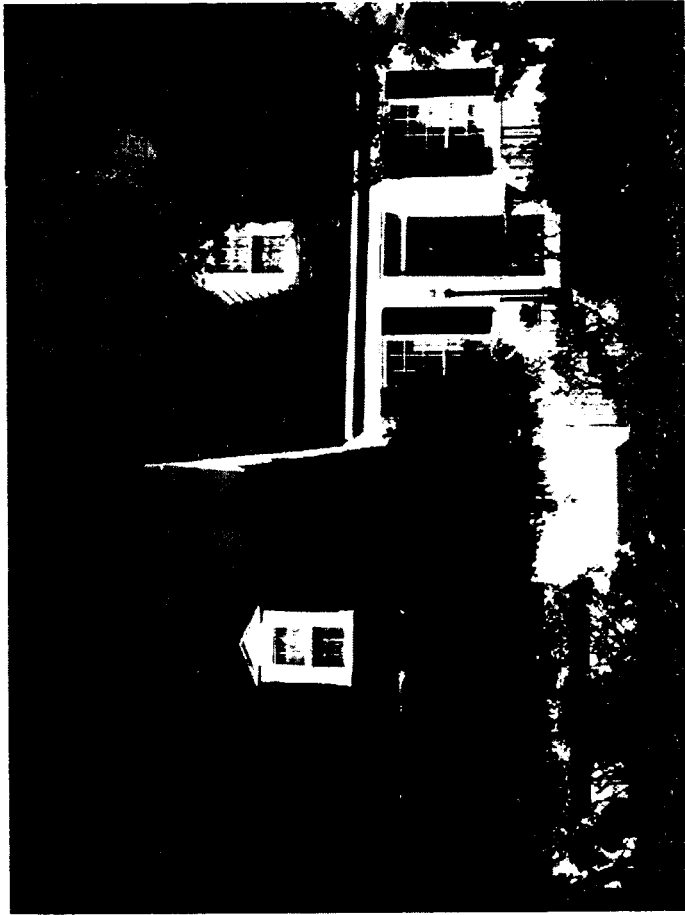
Altering wood features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Replacing historic wood features instead of repairing or replacing only the deteriorated wood.

Creating a false historical appearance because a replaced feature is based on insufficient historical, pictorial, and physical documentation.

Failing to stabilize deteriorated or damaged wood until additional work is undertaken, thus allowing further damage to occur to the historic building.

Failing to identify, evaluate, and treat the causes of wood deterioration, including faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces, or insect or fungus infestation.



4.10 Roofs

Preserving and maintaining roofs and their features are important in preserving the overall historic character of a building. Historic elements of a roof include a roof's shape, materials, and decorative features, including moldings, cornices, weather-vanes, and cupolas. Because they are such important character defining elements of a building, radically changing, damaging, or destroying a roof or any of its decorative features or trim can diminish the historic character of the entire building. Historic roof material is an asset that contributes to property values.

Roofs or an entire feature of a roof should be entirely replaced only if it is too deteriorated to repair. If the overall form and detailing are still evident, then the physical evidence should be used as a model to reproduce the feature. When partially re-roofing, deteriorated roof coverings should be replaced with

new materials that match the old in composition, size, shape, color, and texture. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered. When entirely re-roofing, new materials should not be used that alter the appearance of the structure; the original roof shape must be preserved. Since many historic buildings have had more than one roofing material, added or layered over time, it is appropriate that the replacement material be one that was previously used. Any one of those materials was appropriate at some point in the building's history.

Wood shingle roofs are appropriate to many structures, particularly residences in St. Michaels, but care should be taken to use sawn shingles, not split shakes, which have a more uneven texture and deeper shadow lines that are generally inappropriate. Standing and flat-seam metal roofs are common on both residential and commercial structures in town.

Properly painted and maintained, they will last a long time. If replacement is necessary, care should be taken that the replacement follows the original in panel width and seam height. On standing seam roofs, crimped ridge and hip seams are preferable to metal caps. When metal ridge caps are offered as substitutes for crimped seams along roof ridges and hips, the ridge caps should be minimized in relation to the size of the structure and roof surface.

Asphalt shingles were introduced as an inexpensive roofing material in the late nineteenth century. By the mid-twentieth century, they had become the most common material for sloped roofs.

Historically, slate or patterned slate was rarely used in St. Michaels. There are no examples of tile roofs. Dormers are significant elements in the design and character of a building and must be maintained, using the same materials as the original if possible. New dormers are inappropriate on primary elevations unless there is documentary or physical evidence that indicates they existed on the original building.

Replacement of elements that are missing entirely should be based on photographic or documentary evidence. In many cases, one of the local museums will have photographs of the structure in question. If this is not the case, reasonable inferences about the missing elements may be drawn through comparisons with other buildings in town that are of the same size, age, and style.

Modern additions such as skylights and light wells, should be installed in such a manner that they are not visible from the public view. Bubble-shaped, faceted, or dome skylights are not appropriate. Flat, sloped skylights may be approved on a case-by-case basis for elevations on non-contributing buildings that are not character-defining, in new construction or additions where the skylights will not have a negative effect on the surrounding streetscape. See Sec. 11 Mechanical Equipment and Utilities for guidance on solar panels, antennas, satellite dishes, and mechanical equipment that may be mounted on a roof.

RECOMMENDED

Identifying, retaining, and preserving historic roofs and their functional and decorative features including the roof's shape, slope, and materials.

Replacing in kind extensively deteriorated or missing parts of roof features or roof coverings when there are surviving prototypes such as slates, tiles, or wood shingles on a main roof or decorative features such as moldings, cupola louvers, dentils, or dormer roofing.

Using historical, pictorial, and physical documentation to design and construct a new feature when the historic feature is completely missing.

NOT RECOMMENDED

Altering or removing historic roof and roofing materials or other features so that the character of the structure is diminished.

Replacing historic roofing material instead of repairing or replacing only the deteriorated material.

Changing the type or color of roofing materials unless using the historic material is not technically or economically feasible.

Replacing an entire roof feature such as a cupola or dormer when limited replacement of deteriorated and missing parts is appropriate.

Creating a false historical appearance because a replaced feature is based on insufficient historical, pictorial, and physical documentation.

Introducing a new roof feature that is incompatible in size, scale, material and color

4.11 Gutters and Downspouts

Gutters and downspouts are essential drainage devices for keeping water away from the structure and prolonging its longevity. Other components of a drainage system may also be present, including cast iron downspouts, decorative leader heads and splash blocks. These may be considered historic features and should be retained and repaired.

Some of the older structures in the Historic District were built without gutters but gutters were added over time and may have acquired historical significance. Most gutters in the Historic District are metal and are attached to the structure using straps or brackets. The original gutters were typically copper or painted galvanized iron. When necessary, aluminum is suitable for replacements. Regardless of material, replacements should be finished to match the originals as closely as possible. They should be installed in a manner that does not result in the removal of existing eave features and should be located away from significant architectural features of the building. When gutter straps are used, they should be nailed under and not on top of the roofing material. Half-round gutters and round downspouts are appropriate on contributing structures. Ogee or "K" style gutters are only appropriate on non-contributing structures.

Boxed or built-in gutters and downspouts should not be replaced but repaired as needed, adhering to the original design features and using original materials whenever possible.

RECOMMENDED

Maintaining and repairing all the components of the historic drainage system.

Installing half-round gutters and half-round downspouts on historic structures when replacement of existing metal gutters is necessary.

NOT RECOMMENDED

Replacing half-round gutters with "K" style gutters.

Replacing boxed-in gutters and downspouts with metal gutters and downspouts.

4.12 Porches

A porch is a covered approach to a doorway that generally spans more than one bay on a façade. A stoop is a small entrance porch. Porches and stoops are character-defining features of historic buildings. As with other elements of a historic building, removing or radically changing a porch can diminish the historic character of the entire building.

The porch structure itself includes the landing and other elements, which support the roofed open area. Ornamentation, such as turned or sawn wooden balusters, fretwork, and columns, helps to define the

character of most porches, along with size, scale and placement.

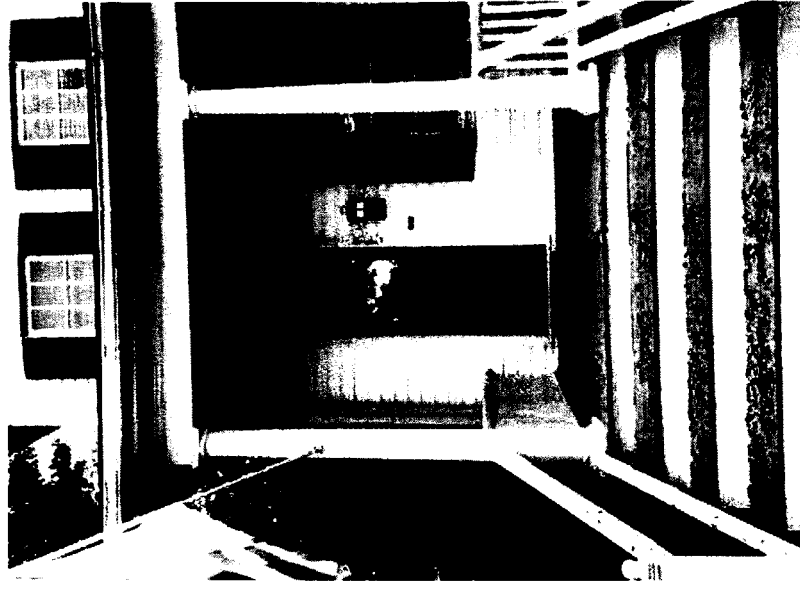
To the greatest extent possible, the original material of the porch and all of its components should be preserved. Most porches in St. Michaels were originally constructed of wood and supported by brick piers. Repairs should be undertaken using original materials, if possible, or compatible substitutes if necessary. Repair should also include in-kind replacement of those extensively deteriorated or missing parts of repeated features where there are surviving prototypes.

Replacement of elements that are missing entirely should be based on photographic or documentary evidence. In many cases, one of the local museums will have photographs of the structure in question. If this is not the case, reasonable inferences about the missing elements may be drawn through comparisons with other buildings in town that are of the same size, age, and style.

Adding a new porch to a character-defining façade where one did not historically exist is strongly discouraged.

Removing a porch because the building has been re-oriented is unacceptable.

Enclosing an open porch with either solid walls or glass panels on a character-defining façade is inappropriate. However, screened porches may be acceptable if the screen panels are installed in a manner that does not obscure or damage any historic design elements including columns, railings, balusters or other details.



RECOMMENDED

Maintaining and repairing porches that are intact and totally or partly original, adhering to original design features in scale and placement and using original materials whenever possible to match the original.

Removing or radically changing an original porch or any of its character defining elements such as steps, flooring, ceiling, columns, roof, details and ornamentation.

Replacing missing features based on documentary or photographic evidence.

Constructing a replacement porch, when necessary, that replicates the original in size, placement, materials, and detailing.

Adding insect screening to an open porch in a manner that does not damage or obscure any character-defining elements such as columns, railings, balusters or other details.

NOT RECOMMENDED

Removing or radically changing an original porch or any of its character defining elements such as steps, flooring, ceiling, columns, roof, details and ornamentation.

Replacing missing features based on documentary or photographic evidence.

Modifying an original porch or any of its elements without documentary or photographic evidence that the elements in question previously existed.

Enclosing an open porch on a character-defining façade.

Adding a new porch on a character-defining façade.



5. New Construction and Additions

The design of any new structure in the Historic District is important, because it must be compatible with existing structures on the same lot and with the adjacent streetscape. The primary principle behind new construction is that it should recall historic themes, style, scaling, and detailing, without trying to precisely duplicate any one building or specific element. The challenge is to design a building or addition that is clearly a product of the present, while at the same time being sensitive to existing design traditions and neighboring buildings. If used in a sensitive manner, contemporary designs may be used. Along with the aesthetic concerns of proposed improvements, economic feasibility and durability of the improvements are important concerns.

Rhythm

The relationship between the width and height of the front facade of a building should be visually compatible with those near to it. Also, visual compatibility should be sought in the relationship between a building and the open spaces between it and adjoining buildings. This is very important to note on historic streets. When a person moves past a block or sequence of buildings, one should become aware of the proportion of width to height of the buildings, as well as the spacing between the buildings, or the rhythm of houses or buildings and open spaces.

Building Height and Scale

The height and scale of a proposed building should be visually compatible with adjacent buildings. One of the most distinguishing features found within historic neighborhoods is the strong horizontal line established by the cornices of houses. When planning a new design for a structure, it is important that this line is featured in order to keep continuity with the other houses on each side of it. It is not entirely imperative that the height is a duplicate of an adjacent structure; but there should be no more than a 10 percent difference in any visual field where most of the buildings are similar in height. The number of stories should be consistent with adjacent buildings.

Materials, Texture and Color

The relationship of materials, texture, and color of the facade of a building should be somewhat similar with the predominant materials used in the buildings to which it is visually related. In new construction, appropriate materials should relate to the materials and details of existing adjacent buildings. While slate, cedar shingles and metal roofs are preferred, asphalt or composite shingles that match their approximate color and texture are acceptable substitutes. Imitations of natural materials, diagonal and vertical siding, asphalt siding, wood-textured metal siding, or artificial stone

are not acceptable. Recycled rubber roof products are inappropriate. Artificial siding made of metal, plastics, or cementitious materials may be acceptable for new construction and additions to contributing structures that are not readily visible from a public way. Artificial raised wood graining is not appropriate in any manner. Materials will be reviewed to determine their appropriate use in relation to the overall design of the structure.

Site and Setback

Site new buildings at a distance not more than five percent out of line from the setbacks of existing adjacent buildings. Greater setbacks may be allowed in some cases while reduced setbacks may be acceptable at corners.

New Additions

Design and construct new exterior additions so that the character of the historic building is maintained and original architectural features and materials are not destroyed. The size, scale, massing and proportions of new additions should be compatible with those of the historic building.

Place the new addition on an inconspicuous secondary elevation, so that the new work does not result

in a radical change to the form and character of the historic building. The new work must be differentiated from the old and must be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired. The Commission may impose increased dimensional and setback requirements in addition to those set forth in Chapter 340 of the Code of the Town of St. Michaels.

Decks

Decks are modern amenities. Decks proposed for addition to historic buildings should not obscure, alter, or otherwise compromise the character of the historic structure. They should be located at the rear of buildings or in other areas not substantially in the public view. When rails are necessary, the design should be kept simple with traditionally-styled wood balustrades that complement the design of the building to which the deck is attached. Balusters should only be attached to the top and bottom rails and not to the floor or face of the deck. Wood is the preferred material.

RECOMMENDED

Designing new construction and additions to be compatible with the existing structures and the adjoining streetscape in setback, massing, scale, materials, and details.

Placing a new addition on a non-character-defining secondary elevation.

Planning a new addition so that it does not obscure the essential form of the historic structure.

Providing a clear distinction between the historic structure and the new addition.

Using materials in new construction that are similar or complementary to the predominant materials used in adjoining buildings.

Using materials in a new addition that complement the materials in the historic structure.

Planning a new addition so that it preserves the essential form and character of the historic structure and may be removed in the future without impairing that character.

Placing a deck in an inconspicuous location on a secondary facade where it is not prominently in public view.

NOT RECOMMENDED

Planning new construction that is not compatible with existing structures or the adjoining streetscape.

Planning a new addition that is incompatible in style, scale, or details with the historic structure.

Placing a new addition on a primary or character-defining elevation.

Planning a deck that is incompatible with the main structure in size, style, or materials.

6. Lighting

Exterior lighting encompasses fixtures attached to buildings, fixtures on freestanding poles and fixtures placed at ground level. Historically, few buildings in the Historic District had exterior light fixtures of any kind; however, for safety and convenience many property owners want fixtures to light entrances. In addition, illuminating signs on historic commercial buildings can help to draw attention to businesses as well as create a more inviting environment after dark.

Exterior lighting should not damage, obscure or cause the removal of historic architectural features. Exterior lighting should not wash over the building façade. Nighttime lighting should not produce inappropriate glare or misdirected lighting. Uplighting, architectural lighting, landscape lighting, and light strings are generally inappropriate in the historic district.

If original fixtures are not present, new lighting should be installed only if there is photographic, documentary or physical evidence supporting its use on the structure historically. Exterior lighting should be as historically accurate as possible, in proportion to the structure being illuminated, and compatible with the architectural style of the property. Surviving historic light fixtures should be maintained or restored by qualified individuals familiar with their care. If restoration is not possible, reproduction light fixtures are available. Attached fixtures should be small in scale (generally no more than 12" to 16" in height); utilitarian lighting should be either painted the predominant

color of the building or have a dark or burnished finish. Brass may be appropriate in some instances, but, modern, high-gloss finishes should be avoided.

A balance should be maintained between the minimum lighting requirements of current building codes and the historically minimalist approach to lighting older buildings.

Light fixtures must be attached to the structure in places and ways that minimize damage to the historic fabric. On masonry walls, fixtures must be attached in mortar joints.

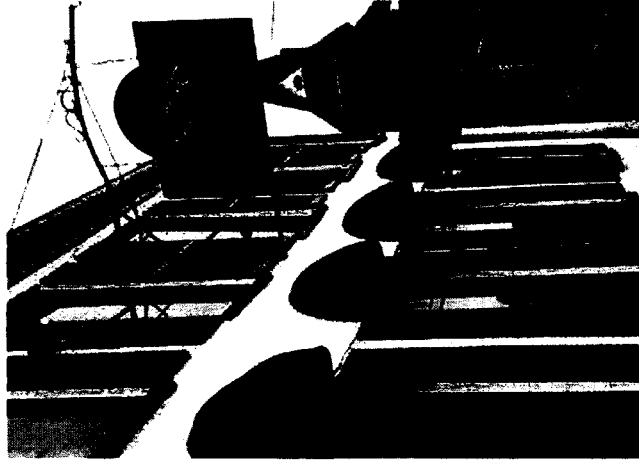


7. Signs

A commercial sign is any device, structure, painting, or visual image designed to be seen by the public for the purpose of advertising or identifying a business, product, or service. A residential sign is any similar device that identifies the name or occupant of a residential structure. A historic sign provides information about a contributing structure or other important site in Town. Signage can incorporate graphics, symbols, letters, or numbers. All signs must conform to the Town's Sign Ordinance, §340-40 Signs. Signs must be compatible with the character of the neighborhood, and harmonious in color, form, and proportion with the structures on or near the sign location. Signs with minimum necessary wording are preferred.

Sign material should complement the material of the building and also, if appropriate, the adjacent buildings. Wood signs are preferred and Medium Density Overlay (MDO) is permitted. All wood and MDO signs must be painted. Vinyl lettering and graphics are acceptable. Metal signs may be approved on a case-by-case basis. Plastic and fiberglass signs are not appropriate in the Historic District. Signs with a rustic appearance and signs with moving parts generally will not be approved.

Lighting on signs will be evaluated according to the criteria in Section 6 above. Flashing lights, neon signs, backlit or internally-lit signs, and luminous paint are not appropriate in the Historic District.



Signs should not conceal or require the removal of any architectural detail, clutter the building's image, or detract from the unity of the façade. Signs must be mounted in a manner that does minimal damage to the historic fabric. Fastenings in masonry should go into mortar joints.

RECOMMENDED

Preserving and restoring historic light fixtures if possible.
Selecting new light fixtures that are compatible with the style and scale of the historic structure.
Installing light fixtures in a manner that minimizes glare and light spill onto adjacent properties, sidewalks, and the public way.
Placing security and other utilitarian light fixtures where they are minimally noticeable while serving their intended purpose.
Selecting lights, typically in the 2000-3250 Kelvin range, that give warm, true color renditions.
Attaching light fixtures to structures in ways that minimize damage to the historic fabric.

NOT RECOMMENDED

Replacing historic light fixtures instead of repairing them.
Illuminating landscape features and building façades more than is necessary for nighttime safety.
Using uplighting on any façade or landscape feature in the Historic District.
Permanently installing light strings on any structure or landscape feature.
Removing, obscuring, or damaging historic features or materials in order to install light fixtures.

RECOMMENDED

Designing signs that complement the structure to which they are attached and are consistent with other features of the streetscape.

Constructing signs using solid wood, plywood, or medium-density overlay (MDO) that complement the design and construction of the structure and do not detract from the appearance of the streetscape.

Mounting signs in a manner that does not damage, obscure, or require the removal of historic material.

NOT RECOMMENDED

Using inappropriate modern materials or designs.

Using inappropriate rustic materials or designs.

Installing signs with moving parts.

Installing backlit or internally-lit signs, neon signs, or signs that incorporate luminous paint or other luminous materials.

8. Public Art

Public art includes any two- or three-dimensional artwork that is of a size and in a location such that it is seen or intended to be seen from a public way. Public art includes, but is not limited to, sculpture, murals and mosaics. Functional aspects of streetscapes and landscapes, such as benches and fencing, may provide opportunities for artistic expressions, and in certain situations will be evaluated as public art. Public art may not contain any material that would advertise or identify a business, product, service, person, or site. It may also not contain material that denigrates any person or group.

RECOMMENDED

Choosing professional-quality works of art that are appropriate to the style, size, and age of the property and to the historic character of St. Michaels.

Installing artwork in a place and manner that enhances the property and the streetscape.

NOT RECOMMENDED

Choosing artwork that denigrates any person or group.
Installing artwork that contains any sort of advertising.

Public art should be located in a manner that complements the existing site design and streetscape. It may not be installed on or applied to any primary or other character defining elevation and it must be reversible. No artwork may result in damage to the historic character or fabric of a historic structure or the historic district. Murals are not appropriate on residential structures, but they may be appropriate on commercial structures in the Historic District to break up the appearance of a large side or rear wall that lacks architectural detail. All public art should be of a quality associated with a professional artist and be compatible with the historic character of St. Michaels.

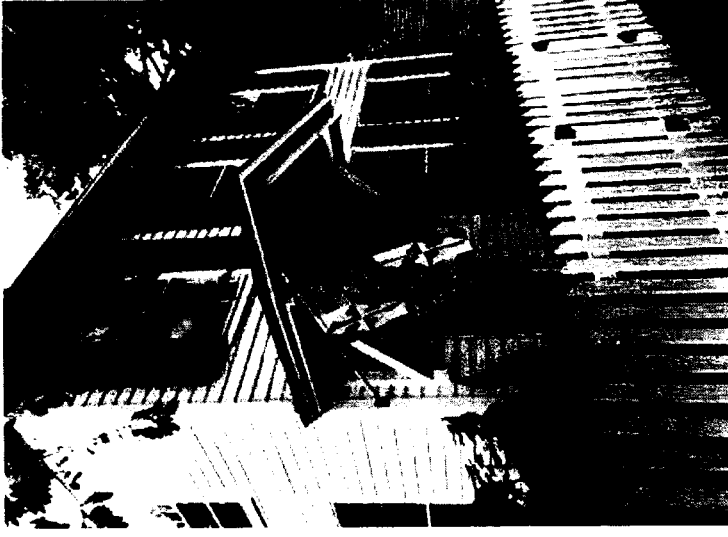
9. Fences

Fences have traditionally been a pleasing part of older neighborhoods, adding a variety to the streetscape while marking property lines and outdoor spaces. Historically, picket fences were the most common fence type, used in front yards and back yards, at both modest and more elaborate properties.

A fence should complement the primary structure on the property and harmonize with the streetscape. Fence location, material, design, and height in the Historic District should follow historical precedents, if supporting physical or photographic evidence is available. Most older fences in St. Michaels were made of wood, although there were some made of iron, and had pickets that were spaced to allow passage of light and air. Few were higher than 3 or 3 ½ feet above grade.

Gates are moveable sections of fence that open to allow passage into and out of a property. A gate should not be significantly higher or more ornate than the fence of which it is a part. Gates must be hinged or otherwise hung so that they open inward, toward the property, and do not block any of the public way when open.

There is no single appropriate fence for the Historic District. Each application must be evaluated on a case-by-case basis given the requested location. Fences that strengthen the historical flavor of the district, based on historical photographs, etc., are appropriate. All the structural members of a fence must be turned inward to face the property being enclosed.



The finished side of all fences must be presented to the outside. Chainlink, split rail, stockade, louvered, basket-weave, horizontal board, and shadowbox fences are not appropriate; neither are fences made of vinyl or vinyl-coated wood or other synthetic materials. Metal fences must be made of solid stock, not tubing.

RECOMMENDED

Installing fences that are based on historical photographs or other documentary evidence.

Designing gates that are not significantly higher or more ornate than the fence and which open inward.

Designing new fences where no definite historical precedent exists that complement the primary structure on the property and harmonize with the streetscape.

NOT RECOMMENDED

Building wooden or iron fences to inappropriate modern designs.

Building gates that swing outward and block the public way.

Using inappropriate modern materials in a fence, regardless of the design.



10. Accessory Structures and Hardscaping

Historic accessory structures, including sheds, carriage houses, and other structures on a site were once plentiful in rear yards in the historic district. Surviving examples that contribute to the character of the Historic District should be preserved. New accessory structures should be designed and located so that they do not detract from the historic character of the primary structure on the site or from the character of neighboring structures. Accessory structures that are re-purposed should retain their utilitarian character and their relationship to the primary structure.

Plans for new garages, sheds, and other accessory structures must be in scale with the portions of the site and compatible with the architectural style of the existing structures. New accessory structures should be detached from the main house and placed at the rear of the lot if possible. The scale and detailing of the new structure should be similar to the primary structure on the property and to other outbuildings in the Historic District. Accessory structures should not exceed the height of the primary structure on the site and should generally have less ornamentation than the primary structure. Cupolas, shutters, sawn brackets and other ornamentation typical of residential structures in the Historic District are generally inappropriate for accessory structures. Selection of materials and other design considerations for new accessory structures should follow guidelines for new construction and additions in Chapter 5.



Driveways, walkways, and other historic hardscaping should be preserved when they contribute to the historic character of the property and the streetscape. When repairs are necessary, original materials should be used, if possible. New hardscaping should not detract from the character of the primary structure on the site or from the character of neighboring structures. New driveways and parking areas should be sited as unobtrusively as possible. All hardscaping should be designed to be compatible with the style and character of the principal structure on the site. Recommended materials for driveways and parking areas are gravel, shell, brick, or grass pavers that have voids to permit partial permeability and

greening of the covered area. Bituminous concrete, poured concrete, and concrete pavers are inappropriate. Driveways should be kept as narrow as feasible, and designs that include parallel tire tracks are encouraged over full-width designs. Radically changing the grade level of the site in a manner that would drastically alter the historic relationship of the building to its site is inappropriate. Swimming pools are modern amenities that have no historical precedent in St. Michaels. In-ground pools must be located behind the primary structure on the property, if possible, and completely screened from public view by fencing or vegetation. Above-ground pools and hot tubs are inappropriate in the Historic District.



RECOMMENDED

Maintaining and preserving historic accessory structures.
Preserving the utilitarian character of a repurposed accessory structure and its relationship to the primary structure.
Designing a new accessory structure to be compatible with the scale and style of the primary structure.
Siting a new accessory structure in an unobtrusive manner that does not detract from the primary structure or the streetscape.
Repairing historic hardscaping using original materials.
Using traditional materials for new hardscaping and minimizing the size of the hardscaped area.

NOT RECOMMENDED

Removing or altering the appearance of historic accessory structures.
Designing a new accessory structure that is too large, too ornate, or incompatible in style to the primary structure.
Siting a new accessory structure in an unobtrusive manner that does not detract from the primary structure or the streetscape.
Radically changing the grade level of the site.
Removing or replacing historic hardscaping.
Using bituminous concrete, poured concrete, concrete pavers, or other inappropriate modern materials for new hardscaping.
Building an in-ground pool that is visible from the public way.
Building an above-ground swimming pool or hot tub.

11. Mechanical Equipment and Utilities

The installation of modern equipment on historic structures is often a delicate and difficult task. Items such as HVAC units, power metering devices, fuel storage tanks, solar panels, appliance vents, satellite dishes, television antennas and other modern devices are ubiquitous in everyday life but are generally incompatible with historic structures. As a general rule, these devices should be installed so that they are not visible from the public way. Location of any

of these devices on a primary, character-defining façade is strongly discouraged. Additionally, this equipment should be installed in locations that create the least disturbance to the appearance of the structure and involve the fewest structural alterations of the building. Where an option to place these items underground is available, that course is preferred. Otherwise, all efforts to screen this equipment should be employed.

RECOMMENDED

Installing mechanical equipment and utilities in a manner that does not destroy, damage, or obscure historic material.

Installing solar panels, antennas, satellite dishes, mechanical or service equipment on a non-contributing structure or addition in a place and manner that is not visible from the public way and does not damage or obscure historic features.

Running electrical, telephone, and other cables underground wherever possible.

NOT RECOMMENDED

Altering visible features of historic structural systems which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Installing modern equipment on the roof of a contributing structure or on a non-contributing addition in a manner that damages or obscures historic features; or is visible from the public way.

Locating solar panels, antennas, satellite dishes, mechanical or service equipment on a primary or character-defining façade or on any secondary façade that is visible from the public way.

Overloading the existing structural system; or installing equipment or mechanical systems which could damage the structure.

Cutting through features such as masonry walls in order to install air conditioning units.

12. Special Consideration for Commercial Structures

Buildings designed for retail, commercial use generally are characterized by storefronts composed of the main entrance to the business, a display area to be viewed from the side walk, and signage. Historically, storefront design was organized in a standard arrangement. Typically, the main entrance was centered on the main façade and recessed. It was flanked by display windows and a wide transom spanned the façade over the main entrance and display windows. An awning may have spanned the façade above the transom and a signboard area located above the transom and awning. The bulkhead

anchored the front façade at its base. The fronts of commercial buildings often included an entrance to the upper stories, typically intended for residential use. Commercial properties also may have included rear wings or ancillary buildings that were used for storage or processing.

Many of the buildings on Talbot St. that now house shops and restaurants were built as residences and converted to commercial use. Some of those have had display windows added or porches enclosed to provide more selling space. In addition, over time,

many features of commercial buildings may have been altered or concealed. For example, transoms may have been covered, display windows, doors and bulkheads may have been replaced, a recessed entrance may have been moved forward and the signboard may have been modified. Where documentary, photographic, or physical evidence exists, the rehabilitation of historic commercial buildings may include returning the building to its historic commercial or residential appearance.



RECOMMENDED

Identifying, repairing, and preserving character-defining features of commercial buildings, whether or not the commercial function still exists.

Replacing missing storefront elements based on photographic or documentary evidence.

Installing security systems that do not alter the appearance of the storefront.

Returning commercial buildings to their historic appearance based on documentary, photographic, or physical evidence.

NOT RECOMMENDED

Removing or obscuring character-defining elements, including architectural features, rear wings or ancillary structures, historic signage and historic advertising painted on walls.

Adding details or ornamentation to a storefront that are not based on photographic or documentary evidence.

Replacing storefront glass and frames in a manner that is inconsistent with the original.

Filling the transom or changing the nature of the glass in the transom.

Replacing wood doors with metal or fiberglass doors unless required for security or by the Building Code.

Installing a door that is not commercial in nature at the main entrance.

Using inappropriate modern materials to replace the bulkhead or other features of the storefront.

Adding commercial features, such as display windows or storefronts to buildings that were not designed as commercial buildings but have assumed a commercial function.

Removing or covering over commercial features such as windows or storefronts on buildings that were designed as commercial buildings.

Changing the location of the main entrance.

13. Demolition and Relocation

Demolition—whether planned or by neglect—or relocation of a historic property within the Historic District is discouraged and will be considered only as a last resort. Preservation or restoration of a historic structure is always preferable. However, the request to demolish or relocate a historic property sometimes arises and needs to be handled carefully to ensure that this is considered only as the last possible solution. There are two reasons for demolishing or relocating a historic structure; economics is one; a higher use for the property is the other. Where the concern is economic, resources may be available to help defray the costs involved. (See Sec. 1.4.) If rehabilitation of the property is not economically feasible, then demolition or relocation becomes an option.

13.1. Historic Significance

The Commission shall consider the following factors in evaluating the historic significance of a property:

- (1) Studies performed for historic or architectural value;

- (2) Its historic and cultural significance to the nation, State, or Town;

- (3) Any architectural and design significance and whether it represents features that are not duplicated elsewhere in the District;

- (4) If the structure has character, interest and value, contributing to the heritage of the Town;

- (5) If the structure has outstanding attention to detail, architectural design, materials, or craftsmanship;

- (6) If the structure demonstrates characteristics that make a recognizable entity in the District and whether the loss of this structure would have an adverse effect upon the greater surrounding streetscape;

- (7) Whether the structure represents an established and familiar feature of the District due to factors such as its location or physical characteristics;

- (8) Whether the structure provides certain historic or scenic value significant to the area.

13.2. Planned Demolition

Demolition refers either to the destruction of an entire structure or to the removal of a significant

portion of a structure, such as a wing on a building, or an entire porch. The removal of small-scale elements, such as a small portion of a wall to enable construction of an addition, will be considered in the context of the proposed rehabilitation. The Commission will require the following information in order to consider any demolition, whether complete or partial:

- a. Documentation of the structure and site including photographs showing the building's exterior facades and details, the front, sides, and rear of the property, and the building in relation to the surrounding streetscape.
- b. The precise location of the building in the District as determined by a licensed surveyor.
- c. A history of the building and date of construction, consulting appropriate sources, deeds, maps, etc.
- d. A description of the buildings architectural style and setting.
- e. Any available architectural drawings of the building.
- f. Any other available information that may aid in assessing the building's character and significance.

13.3. Demolition by Neglect

Demolition by neglect refers to any significant deterioration of the exterior of a structure or any architectural feature due to lack of maintenance or repair that has a significant detrimental effect upon the historic character of the structure in question and/or the character of the area as a whole. Contributing properties that have deteriorated because of deferred maintenance will not be approved for demolition. In the event of demolition by neglect, the Commission may, in accordance with Sec. 340-34 of the Town Code, request the Zoning Inspector to establish a record of neglect, to notify the property owner in writing of the minimum items of repair or maintenance necessary to correct the problem, and to require that corrective action be taken.

13.4. Relocation

Relocating or moving historic buildings is a serious matter. Moving a building changes the character of the property and surrounding area, and removes the building from its archeological context. Moving

may also threaten the building's structural integrity. Relocation may therefore be appropriate only after all other efforts have been exhausted and as an effort to prevent the structure's demolition. It is expected that contributing structures will be relocated within the Historic District if possible. The Commission will require the following information in order to consider any relocation request:

- a. Documentation of the structure and site including photographs showing the building's exterior facades and details, the front, sides, and rear of the property, and the building in relation to the surrounding streetscape.
- b. The precise location of the building in the District as determined by a licensed surveyor.
- c. A history of the building and date of construction, consulting appropriate sources, deeds, maps, etc.
- d. A description of the buildings architectural style and setting.
- e. Any available architectural drawings of the building.
- f. Any other available information that may aid in assessing the building's character and significance.
- g. A site plan for the new location within the Historic District.
- h. A report from an engineer licensed in the State of Maryland as to the structural soundness of the structure and its ability to withstand the stress of moving.
- i. Proof of that the move will be performed by a competent, referenced, and bonded company.

13.5. Hardship

If the applicant claims that undue hardship will occur if the permit is denied, it is the applicant's responsibility to prove that hardship. Undue hardship occurs when the property cannot be put to some reasonable beneficial use. The following information is required:

- a. Form of ownership of the property;
- b. Cost of the proposed demolition or removal;
- c. A report from a licensed engineer in the State of Maryland as to the structural soundness of the structure and its feasibility for rehabilitation;
- d. The fair market value as determined by a professional appraisal;
- e. An itemized breakdown from a professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure;

- f. Amount paid for the property, the date of purchase, and the party from whom it was purchased, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was purchased. Remaining balance on any mortgage or other financing secured by property and annual debt service, if any, for the previous two years;
- g. If the property is income producing, the annual gross income from the property for the previous two years, and itemized operating and maintenance expenses for the last two years;
- h. Price asked and offers received, if any, within the previous two years;
- i. A list of alternatives (with costs involved, names of contractors and any bids submitted) that were considered. The reasons why those alternatives were rejected must also be submitted;
- j. The Commission may request additional information specific to the project.

14. Rules of Procedure

14.1 Historic District Commission

- (a) Purpose – The purpose of creating the Historic District is to safeguard the heritage of St. Michaels by protecting and preserving buildings, structures, and sites which reflect elements of the Town's cultural, social, political, and architectural history, and to promote the educational, cultural, and economic value to the public by maintaining said area as a landmark of the Town's history and architecture.
- (b) The Commission – There shall be five members appointed by the Commissioners of St. Michaels who will serve for a term of three years, or until their successors are qualified. Members may be removed by the Commissioners of St. Michaels for inefficiency, neglect of duty, malfeasance in office, or other substantial reasons. Members in good standing may be reappointed.
- (c) Chair – The Commission shall select among themselves a Chair, elected at the first meeting in January, who shall serve a term of one year, being a voting member of the Commission able to make motions and seconds in the course of business. The Chair may be re-elected.
- (d) Consideration – Consideration will be given to projects in five categories: completely new structures of any kind, additions, signs, fences, and minor alterations to an existing structure, including roof work.

14. 2 Meeting Schedule

- (a) The Commission meets on the first Thursday of the month. Notices of the time, date, and place of the regular meeting of the Commission will be published twice a year. Notices for special meetings will be published in the newspaper or posted in a public place at the Commission's discretion.
- (b) Inadequate application information is grounds for immediate denial. The Commission will describe to the applicant why an application is deemed inadequate. At its discretion, the Commission may table an inadequate application for a period to be determined by the Commission. Minutes shall reflect the meeting date at which time the application will be heard and final action taken.
- (c) Applications are due ten days before the Com-

mission meeting and made available to the Commission members a minimum of 7 days prior to the meeting. The Commission clerk will maintain an agenda for the meeting that is up-to-date so far as is practical and will make the agenda available to the public upon request.

- (d) Detailed minutes shall include a simple record of the motion, second, and vote count by name for those permits approved. Those permits approved with conditions and those denied should contain the conditions and reasons, respectively, in the minutes and the Certificate of Appropriateness.

14.3 Permit Applications

- (a) Applications for permits are submitted to the Zoning Inspector either in person or by mail. The Inspector's finding that a permit application falls within the jurisdiction of the Commission is satisfactory.
- (b) Applications for permits will include the following: a detailed project description, drawings that have been professionally prepared or are commensurate with professionally prepared drawings showing all scaled dimensions, existing and proposed, photographs showing the pertinent existing site condition and existing elevations, and any other information or material that will assist in making the decision. Drawings that may be appropriate to explain the application include: site plans, floor plans, roof plans, elevations, and the location of utilities such as electric boxes and pictures showing the existing site conditions.
- (c) Copies of each application shall be provided to members of the Commission.

14. 4 Oversight of the Historic District Commission

- (a) Generally, the Commission reviews and acts upon any request for a historic review certificate. These areas include properties in the Historic District visible from public ways.
- (b) Hierarchy – Areas in the Historic District are separated into those that have high historic value, according to studies performed for historic or architectural value, and those with lower historic value.

- (c) Leniency – Properties that are of lower historic value are still under the purview of the Commission. At its discretion the Commission may exercise leniency in its application of the Design Review Guidelines. In applying the leniency envisioned in the Code, the Commission will refer to the visual effect that a proposed change would have on the streetscape.

14.5 Quorum and Voting

- (a) A quorum shall consist of no less than three (3) members.
- (b) The Commission generally operates under Robert's Rules of Order, (11th ed.), except that the chair may offer or second a motion and will vote on all motions.
- (c) Questions put to a vote are decided by a majority of the members present; no decision shall be made in the absence of a quorum.
- (d) A tie vote by the Commission shall be interpreted as a defeat of the motion upon which the vote was taken.

- (e) When a motion is requested, every member present shall vote either in the affirmative or in the negative. No member shall be excused from voting, except on matters where there exists a conflict of interest.

- (f) Conflict of Interest – Members of the Commission shall comply with the St. Michaels Ethics Code. In the event of a possible conflict of interest, it shall be the responsibility of the member to bring the possible or actual conflict to the attention of the chair. In any case, where there is actual conflict of interest, the member shall be recused and shall not participate as a member in consideration of the matter.

- (g) When a motion is made to continue the review of an application, the application shall be reviewed by those Board members who were present at the original meeting; unless the absent member has reviewed the record, including all documents associated with the subject application, minutes and recordings of the hearing and announces having done so prior to the start of the continuation.
- (h) Members votes and recusals shall be recorded on each motion.

14.6 Certificate of Appropriateness

- (a) Following the public meeting, the Commission shall determine whether a Certificate of Appropriateness will be issued.
- (b) The Certificate of Appropriateness shall contain a statement of any conditions imposed. The Certificate of Appropriateness and minutes are the authority whereby the Zoning Inspector shall issue the permit. The Inspector shall impose conditions on the permit as prescribed by the minutes and Certificate of appropriateness.
- (c) Upon disapproval of any application, the Historic District Commission shall forward a written statement containing the reasons therefore to the applicant.
- (d) A Certificate of Approval expires with the expiration of the corresponding building permit with which it is associated. If no permit is required, the Certificate of Appropriateness expires 18 months after its issuance. For good cause shown, a Certificate of Appropriateness may be extended by the Codes Enforcement Officer.

14.7 Consent Calendar

- (a) For the purpose of time and efficient conduct of meetings, certain applications may be placed on a consent calendar prepared by the Commission clerk. Applications must have complete information as required in the St. Michaels Historic District Commission Design Review Guidelines. Items may be removed for more detailed discussion by any Commissioner by notice to the Commission clerk not less than 48 hours' notice before commencement of the meeting to which the application will be heard.
- (b) The applications will be shown on the Agenda under "Consent Agenda." Chairman will identify each Consent item and offer an opportunity for public comment or Commission discussion. If there is no objection, the Chairman will accept a single motion for the approval of all the applications "as submitted" (subject to any conditions which are suggested by the staff in written recommendations attached to the application and announced by the Chairman). By a single vote the Commission can approve all the applications on the Consent Agenda at the same time without needing to take time individual discussions and votes.
- (c) Applicability – Consent Agenda classifications

(with any change) authorized by the Commission are:

- Material-in-kind awing replacement
- Material-in-kind fence replacement with changes in height, design, style, materials or location.
- Material-in-kind porch decking replacement with changes
- Relocation of previously approved sign
- (d) Material-In-Kind is defined as a material that matches the existing material, as much as possible, in material type, species, cut and design, grain, and finish.

14.8 Staff Approval

(a) For the purposes of time and efficient conduct of meetings certain applications may be approved by the Commission staff. Applications must have complete information as required in the St. Michaels Historic District Commission Design Review Guidelines and the proposed work on a property is in accordance with the Guidelines adopted by the Commission.

(b) These applications will be shown on the Agenda under "Staff Approvals" for the purpose of informing the public and the commission of the staff action.

(c) Staff Approval classifications authorized by the Commission are:

- In-kind asphalt or fiberglass composition shingle re-roofing
- Material-in-kind roof drainage system replacement
- Sign text only changes
- Material-in-kind fence replacement with no change in location, design, or height
- Material-in-kind membrane re-roofing with no changes
- Replacement of storm windows
- Replacement of storm doors

14.9 Courtesy Reviews

(a) The Commission may encourage courtesy reviews prior to submission of formal applications in cases involving new structures or extensive alterations and/or additions to existing structures. The Commission shall be available at their regular meeting to meet informally with the applicant or agent at an early stage in the design process to advise

them concerning the Design Review Guidelines, the nature of the area where the proposed construction is to take place, and other relevant factors.

(b) During the courtesy review, the Commission, collectively shall refrain from any indication of approval or disapproval of the proposal, but shall not be barred from a reasonable discussion of the applicant's proposals. No advice given, or reported as having been given, in such informal meeting shall be in any way official or binding upon the Commission or the applicant.

14.10 Planned Demolition and Relocation

(a) Prevention – The relocation or demolition of historic properties within the Historic District is discouraged and should be only considered as a last resort.

(b) Because of the permanent nature of demolition and the potential impact on the Historic District, applications involving the relocation or demolition of a structure could require two separate hearings. The initial application must be received in accordance with the procedures in Section 3, above. The applicant should include all information requested in the Historic District Commission Design Review Guidelines, Section 12.

(c) Determination – The Commission shall determine whether the structure is one that contributes to the significance of the Historic District.

(d) If the Commission determines that the structure does not contribute to the Historic District, the Commission may take action on the request for demolition or removal without the document and follow-up. Demolition or removal must still be accompanied by a Certificate.

(f) If the Commission determines the structure to be of unusual importance to the local jurisdiction, the State, or the nation, or that the proposed action will materially impair the historic, archeological, or architectural significance of the site or structure, a second hearing will be scheduled.

(g) Unless a later time for the hearing is agreed to by the Commission and the applicant, the second hearing must occur by the second regularly scheduled meeting of the Commission. In this meeting, the Commission will judge the merits of the request, the impact on the integrity of the Historic District, the "substantial detriment to the public welfare,"

and allow the Commission, with the owner(s), to attempt to formulate an "economically feasible plan to preserve the site or structure." The Commission must make a final determination whether to issue a permit at the conclusion of the second meeting.

(h) If the permit is denied, the Commission shall have 90 days to negotiate with the owner and other parties to find a means of preserving the site.

(i) A hearing to determine the merits of an undue financial hardship claim, consistent with the requirements of the Historic District Commission Design Review Guidelines, Section 12 "Demolition and Relocation," will be held separately and immediately after the 90-day period is completed.

14.11 Demolition by Neglect

(a) In cases of apparent demolition by neglect, the Commission may request the Zoning Inspector to establish a record of demolition by neglect. Such a record may include dated materials such as photographs and written reports of the condition of the property to measure the deterioration. The Commission may also invite the property owner and other persons having an interest in the property to meet informally to discuss the condition of the property and any plans for remediation before taking formal action.

(b) If the Commission and the owner cannot agree on a plan to stabilize the building and correct the identified problems, the Commission may request the Zoning Inspector to provide formal, written notice to the property owner of record, any person having a right, title or interest therein, and the occupant or another person responsible for the maintenance of the property, of the deterioration. The notice shall specify the minimum items of repair or maintenance necessary to correct the problem.

(c) The notice shall state that corrective action shall commence within thirty (30) days of the receipt of said notice and be completed within a reasonable amount of time. The notice shall state that the owner of record of the property or any person of record with any right, title, or interest therein, may, within ten (10) days after receipt of the notice, request a hearing on the necessity of the items and conditions contained in the notice. In the event that a public hearing is requested, it shall be held by the Commission upon thirty (30) days' written notice being mailed to all persons of record with any right, title,

or interest in the property and to all citizens and organizations which the Commission determines may have an interest in the proceedings. Notice of public hearings shall be as provided on § 340-200.

(d) If, after the public hearing, the Commission determines that the corrective actions remain necessary, the Commission may request the Zoning Inspector to ensure that the owner takes corrective action to comply with the final notice within thirty (30) days of receipt of the final notice.

15. Definitions

Accessory Structure

A subordinate building or other amenity meeting the definition of structure that is located on the same lot as the principal building. Such structures should be designed and situated in a manner that is compatible with the architecture of the primary structure and the streetscape of which it is a part.

Architectural Details and Features

Decorative or character-defining elements found on buildings or other structures. These may include but are not limited to gingerbread, verge boards, eaves, brackets, dentils, terra cotta, cornices, moldings, trim work, shingles, columns, pilasters, balusters, clapboard, shingle and stucco surfaces.

Demolition

Any act which destroys, in whole or in part, a site or structure within the Historic District not including appearances and environmental settings.

Demolition by Neglect

Any significant lack of action or neglect in maintenance and repair of a structure that results in the deterioration of the exterior or any architectural feature and that tends to produce a significant detrimental effect upon the historic character of the structure in question and/or the character of the area as a whole.

Hardscaping

Any type of decorative or practical structure made of a hard-wearing material that is incorporated into a landscape. This may include but is not limited to paved areas, driveways, walkways, retaining walls or any other feature constructed of materials such as wood, stone, brick, or concrete as opposed to softscape, the horticultural elements of a landscape.

Ordinary Maintenance

Any routine work for which a building permit is not required by law, where the purpose and effect of such work is to correct any deterioration, decay, or damage to a structure, or any part thereof and to restore, as nearly as may be practicable, to its condition prior to the occurrence of such deterioration, decay, or damage. Activities considered as ordinary

maintenance include, but are not limited to repainting and exact replacement of rotted or deteriorated materials. Ordinary maintenance does not include replacement of architectural features that necessitate a change of material (even though its appearance is not altered). The painting of materials that have their own unaltered natural colors, such as stone, brick, or unpainted wooden shingles, shall require the approval of the Historic District Commission.

Public Ways

Streets so labeled on the official street map of the Town as adopted by the Commissioners of the Town.

Satellite Dish or Earth Station

A parabolic antenna and associated electronics and support equipment for receiving or for transmitting and receiving satellite signals.

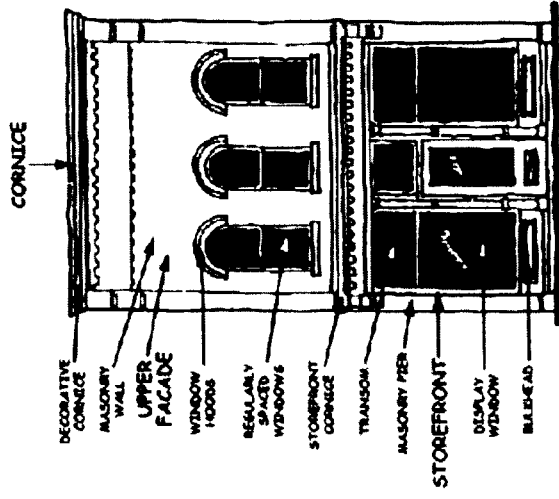
Structure

Anything that is built or constructed, the use of which is intended to have a permanent location on the ground or is attached to or abuts something having a permanent location on the ground should be designed and situated in a manner that is compatible with the architecture of the primary structure and the streetscape of which it is a part. The term "structure" shall be construed as if followed by the words, "or part thereof"

16. Glossary of Architectural Terms

Baluster	A spindle or post supporting the railing of a balustrade.
Balustrade	An entire railing system with top rail and balusters.
Bargeboard	A decoratively carved board attached to the projecting edge of the rafters under a gable roof, also called a verge board.
Bay	The regular division of the façade of a building, usually defined by windows or other vertical elements.
Bay Window	A window in a wall that projects as an angle from another wall.
Bond	The pattern in which bricks are laid to increase the strength or enhance design.
Bracket	A small carved or sawn wooden element which supports horizontal members such as a cornice, a window, or a door hood.
Capital	The upper portion of a column or pilaster.
Clapboard	Siding consisting of overlapping horizontal boards, usually thicker at one edge than the other.
Console	An ornamental bracket, one that is higher in relation to its projections.
Coping	A cap or covering to a wall, either flat or sloping, to shed water.
Cornerboard	A vertical strip of wood placed at the corners of a framed building.
Cornice	A projecting molding at the top of a wall surface, such as may be found at the eaves of a roof.
Course	A continuous row of any masonry unit such as bricks, concrete masonry units (CMU), stone, shingles, tiles, etc.
Dentil	Small square blocks closely spaced to decorate a cornice.
Dormers	A small window with its own roof that projects from a sloping roof.
Eave	The edge of a roof that projects from the face of a wall.
Ell	An extension or wing at right angles to the main structure.
Elevation	The external face of a building or drawing thereof.
Entablature	The horizontal group of members above the column capitals.
Façade	The face or elevation of a building.
Fanlight	A semi-circular window over a door with the radial mullions in the form of a fan.
Fenestration	The arrangement of windows in a building
Foundation	The lower portion of building structure that transfers its gravity loads to the earth.
Fretwork	Ornamental woodwork, cut into a pattern.
Gable	Triangular wall enclosed by sloping ends of a ridged roof.
Gate	A moveable section of fence that opens to allow passage into and out of a property.
Gingerbread	Pierced curvilinear ornament made with a jig or band saw.
Head	The top of a frame of a door or windows.
Kelvin	The unit of absolute temperature, noted by the symbol, K. Used to represent light bulb color temperature. Household lighting is commonly in the 2700K to 3500K range. Higher values are typically used in commercial and hospital applications.

Lattice	An openwork grill of interlacing wood strips, used as screening.
Light	A section of a window, the pane or glass.
Lintel	A horizontal architectural member supporting the weight above an opening.
Modillion	An ornamental block applied to the underside of the projecting members of a cornice.
Molding	The contour given to projecting members to introduce varieties of outline in edges or surfaces.
Mullion	A vertical post dividing a window into two or more lights.
Muntin	The strip of wood separating the lights of a window.
Ordinary Maintenance	Repainting or repair, with no change in design or materials
Oriel	A bay window projecting out from a wall.
Palladian Window	An arched window flanked by two smaller square-headed windows.
Parging	Plaster or mortar applied to an external wall, especially a brick wall. The mortar may bear an ornamental pattern.
Pediment	The triangular space forming the end of a roof in classical architecture, or the triangular cap over a window or door.
Pier	An upright structure of masonry which serves as a principal support member.
Pilaster	A square pillar attached to, but projecting from a wall, resembling a classic column.
Pitch	The degree of slope of a roof.
Return	The termination of a cornice by a right-angled change in direction of its group of moldings
Ridge	The line at the top of a sloped roof.
Sash	The moveable framework holding the glass in a window or door.
Siding	The exterior wall covering of a structure.
Sill	The horizontal water shedding member at the bottom of a window or door frame. Also a heavy timber connecting the foundation to the bottom of the structure.
Soffit	The underside of an architectural feature, such as a beam arch, cave, vault, or cornice.
Transom	An opening over a door or window containing a glazed or solid sash.
Tread	The horizontal surface of a stair step.
Turned Work	Woodwork cut on a lathe.
Turret	A slender tower.
Vernacular	Indigenous, characteristic of a locality.
Visual Field	A group of objects or buildings that can be readily perceived by the eye.



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COMPONENTS

