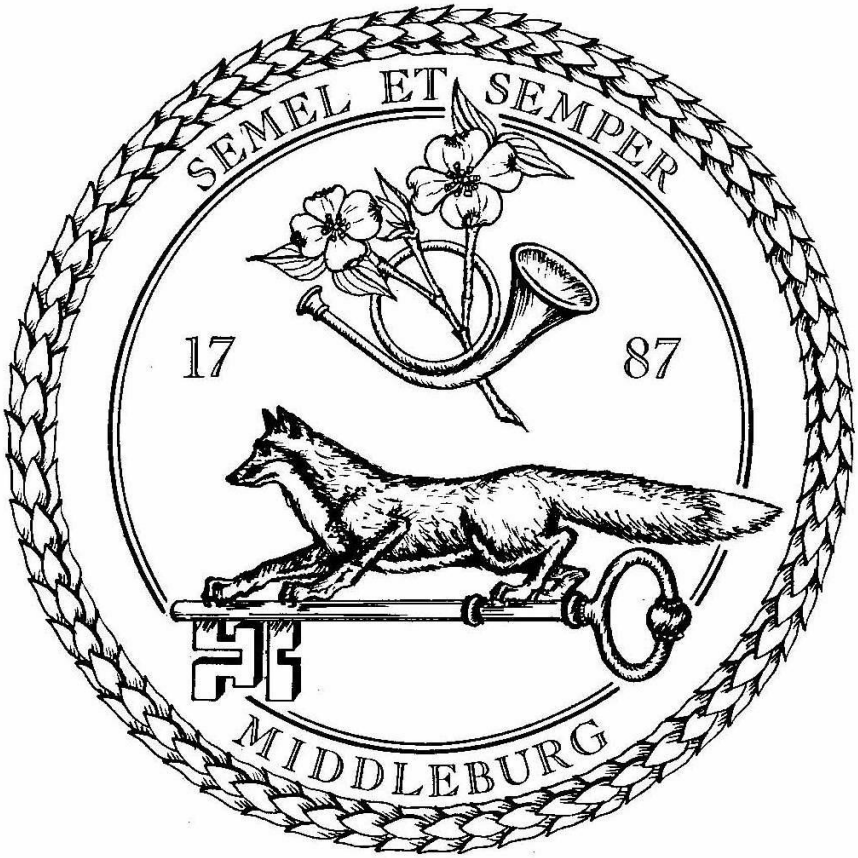
HISTORIC DISTRICT DESIGN GUIDELINES



Town of Middleburg, Virginia

March 2000

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I. INTRODUCTION

As Middleburg grows, each generation leaves its built imprint on the town. These imprints reflect the evolution of architectural styles, building types, street grid patterns and open spaces over time.

The Middleburg Comprehensive Plan, which includes an entire chapter on Historic Resources, articulates the Town's goal to "preserve the rich historic identity of Middleburg by preserving and protecting its historic and archaeological resources". The Middleburg Historic District, established in 1975, protects the historic town core through overlay zoning regulations. The plan also recommends and encourages the preservation of historic sites and structures outside of the original core historic district.

Historic surveys and design guidelines are often commissioned by a town's government to help preserve a town's identity. A reconnaissance-level survey of the existing historic district was completed in 1977, and an updated survey will be completed by June 2000. These guidelines were originally developed in 1992 to provide a coherent framework to assist citizens and the Historic District Review Committee (HDRC) in the review of proposed changes to the built environment within the existing historic district. The guidelines are also available to assist owners of historic structures outside the historic district in maintaining and enhancing the historic character of their properties.

What the Design Guidelines do for Middleburg:

- Assist in preserving the town's distinctive identity.
- Give detailed guidance and criteria to property owners, residents and businesses who are contemplating changes to their building or lot.
- Identify specific design concerns.
- Help us all understand what makes Middleburg unique.
- Protect property values by discouraging inappropriate architecture.
- Increase public awareness of town planning and architecture.

The Design Guidelines cannot regulate growth or development; this is the task of the Zoning Ordinance and other Town development regulations.

HOW TO USE THESE GUIDELINES

Within the historic district, a Certificate of Appropriateness is required before any significant changes to the district in order to ensure their compatibility with the existing structures in the district. The Town Zoning Administrator should be consulted for details regarding changes that require a Certificate of Appropriateness and the process of obtaining the Certificate of Appropriateness. Consult these guidelines prior to planning any changes to historic properties.

The changes that require a Certificate of Appropriateness generally fall into five categories: **New Construction, Alterations, Additions, Demolitions,** and **Signs**. These guidelines include separate chapters on each of these five categories that should be consulted depending upon the type of change being contemplated. Section III contains the overall **Design Philosophy** and **General Design Guidelines** that should be read in conjunction with the more specific guidelines by all people planning changes to historic structures or properties in Middleburg.

II. HISTORY

Founded in 1787 by Leven Powell, a revolutionary officer and regional federalist leader, the town derives its name from its location as a midway point between Alexandria and Winchester, Virginia. It soon developed as a convenient coach stop and relay station on the Ashby's Gap Turnpike. By mid-century it had become an important commercial center for lower Loudoun County and upper Fauquier County. With its tree-lined streets, brick sidewalks, and harmonious scale, the town has developed its own distinct character. Middleburg is also impressive because of its diverse collection of architectural styles. A Federal-style townhouse, a Gothic Revival Church, stone vernacular structures, a Colonial Revival commercial building, a Neo-Classical bank and several Bungalow style homes serve to recapitulate Middleburg's development from its beginning as an 18th Century crossroads to its 20th Century renaissance.

The actual site of Middleburg and its surrounds was part of a 500-acre tract of land bought by Leven Powell from Joseph Chinn in 1763. The area was then known as Chinn's Crossroads, after the descendants of Rawleigh Chinn, Joseph's father.

In 1787, Mr. Powell subdivided fifty (50) acres of his property into seventy (70) lots for the development of the town of Middleburg. The rectangular grid plan established the streets, named for prominent friends of the Constitution. Powell regulated the disposition of town lots, requiring each lot owner to build a house at least 16 feet square with a brick or stone chimney. Not only was Powell one of Virginia's leading citizens during the Revolutionary War and early national periods, but he also played a leading role in making Loudoun County a prosperous wheat and milling center.

Much of the town's early rise can be attributed to the growth of mills, the development of the flour trade, and the improvement of Loudoun County's roads and rivers in the years following the War of 1812. With the formation of the Ashby' s Gap Turnpike Company in 1810, Middleburg soon became an important coach and wagon stop on a paved road that ran east to west along the existing general lines of today's Route 50. This connected Alexandria to the Blue Ridge Mountains. On the eve of this period of expansion, Middleburg had eight places of business, including two taverns, a private bank, a tin shop, a locksmith, a saloon, a blacksmith shop, and a cobbler's shop.

It is possible to identify one of these 19th Century taverns as the present Red Fox Inn - the town's largest and oldest structure, the core of which dates to the late 18th Century. The Federal houses on Washington Street at the east end of town are the least altered and best preserved examples of early 19th Century residential architecture. Other notable dwellings are the Hill on the southern edge of South Madison Street, built for Burr Powell in the second decade of the 19th Century; Vine Hill, located at the corner of The Plains Road and Washington Street; and the Noble Beveridge House.

The Asbury Church [built in 1830] is today the oldest standing church in Middleburg. The Free Church was built in 1844 on the south side of East Federal Street, and has been used as a Baptist Church since 1849. The lovely Gothic Revival Style Emmanuel Church, which contains a memorial to Leven Powell, was completed in 1843.

While these church buildings demonstrate the vitality of religious life in antebellum Middleburg, the Noble Beveridge House, and the Red Fox Inn just across Madison Street, recall the town's importance as a coach stop in this period. Even though Middleburg's wagon trade was adversely affected by the completion in 1836 of the B&O Railroad, which diverted valley trade to Baltimore, markets for Loudoun County's wheat and flour continued to expand. Stage coach service became more frequent at this time as well. Due to these factors, Middleburg's growth was sustained into the second half of the 19th Century.

Commercial and residential buildings were concentrated along a four (4) block area including Washington Street, between Jay and Pendleton Streets and two (2) blocks of Madison Street between Marshall and Federal, while industrial buildings such as the cabinet factory lay in the town's periphery.

Middleburg gained a reputation for fierce Confederate loyalty among the Union troops in the Civil War. Colonel Mosby visited the town frequently for food and shelter and to elude capture. In the years following the battle of 1863 fought near Middleburg, the townspeople took in more than 1200 Confederate casualties, with Baptist and Methodist Churches serving as hospitals. Later a monument was erected in the Sharon cemetery to the memory of the numerous unidentified soldiers who died in Middleburg. This is said to be the first memorial in the United States to honor unknown soldiers.

At the conclusion of the War, the U.S. War Department established a Freedman's Bureau in the town at the same Asbury Methodist Church where a black congregation began to worship. The Bureau remained active ministering to the needs of the freed men until 1872. Bureau Corner is the name by which Middleburg's northeast quarter is known. The construction of the Methodist Church on Washington Street had begun in 1858 following the split in Asbury's congregation and was completed in 1868 to serve as a house of worship. The Shiloh Church on E. Marshall Street was built in this neighborhood in 1869, later replaced with the present stucco church in 1913.

Middleburg entered a state of economic decline by the mid-1880's. Architectural evidence of this decline is found in the lack of new construction undertaken in the last quarter of the 19th Century. The town's small collection of buildings in this period includes the Middleburg School, a public school built in 1887*(ca.1885)*, and Joseph Martin's livery stable and a blacksmith shop built in 1890*(ca.1900)*.

Middleburg's population was 410 in 1880, yet in 1900 there were only 296 inhabitants. The census of 1910 recorded 263 people in the town, marking the nadir of the town's decline. At the turn of the century, Middleburg had two general stores, a small farmer's bank, a drug store, a jewelry store, and one physician's office.

The Town's 20th Century renaissance is due in part to the advent of the Piedmont Fox Hounds and Orange County Hunt in 1904. Harry Worcester Smith and some friends leased the Colonial Inn. located at 2 West Washington Street, for a clubhouse and inaugurated local interest in fox hunting and horse racing. The Yankees won over the merchants with good credit and regular patronage. With the organization of the Middleburg Hunt in 1906, settlement by equestrians continued. Over the next twenty years the town became a thoroughbred horse breeding, showing and racing center for the United States. This activity brought investment capital to the town for new construction and for the preservation of Middleburg's historic architecture.

One example of the new construction was the Middleburg National Bank building on West Washington Street, built by William Hall in 1924. This bank was both a depository and a leader in the financing of homes. farms, livestock. automobiles, farm equipment, and small businesses.

Another sign of the new age was the completion of the town's first service station, also in 1924, on the site of the 19th Century blacksmith's shop behind the present Mosby's Tavern at the northwest corner of Marshall and Madison Streets. As a vehicle of change, the automobile weakened the ties that had bound the town and the countryside in close interdependence. New owners and a chain store would soon supplant the old country stores, and residents from a much wider area would come to the town to shop. Many residents began commuting to Winchester and Washington, D.C. These changes advanced the commercial revitalization of the town, but undermined the community's former cohesiveness.

By 1937 Middleburg had come full circle in the course of a century. The town now had seventy-five (75) places of business including eight stores, several restaurants, and a modern bank. There was town electricity, an operating municipal water system, a modern sewage system, and a new stone firehouse with a corps of volunteer firefighters on 24-hour call. Middleburg's character as the center of Virginia Hunt Country had become permanently fixed. The Middleburg Hunt, the Orange County Hunt, the Piedmont Fox Hounds and the Glenwood race course all placed Middleburg as a leader of steeplechase racing in the world.

The Middleburg Chronicle. founded in September 1937 as a proponent of steeplechasing, first occupied a small space at 3 West Washington Street. It later moved to Bishop's Cottage (the Pink Box Information Center, 12 N. Madison Street), then to 11 W. Washington Street, and in the mid-fifties, to Vine Hill (301 West Washington Street). This weekly publication with worldwide readership changed its name to the Chronicle of the Horse and completed Middleburg's identification with the comfortable and hospitable ways of its hunt country lifestyle. The recent expansion of the Chronicle offices and addition of a National Sporting Library on the Vine Hill property indicates the continuing vitality of Middleburg's equine-related businesses.

The granting of a new charter from the General Assembly in 1944 and the construction in 1948 of the Middleburg Community Center confirmed the town's renaissance by mid-century. Middleburg came into greater public prominence in the early 1960's through its association with President John F. Kennedy, who often came into the area for weekend retreats with his family.

The Existing Architecture of Middleburg

The Middleburg we know today, essentially the same small town laid out two hundred years ago, still retains its distinctive linear quality. The building density increases toward the center of town at the intersection of Washington and Madison Streets. The town favors 2 or 2 1/2- story structures forming -a strong street wall and adding to the sense of place. There are tree-lined streets and brick sidewalks. All of these qualities help add to Middleburg's charm.

The town has a diversified mixture of architectural styles reflecting the taste of each generation. There are Federal style townhouses, a Gothic Revival church, stone American vernacular structures, Colonial Revival commercial buildings and a Neoclassical bank building.

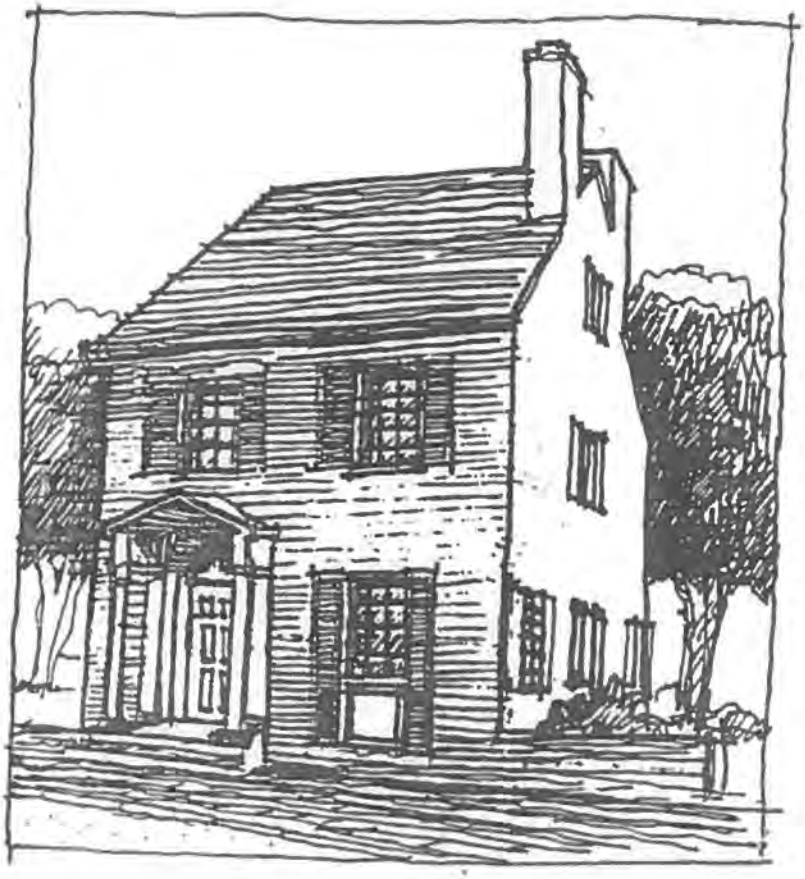
Together the residential and commercial structures provide a healthy diversity of use. Residential buildings vary from Federal row houses to freestanding Bungalow style homes. The Historic District residences originally were located on the upper floors of the commercial buildings.

Rehabilitation of the early buildings for use as shops, offices, and restaurants has helped the town survive and flourish.

Architectural Styles in Middleburg

Federal (1780 - 1820). This style of architecture found widespread acceptance after the Americ Revolution. It rejected the English inspired decoration, while keeping a strong symmetrical arrangeme... of features such as doors, windows, and chimneys. This style is also known as the Adamesque [from its development by two Scottish architects, the brothers Adam]. It combined elements from the Italian Renaissance, France, and the classical architecture of Greece and Rome.

The massing of Federal style houses is usually in the form of a simple box of two stories, with a low-pitched gabled or hipped roof. Built of brick or wood, the typical Federal style building has windows spaced equally on each side of the entry, often with a semicircular or elliptical fanlight over the door. A portico sometimes replaces the full porch. The cornice includes modillion and dentil courses. Pure examples of this style are rare.



11 WEST WASHINGTON STREET

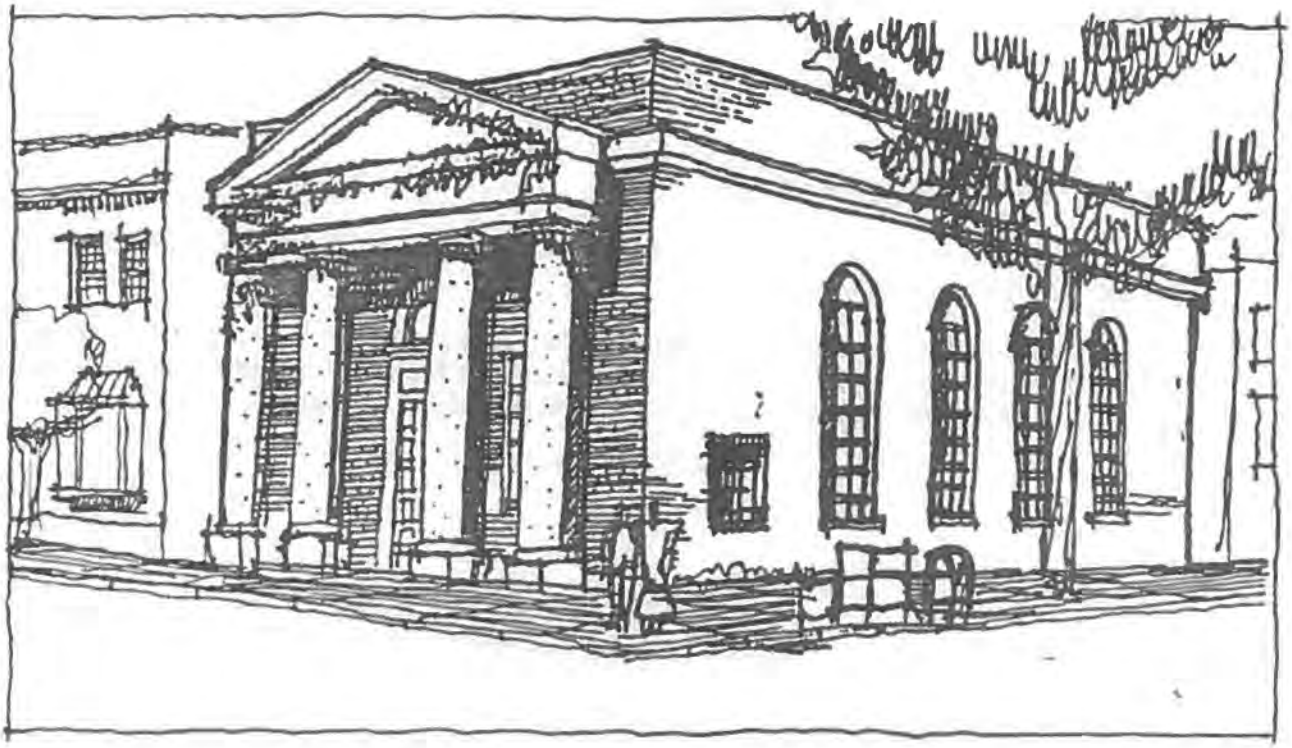
Jeffersonian Revival (1785 - 1880)

For Thomas Jefferson, the proper architecture was that of ancient Rome and Greece. This symbolized the Republican form of government that he believed best suited the new nation. This style is usually built of red brick, with pediments of stone or painted wood. Large windows and heavy detailing of cornice and medallions are often found in this style.

Greek Revival (1820 - 1860)

Based on the form of Greek temples, this style represents the democratic ideas that form this nation. A prominent feature of this style is the pedimented gable oriented to the front of the building. The ancient Greeks did not use arches, so fanlights and semicircular elements were often abandoned for columns, pilasters, entablatures, and bold simple cornices.

The buildings were often of wood construction painted to resemble the stone or marble of the ancient Greek temples. This style was popular for commercial, civic, and religious architecture.

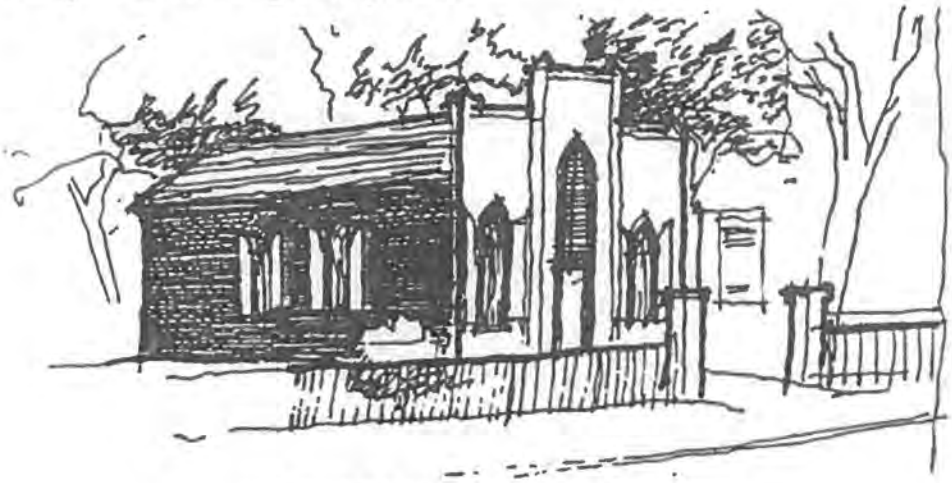


1 EAST WASHINGTON SREET

Gothic Revival (1840 - 1880)

The Gothic Revival represented an interest and fascination in the Middle Ages and was a reaction again the order of the Greek and Roman Revivals. Gothic architecture was widely accepted for homes, churches, and prisons. It was introduced by the architect, Alexander Jackson Davis and presented in books by Alexander Jackson Downing.

The style is characterized by its steeply pitched roofs and use of the Gothic or pointed arches for doors and windows. As in the ancient cathedral, functional decoration was often added in the form of towers, clustered columns, bay windows, stained glass and intricate woodwork. The buildings often were asymmetrical and painted in strong, earthy colors.



101 EAST WASHINGTON STREET

Colonial Revival (1880 - 1930)

This style reflects a rebirth of an interest in the architecture of the Eastern seaboard, primarily that of the Federal and Georgian styles.

The common features include a prominent front door, often with fanlight and portico, Palladian windows, paired or triple windows usually double hung with true divided lights. Another detail contained in this style is low relief classical decoration such as garland or wreaths.

300 WEST WASHINGTON STREET

Bungalows (1890 - 1940)

A Bungalow is a small, single-story house with a gently sloping roof and broad overhangs. Its name derived from the Hindu word "banla" meaning traveler's rest. The typical Bungalow usually has a roof with intersecting gables and a broad, low porch covered by a low-pitched roof. The porch often has square, tapered columns resting on a masonry base. Wood shingles, brick and stucco commonly were used for the exterior. In this area, colors were of naturally weathered materials and earth tone paints.

7 SOUTH LIBERTY STREET

International Style 1900-PRESENT

A movement started in the early part of this century, the International style strived for simplicity in architectural expression. Characteristics of this style are a lack of excess ornament, flat roofs, an emphasis on horizontality, and a simple palette of colors and materials, usually white or gray.

109 WEST MARSHALL STREET

Historic Middleburg District Boundaries

The Historic Middleburg District includes the original town limits, bounded on the north by Marshall Street, on the south by Federal Street, on the east by the original Independence Street and on the west by the original Constitution Street. The district also includes the area within 300 feet of this original town limits. If a portion of a parcel lies within the district, the entire parcel is subject to the historic district regulations.

State and Federal Designations

The Historic Middleburg District is included within an area placed on the State and National Registers of Historic Places in 1982.

III. GENERAL DESIGN PHILOSOPHY & GUIDELINES

A. DESIGN PHILOSOPHY

Middleburg has been alive and growing since Leven Powell established its center in 1797. The existing architecture has a definite character that must be maintained. Compatibility of new construction or alterations to existing buildings is essential to preserving the existing context of Middleburg.

A new structure in the Historic District should be compatible with the existing buildings, but that does not necessarily mean it should be designed in an 18th or 19th Century style. Imitations can seldom completely assume the character of the original. Buildings in Middleburg should be designed so that they are visually related to their surroundings. New buildings can use certain architectural features of the old, combining them in a new way. Newly developed materials can be used if they are compatible with old materials. The adaptations of older styles have occurred throughout the centuries, but the key to their success is that they are adaptations, not copies. New elements of design can be successfully juxtaposed to old forms if done in an appropriate manner.

Additions and renovations to existing buildings often introduce complex issues to the design process. If an owner wants to build an addition that copies the period and style of a building, he or she should follow the guidelines set forth by the Secretary of the Interior's Standards for Rehabilitating Historic Buildings, in addition to the guidelines in this document.

B. GENERAL DESIGN GUIDELINES

There are three major design concepts to consider when planning changes to historic properties and when reviewing a Certificate of Appropriateness: **Scale, Order, and Massing.** These concepts are closely related, and must be satisfied for new construction or for additions and alterations to existing buildings. In addition, good design must consider **Siting, Materials, Details,** and **Colors**. These elements work together to strengthen the fabric of the existing streetscape. General guidelines for all of these design elements are provided on the following pages.

1. SCALE

- The building's size in relation to neighboring buildings.
- The ratio of the size of the building's parts to the whole.
- The building's size in relation to its site.
- The building's size in relation to a human being.
- The building's scale in relation to its function.

MONUMENTAL SCALE

HUMAN SCALE

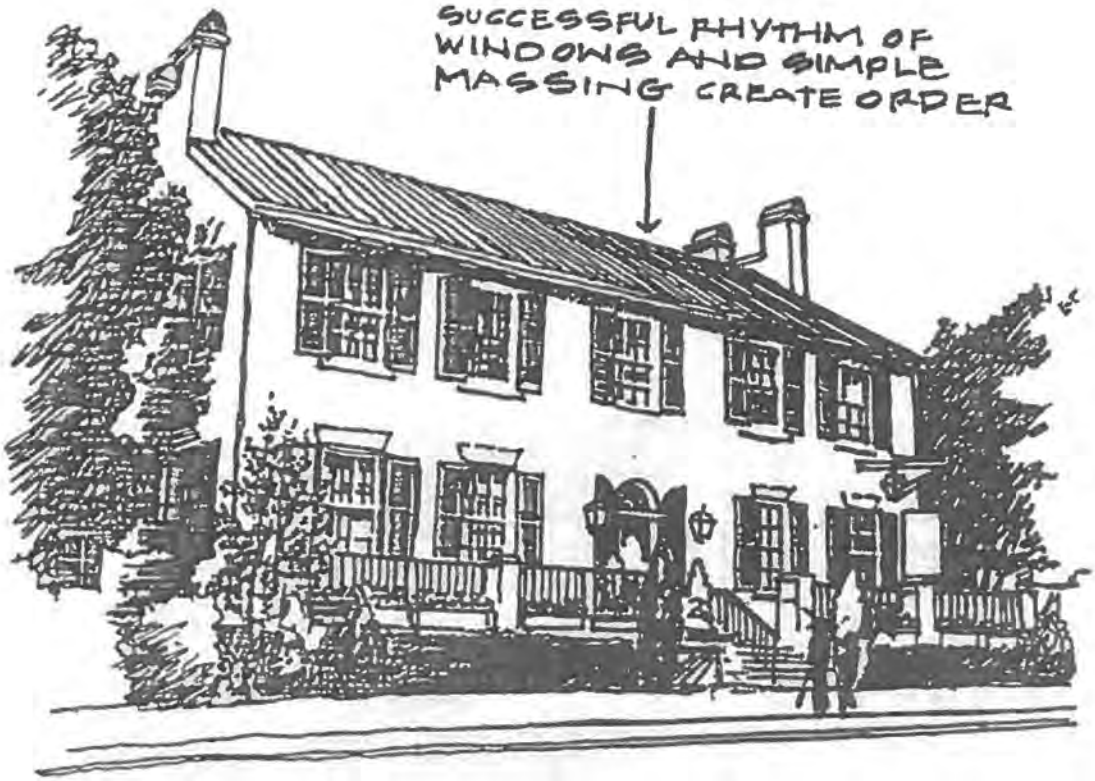
- Monumental scale is oversized in proportion to the human figure; best used on civic buildings.
- Human scale conforms to the size of the human firgure; best used on residential and small commercial buildings.

THE PINK BOX
INFORMATION CENTER OF HISTORIC MIDDLEBURG, Est. 1991

2. ORDER

All elements of the building working together.

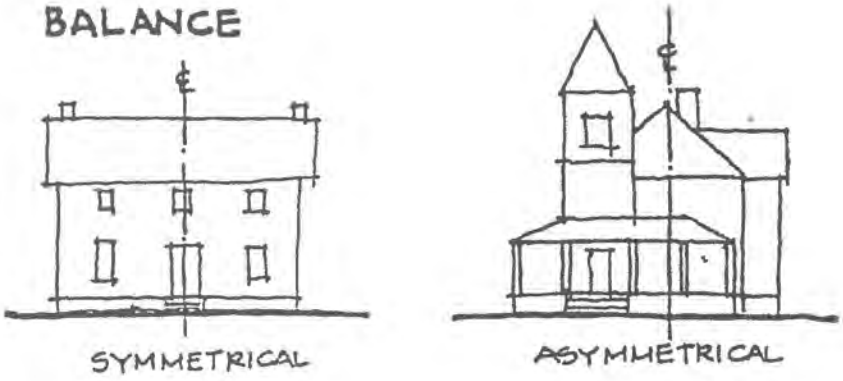
- Axis: A line established by two points in space, about which forms and spaces can be arranged.(The centerline of Washington Street is an axis.)
- Symmetry: The balanced distribution of equivalent forms or openings about an axis or center.
- Asymmetry: Without symmetry.
- Hierarchy: A system of dominant and subordinate elements used in massing, fenestration and detailing. (A church tower often signifies its entry).
- Rhythm and Repetition: The use of recurring patterns to organize a series of forms. (Federal Style window patterns often have a sense of rhythm.)



2 WEST WASHINGTON STREET

Balance:

The arrangement of one set of elements being equal to another.



Proportion:

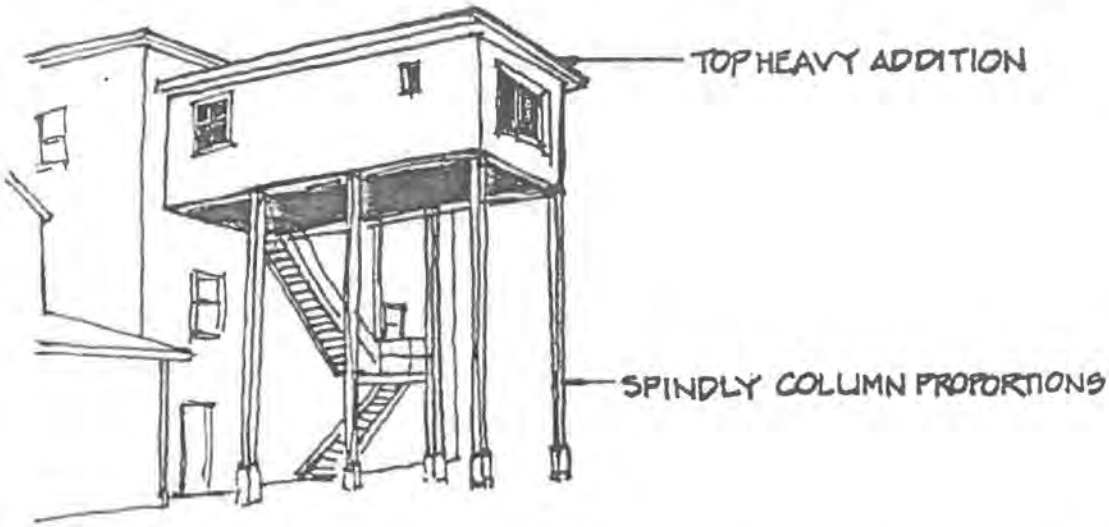
The harmonious relation between parts considered in relation to the whole.

2 EAST WASHINGTON STREET

3. MASSING: HEIGHT AND WIDTH

The massing of a building is the enclosed volume or cluster of volumes that make up the building's exterior form. A building's height, width and proportion are key elements of massing, and contribute to the overall pattern and rhythm of a streetscape.

- Care must be taken to insure that the vertical or horizontal character of an established streetscape is maintained.
- A structure should comply with the predominant height of existing buildings and facade elements on the block which is generally two (2) to two and one half (2 1/2) stories in height.
- In the commercial areas, massing should be used in a manner that maintains the building setbacks.
- Planners of infill sites should use restraint at the street level and cornice line, so that a continuous urban fabric can be perceived by the pedestrian, as well as the motorist.
- The massing should consider the existing pedestrian scale.



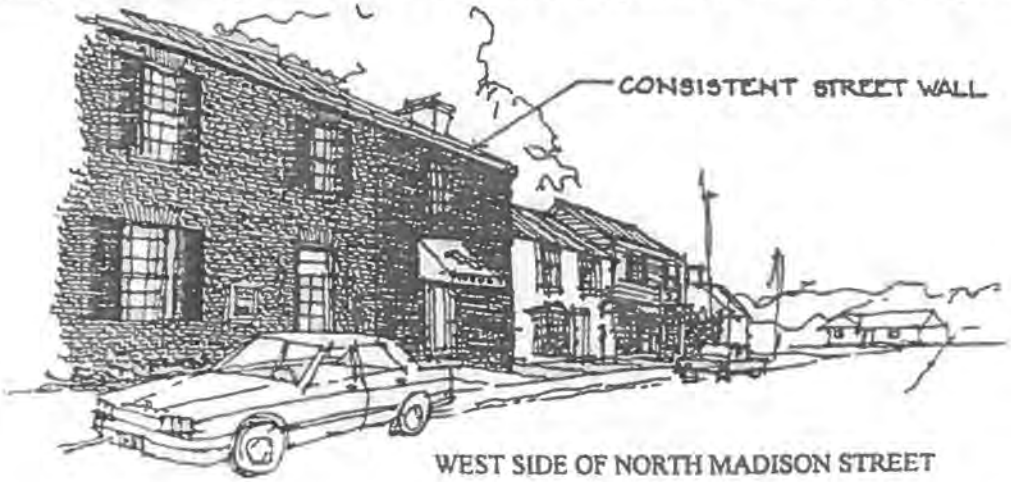
- Historical buildings in Middleburg usually have a clear hierarchy of massing. Many times there is a central dominant mass with smaller volumes connecting to the sides or rear.
- To define entrances, a portico may be used to enclose an entry vestibule. The existing massing of the building should not be compromised by the scale of new entrances.
- Dormer windows should be considered as an ordering device by adding visual interest. Whenever possible, it is recommended that dormers align with openings in the wall below.
- When adding to the existing structures, an evaluation should be made of the historical significance of the existing structure.
- If a structure is deemed historically significant, the additions or alterations should make a clear distinction of what is new and old. This should be derived from considering the balance, rhythm, scale and order of the existing building.

4. SITING AND PARKING

Siting and parking are critical factors to consider in planning and designing new buildings. The needs of residential and commercial uses are very different when dealing with siting and parking. Siting works in conjunction with many other criteria to create a cohesive whole. The following points guidelines should be followed:

General Siting and Parking Guidelines for all Uses:

- Recognize the importance of the streetscape within the Historic District when siting all new buildings.
- Face the principal building façade to the street, with front entrances open o the principal street frontage of the building.
- Generally site buildings on corner lots to face the more traveled streets.
- Place parking to the rear of the site when possible, never in front of the building line. Parking to the side of a building and open to the street disrupts the traditional street wall and is strongly discouraged.
- Consider the sides and backs of buildings as important elevations. Many of the existing buildings in Middleburg have very successful front elevations, but the other elevations are forgotten. Side and rear walls within public view should be designed with as much attention to detail as the primary façade. This is vital to the town's aesthetic character.
- Locate additions to existing buildings so they do not overwhelm, but rather protect the street presence of the original structures. Additions on corner lots should generally be oriented to the least important of the two streets.
- Locate utility infrastructure, such as electric and gas meters, HVAC equipment, and waste receptacles, out of public view. Where this is not possible, screen them from public view.



WEST SIDE OF NORTH MADISON STREET

SOUTH SIDE OF EAST WASHINGTON STREET

Commercial Siting Guidelines

- Maintain the "Street Wall" - the existing commercial buildings in Middleburg form a strong wall on each side of the street, which creates an outdoor room. Site all new buildings to recognize this.

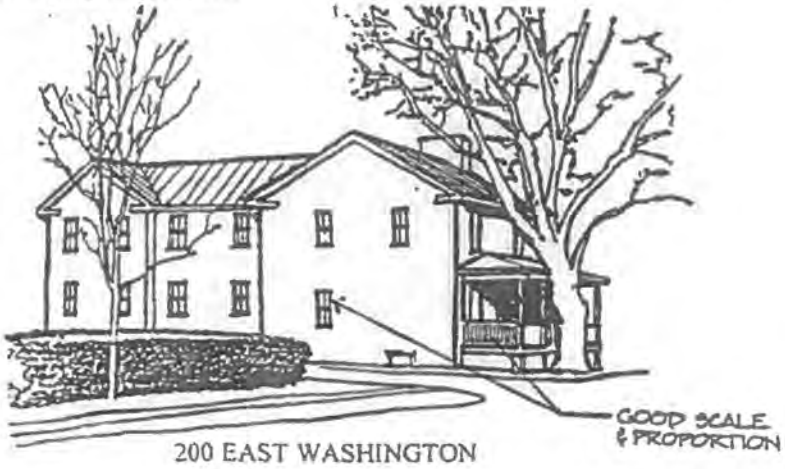
- In general, site new commercial buildings so that the front plane of the building reflects the prevailing front setback along the block.

- Provide spacing between new and existing structures to reflect the existing spacing pattern between buildings along the block.

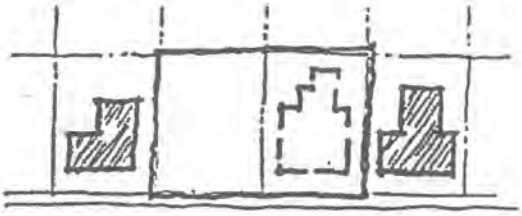
- Promote street level vitality by providing entrances, display storefronts and architectural detail at the ground floor of commercial buildings. Avoid blank walls and anonymous entries. Also avoid deep recesses and arcades that pull activity from the street. It is important that the street line be held.

- Consider whether entry to the back of the building is possible. Show the pedestrian the entrance with architectural elements that do not conflict with the service or delivery access.

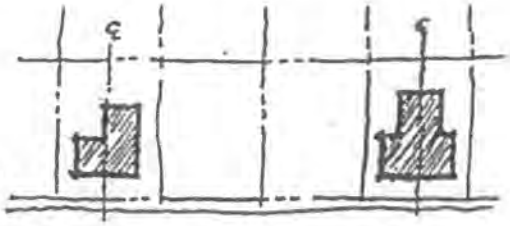
- Avoid recessing storefronts from the face of the building by more than one (1) foot. A transparent storefront may provide for a welcoming appearance. A sheltered entry will welcome the patron inside, allowing out-swinging entry doors.



200 EAST WASHINGTON



BUILDINGS SITUATED ON LOTS CONSISTING OF MORE THAN ONE PARCEL SHOULD BE CONSTRUCTED ON ONE OF THE PARCELS. THIS WILL ALLOW FOR WELL DEFINED OPEN SPACE.

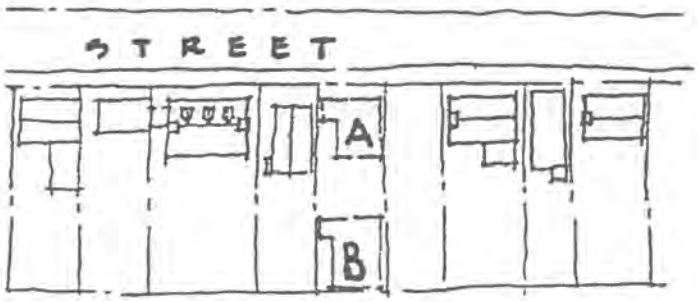


GENERALLY, BUILDINGS ARE CENTERED ON LOTS... THIS ESTABLISHES A SENSE OF CONTINUITY FOR THE STREETSCAPE.

Residential Siting Guidelines:

- Any new construction should follow the patterns and setbacks established by adjacent buildings. The setback of additions should also acknowledge this factor.

- Houses along the street create rhythm. The setbacks and spaces between residences should be closely considered.



A: APPROPRIATE: CONTINUES STREET WALL

B: INAPPROPRIATE - BREAKS RHYTHM.

- Recognize the importance of the front yard as a transition from the public to the private zones of a house.

- Front porches are encouraged; they contribute to neighborhood vitality and serve as an outdoor room.

5. MATERIALS, DETAILS AND COLORS

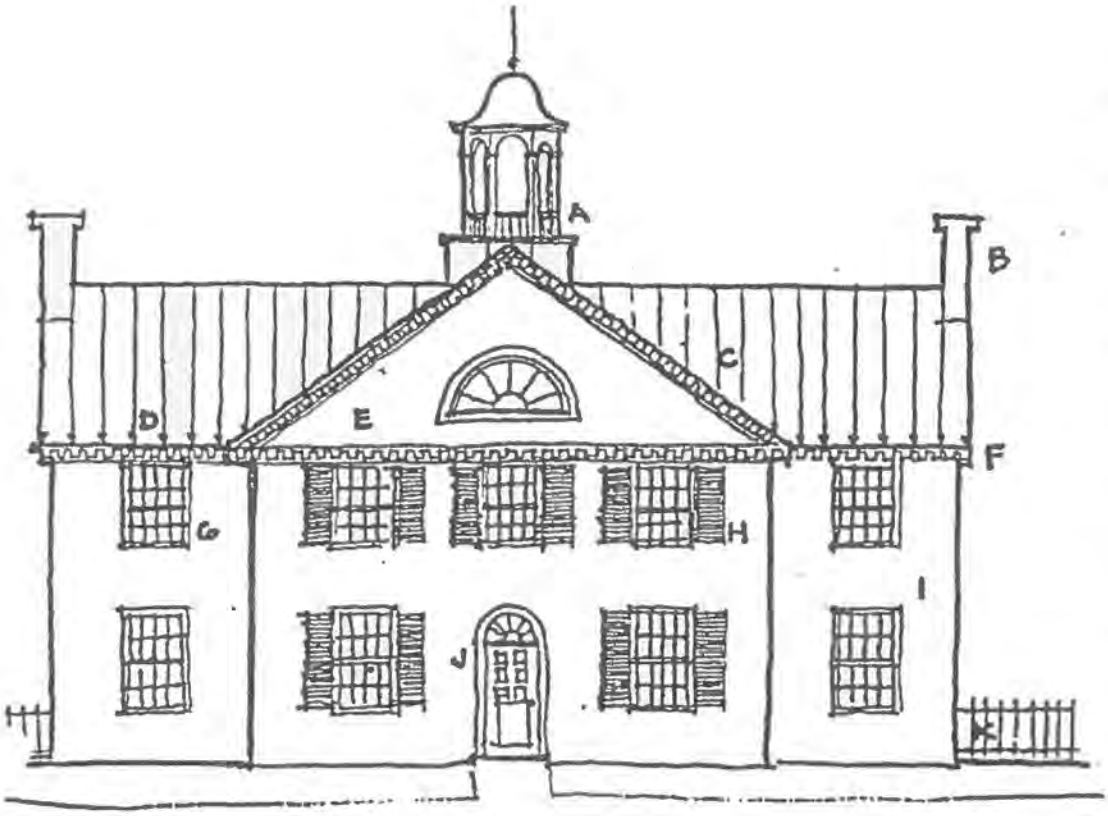
Materials, details, and colors contribute significantly to the architectural character of Middleburg. Residential and commercial buildings in Middleburg share a similar use of materials. These materials are sensitive to the human scale that enhances the sense of place known as Middleburg. Craftsmanship and a regard for use of material are key factors to consider when choosing a palette of materials, colors, and details. Durability and maintenance should be closely considered.

- Choose materials that are appropriate to the Historic District's established character. Brick, stone, stucco and horizontal painted wood clapboard are all found in the existing district. Keep the material choices simple and direct; do not mix too many materials on a building.

- Give preference to materials with inherent color such as brick or stone. These materials are highly useful in their resistance to the weather. New materials should be harmonious with those of adjacent buildings.

- Be consistent; if one style of architecture is chosen, do not mix details from other styles.

- Incorporate an appropriate amount of detail in new construction to avoid blandness.



DETAILS

A CUPOLA

B CHIMNEY

C METAL ROOFING

D ICE DAMS

E GABLE ROOF

F WOOD CORNICE

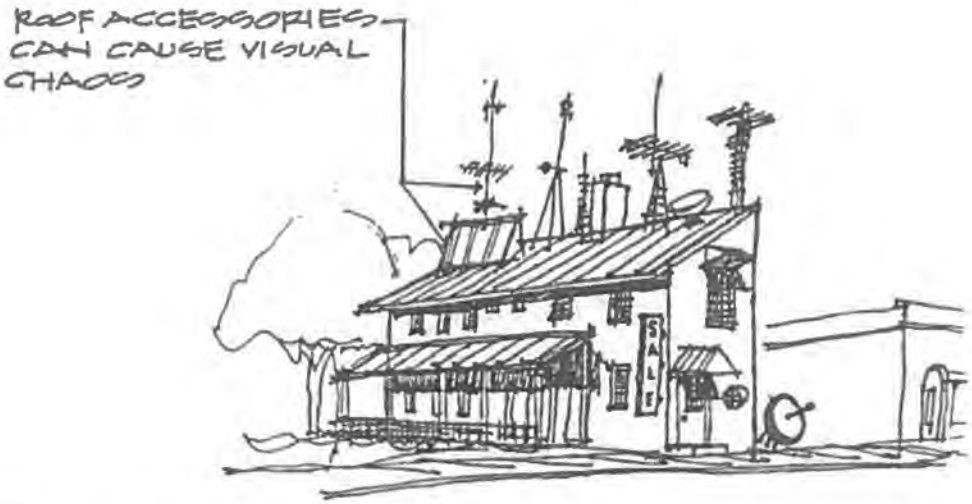
G WOOD WINDOWS

H SHUTTERS

I BRICK

J ENTRY DOOR

K FENCING

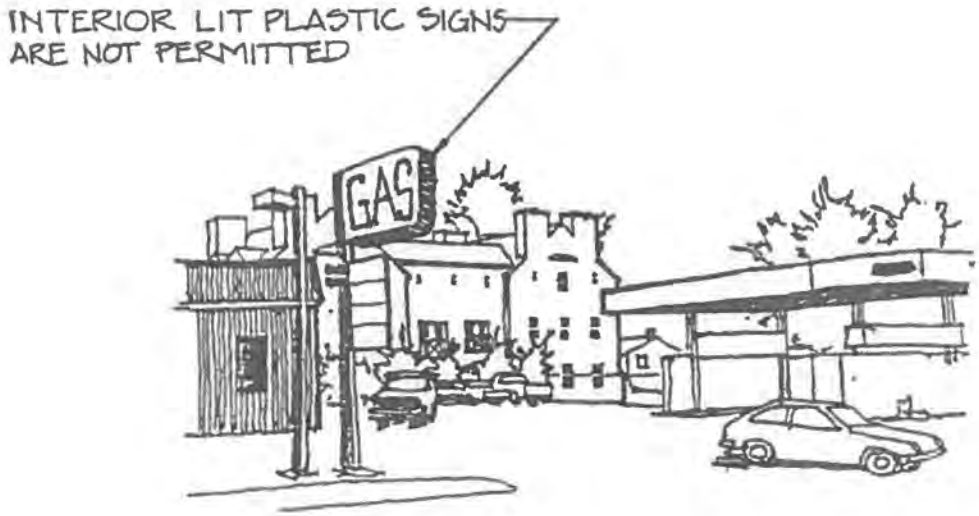


- Consider the historical details present in Middleburg when designing new structures or additions. The shutters, trim details, cornices, and brick work patterns all contribute to a building's significance.

- Consider how the building meets the ground and the sky. This can be done in many ways with brick or stone bases and ornate cornices and cupolas to meet the sky. Every building can have its own character while still achieving a unified whole with the streetscape.

- Acknowledge the horizontal alignment of important architectural features such as cornices, windows and doors, roof lines, and belt courses when they occur across the facades of adjacent buildings.

- Modern materials such as aluminum, vinyl and plastic sidings and details must be avoided.



Colors:

The choice of colors on a building is a very personal thing. A good color scheme should be neighborly as well as express the tastes of its owner. The following points can help in choosing a color scheme.

- Paint colors should be compatible with traditional building colors and with the historical period of the building. The SPNEA Historic Colors of America color chart on file in the Town Office should be used as a reference to assist in determining historically appropriate colors.

- Do not use too many colors. Most buildings should have no more than four colors: one for the walls, one for the major trim, one for minor trim and doors, and one for the roof.

- Paint colors should be chosen to harmonize with the existing context. Bright colors are best used for signage and awnings, and should complement the color scheme for the building.

- Consider the whole building. Express the character of the sides and rear of a building when possible.

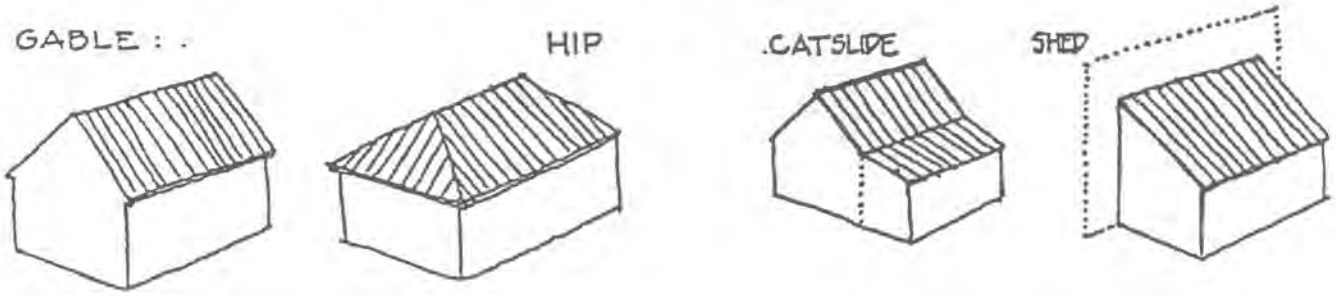
- Consider that, on a building with more than one tenant, the upper facade should unify the building while the lower storefront can express each tenant's character.

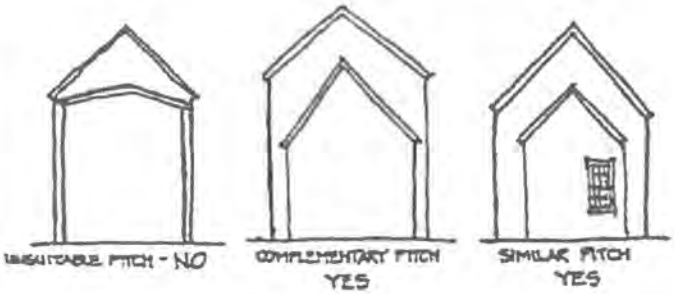
- Historic brick or stone structures generally should not be painted. Brick or stone should be used in their natural or traditional colors (red brick; brown, gray or bluish stone) when selected as the predominant wall material of a building.

6. FORM

ROOFS

The size and color choices of the roof, along with its shape and features such as dormers, cupolas, and chimneys, play an important role in a building. A weather tight roof protects the entire structure. The roof is the part of the building that "graciously meets the sky".

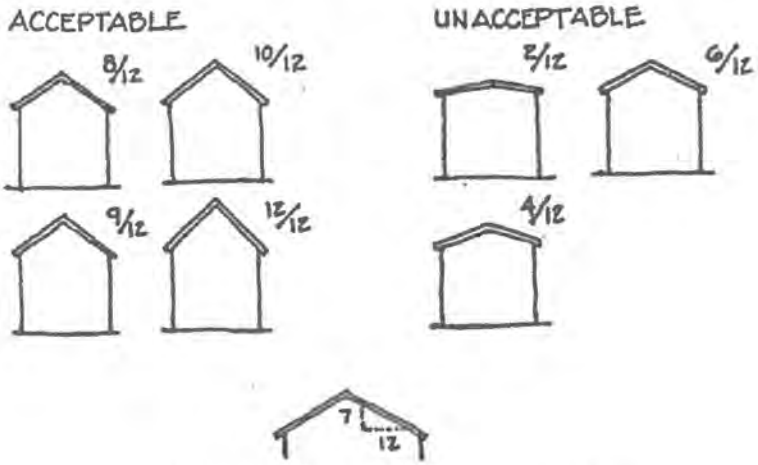




- The roof pitch should be compatible with adjacent buildings on the street. Dormers. cupolas, and cornices should also be harmonious with neighboring structures.

- Roofs should be designed to be harmonious with the existing roofscapes of the town. The majority of the roofs in Middleburg are gable or hipped roofs.

- Gable roofs are recommended and their pitch should be compatible with other roof pitches.

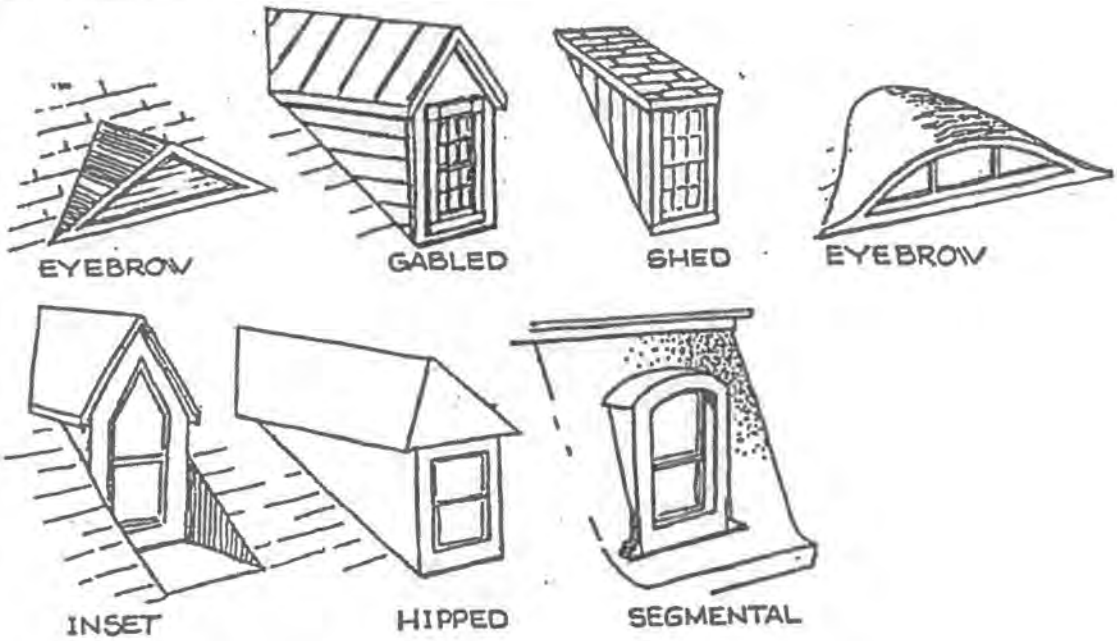


- If visible from a public way, skylights should be of the flat type, not the raised or bubble type. Skylights should be integrated into the roof design, and should be oriented to the backs of the roof slopes whenever possible.

- Chimneys should project from a high point of a roof structure whenever possible and have a stable appearance.

- Dormers should be integrated with the roof form; the pitch of dormer roofs should relate to the pitch of the main roof.

DORMER TYPES



7. DOOR AND WINDOW DESIGN

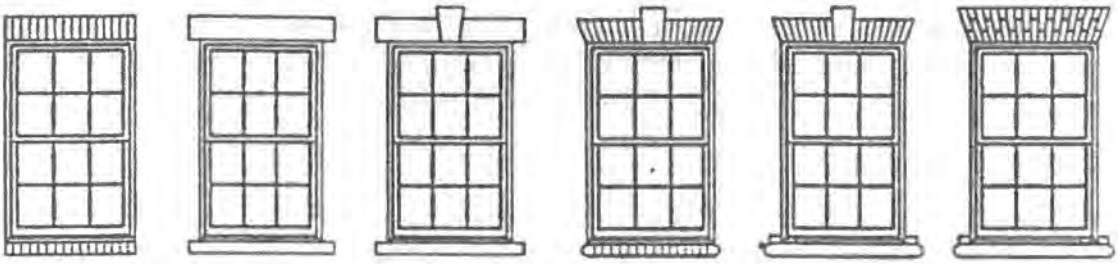
Doors and windows are extremely important to buildings. The rhythm, patterns, and ratio of solid (wall) to void (windows and doors) of new buildings should relate to and he compatible with those of adjacent buildings. The majority of buildings in Middleburg have a higher proportion of wall area than window area.

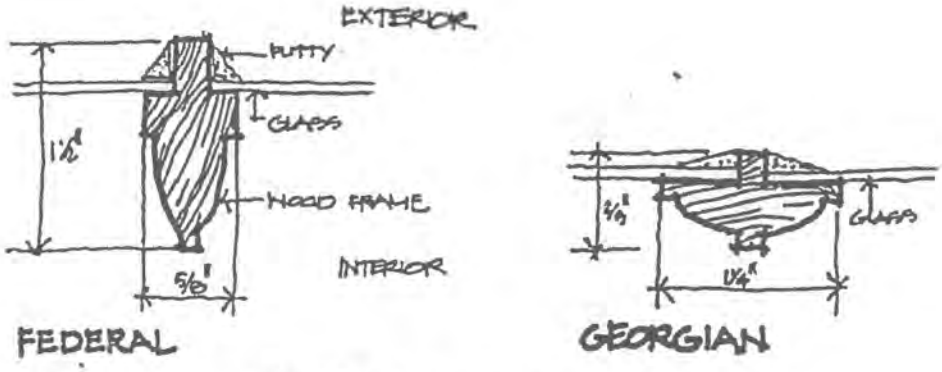
- Avoid construction of new buildings that lack an orderly rhythm of solids and voids, or that are extremely different from adjacent buildings.

- Consider that double hung, true-divided-light, painted wood windows with regular patterns are recommended in openings except for storefront glass. Permanently fixed muntins are preferable.

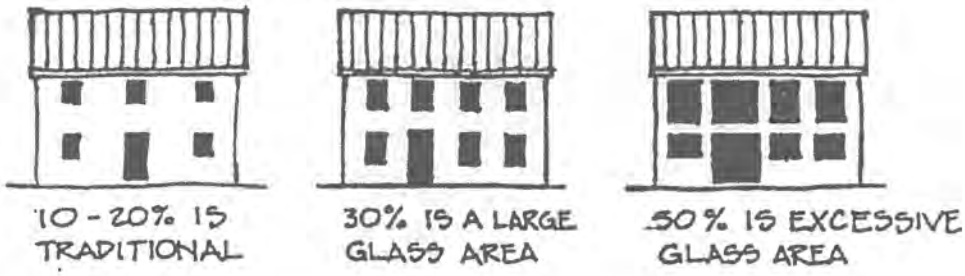
APPROPRIATE PROPORTIONS OF A FACADE CREATE A BALANCE OF THE PARTS AS WELL AS THE WHOLE

- Store front windows and door may be recessed to make an external public place and announce entries.
- Window lintels and sills should be considered. They can be made of brick, stone, steel or wood. They can be flat or arched.





TYPICAL MUNTINS

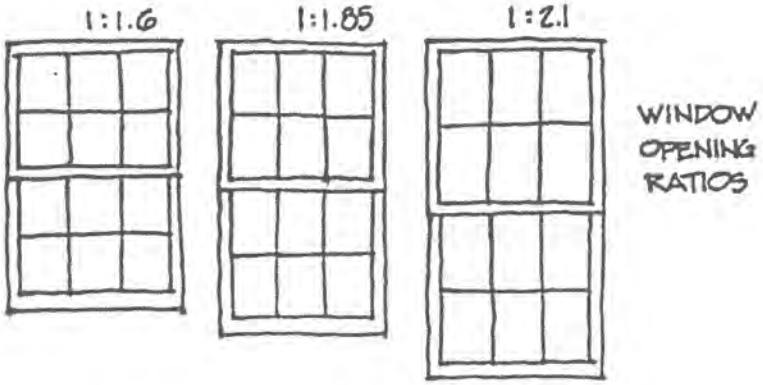


- Buildings in Middleburg should not have more than a fifty percent (50%) proportion of door and window openings in relation to the solid wall.

- Shutters on windows and doors should be of painted wood. Shutters on windows and doors should be complete with hinges and shutter dogs.

- Doors and windows should conform to the historic style of the buildings

- The existing exterior doors in Middleburg occur in a variety of styles that incorporate wood and glass. New doors should be of wood and glass also. New doors should clearly denote the entry to a building and should be harmonious with the facade.



8. LANDSCAPING

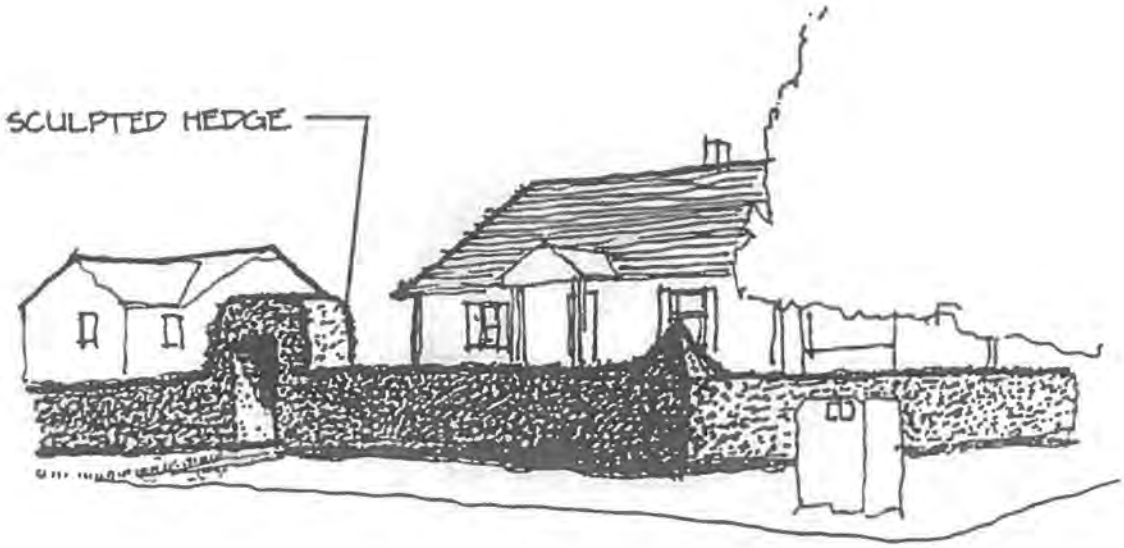
Landscaping should successfully bind the building with its site and surrounding context.

- Incorporate trees, shrubs, and other plant materials that are indigenous and traditionally used in the Historic District. Include street trees if they are a feature of the neighborhood streetscape.

- Use ground cover that is characteristic of the residential properties in the Historic District. Grass lawns, ivy plantings, periwinkle, or pachysandra are all recommended. Avoid paved areas that take the place of front lawns.

- Keep driveways as inconspicuous as possible. Use paving materials that are in character with the residential district. Brick is recommended where possible for walks.

- Keep walls and fences in character with Historic District; chain link fences should he avoided. Walls and fences should be made of the same materials as adjacent structures. Wood picket fences are also appropriate in many cases.



9. SIGNAGE

The design and placement of signs in the Historical District are critical factors. Signs should declare a function and a sense of individuality. Signs should display information in a clear way for both vehicular and pedestrian traffic. All signs must comply with the Middleburg Zoning Ordinance.

The primary purpose of a sign is identification of a particular business and advertisement of its goods and services. Downtown signs do not need to be large and gaudy like many commercial strip signs. They can be relatively small and more highly detailed.

Signage deals with two distinct types of traffic, pedestrian and vehicular. Both should be considered.

- Signage should be compatible with the Historic District. Wood, metal and fabric signs are encouraged. Plastic signs are not appropriate and internally illuminated signs are not permitted under the Zoning Ordinance.

- Signage should be compatible with the fenestration of a building.

There are many types of signs that are popular in Middleburg's commercial buildings:

- A cornice sign in many cases may give the name of the building. This may be done with individually mounted letters or with a flat sign mounted to the building. Cornice signs are usually horizontal.

- Flat signs, popular in Middleburg, are painted and sometimes have projecting letters. These signs should be mounted so they do not cover up significant architectural detailing.

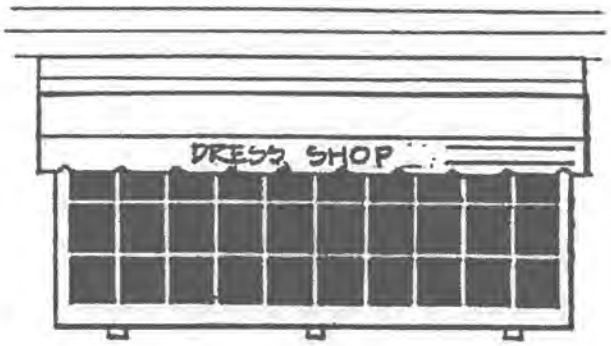
- Window signs are also very popular and may often occur above entry transoms as well as in shop windows.

- Storefront window signs are also a way of revealing a town's character and should be considered when other signage types are inappropriate. These signs are usually positioned near eye level.

- Hanging signs are affixed to the building and project from the face of the building. The hanging structure and sign should be harmonious with the building.

- Signs are usually rectangular but can be designed as symbolic shapes when appropriate.

- Awning signs are also limited by the Middleburg Zoning Ordinance. These signs can be painted or made of fabric.



- Freestanding signs are also used. A single post can be used with wrought iron bracketing supporting a flat sign. Double posts can also be used.

Color is one way in which an owner can express individuality in a sign. Earth tones are very popular in Middleburg. Restraint is the key word in choosing colors for signage. Contrast of light and dark colors should be considered to insure that signs are readable.

- Lighting is integral to signage design. Glare is a critical factor in planning a lighting strategy.

10. ARCHITECTURAL LIGHTING

Lighting is very important for buildings as well. Buildings have a definite night image. Proper lighting can help enhance buildings.

- Important features of buildings can be highlighted. Lighting fixtures should be chosen to blend with and enhance the architectural style of the building.

- Buildings can be uplit with lights mounted among landscaping elements.

- Lantern style lights are very appropriate in Middleburg because of their historical reference. Gas lights are also recommended.

- Function is another key in lighting design. Lights should be placed to allow for safe stairs and walks and to eliminate dark unsafe corners in buildings or alleys.

IV. DETAILED GUIDELINES – ALL CONSTRUCTION

A. INTRODUCTION

This section of the guidelines provides detailed guidelines to be used in conjunction with the general guidelines in undertaking specific types of construction projects within the Middleburg Historic District. Guidelines are provided for:

1. Accessibility for disabled persons……..... TBA
2. Accessory Buildings……..... 34
3. Accessory Structures - Other than Buildings
   a. Antenna, Satellite Dish, Utility and HVAC Installations, Small Cell and other Wireless Antennas and Infrastructure……...35
   b. ATMs and Vending Machines……...37
4. Chimneys and Flues…….....37A
5. Awnings……..... 38
6. Roof Elements……..40
7. Doors……42
8. Fences, Walls & Gates…….....45

It is anticipated that additional sections of guidelines will be added in the future, such as:

Solar collectors
Decks
Drainage systems - gutters & downspouts
Gasoline Service Stations
Exterior lighting
Parking
Planters
Porches
Replacement Materials
Siding
Street furniture
Stoops, stairs and railings
Windows, shutters, skylights
Etc.

A. GUIDELINES

1. ACCESSIBILITY FOR DISABLED PERSONS

(SECTION TO BE ADDED)

2. ACCESSORY BUILDINGS

A. INTRODUCTION

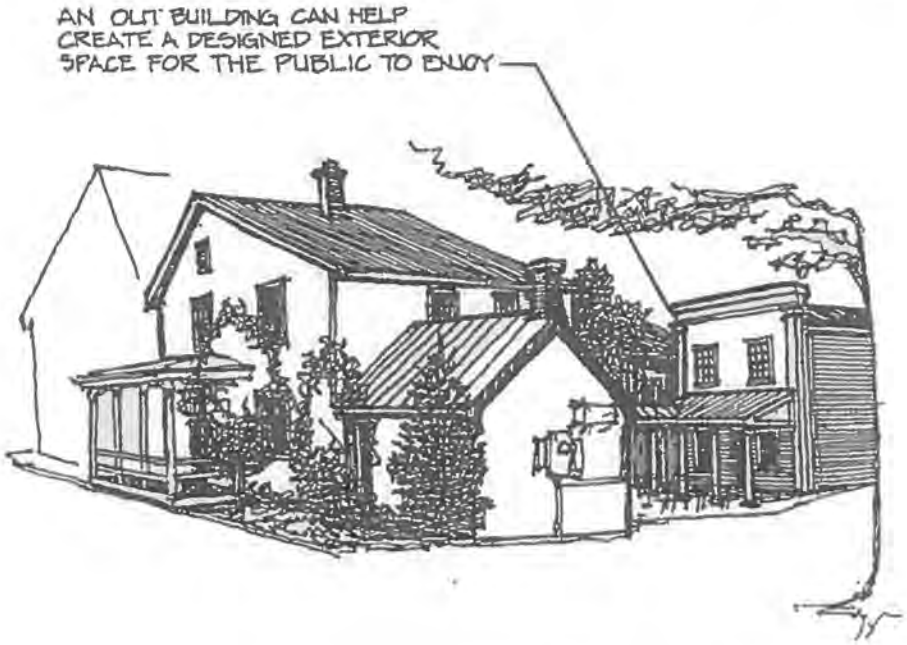
Accessory buildings should be closely considered in building planning. The style of a main building should carry through to its outbuildings. The character of these seemingly minor buildings can continue to enhance Middleburg.

B. TOWN REQUIREMENTS

A zoning location permit is required for any accessory building. Accessory structures must be located in the side or rear yard. A building permit from Loudoun County is also required for all accessory structures greater than 150 square feet in floor area.

C. GUIDELINES

1. Respect the siting, size, massing, materials, and colors of the principal building in the design of such new outbuildings as garages, gazebos, studios, and storage buildings.
2. Design new outbuildings to emphasize that they are auxiliary structures. They should not upstage the main buildings.
3. Consideration should be given to the scale of garage doors. Windows in these doors are acceptable but must be simple in design. Garage doors should face away from the street where possible and should utilize historic building materials or acceptable substitute building materials.
4. Prefabricated metal sheds are not allowed if they are visible from public ways.



3a. ANTENNA, SATELLITE DISH, UTILITY AND HVAC INSTALLATIONS, SMALL CELL AND OTHER WIRELESS ANTENNAS AND INFRASTRUCTURE

A. INTRODUCTION

The installation of antennas, satellite dishes, and utility facilities, such as electric and gas meters, gas tanks, cable television service boxes and free-standing pad mounted utility structures, as well as heating, ventilation and air conditioning (HVAC) equipment, exhaust and supply fans, pipes and vents, and outside storage areas visible from a public right-of-way require review and approval of a Certificate of Appropriateness from the Historic District Review Committee. While all of these facilities are important contemporary functional elements of a habitable structure, such facilities are generally incompatible with the character of the historic district, and their inappropriate location can have a negative visual impact on the district. To the greatest extent practicable such facilities must be hidden from view.

B. TOWN REQUIREMENTS

Electrical, gas and HVAC work must meet the requirements of the Virginia Uniform Statewide Building Code (USBC). An appropriate permit is required from Loudoun County for the installation of such facilities. Zoning clearance may be required from the Town Zoning Administrator prior to the County issuing these permits. Check with the Loudoun County Department of Building and Development.

C. GUIDELINES FOR INSTALLATION OF ANTENNAS AND UTILITY SERVICES

1. Antennas, satellite dishes, electric lines, utility meters, gas tanks, cable television service boxes, transformers, HVAC equipment, exhaust and supply fans, exhaust pipes and vents, garbage containers and similar facilities must be located in the most inconspicuous location on or adjacent to a building.

2. Underground electrical, cable TV, and telephone services are required. Electrical conduit should not be installed on historic facades.

3. If gas, electric meters or cable TV services boxes must be located in a prominent visual location on a building, screening with an enclosure or vegetation is required. Such meters and boxes should be painted a color to match the predominant façade color on which they are located.

4. Freestanding pad transformers and HVAC equipment must be screened with a material and color compatible with the principal structure on the property.

5. Exhaust and supply fans must not hide, obscure, or cause the removal of historic architectural details. They must be located in visually inconspicuous sections of a building, such as the rear roof and should be painted the predominant color of the surface on which they are located so that they are not prominent visual components of a façade.

6. Rooftop HVAC equipment is discouraged on small structures and the front roofs of buildings because they create visual disruption of the historic streetscape and are difficult to screen effectively. HVAC equipment should not disrupt the architectural character of a structure. For example, window air conditioning units are discouraged if they interrupt the unified design of a building façade. Through-the-wall units are also discouraged on historic structures because of their adverse visual impact as well as the loss of historic building material that results from their installation.

7. Satellite and other antennas, including television and wireless internet antennas, must be as small as possible consistent with the requirements for reception and transmission. If located on the ground, screening with compatible materials or vegetation is required. If located on a building, they should be hidden behind architectural features, such as a parapet, or if there is no parapet, they should be mounted as far back from the roof line as possible and painted to match the predominant color of the roof to limit visibility from a public right-of-way.

8. Service entrances should be designed not to compete with the main building entrances.

9. Refuse storage containers should be neatly contained in sheds or separate enclosures to shield them from public view. Screening of commercial refuse storage areas is required. A masonry enclosure designed to be compatible with the principal building that it serves is preferred.

D. GUIDELINES FOR SMALL CELL AND OTHER WIRELESS ANTENNAS AND INFRASTRUCTURE (adopted 4/11/19)

In 2018, the Federal Communications Commission (FCC) issued guidance and adopted rules to streamline wireless infrastructure siting review processes to facilitate the deployment of next-generation wireless facilities.[1] To address the growing demand for wireless technology across the United States, cellular providers propose to increase the capacity of their networks by deploying small cell infrastructure, a new lower-powered antenna technology, to reduce data traffic load on larger cell towers. This new technology requires infrastructure to be installed in closer proximity to the users on the ground and this infrastructure will affect the aesthetics of public spaces.

In its order, the FCC concluded that aesthetics requirements are not preempted if they are (1) reasonable, (2) no more burdensome than those applied to other types of infrastructure deployments, and (3) objective and published in advance.[1] As with other types of antennas and utility facilities providing contemporary functionality, small cell antennas (and its supporting equipment) and other wireless antennas, such as those providing municipal wi-fi, are generally incompatible with the character of the Historic District, and their inappropriate location can have a negative visual impact on the District.

In concert with the preceding guidelines in Section 3a., A-C, the following guidelines are provided pertaining to small cell and other wireless antennas and infrastructure (collectively "facilities"):

1. To the greatest extent practicable, such facilities must be hidden from view.
2. Any small cell or other wireless antenna must be as small as possible consistent with the requirements for reception and transmission, but in no case shall any antenna exceed three (3) cubic feet in volume.
3. All other wireless equipment associated with any such facility must also be as small as possible consistent with the requirements for reception and transmission, but in no case shall such equipment have a cumulative volume of more than 28 cubic feet
4. If located on or adjacent to a building, such facilities must be located in the most inconspicuous location.
5. In no case shall any installation of such facilities to a building be done in such a manner that the method of attachment will cause harm or degradation to the building facade, architectural features or any structural element.
6. Such facilities should not be mounted on front roofs of buildings because they create visual disruption of the historic streetscape and are difficult to screen effectively. Such facilities shall not disrupt the architectural character of a structure; rather, they should be hidden behind architectural features, such as a parapet. If there is no parapet. they shall be mounted as far back from the roof line as possible and painted to match the predominant color of the roof to limit visibility from a public right-of-way.

[1] Accelerating Wireless and Wireline Broadband Deployment by Removing Barriers to Infrastructure Investment, Fed. Reg. Vol. 83, No. 199 (Oct. 15, 2018). *Federal Register: The Daily Journal of the United States Government*. www.federalregister.gov/d/2018-22234

7. Conduit and cabling should not be installed on building facades that may be seen from the public right-of-way. If there is no practicable alternative such as interior cabling or location on a non-visible facade, then any such conduit or cabling must be as minimal in size as possible and of a color compatible with the structure.
8. Any facilities collocated on existing utility poles or on new support structures shall be in a matte black finish.
9. Aside from antennas and cabling, no other facilities should be collocated on existing utility poles. Any additional required facilities (e.g. equipment cabinet) should be ground mounted.
10. Aside from antennas and cabling, no other facilities shall be located on a new support structure. Any additional required facilities (e.g. equipment cabinet) shall be ground mounted.
11. Any ground mounted facilities shall be completely enclosed and screened with vegetation. When located adjacent to a building, such ground mounted facilities may alternatively be screened with an enclosure of material and color compatible with the building.
12. In 2016, previously existing wood utility poles for streetlights were removed on Washington Street between Jay Street and The Plains Road and replaced in a streetscape improvement project with Town-owned decorative, pedestrian-scale streetlights. Aside from these decorative streetlights, there are no utility poles in this core section of the Middleburg Historic District. Attachment of facilities to these decorative streetlights is not appropriate.
13. New support structures (i.e. poles) for such facilities are not appropriate on Washington Street between Jay Street and The Plains Road. This core section of the Middleburg Historic District is predominantly characterized by buildings sited directly to, and sometimes encroaching into, the public right-of-way. Coupled with often narrow sidewalks and decorative streetlights, this tree-lined section of Washington Street does not offer an appropriate setting for new support structures and facilities. Alternatively, applicants should look to existing utility pole infrastructure located off of, and behind structures along, Washington Street for collocation of such facilities.
14. If collocation on existing utility pole infrastructure is not feasible, any new support structures for such facilities should be sited alongside existing utility pole infrastructure located off of, and behind structures along, Washington Street in existing rights-of-way or utility easements. Location away from existing sidewalks and streets is preferred.
15. Any new support structure that must be located along or adjacent to an existing sidewalk or street shall be round, smooth metal in a matte black finish, should be no larger than 6” in diameter and shall provide for interior cabling. The height of any such structure shall be no higher than necessary consistent with the requirements for reception and transmission, but in no case shall exceed 30 feet in height. Deployments needing additional height shall collocate on an existing building or utility pole or on a new support structure located away from existing sidewalks and streets.
16. Any new support structure located along an existing sidewalk or street shall align with existing features such as utility poles and trees as to maintain organization and keep out of the pedestrian path.

17. New support structures located away from existing sidewalks and streets, and alongside or in line with existing utility poles, may match such existing utility poles in design and material. Such new support structures should be no taller or larger in diameter than such existing utility poles. Cabling along any wood support structure shall be within conduit or otherwise covered, with such conduit or covering to be in a matte black finish.
18. In no case shall any new support structure or facilities impede safe and convenient pedestrian circulation or vehicular traffic, to include VDOT standards for sight distances, nor create any conflict with access to and from public or private parking spaces.
19. In no case shall any new support structure or facilities violate applicable local, state or federal law, including the Americans with Disabilities Act.
20. In no case shall any new support structure or facilities be located within 15 feet from an existing fire hydrant or building's fire department connection.
21. Any proposed pruning or removal of trees, shrubs or other landscaping in conjunction with the location or collocation of such facilities must be approved by the Town. In all cases, tree "topping" or other improper pruning is prohibited. In no case shall the Town be obligated to approve removal of a tree from the public right-of-way or from private property where such tree is required by a site plan governing the property's development.

3b. ATM's AND VENDING MACHINES

A. INTRODUCTION

Automatic teller machines (ATM's) and similar machines for dispensing money, tickets, postage, and similar paper records and providing electronic transactions and services, that are visible from a public street or way require a Certificate of Appropriateness. ATM's are a popular feature of modern financial institutions, but are generally incompatible with the historic character of the Middleburg historic district. Due to the widespread use of ATM's, however, the Historic District Review Committee has approved such machines within the district.

Exterior vending machines that dispense drinks, food and the like and that are visible from a public street or way require a Certificate of Appropriateness. Vending machines are also incompatible with the historic character and streetscape of the historic district. They also serve as illegal internally illuminated signs. The policy of the HDRC is to not approve exterior vending machines. In addition, vending machines inside buildings that are visible from a public right-of-way and act as signs are not permitted.

B. ATM REQUIREMENTS

ATM's and similar machines must meet the requirements of the Americans with Disabilities Act for accessibility. A zoning location permit from the Town is required and, where a wall is altered, a building permit from the Loudoun County Department of Building and Development will be required.

C. ATM GUIDELINES

1. ATM's should be located in the least visually prominent location on the building, not on the most architecturally important façade, and preferably in recessed areas such as entryways and courtyards.

2. ATM's should be a small as possible.

3. Installation of ATM's should not harm historic architectural elements.

4. Lighting of ATM's must be fully shielded and at as low a level as possible consistent with security concerns.

5. Any sign associated with the ATM should be as small as possible and must meet Town sign regulations and be submitted with the ATM application.

4. CHIMNEYS AND FLUES

A. INTRODUCTION

Chimneys and flues that are visible from a public way require the approval of a certificate of appropriateness by the Historic District Review Committee before being constructed, reconstructed, altered or demolished. Chimneys and flues are important architectural elements of a building and provide visual variety to the roof line. Exterior chimneys of brick or native stone are found on buildings dating from the late 17th and early 19th centuries. Examples of late 19th century chimneys are characterized by ornate corbelling.

B. OTHER REQUIREMENTS

1. Construction of chimneys requires approval of a zoning location permit from the Town Zoning Administrator. The application must include the location of the structure on a plat of the property and a schematic of its proposed appearance and height. Chimneys that do not exceed ten feet in width may extend into a required yard, but no closer than five feet to any lot line. Chimneys may also exceed the height limit for buildings in the zoning district in which they are located.

2. Most chimneys require a building permit from the Loudoun County Department of Building & Development, and must meet the requirements of the current edition of the Virginia Statewide Building Code.

3. The location of chimneys and flues must be included on all architectural plans submitted to the town for approval. Design, materials, and color must also be specified.

C. GUIDELINES FOR CHIMNEYS AND FLUES

1. Existing chimneys should be maintained or restored and not removed without a compelling reason and substantial justification. Chimneys should not be modified; i.e., reduced in height or simplified in style.

2. New chimneys should be appropriate to the period of the structure. The scale, materials, and decorative details should reflect the period of the building.

3. Small metal flues, plumbing vents and attic exhaust vents required for 20th century functional standards should be located on visually inconspicuous areas of the roof. Such metal flues and vents should be painted to match the existing color of the roof material in order to reduce visibility.

5. AWNINGS

A. INTRODUCTION

The installation of awnings that are visible from a public way require the approval of a certificate of appropriateness by the Historic District Review Committee. Awnings are quite prevalent in Middleburg and are useful for many reasons. They are an easy way to protect display windows from direct sun exposure and the damage it can produce. Awnings may also give pedestrians protection from the rain while window shopping.

An awning can add new life to an old building by introducing a new color scheme or covering prior remodeling mistakes. Signage may also be added to the awning for a new image. Like a sign, an awning can have a powerful visual effect on the overall appearance of a building and, like signs, awnings should complement, not compete with the architecture of a building. The color, shape and size of an awning should be as sensitive as if it were a permanent roof structure added to an existing building.

B. OTHER REQUIREMENTS

1. Awnings may require a building permit from Loudoun County Department of Building and Development to ensure compliance with the Virginia Uniform Statewide Building Code (USBC).
2. Awnings with signs must also obtain a sign permit from the Zoning Administrator and must comply with the sign provisions of Article XIV of the Middleburg Zoning Ordinance.
3. Awnings extending over a public sidewalk must be a minimum of 7'6" above the sidewalk. Awnings with ground supports that encroach on the public right-of-way require approval of an encroachment ordinance by the Town Council. Encroachment requests should be directed to the Town Administrator.

C. GUIDELINES FOR AWNINGS

1. Awnings should be appropriate to the period of the structure to which they are attached. Shed or sloped awnings (both retractable and non-retractable) are preferred for mid-19th to mid-20th century buildings. Other awning styles on rigid or fixed frames may be considered for late 20th century buildings.
2. Awnings should be made of a canvas type fabric. Metal or plastic fabric awnings are strongly discouraged.
3. The awning size, type and placement should not interfere with existing signs or distinctive architectural features of the building, or with street trees or other streetscape elements.
4. The color should be coordinated with the overall building color scheme. Single color awnings are usually appropriate for buildings with extensive façade ornamentation. Striped awnings are generally appropriate only on buildings with simple and unadorned façades.

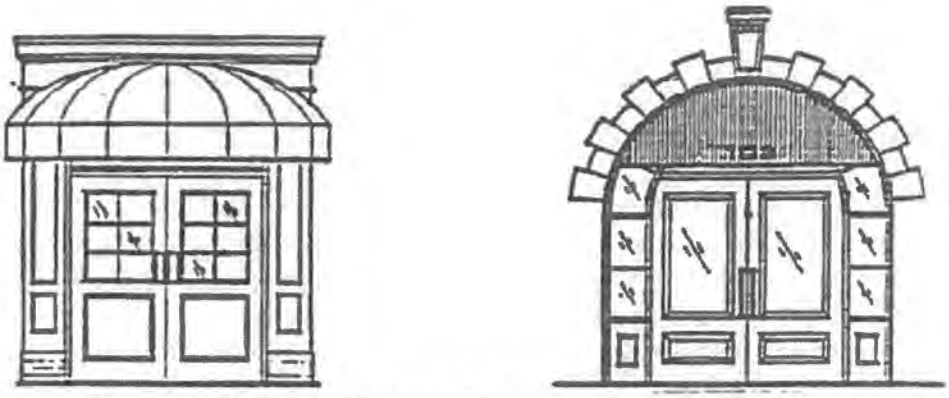
5. Awning signs should generally be located on the front panel or valance of the awning. Letters, which may be screened, sewn or painted on the awning fabric, must be professionally applied.

6. Window awnings on residential structures should be no wider than the window opening.

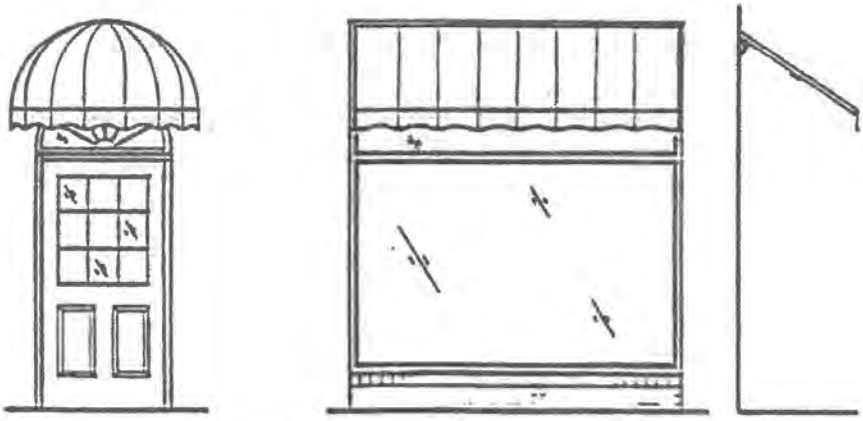
7. Awnings may not be attached to a building in a manner that requires removal of historic materials to create the minimum clearance height required. For example, a cornice or frieze may not be removed or altered to permit the installation of an awning.

8. On masonry buildings, awnings should be anchored through the mortar joints rather than directly into the masonry.

9. Awnings require regular cleaning, and the awning fabric should be replaced when it begins to deteriorate.



Inappropriate shaped awnings hide and confuse the shape of window and door openings.



Rigid frame bullnose awnings are only appropriate for buildings dating from the late-20th century. Retractable shed type awnings are preferred in the historic district.

6. ROOF ELEMENTS: ROOFS; ROOFING MATERIALS; CORNICES; DORMERS

A. INTRODUCTION

Roof elements visible from a public street or way require the approval of a certificate of appropriateness by the Historic District Review Committee. Roofs are one of the most dominant visual elements of a building. Roofing materials must be historically appropriate for the architectural style of the structure. For example, standing seam metal or wood shingle roofs are appropriate to mid-19th century structures. As a general rule, the use of asphalt shingles for roofing is discouraged, particularly on historic structures. In the case of a roof replacement, retention of historic roof materials underneath the new roof should be considered. For slate roofs, it is almost always better to repair rather than replace the roof.

Cornices tie the roof visually into the rest of the structure, and dormers, where provided, are particularly visible elements of a building. Either of these features can have a positive or negative impact on the building, depending upon how well they are designed and constructed. As a general rule, cornices and dormers should be proportional to the roof and main structure. Installation of dormers is not appropriate if an unacceptable loss of existing historic fabric would result.

B. TOWN REQUIREMENTS

1. Zoning clearance is required from the town for replacement roofs. A zoning permit from the town is required for the construction of all dormers. Dormers must meet all zoning ordinance standards, including height and setback.
2. New and replacement roofs and dormers must meet the requirements of the Virginia Uniform Statewide Building Code (USBC). A building permit is required from Loudoun County for the installation of roofing material exceeding a certain square footage. Check with Loudoun County Department of Building and Development.

C. GUIDELINES

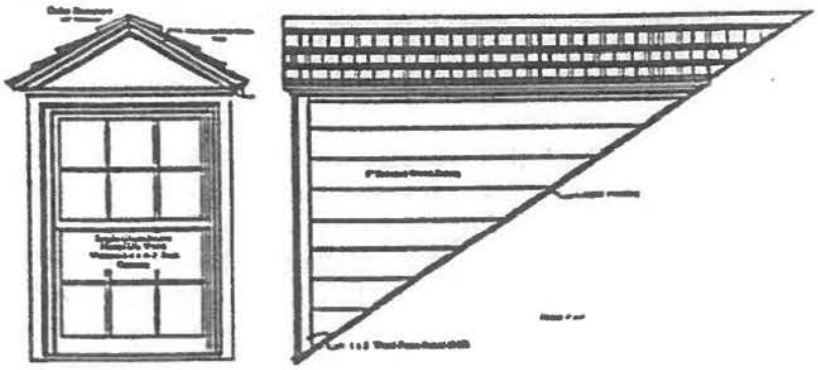
<u>Roofs</u>

1. New and replacement roofs should be made of material appropriate to the historic period of the structure. For example, fiberglass or asphalt shingles are only appropriate on late 20th century structures.
2. Standing seam metal roofs are appropriate for structures dating from the mid-19th century or later. Prefinished, prefabricated metal roofs are acceptable in lieu of formed-in-place and painted standing seam metal roofs.
3. The retention of existing slate roofs is strongly encouraged. Authentic slate can last up to 150 years if properly maintained, so replacement with synthetic slate is not considered appropriate.
4. Composite roofs, where appropriate, should be a premium grade that closely resembles natural roofing materials. Weathered wood blend or antique slate blend colors are usually appropriate, while light colors such as white or light blue are strongly discouraged.

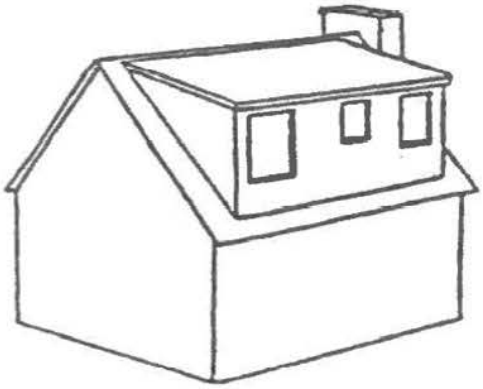
5. Historic roof accessories, such as snow dogs, ridge cresting and lightning rods, should be retained and preserved.

Dormers

1. The dormer style should be appropriate to the architectural style of the existing structure.
2. Dormer sashes should be operable and should be the same type as the other window sashes on the structure. The trim work of the dormer should match the window trim work.
3. Shed dormers are strongly discouraged.
4. Generally, new dormers should align with the windows below or be centered between them.
5. New dormers should match any existing dormers.
6. Dormer trimwork should generally be painted to match the other trim color on the building.
7. Dormer sidewalls should be either of the same material and color as the main structure walls or covered to match the roof material, if it is wood or slate. Covering sidewalls with aluminum or vinyl siding or standing seam metal is not appropriate.
8. Dormers should match the proportions of the building and the windows. Historic dormers are generally tall and narrow with minimal trim at the sides of the windows.



Example of a dormer appropriate for use on a 19th century residential structure.



Large shed dormers are generally inappropriate.

7. DOORS

A. INTRODUCTION

The installation of new exterior doors, whether pedestrian or vehicular, that are visible from a public way require the approval of a certificate of appropriateness by the Historic District Review Committee. Addition or deletion of storm doors normally does not require a certificate of appropriateness. The Zoning Administrator may find, however, that a specific installation may have an adverse impact on the historic district or will be clearly inconsistent with the character of the structure or the prevailing character of surrounding buildings. In this case, the work can be ordered stopped and a certificate of appropriateness application must be filed with the HDRC. For this reason, guidelines for appropriate storm doors are included in this section.

Door and window design is extremely important to buildings. The rhythm, patterns and ratio of solid (wall) to void (windows and doors) of new buildings should relate to and be compatible with those of adjacent buildings. The majority of buildings in Middleburg have a higher proportion of wall area than window area. Buildings generally should have less than a fifty percent (50%) proportion of door and window opening in relation to solid wall.

Exterior doors are prominent features of a building's façade. Not only is the design of the door itself important, but also the details around the door, including the door frame, glass, moldings, pediments and hardware. Each of the architectural styles represented in the historic district incorporates distinctive doorways that should be maintained. Federal and Georgian style residential structures from the late 18th and early 19th century usually have solid wood panel entrance doors. Late 19th century Victorian structures often have wood doors that include glass panels. Main entrance doors are usually more elaborate than doors on secondary entrances.

B. OTHER REQUIREMENTS

Normally, installation of doors is included in construction plans for a structure, which will require a zoning location permit from the Zoning Administrator. A building permit for new structures is also required from the Loudoun County Department of Building and Development. Installation, alteration or deletion of new doors in existing structures may also require a building permit if exterior bearing walls are affected.

C. GUIDELINES FOR DOORS

1. Exterior doors and surrounding details should be appropriate to the period of the structure. Original details should be preserved, and decorative door surrounds should not be removed to install a new door.

2. Addition of a vestibule covering original doors and details should not be constructed on the primary elevation of a structure.

3. Exterior flush or paneled metal doors are generally not appropriate. In certain limited instances, such doors may be appropriate for basement entrances in side or rear yards, or for 20th century commercial buildings.

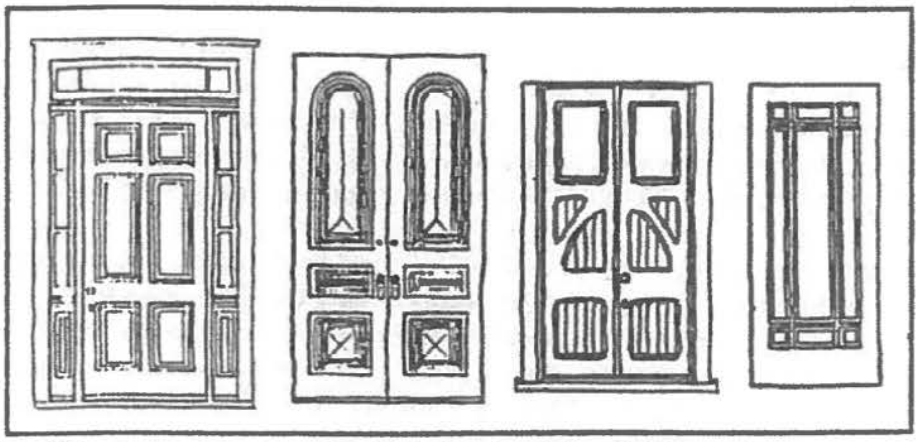
4. Existing doors in Middleburg occur in a variety of styles that incorporate wood and glass. New doors should clearly denote the building entry and should be harmonious with the façade.

D. GUIDELINES FOR STORM DOORS

1. Storm doors should be very simple and open, allowing the main door to show through as much as possible. Cast aluminum or plastic decoration is not appropriate.

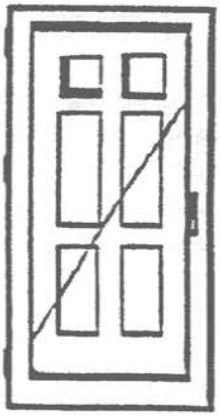
2. Wood storm doors are strongly preferred to metal storm doors.

3. Storm door frames should be painted or anodized to match the trim color of the building.



Traditional entrances, from Greek Revival through early 20th-century.

Appropriate



Original Door Visible Behind Glass

Inappropriate

Crossbuck Type Stamped Metal Storm Door

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8. FENCES, WALLS & GATES

A. INTRODUCTION

Fences, walls, and gates that are visible from a public street or accessway require approval of a Certificate of Appropriateness by the Historic District Review Committee. Fences and walls are significant visual features of the historic, defining outdoor spaces, enhancing landscaping, and providing a sense of enclosure for property owners.

Fences are often partially transparent and are usually constructed of wood, masonry or brick. Garden walls are made of masonry and sometimes serve to retain planting beds. Gates are constructed of a number of different materials, including wood and metal.

B. TOWN REQUIREMENTS

1. Construction of fences, walls and gates requires approval of a zoning location permit from the Town Zoning Administrator. The application must include the location of the structure on a plat of the property and a schematic of its proposed appearance and height. In most cases, fences and walls cannot exceed four feet in a front yard or six feet in a side or rear yard.
2. Fences at least four feet high are required by Loudoun County to enclose residential swimming pools. Approval of these fences by the County is included in the approval of the swimming pool. Contact Loudoun County Building & Development for more information.
3. Most retaining walls require a zoning permit from the Loudoun County Department of Building & Development, and must meet the requirements of the current edition of the Virginia Statewide Building Code.
4. Structures such as fences and wall on corner lots must maintain vision clearance at the corner for traffic safety reasons, in accordance with Virginia Department of Transportation sight distance standards.

C. GUIDELINES FOR FENCES, WALLS & GATES

1. The materials, design and scale of fences, walls and gates must be appropriate to the architectural period and character of the principal structure they adjoin or surround. Fences and walls of brick or stone are generally appropriate. Wood is also a traditional material for fences and gates. Traditional wood fences in downtown Middleburg generally have vertical wood pickets. Ornamental iron or metal fences and gates are appropriate for late-19th and early 20th century Victorian structures.

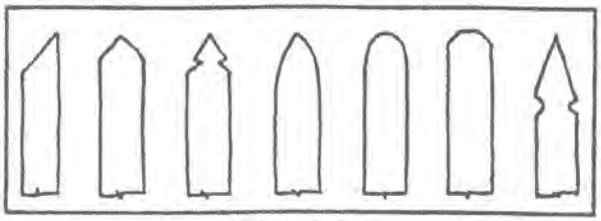
2. Modern wood stockade fencing, unpainted redwood, rough cedar and unfinished concrete block fences are not generally appropriate in the historic district. Fences, walls and gates made of synthetic materials such as fiberglass or poured concrete are also not appropriate. Metal chain link fences are not appropriate except in certain public uses, such as school playing fields.

3. Wood fences, except for natural split rail fencing, must be painted or stained.

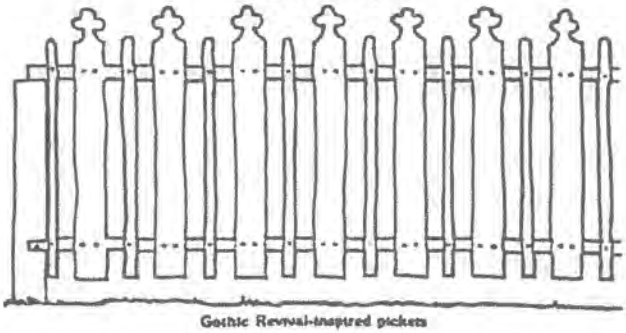
4. Where possible, existing wood picket or wrought iron fences and stone walls should be preserved.

5. When located within a front yard, fences that are visually open, rather than solid and opaque are preferred. Solid wood fences may be appropriate where necessary to provide screening for delivery, storage or utility areas otherwise visible from a public street or accessway. Where permitted, solid wood fences over four feet in height should be landscaped with evergreen shrubs to soften their appearance.

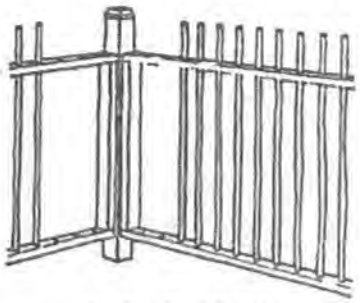
6. Retaining walls of dry-laid stone, stone or brick faced masonry are preferred over wood landscaping timbers.



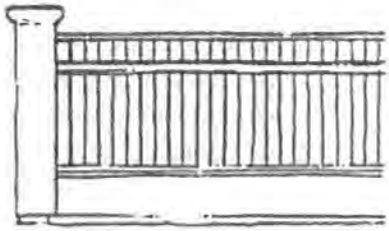
Simple picket designs



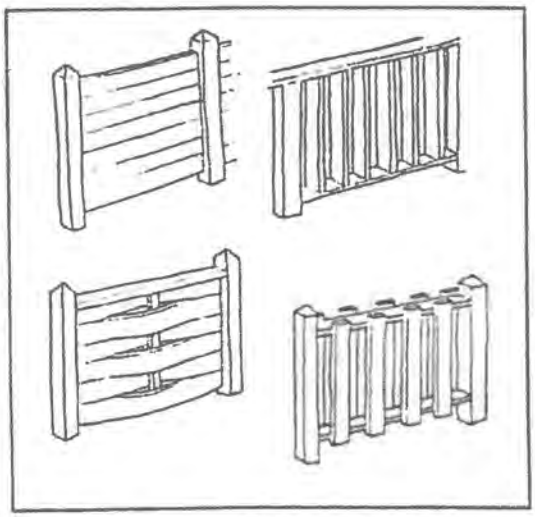
Gothic Revival-inspired pickets



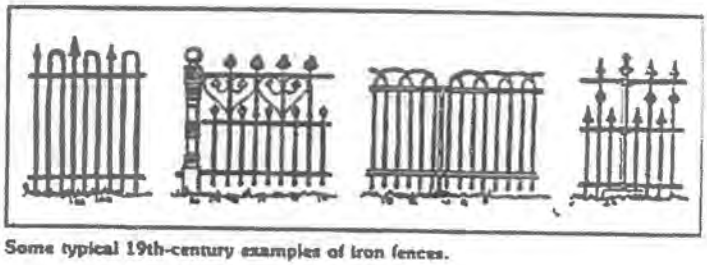
dowelle — Greek Revival



fence with rail — Greek Revival and later



Standard privacy fences are usually not appropriate in historic contexts.



Some typical 19th-century examples of iron fences.

V. DEMOLITIONS

A. INTRODUCTION

The demolition of a structure within the historic district, either in whole or in part, regardless of visibility from a public way, requires approval from the Historic District Review Committee. Demolition requests must be considered very carefully, because approval of a demolition request will result in a permanent change to the fabric of the district. A demolished building is irreplaceable. Sometimes a building can be moved to another location, but because this is expensive and irrevocably changes the historic context of the building and site, it is usually a solution of last resort.

The Committee cannot act upon requests for demolition before a public hearing on the application has been duly advertised and held. The general policy of the HDRC is to preserve the existing historic buildings within the town to the greatest extent possible, while attempting to accommodate property owners' needs to make contemporary use of their property.

B. TOWN REQUIREMENTS

5. Demolitions must meet Loudoun County Building Code requirements, including issuance of all appropriate county permits.
6. Removal of less than 25 square feet of an exterior wall, roof or other exterior surface is not considered demolition, but rather an alteration.
7. Denial of a request to demolish may be appealed to the Town Council within one week of the decision under the provisions of Section 244 of the zoning ordinance.
8. Under State law, an owner may demolish a structure following denial of a demolition request if the structure is offered for sale for a specified period of time and no bona fide offer to purchase the property is made during the specified time period, in accordance with the provisions of Title 15.2-2306 of the 1950 Code of Virginia, as amended. A copy of these provisions is available in the Town Office.
9. Additional Application Requirements: In addition to the information required for any Certificate of Appropriateness application, including a plot plan accurately showing the extent of the proposed demolition, demolition requests must include:
    a. Written reason for the demolition and alternatives explored;
    b. For structures that are compatible, but not significant, clear record photographs, including both black and white and color photos and their negatives at least 4"x5".
    c. For significant structures, items a. and b., plus a written history to include at a minimum the date of construction and any major alterations, information about persons or events associated with the structure, general architectural characteristics and background on the designer or architect and the builder.
    d. For significant structures, measured drawings of the structure to include floor plans and elevations at a minimum scale of 1/4"=1', in pencil or ink on vellum or mylar with maximum dimensions of 30"x42".

C. DEMOLITION GUIDELINES

In general, there must be a compelling reason for the demolition, either in whole or in part, of a significant historic structure. The HDRC promotes retention of the town's historic fabric and strongly discourages the demolition of any portion of an 18th or early 19th century structure.

In some cases, the HDRC may require a structural analysis of the building by a licensed professional engineer to assist the Committee in making an informed decision regarding the structural integrity of a structure being proposed for demolition, either in whole or in part.
Applications for any demolition site that is to remain vacant for a period of time following the demolition must include a plan for landscaping and maintaining the site.

Determination of Significance

Determination of a structure's significance will be made by the HDRC. This determination will be based upon the following criteria:

1. All buildings and structures constructed prior to 1875 are significant and must be documented.
2. Buildings and structures that contribute to knowledge of the architectural and cultural history of Middleburg or the nation are significant and must be documented.
3. Buildings that demonstrate superior craftsmanship or design features may be considered significant. In some instances, documentation may be limited to recordation of the significant features or details.

Structures that are not historic and not compatible with the historic and architectural character of the town are appropriate for demolition. These include inappropriate accessory structures such as metal storage sheds and stockade or chain link fencing. A determination of whether or not other structures are not historic is the responsibility of the HDRC.

Criteria for Considering the Demolition of Significant Structures

In addition to the criteria above, Section 241 of the Middleburg zoning ordinance contains criteria applicable to the consideration of demolition requests by the HDRC, including the following:

1. The extent to which the structure's continuing existence would tend to protect irreplaceable historic places and preserve the general historic atmosphere of the town;

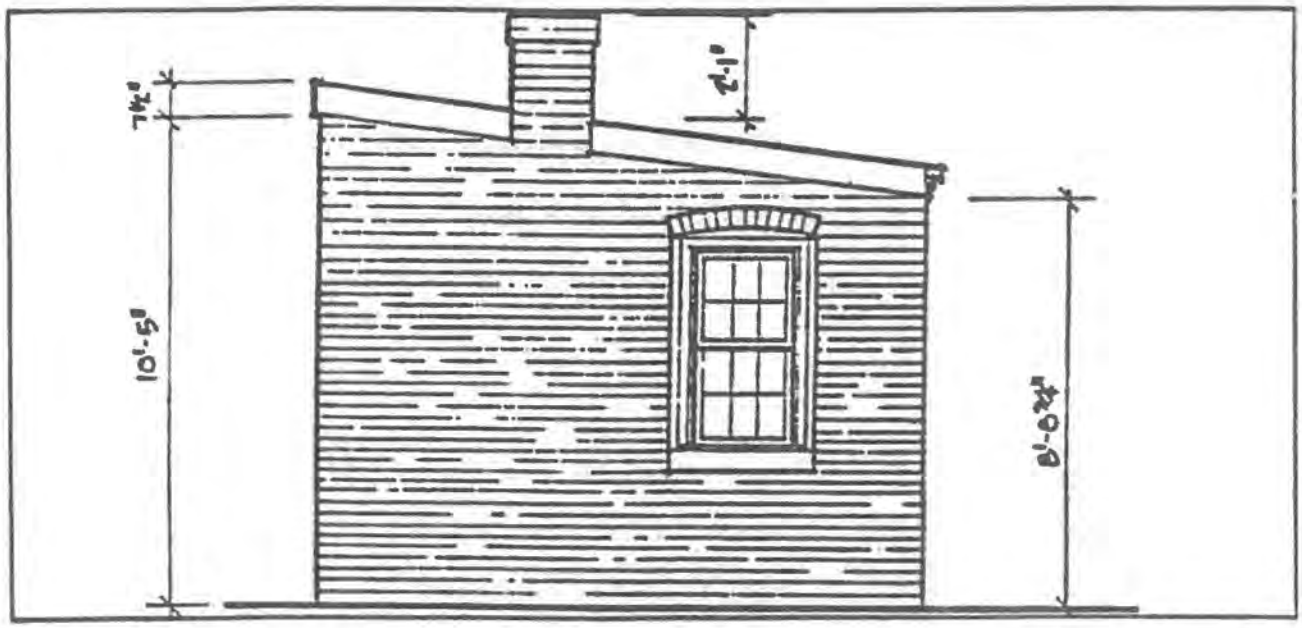
2. The extent to which the structure will promote the general welfare of the town and all citizens by the preservation and protection of historic places and areas; and

3. The extent to which the structure's preservation will promote the general welfare by maintaining and increasing real estate values, generating business, attracting tourists, encouraging study and interest in American history, stimulating interest and study in architecture and design, educating citizens in American culture and heritage, and making the town a more attractive and desirable place in which to live.

Archaeological Considerations

The demolition of a structure either in whole or in part may affect archaeological resources. Archaeological resources may include, but are not limited to: ceramic or glass fragments in the backyards of historic properties; brick-lined shafts in yards or basements; brick kilns; foundations, footings, postholes and trenches or non-extant buildings; landscape features such as walkways and gardens; and even Native American artifacts that pre-date colonial Middleburg. While these clues to the town's past may appear to be unimportant debris, such artifacts, if recovered and researched, may provide significant information about the town's history.

Any application to the HDRC that involves significant ground disturbance may require investigation by a trained archaeologist to determine whether or not significant archaeological resources may remain on the property.



Example of a record drawing including measurements

VI. SUMMARY

The Town of Middleburg has a unique sense of history and ambience, with a vital pedestrian scale. This tradition should be enhanced and continued.

Avoid demolishing significant buildings. Middleburg has been designated a National Historic Landmark and any demolition takes away the character of the town that took so long to build.

Continue the architectural character of the town. Any changes should contribute to the sense of place in Middleburg.

Future Planning Recommendations:

- Maintain the street wall and the outdoor rooms it creates.
- Maintain the existing street grid.
- Continue development that contributes to pedestrian use of the town.
- Define Middleburg's edges. The town should have a sense of arrival and departure.
- Continue to maintain the existing architectural context and encourage the sensitive renovation and restoration of existing buildings within the Historic District.

VII. ARCHITECTURAL TERMS

ALLIGATORING. A series of extensive horizontal and vertical cracks in layers of paint that extends to the underlying wood substrate.
ARCADE. A series of arches supported by columns or piers, either free-standing or attached to a wall.
ARCUATED. Bent or curved in the shape of an arch.
ASHLAR. Squared but rough-hewn blocks of stone masonry; also, concrete or terra cotta masonry in imitation of such stone.
ASYMMETRY. See SYMMETRY.
BARGEBOARD. A projecting board, often decorated, that acts as a trim to cover the ends of the structure where a pitched roof overhangs a gable.
BATTLEMENT. A parapet with alternating indentations and raised portions.
BAY. One unit of a building facade, defined either by columns or piers or single or grouped openings such as windows.
BELVEDERE. A small look-out tower on the roof of a house.
BOARD-AND-BATTEN. A form of siding consisting of wide boards set vertically, with the joints between the boards covered by smaller strips of wood, or battens.
BONDING PATTERNS. The overlapping arrangement of masonry in a wall, usually used to describe brickwork composed of headers and stretchers.

- American bond. Brickwork composed primarily of stretcher courses, with a course of headers only occurring every sixth or seventh course.
- Common or running bond. Brickwork composed entirely of courses of stretchers.
- English bond. Alternate courses of brickwork composed of either headers or stretchers only.
- Flemish bond. Brickwork composed of alternating headers and stretchers in each course.

BRACKET. A small projection, usually decorated, which supports or appears to support a projecting cornice or lintel.
BULKHEAD. The solid panel at the bottom of a storefront that supports a display window.
CAPITAL. The top decorated part of a column or pilaster.
CARRARA GLASS. The trade name, now used generically, of an opaque structural glass popular in the early 20th century for the facing of storefronts.
CLASSICAL. Referring to or derived from the styles of ancient Greece or Rome.
CLAPBOARD. Narrow, horizontal, overlapping wooden boards that form the outer skin of the walls of many wood frame houses.
CLERESTORY. Windows located relatively high on a wall that tend to form a continuous band.
COLONNADE. A row of columns carrying an entablature or a series of arches.
COLUMN. A vertical support, circular in plan and usually slightly tapering; in classical architecture it consists of a base, shaft and capital. Columns (along with their corresponding entablatures) are classified into orders or styles:

- Tuscan. The simplest classical order of column, having a smooth (unfluted) shaft.
- Doric. The simplest of the columns with fluted shafts, further distinguished as either Greek Doric (no base) or Roman Doric (with a base).
- Ionic. A fluted column characterized by the paired volutes, or spirals, forming the capital.
- Corinthian. A fluted column with an elaborate capital consisting of carved leaves.
- Composite. A fluted column with capital combining the volutes of the Ionic order with the leaf forms of the Corinthian.
- Banded. a column having a series of raised, wide bands on the shaft.

CORBEL. A projection from a masonry wall, sometimes to support a load or for decorative effect.
CORNICE. A decorated, projecting linear element placed along the top of a wall or facade of a building.
CROSS-BUCK. A style or feature that imitates the intersecting diagonals of structural crossbracing.

CUPOLA. A structure having a domed roof supported by a circular or polygonal base, occurring on the roof of a building and serving as a lantern, belfry or belvedere.

DENTIL. One of a series of small rectangular blocks, similar in effect to teeth, which are often found in the lower part of a cornice.

DORMER. A structure containing a vertical window or windows that projects through a pitched roof.

EFFLORESCENCE. The surface deposit of soluble salts on the face of masonry.

ENTABLATURE. The horizontal band supported by a series of columns which, together with the column, form an order, or style.

ENTASIS. The very slight convex curve used on Greek and later columns to correct the optical illusion of concavity which would result if the sides of the column were straight.

FACADE. The front, or principal, exterior face of a building; it may refer to other prominent exterior faces as well.

FANLIGHT. A semi-circular or fan-shaped window with radiating members or tracery set over a door or window.

FENESTRATION. Design and position of windows and doors on a building facade.

FINIAL. A relatively small, decorative terminus at the top of a gable.

FLUTED. Having regularly-shaped vertical grooves or flutes, such as on the shaft of a column.

GABLE. A triangular wall segment at the end of a double-pitched or gabled roof.

GAZEBO. A structure, such as a pavilion, built on a site and affording an enjoyable view.

HEADER. A brick laid so that the short end only appears on the face of the wall.

KEYSTONE. The central stone of an arch, sometimes carved or larger in size than other members of the arch.

LIGHT. A glazed opening, as in:

- Divided lights. The division of a large opening or sash into smaller sections by muntins.
- Full light. Having a glazed opening over almost its entire area, as in a door.
- Half light. Having a glazed opening in only one half, as in a door.

LINTEL. A horizontal beam over an opening in a masonry wall, which carries the weight of the structure above.

LOZENGE. A diamond-shaped panel in a wall.

LUNETTE. A semi-circular opening or panel.

MEETING RAIL. The horizontal member at the top of the lower sash and the bottom of the upper sash of a double-hung window that are adjacent to each other when the window is closed.

MODILLION. A small block or bracket used in a regularly-spaced series to support a classical cornice.

MOSAIC. A surface decoration for walls or floors formed of small pieces of glass, stone or marble set in a mastic.

MULLION. A vertical strip that separates the panes of a window.

MUNTIN. A thin wooden or metal member that separates panes of glass in a window.

OCULUS. A round window.

OVERHANG. The extension of a roof beyond the face of an exterior wall, also called an eave.

PARAPET. A low, solid, protective wall or railing along the edge of a roof or balcony, often to obscure a low-pitched roof.

PAVILION. A part of a building projecting from the rest; also an ornamental garden structure.

PEDIMENT. A wide, low-pitched gable found on the facade of a classical-style building.

PERGOLA. A structure, such as an arbor, with a roof of trellis work.

PERMASTONE. The trade name, now commonly used generically, of a form of synthetic stone siding.

PIER. A vertical structural support, usually rectangular.

PILASTER. A rectangular version of a column attached to a wall surface.

PORTICO. A covered space used as an entry to a building, with the roof generally supported by columns.

QUOINS. Raised blocks of stone or brick used to accentuate the corners of a building, usually laid so that the wide and narrow faces of the blocks alternate.

RAKE. A board or molding placed along the sloped upper edge of a gable to cover the joint between the wall and the roof.

RETURN. The continuation of a molding, projection, etc. in a different direction. RIDGE. The horizontal junction between two opposite sides of a roof, located at its highest point.

ROOFS.

- Shed. One which slopes in one direction only.
- Gabled. One with two equal sides, but sloping in opposite directions from the ridge.
- Hipped. One which is sloped on all sides, producing no gables.
- Pyramidal. One which has moderate or steep slopes on four sides, and which meet in a point rather than a ridge, used for structures relatively square in shape.
- Conical. One with continuous, curved, sloping sides shaped like a cone. SASH. The frame of a window, either movable or fixed, which holds the glass. SCROLLWORK. Intricate wood cut-outs, made with a narrow-bladed scroll saw. SEGMENTAL ARCH. An arch comprised of a portion of a semi-circle. SHAF'T. The trunk of a column between the base and the capital.

SIGNBAND. The narrow, flat portion of a storefront lintel that traditionally carried the store name.

SPINDLEWORK. Woodwork composed of turned elements, or spindles.

STREETS CAPE. The overall appearance of buildings, signs, lights, benches, plantings and other elements along a street.

STRETCHER. A brick laid so that the long side only appears on the face of the wall.

STRING COURSE. A narrow, horizontal band projecting from a wall surface.

STUCCO. A rough-textured plaster used as an exterior surfacing material for walls.

SYMMETRY. The equal and balanced distribution of elements on both sides of a centerline, such as on a facade. When the distribution is unequal, the arrangement shows asymmetry.

TERRA COTTA. Fine-grained, brown-red fired clay used for roof tiles & decorative masonry elements.

TERRAZZO. A flooring finish of marble chips mixed with cement mortar, laid in place, ground smooth and polished.

TIE-ROD. A wrought-iron rod inserted horizontally through the side walls of a building to prevent them from buckling or separating. They generally occur at the level of floor framing, and are anchored at the exterior of the walls with cast-iron plates, often in the shape of stars. TRANSOM. The band of clear or translucent glazing that sometimes is present above display windows of a storefront.

TURRET. A small tower at an angle or corner of a building, usually beginning some distance above the ground.

VERANDAH. A roofed open porch, usually covering an extensive area. VERNACULAR. Reflecting native or popular taste as opposed to a formal style.

WINDOWS

- Bay. A projecting bay with windows that form an extension of interior floor space. It should extend to the ground, although the term is often used for protections that begin above ground level - more properly called an oriel window.
- Bull's Eye. A small circular window, usually with a thick or lens-like piece of glass.
- Casement. A window having one or two sash, hinged at the side, which swing to open inward or outward.
- Double-hung. A window having two sash, one above the other, arranged to slide vertically past each other.
- Palladian. An opening composed of three windows; a large, arched central window and two flanking side windows.
- Rose. a large, circular window, often with stained glass, most frequently used in religious architecture.

The definitions above are drawn or adopted from *The Penguin Dictionary of Architecture* and *Dictionary of Architecture* and *Construction*.

VIII. – MURALS (adopted 3/14/19)

It is the policy of the Historic District Review Committee to not approve murals. While mural art is widely considered one of the oldest methods of artistic expression, mural art has not historically been part of the Middleburg Historic District. Without historic precedents, the introduction of murals to the District would not serve the purpose of the Historic District regulations, which is to preserve the unique historical, architectural and cultural, and archaeological heritage of the Town and all significant historic and archaeological resources within the Town. As such, murals are not appropriate in the Middleburg Historic District.