

# OLD TOWN DESIGN STANDARDS

## Design Standards – General Provisions

### Purpose of the Design Standards

The *Taneytown Design Standards* have been created to provide property owners, architects, developers, and others involved in developing new buildings in Taneytown with an understanding of how the citizens wish their community to change. The *Design Standards* seek to reinforce the best visual and social characteristics of the community, while encouraging appropriate growth and change.

Taneytown is experiencing major growth, as part of the outer suburban ring of the Baltimore/Washington metropolitan area, as well as its proximity to the Frederick and Gettysburg PA areas. The town has taken a number of steps in the last decade to understand and guide its growth, including creating conceptual design guidelines for new development site plans and implementing the Taneytown Main Street Program. In addition, the town is implementing street improvements along MD 140 (East & West Baltimore Street) and MD 194 (York and Frederick Streets) including new water and sewer lines, new sidewalks edged with a stamped red herringbone brick pattern, new curbing and crosswalks and street trees.

However, many recent buildings do not draw on the local architecture for their inspiration. Rather, they employ the same designs that can be found throughout the Mid-Atlantic region and beyond. Thus they do not reinforce the traditional architectural character of Taneytown. These *Design Standards* seek to ensure that all new construction within old town, respect Taneytown's best architectural qualities.

### Projects Subject to the Design Standards

All new commercial, institutional or residential construction and all accessory buildings and structures associated with residential, institutional, or commercial buildings, within Taneytown's Old Town Area, that require a building permit, including additions to existing residential, institutional, and commercial buildings or to associated accessory buildings that alter the footprint or height of an existing building, requiring a building permit are subject to the *Design Standards* as approved by the Mayor and Council.

### Application and Review Process – Old Town

The zoning administrator shall review all residential construction and all accessory buildings and structures associated with residential properties within Taneytown's Old Town Area, that require a building permit, but do not need a site plan review. New Construction and additions, which require site plan review, will be reviewed by the Taneytown Planning and Zoning Commission and the Design Review Board.

All new construction governed by the Taneytown Design Standards must submit the following information to the zoning administrator.

- **Completed application for new construction *or* completed application for site plan review**

- **Photographs**
  - New Construction – Existing site and surrounding / adjacent properties
  - Additions – Existing site, context, buildings, and elevation(s) on which new addition will be attached and surrounding / adjacent properties.
  - Photographic or digital prints of front façade view from street.
  - Photographic or digital 4”X6” prints will be accepted. Mount or print images on 8 ½”X11” paper with space in between images for photograph description. Photograph description should identify image location i.e. (existing site looking south east, or rear elevation of existing building).
- **Site Plan** – 1”=50’ or other scale as approved by zoning administrator
- **Drawings and Plans of Proposed New Construction**
  - Elevations of all sides relevant to the project drawn to scale.
  - Copy of construction drawings as required by Carroll County office of Permits and Inspections
  - Details and Sections of the project as required by the zoning administrator, drawings to be drafted at ¼”=1’ scale.
- **Materials list** – List of primary exterior finish materials.

Submit all information detailed above (packet), including signed original copy of the completed Application to the zoning administrator. The zoning administrator will review the submitted packet and determine if it complies with all applicable portions of the City Code and adopted Design Standards. Should there be uncertainty regarding compliance with the Standards, or a site plan review is required the zoning administrator will prepare packets for distribution to the Design Review Board at least five (5) calendar days prior to their next scheduled meeting, and notify the applicant of such. The Design Review Board will take action at their next scheduled meeting.

## Design Standards for Additions and New Construction

The first step to designing additions and new buildings that conform to the *Taneytown Design Standards* is a detailed understanding of the existing architectural and town character of the community's traditional residential and commercial areas as well as their landscapes. Understanding the existing character is accomplished through observing and analyzing traditional setbacks, scale, proportion, materials, details and other architectural and site plan elements that make up the buildings, streetscapes, and landscapes of the community; and interpreting them in additions and new buildings. Correctly interpreted, the new buildings should reinforce the best of the existing character of the community while shaping its future. However, this does not mean simply imitating existing buildings or their details. Additions and new buildings should be seen as products of their own time. To reproduce an historic neighborhood, or a portion of the downtown or exactly copy an existing building, will create a false sense of history.



## *Setback*



A building's setback is the distance it is located inside its property lines.

### **Existing Character**

In Old Town, most commercial, institutional and many residential buildings are built to the front property line with no side yards and only a small open space at the rear. This gives the area an intimate, small town feeling, conducive to pedestrians, and encouraging people to walk from building to building.

### **Design Standards: Setbacks in Old Town**

- The front and side setbacks of new buildings should be compatible with its neighbors.
- Additions to freestanding buildings should be set back from the front façade.
- In the case of party wall buildings, align the front facade of new buildings with the facades of its neighbors.
- New accessory buildings should be compatible with the locations and setbacks of existing accessory buildings.

## *Orientation*

Orientation is the direction a building's principal facade faces a street.



### **Existing Character**

The principal facades of Taneytown's commercial, institutional and residential buildings in Old Town typically face the principal street, with their main entrance in full view

### **Design Standards: Orientation in Old Town**

- Orientation of new buildings should be compatible with the orientation of its neighbors.
- The main entry of new buildings should be oriented to the principal street.
- Orientation of additions should be compatible with the orientation of the building to which it is attached.

## *Scale*

Scale is the relative or apparent size of a building in relation to its neighbors, typically perceived through the size of building elements, such as windows doors, porches and other exterior features.



### **Existing Character**

The scale of Taneytown's 19<sup>th</sup> and early 20<sup>th</sup> century commercial, institutional and residential buildings in Old

Town reflect the small town, pedestrian qualities that the community wishes to retain.

### **Design Standards: Scale in Old Town**

- Scale of new buildings should be compatible to the scale of its neighbors.
- Scale of additions should be compatible to the scale of the building to which it is attached.
- Scale of accessory buildings should be compatible to the scale of the principal building on the lot.

## *Proportion*

Proportion is the relation of components of the buildings, such as doors, window, porches and cornices to each other and to their facades.



### **Existing Character**

The facades Old Town's residential, institutional and commercial buildings often use classical proportions. They are typically seen in the relationship of the height and width of a building, its windows and doors, slope of the roof and other facade components.

In the example on this page, note the façade is symmetrical along the line drawn from the tip of the roof to the ground and the heights of the first, second and attic floors are equal. Also note that the location and proportions of the windows are related to the proportions of the facade.

In commercial buildings, the existing proportional relationships can be seen in the elements that compose storefronts as well as the size and location of upper story windows and cornices.

### **Design Standards: Proportions in Old Town**

- Proportions of principal facades of new buildings should be compatible with the principal facades of its neighbors.
- Proportions of facades of additions should be compatible to the facade of the building to which it is attached.
- Proportions of facades of accessory buildings should be compatible to the facade of the principal building on the lot.

## *Rhythm*

The vertical and horizontal spacing and repetition of façade elements, such as storefronts, windows, doors, belt courses and the like give a façade its rhythm. The space between freestanding buildings or lack of space between party wall, along with the building's height, towers, and other roof projections establishes the rhythm of a street.



### Existing Character

The front facades of commercial buildings in Old Town typically have storefronts composed of display and transom windows, and recessed entry doors on the ground floor, with regularly spaced windows on upper floors. Floor to floor heights of adjacent

buildings tend to be similar, resulting in similar vertical spacing of windows. Taken together, the windows, doors and storefronts define the façade rhythm of the street.

Residential buildings in Old Town tend to have both regularly and irregularly spaced windows and doors. The rhythm of these buildings is also often established by porches and front stoops. Institutional buildings in Old Town tend to have centrally located doors and regularly spaced windows.

### Design Standards: Rhythm in Old Town

- Rhythm of facades of new buildings should be compatible with the facades of its neighbors.
- Rhythm of facades of additions should be compatible to the facade of the building to which it is attached.

## *Massing*

A building's massing is derived from the articulation of its façade through the use of dormers, towers, bays, porches, steps, and other projections. A building's massing significantly contributes to its character and that of the streets, particularly for party wall buildings built to the front property line.



### Existing Character

Many of the commercial buildings located in the downtown section of Old Town are expressed as a single mass, with large expanses of display windows on the ground floor, and regularly spaced windows on upper floors, while others as do many residential buildings in Old Town have massing articulated by bays, towers porches and other projections. Many of Taneytown's institutional buildings in Old Town, particularly religious buildings, have articulated

massing.



## Design Standards: Massing in Old Town

- Massing of new buildings should be compatible with the massing of its neighbors.
- Massing of additions should be compatible to the massing of the building to which it is attached.
- Massing of accessory buildings should be compatible with the massing of the principal building on the lot.

# *Height*

The height of facades and cornices, along with rooflines, chimneys, and towers, contributes to the character of buildings and streetscapes.



### Existing Character

Residential and commercial buildings in Old Town are typically two or three stories high. Institutional buildings in Old Town are typically one storey high, but often contain roof elements such as steeples.

### Design Standards: Height in Old Town

- Height of front facades of new buildings should vary no more than one story from the height of the front facades of its neighbors.
- Front facades of new buildings must be a minimum of two stories high.
- Height of additions should be compatible to the height of the building to which it is attached if it can be viewed from a principal street.
- Height of additions that are not compatible to the height of the building to which it is attached must be located so they are not visible when viewed from a principal street.
- Height of new accessory buildings should be compatible with the height of the principal building on the same lot.

# *Exterior Materials*

The type, size, texture, surface finish, and other defining characteristics of exterior materials are important to defining the overall character of a building.

## **Existing Character**

**Brick, horizontal wood siding, stone, and roofs of slate, wood shingles and metal are common exterior materials found on Taneytown's traditional commercial, residential and institutional buildings. See appendix A, list of inappropriate exterior materials, for further information.**



## **Design Standards: Exterior Materials in Old Town**

- Exterior materials for new buildings, where visible from a public right of way (including sloped roofs), should be compatible with the exterior materials of its neighbors.
- Exterior materials for additions, where visible from a public right of way (including sloped roofs), should be compatible with the exterior materials of the building to which it is attached.
- Exterior materials of accessory buildings, where visible from a public right of way, should be compatible with the exterior materials of the principal building on the lot, or with exterior materials used for similar neighboring and well maintained accessory buildings.
- In selecting an appropriate substitute material it is very important that the new material has size, shapes, colors, textures and other physical attributes that are very similar to the traditional material it is replacing.



- Use of traditional building materials or pre-approved substitute materials (see appendix for a partial list of both pre-approved materials and inappropriate materials) for new buildings shall be deemed acceptable or compatible throughout Old Town.

## *Roof Shape*

The shape, slope and orientation of roofs help define the character of buildings.



### **Existing Character**

Commercial buildings in Old Town have flat roofs hidden behind prominent cornices, as well as sloped roofs oriented both parallel and perpendicular to principal streets. Residential buildings in Old Town have gable, cross gable, and in a few cases, hipped or Mansard roofs. Institutional buildings in Old Town tend to have flat or Gable roofs.

### **Design Standards: Roof Shape in Old Town**

- Roof shapes of new buildings should be compatible with those of its neighbors.
- Roof shapes of additions should be compatible with the roof shape of the building to which it is attached.
- Roof shapes of accessory buildings should be compatible with the principal building on the lot.

## *Details and Ornamentation*



Details such as the shape and texture of siding or types of brick courses used for a wall, configuration of cornices, location and appearance of chimneys, and ornamentation such as porch brackets, scrolls corbels, and the like significantly add to the character of a façade.

### **Existing Character**

Early 19<sup>th</sup> century buildings in Old Town tend to be relatively plain, lacking ornamentation. Mid to late 19<sup>th</sup> century and early 20<sup>th</sup> century commercial and institutional buildings in Old Town tend to have brick details and originally contained ornate wood storefronts and window surrounds. Mid and late 19<sup>th</sup> century residential buildings in Old Town often have elaborate wood details and ornamentation on porches, towers, and window and door surrounds.

### **Design Standards: Details and Ornamentation in Old Town**

- Details and ornamentation of new buildings should be compatible with those of neighboring buildings.
- Details and ornamentation of additions should be compatible with those of the building to which it is attached.
- Details and ornamentation of accessory buildings should be compatible with the principal building on the lot.



# Appendices

## *A. Exterior Materials for Principal Facades of New Buildings*

The following is a partial list of exterior materials that are either approved or are considered inappropriate for principal facades of principal new buildings in Taneytown. Materials that are generally considered appropriate are those that have size, shapes, colors, textures and other physical attributes similar to traditional buildings in Old town. Materials generally considered inappropriate do not have physical attributes similar to the exterior materials found on traditional buildings in Old Town. Materials not listed below may be deemed appropriate or inappropriate by the Design Review Board based on their size, shape, color, texture, reflectivity, and other physical properties.

### *Pre-approved Traditional and substitute materials*

#### Walls:

- Brick
- Painted Fiber Cement Board Siding
- Stone
- Painted Wood (clapboards, shingles, or board and batten siding and ornamental trim)
- Painted Metal Doors and Windows for Commercial Buildings
- Painted Wood Doors and Windows for Residential and Commercial Buildings

#### Roofs:

- Slate, faux Slate or Asphalt Shingles
- Standing or Flat Seam Metal for Roofs
- Wood Shakes or Shingles

### *Inappropriate Exterior Materials for Principal Facades of New Buildings*

- Concrete
- Exterior Insulation Finish System (EIFS) and stucco (unless already present on building or adjacent property)
- Glass Curtain Walls and Storefront systems
- Metal Panels
- Metal Siding
- Corrugated siding
- Plywood
- Roll Roofing
- Vinyl Siding (unless already present on building or adjacent property)

## Glossary

Also see: Article I: § 205-1 of the Town of Taneytown's Zoning Ordinance.

*Commercial building.* Any building used for commercial or business purpose.

*EIFS.* Exterior Insulation Finish System is a stucco like material, which utilize rigid exterior insulation. It is often known by the trade name Dryvit.

*Institutional building.* Any building used for governmental, educational, religious, health care, day care, or other institutional purpose.

*Neighboring buildings.* Buildings or structures immediately surrounding a building, including across a street or other public right-of-way.

*Principal facade.* The front facade of a building, typically facing the principal street. Usually a building will only have one principal facade, except for one located on the corner of two principal streets.

*Principal Street.* A primary street, avenue, boulevard, road, or highway, adjacent to a property.

*Residential building.* Any building used for a residential purpose; a dwelling.

*Storefront System.* Façade element composed primarily of large display windows and doors, typically utilizing aluminum frames.

*Traditional commercial building.* Buildings used for commercial purposes built prior to World War II, typically found in Old Town.

*Traditional residential building.* Buildings used for residential purposes built prior to World War II, typically found in Old Town.