THE BIG STORE WITH THE SMALL PRICES
LET OUR VALUES
WE SELL
Coca-Cola

APPENDICES

HOW TO DOCUMENT YOUR HISTORIC BUILDING

The process of researching and documenting a historic property often requires a mix of skills including architectural detective and sleuth following the paper trail combined with a bit of luck. However, the process of researching your historic property can yield benefits far beyond the investment of time. Often, in the process of simply establishing a chronology of original builder, subsequent owners, and periods of significant changes to the structure, details of the community and its residents will come to life. Moreover, as researcher/owner this information will prove invaluable as the process of restoration and renovation takes place. For example, if estate and probate records are uncovered, they may include detailed inventories of furnishings and household items usually listed by rooms and current appraisal values. In conjunction with other resources, these details can establish an historical frame of reference thereby assisting the contemporary owner in making appropriate choices for finishes, architectural details, furnishings and more.

The most obvious place to begin is by closely examining the historic building or site. Often a property owner will have at least a range of dates and may have considered some stylistic clues as to the approximate age of the property. Consulting a field guide, particularly an illustrated "visual dictionary" can be immensely helpful to any property owner in sorting out and understanding the architectural elements and style of their building. Within the References Appendix is a list of a few helpful research sources. At times the physical clues may not present a consistent architectural style or "personality". This may be an indication that the present day building is the result of more than one construction period. Historically, it was very common for an owner (or succession of owners) add to or adapt a building to their needs rather than demolish a sound structure or relocate and build anew. It is the process of corroborating the chain of physical evidence with the chain of archival evidence that will provide a fuller picture of the prior lives of any historic building or site.

The best place to begin consolidating this evidence is by researching the fundamental written record concerning the property. The archival records available can vary widely. Generally speaking, the written record can be considered either primary or secondary. As the name suggests, primary resources contain the record of the direct activities of a property owner, builder-architect or other persons significant to the building. These can include all manner of legal records, minutes from meetings, business ledgers, personal diaries to name just a few. Secondary resources are documents written by a third party recording pertinent activities or events and may be contemporary to the events or written as a historical reporting of prior events. Secondary sources may include newspapers, journals kept by third parties, written local histories and oral histories for example. Historic photographs and drawings or other types of graphic images should never overlooked. Careful study of the background of a historic

photograph can reveal volumes of information. When researching a property it is essential to be open to exploring a variety of options and taking advantage of lucky finds. In many ways it is as much art as science to successfully uncover information that often was not considered important. The key point to remember is that primary evidence, especially in the form of legal records, is far less likely to be subject to editorial interpretation and should form the core of accurate historical research.

The first primary source record to check is the chain of title for the property. Talbot County holds this information in the Land Records Office. It is a good practice to create a table to record this data. The items to be recorded should include: deed reference numbers, significant boundary features, parcel size, type of document, names of primary parties, date of sale, sales price, home county or address of principal parties, and other pertinent information, such as land grant or patent references, estate, tax or other proceedings that were part of the real estate record. It is vitally important to record the referenced prior liber and folio information in each and every deed since that will be the next record to be researched. Typically the owner index will list property by owner's name, sometimes address or other parcel identifying number and a liber and folio (book and page) number. The liber or book containing the actual documents is usually stacked separately from the property indexes. The folio or page number usually indicates the starting point of the given deed or document within the volume. Begin with the most recent owner and work backwards. Usually, a deed search for historical purposes stops with the deed prior to the construction of the property. However, it may be of interest to an individual owner to search back to the original land grant or patent. Researchers may want to contact Historic Easton and the Talbot County Historical Society to determine if this chain of title research may have already been prepared for their property as a result of another survey project.

The most telling evidence as to a building's date of construction in a deed will be the purchase price and/or the date of sale. A series of sales over a relatively short span of time, particularly in conjunction with a marked increase in sales price, would provide very strong evidence as to date or range of dates for construction. What cannot be relied upon is the 'boilerplate' deed language mentioning "buildings and other improvements or appurtenances". Occasionally, a more specific building description can be found in early deeds and this may be more reliable. If the specific description does not match the current structure, it might indicate either an earlier building on the site or a first phase of construction of the current building. To establish a broader picture of the owners and/or builder of the property, it may also be useful to explore the owner index to see if an individual held multiple properties, held mortgages or engaged in other real estate business.

While a summary of deed references is usually part of the property purchase package each deed should be looked at as well. Property descriptions should be checked to confirm if a lot was subdivided or in some other way altered. This may provide clues as to dates of additions or possible changes to the property or neighborhood. It is also worthwhile to note names of buyers and sellers and dates for subdivided properties in addition to liber and folio, as these may be research clues for other archival resources.

Other primary source written records that might prove helpful in fleshing out the life and times of a building and its owners include will and probate records, Equity Court records if the estate was challenged, property tax and assessment records, and U.S. Census records. If a subject property had been held by a government, institution or other type of organization (such as a church, service or fraternal order or school) there may be minutes of meetings or other documents available from these groups to help fill in the record of the site. Tax assessment records are held by the Archives in Annapolis (see Resource Appendix for contact information). The County or its agencies, such as the Board of Education in the case of a former school building, will generally hold other records. Typically the Clerk of Court's office and the Orphan's Court are key locations for land and estate records. If the age of the property dictates, researchers may also consult the Provincial Court Deeds, Rent Rolls from the Lords Baltimore and later colonial-era Debt Books. Other primary resources for most property owners to investigate may include marriage license records, vital records (birth and death certificates), military records and court proceedings records particularly Chancery Court if the subject property was ever involved in litigation. If a property had been the location of a craftsman's shop, a manufacturing site or farming uses, data may be found in the Census of Manufacturing and Agriculture that was first taken in1810. Town business directories can be another useful tool if appropriate to the property or the property owner.

Easton's historic property owners are particularly fortunate to have not only County and State record repositories so easily accessed, but there is a tremendous network of additional research resources just around the corner. Certainly the local public library is an excellent source for various materials, including the U.S. Census data. Typically these records a stored on microfilm and specific records may need to be requested or ordered through the Reference Desk. The first census count was made in 1790 and was repeated very decade from that point on. Places of residence, number and description of household members will be the central data, but differing questions combined with differing levels of skill and accuracy by individual census takers may yield more than the basic information. Even the barest of census records will be useful. For example, if in 1810 there is a sizable household residing in what had been understood to be small dwelling house than this may provide a clue that some other structure or an earlier portion of the house may have existed.

Another fundamental tool are the State Tax Assessment records which are held by the Maryland State Archives in Annapolis. These records, just as their modern counterparts, show appraised values for land and improvements as well as information about these improvements. These records date to 1783 and can provide benchmark to help determine the evolution of a building. The earliest records include highly detailed information on buildings valued at more than $100 as well as data on the owner, size of parcel, accounting of slaves, land tract or patent names and an accounting of livestock.

Other key resources to aid researchers are local maps. Some of these documents were created and held by local governments or individuals and may be archived by the Town or County or by the Historical Society of Talbot County. Into the 19th and 20th centuries insurance companies began mapping the more urban areas to assess the risk of fire damage to buildings as well as the available resources of a city or town to deal with such an emergency. The best known of these maps are by the Sanborn Company. Sanborn maps were updated periodically, often on approximately a 10-year cycle. They captured a wealth of specific information including building material, roof types, driveway access to a parcel, existing auxiliary buildings and existing utility service information. By studying a given parcel or area over a period of several maps, the process of change, including additions, demolitions, remodeling and even re-roofing can be determined.

In addition to the previously mentioned resources, researchers should also consult the Historical Society of Talbot County for the existence of special materials pertinent to their property, such as vertical file collections, manuscripts, journals and photograph collections. From the abundant holdings of the Society, there may be a wealth of invaluable information to assist the researcher. Do not overlook resources on genealogical information. Generally, any these resources would be explored after the initial survey of legal records so that a list of names, dates and even events, such as a tax sale or estate auction, can be explored through the archive resources available. Do not overlook the numerous local historical publications and architectural histories available. Even if the subject property or property owners are not directly mentioned, these works help set a context against which the specific property can be understood.

Another entity to explore for aid and information in researching local historic properties is Historic Easton. Their mission has always been to promote the preservation of Easton. They have initiated several survey and documentation projects, including the initial work on the nomination to the National Register of Historic Places. Other efforts include publications such as their Easton Walking Tour, which was updated and significantly expanded in Spring 2000.

With all of these resources available, in addition to well informed staff at all of these facilities, a property owner willing to invest some time will be well rewarded for his or her efforts.

EASTON HISTORIC DISTRICT COMMISSION DESIGN REVIEW

Any owner, tenant, contractor and other interested party who wishes to make alterations or additions to buildings, sites, landscape or other structures such as fences or walls must submit a completed building permit application packet along with the required permit fees to the Town of Easton. Application or notice to the code official is not required for ordinary repairs to structures. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or loadbearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

For projects located in one of Easton's designated local historic districts, there is one additional level of review that the Town carries out in advance of the normal building permit review process. The basic application packet is the same with the addition of a simple-one page form and a one-time fee, currently $25, for the Historic District "Certificate of Appropriateness". After review and approval by the Easton Historic District Commission (HDC), the balance of the building permit application process moves forward. The HDC certificate process does not replace the Town's other review processes for compliance with zoning codes, health and safety codes or any other normal review regulations, but serves to open the door for that process.

The Commission encourages property owners and other applicants to informally discuss plans with them or Town staff in advance of submitting an application. The Commission's goal of this informal discussion would be to clarify what criteria and issues may be involved with a proposed project *before* large amounts time and money are spent on plans that may need to be revised.

The Commission must review and respond within 45 days from the submission of the completed application packet. Generally speaking the Commission will either approve or decline an application for a Certificate of Appropriateness. If the applicant and the Commission agree, action on an application may be postponed to answer questions or to revise proposal elements to meet review standards.

In cases where a project submitted for a Certificate is found to negatively affect a historic resource that has been deemed of unusual importance to the Town of Easton, the State of Maryland or the nation, there is a longer period for the HDC and the property owner to develop a strategy to preserve the building or site.

If the Easton Historic District Commission fails to respond with one of the above courses of action during the initial 45-day period, the application for the Certificate will be considered automatically approved.

To complete an application for Easton Historic District Commission Certificate of Appropriateness an applicant should submit:

I. A completed Building Permit Application and application fee. Applications are available at the Town Hall on South Harrison Street

II. The Easton Historic District Commission Application form

A. Included with the form should be a full description of the proposed project with plans illustrating both current and post-project appearance. Clear, detailed photographs may be submitted as additional documentation.

B. Detailed descriptions and samples (if available) of materials to be used in the project.

C. Detailed description of proposed signs including size, format, materials, illumination, location and method of display or installation.

D. Location information for the project, including street address.

E. Detailed site plan clearly show all existing features on the parcel including buildings, sidewalks, fences, parking areas, driveways, fences or walls and any other permanent landscaping.

F. A clear vicinity map showing all adjacent properties, with all site features and uses of those properties indicated.

PRESERVATION RESOURCES AND CONTACTS

ADDRESS, E-MAIL ADDRESSES, TELEPHONE AND FAX NUMBERS

Easton Historic District Commission:
Public Meetings on the 2nd and 4th Monday
of each month at 7:30 p.m.
Contact via the Department of Planning & Zoning

Location Address:
Town of Easton, Department of Planning & Zoning
14 South Harrison Street, Second Floor
Easton, Maryland 21601
Telephone: 410-822-1943
Facsimile: 410-822-3542

Mailing Address:
Town of Easton, Department of Planning & Zoning
P.O. Box 520
Easton, Maryland 21601

Historic Easton
218 Bay Street
Easton, Maryland 21601
Telephone/Facsimile: 410-822-6584

Historical Society of Talbot County
25 South Washington Street
P.O. Box 964
Easton, Maryland 21601
Telephone: 410-822-0773

Maryland Historical Trust
100 Community Place
Crownsville, Maryland 21032-2023
Telephone: 410-514-7600
http://www.marylandhistoricaltrust.net

Maryland State Archives
Rowe Boulevard
Annapolis, Maryland 21401
Telephone: 1-800-235-4045

National Trust for Historic Preservation
1785 Massachusetts Avenue, NW
Washington, D.C. 20036
Telephone: 800-944-6847; 202-588-6200
http://www.nationaltrust.org

Preservation Maryland
24 West Saratoga Street
Baltimore, Maryland 21201
Telephone: 410-685-2886
http://www.preservemd.org/

Talbot County Historical Trust
c/o Talbot County Historic District Commission
Talbot County Courthouse
Easton, Maryland 21601
Telephone: 410-820-0549

Upper Eastern Shore Heritage Area Initiative (includes Talbot County)
c/o Kent County Office of Tourism
103 North Cross Street
Chestertown, Maryland 21620
Telephone: 410-810-2830
Facsimile: 410-778-2746

FEDERAL ASSISTANCE PROGRAMS

There are three primary federal assistance programs for historic buildings: the 20% investment tax credit program, charitable contributions for historic preservation purposes and investment tax credit for low-income housing.

Investment Tax Credit Program for Historic Buildings

The U.S. Department of the Interior and the Department of the Treasury jointly administer the federal historic preservation investment tax credit program. The National Park Service (NPS) acts on behalf of the Secretary of the Interior, in partnership with the State Historic Preservation Office (SHPO) in each State. The Internal Revenue Service (IRS) acts on behalf of the Secretary of the Treasury.

The 20% rehabilitation tax credit applies to any project that the Secretary of the Interior designates a certified rehabilitation of a certified historic structure. A certified historic structure is a building that is listed individually in the National Register of Historic Places, or a building that is located in a registered historic district and certified by the National Park Service as contributing to the historic significance of that district. The 20% credit is available for properties rehabilitated for commercial, industrial, agricultural or rental residential purposes, but it is not available for properties used exclusively as the owner's private residence.

A certified rehabilitation is a rehabilitation that is approved by the NPS as being consistent with the historic character of the property and, where applicable, the district in which it is located. *The Secretary of the Interior's Guidelines for Rehabilitation*, which are the basis for the *Easton Historic Districts Design Guidelines*, are the criteria used to determine if proposed changes are consistent with the historic character of a property.

The use of the federal 20% Investment Tax Credit an individual investor or corporation will be affected by income, corporate structure and other factors. Similarly, the building's use after rehabilitation, status as contributing or not contributing to a National Register District and Easton's Historic Districts, adjusted basis, substantial rehabilitation test, rehabilitation budget susceptible to the tax credits, income producing status, depreciation basis, and other criteria will affect the ability to use the federal 20% Investment Tax Credits and their value. Finally, the proposed changes to the building must meet the Secretary of the Interior's Standards for Rehabilitation in order to qualify for the Investment Tax Credit.

The following simplified Pro Forma analysis illustrate the value of the federal 20% Investment Tax Credits for a qualified rehabilitation of a National Register income producing building that meets all the criteria outlined above. It is assumed that an individual has recently purchased the building.

Project Information

	$	Discussion
Acquisition Cost	200,000	Total purchase price of land and building
Cost of Land	80,000	Amount of the purchase price that can be assigned to cost of the land, usually by a qualified appraiser
Cost of Building	120,000	Obtained by subtracting Cost of Land for Acquisition Cost. Since depreciation has not yet begun, this is the Adjusted Basis of the building
Qualified Rehabilitation Expenditures	200,000	Includes construction budget for building, and architect, consultants and developer's fee; does not include site improvements. Since the Qualified Rehabilitation Expenditures are greater that the Adjusted Basis of the building, the project meets the Substantial Rehabilitation Test
Amount of Investment Tax Credit	40,000	Qualified Rehabilitation Expenditures multiplied by 20%
Annual Investment Tax Credit Allowed	9,000	Based on income level of investor, marginal tax rate of investor, and passive loss rules
Annual Depreciation	7,180	Annual Depreciation is calculated as follows: Cost of Building $120,000 Plus Rehab. Expend. 200,000 Minus ITC 40,000 Equals Depreciable Basis 280,000 Divide by 39 years (current law) 39
Annual Debt Service	18,524	Principle and Interest based on $200,000 loan at 8% for 25 years

Five Year Operating and Cash Flow Statement

YEAR	*1*	*2*	*3*	*4*	*5*	***Discussion***
Net Operating Income	30,000	30,000	30,000	30,000	30,000	Income after expenses but before Debt Service. Assumed to be fixed for five years
Depreciation	7,180	7,180	7,180	7,180	7,180	From Project Information, line 7
Interest	15,906	15,686	15,452	15,198	14,916	Based on Annual Debt Service, Project Information, line 8
Taxable Income	6,914	6,927	7,368	7,622	7,904	Net Operating Income minus Depreciation and Interest
Tax Rate of Investor	36%	36%	36%	36%	36%	Investor's Marginal Tax Rate
Taxes	2,489	2,494	2,652	2,743	2,845	Taxable Income multiplied by Tax Rate of Investor
Investment Tax Credit	9,000	9,000	9,000	9,000	4,000	From Project Information, line 6. Total for five years equals $40,000
Annual Debt Service	18,524	18,524	18,524	18,524	18,524	From Project Information, line 8
Before Tax Cash Flow	11,476	11,476	11,476	11,476	11,476	Net Operating Income minus Annual Debt Service
After Tax Cash Flow	8.987	8,982	8,824	8,733	8,631	Before Tax Cash Flow minus Taxes
Usable Investment Credit	9,000	9,000	9,000	9,000	4,000	From Investment Tax Credit above
After Investment Tax Credit Cash Flow	17,987	17,982	17,824	17,733	12,631	After Tax Cash Flow plus Investment Tax Credit

Note: This Pro Forma is provided for illustrative purposes only. No tax advice is intended or implied. The City of Easton and Easton Historic District Commission strongly recommend readers consult their tax advisor when considering Investment Tax Credit projects.

Charitable Contributions for Historic Preservation Purposes

Internal Revenue Code Section 170(h) and Department of the Treasury Regulation Section 1.170A-14 provide for income and estate tax deductions for charitable contributions of partial interests in historic property (principally easements). The Tax Reform Act of 1986 retained these provisions. Generally, the IRS considers that a donation of a qualified real property interest to preserve a historically important land area or a certified historic structure meets the test of a charitable contribution for conservation purposes. For purposes of the charitable contribution provisions only, a certified historic structure need not be depreciable to qualify, may be a structure other than a building and may also be a portion of a building such as a façade, if that is all that remains, and may include the land area on which it is located.

Investment Tax Credit for Low Income Housing

The Tax Reform Act of 1986 (IRC Section 42) also established an investment tax credit for acquisition, construction, or rehabilitation of low-income housing. The credit is approximately 9% per year for 10 years for each unit acquired, constructed, or rehabilitated without other federal subsidies and approximately 4% for 10 years for units involving the 20% rehabilitation tax credit, federal subsidies or tax-exempt bonds. Units must meet tests for cost per unit and number of units occupied by individuals with incomes below area median income. The law sets a 15-year compliance period. Credits are allocated by State Housing Credit Agencies.

For more information on tax incentives for historic preservation, contact the NPS, the IRS or Maryland Historical Trust.

State Assistance Programs

The Heritage Preservation Tax Credit Program, administered by the Maryland Historical Trust, provides Maryland income tax credits equal to 25% of the qualified capital costs expended in the rehabilitation of a certified "heritage" (historic) structure. The program was enhanced in October 1999 (retroactive to January 1, 1999), by the mortgage credit certificate. Under this option, a property owner may elect to transfer the 25% tax credit to his or her mortgage lending institution in exchange for a reduction in the principal amount or interest rate of the loan.

For the state program, a certified heritage (historic) structure is one that is listed in the National Register of Historic Places, one so designated by local law, one that is located in a National register district or local district and certified as contributing to that district's character, or one that is located in a certified heritage area and contributes to that area's significance.

Unlike the federal investment tax credits, the state credits are available for owner-occupied residential property as well as income producing properties. The rehabilitation must conform to *The Secretary of the Interior's Standards for Rehabilitation* (the basis for these guidelines), and be certified as doing so, to obtain the credits.

For more information on the state tax credits,
contact the Maryland Historical Trust
(410-514-7600 or www.marylandhistoricaltrust.net).

Local Assistance Programs

Currently the Town of Easton has no separate local assistance programs.

Talbot County

STATE ASSISTANCE PROGRAMS

The Heritage Preservation Tax Credit Program, administered by the Maryland Historical Trust, provides Maryland income tax credits equal to 25% of the qualified capital costs expended in the rehabilitation of a certified "heritage" (historic) structure. The program was enhanced in October 1999 (retroactive to January 1, 1999), by the mortgage credit certificate. Under this option, a property owner may elect to transfer the 25% tax credit to his or her mortgage lending institution in exchange for a reduction in the principal amount or interest rate of the loan.

For the state program, a certified heritage (historic) structure is one that is listed in the National Register of Historic Places, one so designated by local law, one that is located in a National register district or local district and certified as contributing to that district's character, or one that is located in a certified heritage area and contributes to that area's significance.

Unlike the federal investment tax credits, the state credits are available for owner-occupied residential property as well as income producing properties. The rehabilitation must conform to *The Secretary of the Interior's Standards for Rehabilitation* (the basis for these guidelines), and be certified as doing so, to obtain the credits.

For more information on the state tax credits,
contact the Maryland Historical Trust
(410-514-7600 or www.marylandhistoricaltrust.net).

LOCAL ASSISTANCE PROGRAMS

Currently neither the Town of Easton nor Talbot County has a separate local preservation assistance program.

USEFUL REFERENCES

The following are references to assist property owners and tenants to research, understand, and maintain their historic buildings and landscapes as well as make appropriate changes.

LOCAL HISTORY AND HISTORIC PRESERVATION

Bourne, Michael , et. al. *Architecture and Change in the Chesapeake: A Field Tour of the Eastern and Western Shores*. Crownsville, MD: Maryland Historical Trust, 1998.

Carroll, Kenneth L. *Three Hundred Years and More of Third Haven Quakerism.* _____: The Queen Anne Press, 1984.

Harrington, Norman. *Easton Album*. Easton, MD: Historical Society of Talbot County, 1986.

Ludlow, Cynthia Beatty. *Historic Easton*. Easton, MD: Historic Easton Inc., 1979.

Murtagh, William J. *Keeping Time: The History of Preservation in America.* New York: Sterling Publishing Co., Inc., 1990.

Preston, Dickson J. *Talbot County: A History*. Centerville, MD: Tidewater Publishers: 1983.

The Star Democrat. *Celebrating 200 Years*. Easton, MD: The Star Democrat Newspaper, August 5, 1999.

Weeks, Christopher. *Where Land and Water Intertwine: An Architectural History of Talbot County, Maryland*. Baltimore: Johns Hopkins University Press and Maryland Historical Trust, 1984.

ARCHITECTURAL HISTORY, IDENTIFICATION AND RESEARCH

Carley, Rachel. *The Visual Dictionary of American Domestic Architecture*. New York: Henry Holt/Owl Book, 1997.

Cromley, Elizabeth Collins and Carter Hudgins (eds). *Gender, Class, and Shelter: Perspectives in Vernacular Architecture, V*. Knoxville: University of Tennessee Press, 1997.

Ellsworth, Linda. *The History of a House: How to Trace It.* American Association for State and Local History Technical Leaflet 89. Nashville, TN: American Association for State and Local History, 1976.

Hitchcock, Henry-Russell. *The Pelican History of Art: Architecture: Nineteenth and Twentieth Centuries.* New York: Penguin/Kingsport Press, 1985.

Howe, Barbara J., et. al. *Houses and Homes: Exploring Their History.* Nashville, TN: American Association for State and Local History, 1987.

Light, Sally. *House Histories: A Guide to Tracing the Genealogy of Your Home.* Spencetown, NY: Golden Hill Press, 1995.

McAlester, Virginia and Lee McAlester. *A Field Guide to American Houses.* New York: Alfred A. Knopf/Borzoi, 1990.

Mullins, Lisa C. (ed). *Colonial Architecture of the Mid-Atlantic.* Harrisburg, PA: The National Historical Society, 1987.

U.S. Department of the Interior. *National Register Bulletin 39: Researching a Historic Property.* Washington, DC: U.S. Government Printing Office, 1994.

_____. *National Register Bulletin 38: Guidelines for Evaluating and Documenting Traditional Cultural Properties.* Washington, DC: U.S. Government Printing Office, 1994.

_____. *National Register Bulletin 16: Guidelines for Completing National Register of Historic Places Form.* Washington, DC: U.S. Government Printing Office, 1994.

PRESERVATION TOOLS, TECHNIQUES AND MAINTENANCE

Beasley, Ellen. *Design and Development: Infill Housing Compatible with Historic Neighborhoods.* Washington, DC: National Trust for Historic Preservation Information Series, 1988.

Escherich, Susan, Stephen Farneth and Bruce Judd. *Affordable Housing Through Historic Preservation: Tax Credits and the Secretary of the Interior's Standards for Historic Rehabilitation.* Washington, DC: Government Printing Office, 1995.

Foulks, William C. (ed.). *Historic Building Façades: The Manual for Maintenance and Rehabilitation.* Washington, DC: Preservation Press, 1997.

Harrison, Peter Joel. *Fences: Authentic Details for Design and Restoration.* Washington, DC: Preservation Press, 1999.

_____. *Gazebos and Trellises: Authentic Details for Design and Restoration.* Washington, DC: Preservation Press, 1999

Labine, Clem (ed). *Clem Labine's Traditional Building: The Professional Source for Historical Products.* Brooklyn, NY: Historical Trends Corporation. Monthly.

Moss, Roger W. (ed.). *Paint in America.* Washington, DC: Preservation Press, 1994.

National Park Service. *The Secretary of the Interior's Standards for Rehabilitation with Guidelines for Rehabilitating Historic Buildings.* Washington, DC: Government Printing Office, 1993.

National Park Service. *Preservation Briefs.*

Note: the following briefs should be particularly helpful. They are available on-line at www2.cr.nps.gov/tps/care.

1. *The Cleaning and Waterproof Coating of Masonry Buildings.*
2. *Repointing Mortar Joints in Historic Masonry buildings.*
3. *Conserving Energy in Historic Buildings.*
4. *Roofing for Historic Buildings.*
6 *Dangers of Abrasive Cleaning to Historic Buildings*
8. *Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings.*
9. *The Repair of Historic Wood Windows.*
10. *Exterior Paint Problems on Historic Woodwork.*
11. *Rehabilitating Historic Storefronts.*
14. *Exterior Additions to Historic Buildings: Preservation Concerns.*
16. *The Use of Substitute Materials on Historic Building Exteriors.*
17. *Visual Aspects of Historic Buildings as an Aid to Preserving Their Character.*
18. *Rehabilitating Interiors in Historic Buildings: Identifying Character-Defining Elements.*
19. *The Repair and Replacement of Historic Wooden Shingle Roofs.*
21. *Repairing Historic Flat Plaster – Walls and Ceilings.*
22. *The Preservation and Repair of Historic Stucco.*
23. *Preserving Historic Ornamental Plaster.*
25. *The Preservation of Historic Signs.*
28. *Painting Historic Interiors.*

29. *The Repair, Replacement and Maintenance of Slate Roofs.*
32. *Making Historic Properties Accessible.*
35. *Understanding Old Buildings: The Process of Architectural Investigation.*
37. *Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing.*
39. *Holding the Line: Controlling Unwanted Moisture in Historic Buildings.*
40. *Preserving Historic Ceramic Floors.*

National Park Service/Heritage Preservation Services. *Caring for Your Historic House.* New York: Harry Abrams, Inc., 1998.

New York Landmarks Conservancy. *Repairing Old and Historic Windows: A Manual for Architects and Homeowners.* Washington, DC: The Preservation Press/National Trust for Historic Preservation, 1992.

Nylander, Jane C. *Fabrics for Historic Buildings: A Guide to Selecting Reproduction Fabrics.* Washington, DC: Preservation Press, 1990.

Nylander, Richard C. *Wall Papers for Historic Buildings: A Guide to Selecting Reproduction Wall Papers.* Washington, DC: Preservation Press, 1992.

Poore, Patricia. *The Old House Journal Guide to Restoration.* New York: Dutton/Penguin Group, 1992.

Shivers, Natalie. *Walls and Molding: How to Care for Old and Historic Wood and Plaster.* Washington, DC: Preservation Press, 1995.

Van Rosensteil, Helene and Gail C. Winkler. *Floor Coverings for Historic Buildings: A Guide to Selecting Reproductions.* Washington, DC: Preservation Press, 1995.

Wagner, Richard. *The New Old House Starter Kit.* Washington, DC: National Trust for Historic Preservation Information Series, 1997.

GLOSSARY

Character-defining element	Any part of a building that if removed or inappropriately altered would compromise its architectural character.
Contributing	Any building or structure, any element of a building or structure, any object, site or landscape whose presence helps to define the historic character of its setting and thereby increases the integrity of the historic district.
Corbel	A projecting block, usually of stone or brick, used to support a horizontal member.
Documentary evidence	Written or graphic information about the history or appearance of a building or landscape.
Fanlight	A window, often semicircular, over a door with radiating glazing bars suggesting a fan.
Luminaire	Light bulb, or other light source.
Non-Contributing	Any building or structure, any element of a building or structure, any object, site or landscape whose presence does not help to define the historic character of its setting and thereby reduces the integrity of the historic district.
Primary public right-of-way	Principal streets, sidewalks and public parking lots.
Repointing	To replace missing and loose mortar in brick and stone walls. Also known as tuckpointing.
Secondary public right-of-way	Secondary streets, alleys, and easements.
Sidelight	A vertical window located on the side of a door.
Spalling	The breaking off of the exterior layer of stone or brick, often caused by water freezing just under the surface.

Terne plate	Iron plate dipped in an alloy of lead and tin. A popular metal roofing material in the 19th and early 20th centuries.
Transom	A horizontal bar above a window.
Transom window	A horizontal window located above display windows and entries in commercial storefronts.
Vacuum-formed internally. sign	Plastic sign formed in a vacuum mold, usually lighted
Vernacular	Referring to construction techniques, materials, craftsmanship or overall design or style of local origin.
Window light	A pane of glass.