DESIGN GUIDELINES

for Commercial Buildings
in the City of Takoma Park, Maryland

City of Takoma Park
Facade Advisory Board

CONTENTS

1 **Introduction**

3 **Facade Advisory Board**
- Commercial Areas

5 **Owner and Tenant Responsibilities**
- Maintenance
- Projects Requiring a Facade Advisory Review
- Projects Requiring Historic Area Work Permit
- Building and Sign Permits
- Permit and Design Review Summary
- Flow Chart

9 **Types of Projects**
- Maintenance, Repair, Replacements
- Alterations
- Additions
- New Construction

11 **Character Defining Elements**
- Setback
- Orientation
- Scale
- Proportion
- Rhythm
- Massing
- Materials
- Colors
- Roofs
- Storefronts
- Details and Ornamentation
- Landscape Features
- Secondary Buildings
- Lighting

17 **Signage**
Materials
Illumination
Shape
Graphics

19 **Resources**
Facade Advisory Board Submittal Checklist
Review and Regulatory Agencies
Preservation Organizations
Tax Credits and Other Financing Tools
General Information

INTRODUCTION

THESE *DESIGN GUIDELINES FOR COMMERCIAL BUILDINGS*, prepared by the City of Takoma Park's Facade Advisory Board (FAB), are intended to: 1) assist property owners and tenants of commercial buildings in maintaining, preserving and enhancing the architectural character of their properties, and 2) to assist architects, contractors and others with planning and implementing repairs, rehabilitation and/or restoration of those properties. The Guidelines address various issues including new construction, alterations, additions, new construction, setbacks, massing, storefronts, and signage.

These Guidelines are intended to benefit commercial buildings of all types, in all areas of the City of Takoma Park. However, they are especially beneficial for commercial buildings that lie in the Takoma Park Historic District and which are subject to further review by the Montgomery County Historic Preservation Commission (HPC). Designs that are compatible with the existing character of a neighborhood will typically enhance a building and its surrounding neighborhood, while designs that are incompatible will likely detract from a building and the overall neighborhood. Also, good maintenance practices help to retain and preserve the buildings and enhance the character of the neighborhood.

FACADE ADVISORY BOARD

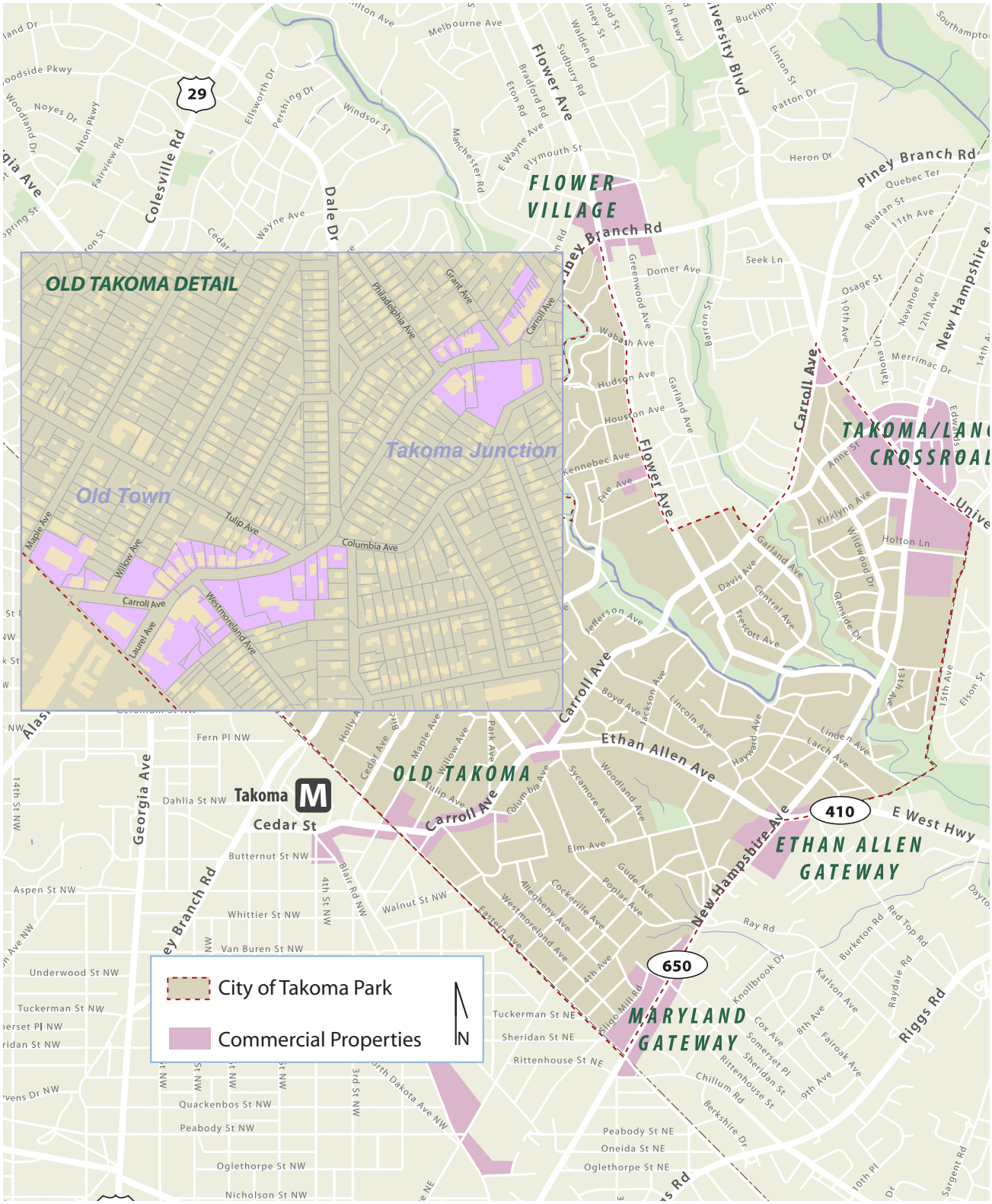
THE FACADE ADVISORY BOARD was established by Ordinance of the City of Takoma Park in 1999 to provide guidance and assistance to commercial building and business owners in the Takoma Junction/Old Town area. It is intended to assist individuals who may be planning to renovate or restore the exterior of a building, or planning to install a sign for identifying their business. Projects of this type typically require permits from Montgomery County Permitting Services and a Historic Area Work Permit from the Historic Preservation Commission. The Facade Advisory Board can greatly help in facilitating the permitting process, and can also assist in identifying potential funds and tax credits to offset the cost of some types of projects.

Members of the Facade Advisory Board are Takoma Park residents and property or business owners. Many own and/or operate a business in one of the Takoma Park commercial districts. By Ordinance, Board Members consist of architects, developers, residents, historic preservationists, property and business owners. The Board typically meets at 7:00 P.M. on the second Tuesday of every other month. Additional meetings can be arranged if necessary. The meetings are open to the public.

The purpose of the Board is to help facilitate the completion of projects and enhance the commercial areas of Takoma Park. The Board can often provide recommendations on procedures to obtaining permits, selection of materials, architectural features, sign designs and accessibility. The process is quite simple, just come to one of our meetings and tell us what you are thinking of doing. We can help.

For more information on the activities of the Facade Advisory Board or to be placed on the Board's agenda, please contact the City of Takoma Park at 301-891-7119. We welcome the opportunity to get to know you and to be of assistance.

Commercial Areas Map



OWNER & TENANT RESPONSIBILITIES

THE OBJECTIVE of the Facade Advisory Board (FAB) is to assist property owners and tenants in preserving and improving their commercial property. For example, the FAB has resources to provide guidance for making facade modifications, repairing or adding signage, awnings, roofs, windows, storefronts, lighting, landscaping and additions.

Property owners have a responsibility for informing their commercial tenants when restrictions exist. For example, tenants in historic districts may not modify or remove any building parts or accents without first obtaining the approval of the owner. The project should be reviewed by the FAB and the approval of the Historic Preservation Commission may be required. Also, tenants may not fill storefront windows with an excessive number of signs or overly large signs, change exterior lighting, hang banners, close up existing openings without following the requirements of the City of Takoma Park's Facade Ordinance which is intended to maintain and enhance the overall appearance of the commercial area.

General Upkeep

Owners and tenants of commercial properties are responsible for the upkeep and repair of their commercial properties. Both the design and maintenance of facades and signage on building(s) have a significant impact on the overall character of the commercial sections of our city in Takoma Park.

Furthermore, if you neglect a building over the long term you are subject to a citation for demolition by neglect under the Sec. 24A-9 of the Montgomery County Historic Preservation Ordinance.

Projects Requiring Design Review by the Facade Advisory Board

Projects that require Facade Advisory Board review include most exterior alterations to buildings and properties in Takoma Old Town (commercial properties located on Laurel Avenue and Carroll Avenue,

between Eastern Avenue and Columbia Avenue); and within Takoma Junction (Carroll Avenue and Ethan Allen Avenue between Philadelphia Avenue, Lee Avenue, and Sycamore Avenue); for all other projects within the City, the owner is encouraged to consult with the Facade Advisory Board on a voluntary basis. More information may be obtained from the City Housing and Community Development Office at 301-891-7119.

Projects Requiring Historic Area Work Permit

If a resource such as a building or site or part of it or entire district is designated in the Master Plan for Historic Preservation, a Historic Area Work Permit (HAWP) must be obtained from the Montgomery County Historic Preservation Commission (HPC) before any changes can be made to it. Changes include actions such as moving, demolishing, or altering the exterior of a structure or other element. Changes that might not be seen from the street also require review. A HAWP is also required for new construction, grading, and removing live trees greater than 6 inches in diameter.

Work for which a HAWP is required includes: construction of additions; removal or enclosure of porches; installation of siding, shingle or masonry facing, or other changes to exterior materials; replacement of window sashes; permanent removal of shutters; the addition removal or other changes to architectural features, including the size, shape, and placement of windows; the painting or removal of paint from masonry; the installation or replacement of fencing; and driveway alterations.

Historically designated structures or sites are not frozen in time and changes are regularly permitted. New construction in historic districts is also permitted and need not replicate a historic style.

In addition, historic designation does not require any type of historic restoration. The HPC cannot require the reinstallation of historic features if they were not there when the property was acquired or when the property was first designated as historic. For example, if a building had a metal roof sometime in the past, an existing fiberglass shingle roof can be replaced with a new one of any color. Also, the HPC does not require certain color selections.

There are several projects that do not require an HAWP. These include interior work, gardening and minor landscaping, ordinary exterior maintenance (painting non masonry surfaces, roof repairs, gutters, trim lights, etc., with materials and design matching what is already in place), paving repairs using matching materials, and general maintenance which does not alter exterior features.

The HPC employs various criteria when evaluating permit requests including the Takoma Park Design Guidelines for Commercial Buildings and the Standards for Rehabilitation issued by the U.S. Secretary of the Interior.

Once the HPC approves a HAWP application, the Montgomery County Department of Permitting Services (DPS), 255 Rockville Pike, Rockville, 240-777-6260, can issue a building permit. If the HPC denies the application, or sets conditions which are not agreeable with the property owners, an appeal can be filed with the Board of Appeals, 100 Maryland Avenue, Rockville, MD 20850 (240-777-6600).

Building and Sign Permits

In addition to the HAWP, other permits may be required from DPS or the City of Takoma Park. Some permits must be approved even before seeking a site plan review or a building permit.

The following permits are required by the City of Takoma Park. For more information, please contact the Public Works Department at 301-891-7633.

- *Dumpster*: To locate a dumpster for collection of construction waste on an adjacent road instead of on private property, a Dumpster Permit is required.
- *Driveway Apron*: If constructing or altering a driveway apron, a Driveway Apron Permit is required.
- *Fences*: Constructing a fence in a City right-of-way, requires a Fence Permit along with a signed Fence Agreement that will be recorded in the Land Records of Montgomery County.
- *Rental Housing*: When construction is complete, a Residential Rental License is required. For more information about this license, contact the Code Enforcement division of the Housing and Community Development office at 301-891-7119.
- *Stormwater*: A Stormwater Permit is required for commercial construction.
- *Trees*: A Tree Protection Plan and Tree Removal Permit are required if the work may impact an existing tree or trees on the property.
- *Work in the Right-of-Way*: Alterations to paving, sidewalks, curbs, or other items in the public right-of-way require a permit from the City or State.

A building permit or sign permit from Montgomery County's Department of Permitting Services. For more information, contact the Department of Permitting Services at 240-777-6300.

Montgomery County Department of Permitting Services requires a letter from the City of Takoma Park planning office for any exterior work requiring a County permit and some interior work prior to releasing a permit. For more information, contact the planning office in Housing and Community Development at 301-891-7119.

Permit and Design Review Summary

Before beginning any work, the following design reviews and permits may be required:

Required Design Reviews

One or more of the following may be required:

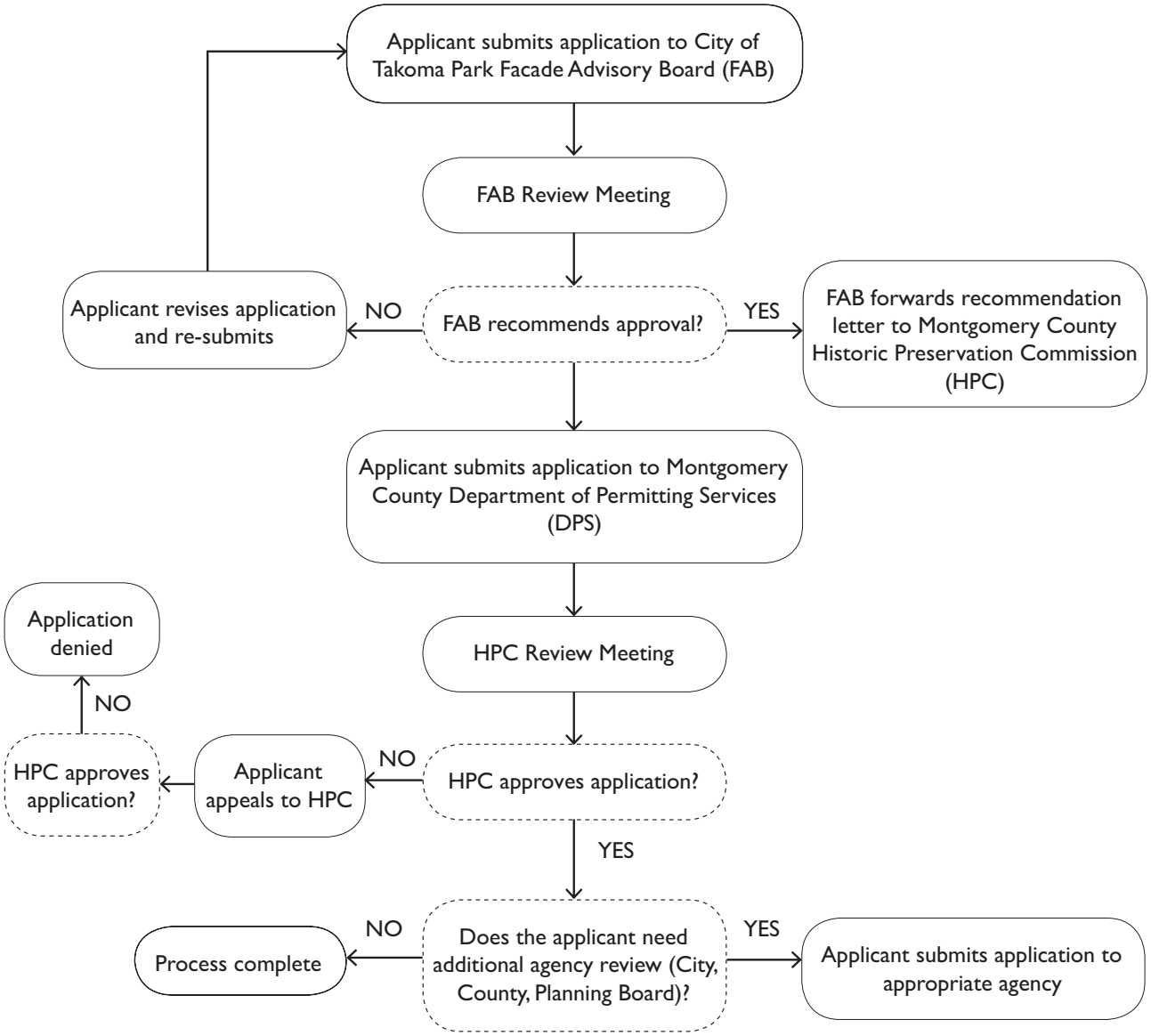
- ***Facade Advisory Board Review***
  City of Takoma Park
  Housing and Community Development Department
  7500 Maple Avenue
  Takoma Park MD 20912
  301-891-7119
  www.takomaparkmd.gov
- ***Historic Preservation Commission Review***
  M-NCPPC
  1109 Spring Street, suite 801
  Silver Spring, MD 20910
  301-563-3400
  www.montgomeryplanning.org/historic

Permits

One or more of the following may be required:

- Historic Area Work Permit (HAWP)
- Building Permit
- Electrical Permit
- Sign Permit
- Dumpster Permit
- Driveway Apron Permit
- Fence Permit
- Tree Protection Plan and/or Tree Removal Permit
- Stormwater Permit
- Work in the Right-of-Way Permit
- City of Takoma Park Permit Letter

Flow Chart


Applicant submits application to City of Takoma Park Facade Advisory Board (FAB)
FAB Review Meeting
Applicant revises application and re-submits
NO
FAB recommends approval?
YES
FAB forwards recommendation letter to Montgomery County Historic Preservation Commission (HPC)
Applicant submits application to Montgomery County Department of Permitting Services (DPS)
Application denied
HPC Review Meeting
NO
HPC approves application?
Applicant appeals to HPC
NO
HPC approves application?
YES
NO
Process complete
Does the applicant need additional agency review (City, County, Planning Board)?
YES
Applicant submits application to appropriate agency

TYPES OF PROJECTS

AN OBJECTIVE of the Facade Advisory Board is to help assure that the character of historic commercial buildings and neighborhoods are maintained or enhanced. Types of projects typically reviewed by the Board include the following:

Maintenance, Repair, Replacements

Maintaining the original materials, elements and systems is the preferred and typically best method of preserving the character of a historic commercial building. However, no matter how well maintained, most historic buildings will eventually require repair. If economically and technically feasible, repairs should be done so that the original materials and elements remain intact. If such a repair proves not to be technically or economically feasible, the building owner should attempt to replace the deteriorated portion in-kind, that is, using the same material as the original for replacement. This will help insure that the original character of the building is not altered. If, for technical or economic reasons, replacement in-kind also proves not to be feasible, the building owner may then consider replacing the deteriorated material or element in a compatible substitute material. However, the substitute material should have the same appearance, size, shape, texture, color and other defining characteristics as the original. The substitute material should also be physically and chemically compatible with adjacent materials so that it does not cause future maintenance problems. In summary, it is better to maintain than to repair, better to repair than to replace, and better to replace in the same material than to use a substitute material.

Maintain the side and rear facades as attractively as the front of the building. This avoids code violations and enhances the appearance of the district.

Alterations

Alterations are usually made to improve or change the use of a building. Alterations often extend the functional, economic, and physical life of the building.

Alterations may be confined to the interior, such as upgrading the furnace, replacing electrical wiring or altering the shapes of non-character defining spaces. Alterations may also be made to the exterior of a building or to its site, such as modifying windows to improve thermal efficiency, installing a new sign, or changing of the grade of a sidewalk to accommodate persons with disabilities. Alterations that affect appearance or landscape should be done in a manner that does not detract from the character-defining features of the building, the site or the neighborhood.

It is important to consider the effect the location, size and exterior appearance the addition will have on an existing building and its neighbors.

Additions

Additions to commercial buildings are sometimes necessary to extend their functional or economic life. It is important to consider the effect the location, size and exterior appearance of the addition will have on an existing building and its neighbors.

When designing an addition, its visibility from a public right-of-way and the character of the elevation to which it is attached should be evaluated. Attributes such as height, width, proportion, rhythm of windows and doors, roof shape, ornamentation, projections and materials all contribute to appearance.

New buildings should not be in argument to those in their vicinity, but should respond to their neighbors by echoing massing, rhythm, openings, and any other defining characteristics to strengthen the overall commercial district and support existing historic resources.

New Construction

New construction should follow the same general design principles. Particular attention should be paid to its setback from the street and its alignment with the front facades of neighboring buildings. Achieving compatibility requires that the design first studies the neighboring buildings and landscape features.

Achieving compatibility does not mean duplicating neighboring buildings or environment. A new building or an addition should be seen as a product of its own time. However, by effectively relating to the neighborhood, a new building shows a district's evolution just as the existing buildings show its past. A new building should be a good neighbor, enhancing the character of the neighborhood.

CHARACTER DEFINING ELEMENTS

OBSERVING AND UNDERSTANDING specific details of design are critical to preserving the character of a neighborhood. Character-defining features include setback, orientation, scale, proportion, rhythm, massing, height, materials, color, roof shape and details, ornamentation, landscape features, such as plants, trees, fences, sidewalks and driveways, and the design and location of secondary buildings, such as garages.

Setback

The Montgomery County zoning code regulates legal setbacks (the distance a building must be located inside property lines). In some instances, especially in older historic areas, buildings may be built up to the side yard property line (zero setbacks) with setbacks usually required for the front and rear yards. In other locations, setbacks may be required for all sides of a building.

Takoma Park has an overlay zone that provides commercial buildings with flexible setbacks. This allows new buildings to be placed in alignment with historic buildings along the sidewalk creating a consistent "street wall" of storefronts that frame the street.

In addition to complying with the required legal setbacks, the designs of additions and new construction should respect the setbacks of the neighboring buildings so as not to detract from the neighborhood. Generally, additions built to the rear of a property in a historic area are not as critical, as the rear portion is usually not visible from the public street.

Orientation

Most buildings squarely face a street, with their principal facade and entrance in full view. However, some historic buildings may be oriented to a side yard or to two streets. The designs of additions and new buildings should respect the primary orientation of their immediate neighbors.

Scale

The overall scale of a building is its size relative to its neighbors and people. Other aspects of the scale of a building involve elements such as windows, doors, cornices, roofs and architectural details. Some buildings are designed to relate to the size of an average human being while others, such as governmental and religious buildings, are designed to be monumental to give a building prominence or symbolic importance.

The spacing of repetitive elements, such as projecting bays, story fronts, windows, doors, masonry belt courses and the like, gives an elevation its rhythm.

Scale can be achieved in a variety of ways. For example, the size of an element contributes to the scale of a building. Also, facades can be heavily rusticated, contributing to a sense of monumentality, or of plain materials and treatments, making the building appear more human in scale. In general, the scale of a new building or addition should respect the scale of its neighbors unless the building's use or symbolic importance — such as a church in a residential area — differs from that of its neighbors.

Proportion

Proportion is the relationship of the size of building elements, such as windows and doors, to each other and to the building elevations. Buildings designed in the nineteenth and early twentieth centuries often employed mathematical ratios and proportions to locate and size windows, doors, columns, cornices and other building elements. The design of an addition or a new building should respect and be compatible with the existing proportions of neighboring buildings.

Rhythm

The spacing of repetitive facade elements, such as projecting bays, storefronts, windows, doors, masonry belt courses and the like, gives an elevation its rhythm. The space between freestanding buildings, the contiguousness of row houses and other party-wall buildings, and the height of roofs, cornices, towers and other roof projections establish the rhythm of a street. An addition or new building should respect the rhythm of its neighbors and the street on which it is located.

New buildings should be compatible in scale and massing with their neighbors.

Massing

Massing typically involves the articulation of a facade by the use of dormers, towers and other roof projections, as well as facade projections such as bays, porches and steps. Massing significantly contributes to the character of a street, particularly in neighborhoods containing contiguous commercial buildings.

Height

The height of walls, cornices and roofs, as well as chimneys and towers, contributes to the character of existing buildings, neighborhoods, and commercial areas. While a building does not necessarily need to be exactly the same height as its neighbors to be compatible, it should be designed to respect existing building heights. For example, a new five story building in a block of two-and three-story buildings will usually detract from the character of a street. Similarly, a new one-story building in a block of four or five-story buildings will likely appear to be out of character. Typically, a building should not be more than one story higher or lower than existing buildings on a street that are all the same height.

Materials

The selection of materials used for walls, windows, sloping roofs, details and other visible elements of a building should be carefully considered. In areas where most or all of the buildings on a street use the same exterior materials, those or similar materials should be employed when designing an addition or new building. In streets where the existing buildings use diverse exterior materials, a range of exterior materials may be used.

The size, texture, surface finish and other defining characteristics of exterior materials are also important design considerations. For example, a new building or addition constructed of glazed brick on a street of buildings built of unglazed brick would not likely be compatible.

Colors

Colors are derived from the materials used in construction. For example, brick, stone, terra cotta, slate, asphalt shingle, copper, lead and other materials that are typically left unpainted give color to a building. Color can also be applied to materials such as wood, stucco, some metals and concrete. As a general rule, no more than three distinct colors should be employed on a building.

Altering roof shape, materials, and details will impact the appearance of a building.

Roofs

The shape of a roof and its details are character defining elements. In a street of houses with gabled roofs, an addition or a new building should have a compatibly designed gabled roof. Introducing a different roof shape, such as a flat roof, would not be in keeping with the existing character of the street. Similarly in a historic district where gable roofs predominate, an addition or a new building with a hipped-roof would not likely be compatible.

Some of the most common roof elements and details include cornices, parapets, eaves, dormers, towers, chimneys, finials, cresting, gutters and down spouts. Parapets are commonly found at flat roofs of commercial buildings Far less elaborate than cornices, parapets give a building greater visual height, as well as helping to provide a weather-tight junction between the roof and wall. Parapets often have plain or decorative caps, called copings, made of stone, precast concrete, metal or tile.

Storefronts invite customers into the building but also take the most abuse from the elements.

Chimneys are often prominent character-defining elements. Though commonly made of brick, stone and stucco are sometimes used. A chimney may be located on the front, side or rear walls projecting above the eave, or through roof slopes or ridges.

Gutters and down spouts are the primary means of channeling water from roofs to the ground or directly into storm sewers. Properly maintained gutters and down spouts are critical to providing a watertight building. Their design is often important to the appearance of a building. Historically, exterior gutters and down spouts were made of copper or galvanized steel.

The most common character defining sloping roof materials are metal, slate, clay tile, asphalt shingles, wood shingles and wood shakes. Materials used to cover flat roofs are usually not character defining.

Altering roof shapes, materials, and details will impact the appearance of a building. Adding satellite dishes, communication towers, or solar panels to a roof of an historic building will almost always be incompatible with its character and, if needed, they should be located so they are not visible from a public street.

Heating, ventilating and air conditioning (HVAC) equipment is often installed on roofs of commercial buildings during rehabilitation and should be located to not be visible from a public street or screened from view. Screens should be designed to be compatible with the proportion, scale, materials, color and other character defining elements of the building. Mechanical penthouses are found primarily on multistory residential, commercial, institutional and government buildings. They are designed to enclose elevator and other building equipment. Alterations to existing penthouses should be compatible with the building design if they can be seen from a street.

Storefronts

The primary purpose of a storefront is to display merchandise or market services to the public. Modern storefronts often consist of simple metal

tubing and glass. Historic storefronts may also include ornate woodwork, or more commonly, architectural metalwork fabricated to simulate wood or plaster work. Before cleaning, painting or repairing storefront architectural components, it is important to determine the physical nature of the components.

A historic storefront may project from the masonry face of the building, thus increasing its exposure to the elements causing it to age faster than other parts of the facade.

Lighting is typically an important element of the storefront, both for display and security purposes. Existing or historic lighting details should be carefully maintained. Visible storefront lighting fixtures should be harmonious with the building. For additional considerations, please see the section titled "Lighting."

Details and Ornamentation

Some historic buildings contain elaborate details and ornamentation while others are relatively plain. The design of an addition or new building should consider the details and ornamentation on neighboring buildings. A contemporary interpretation of historic details can be an effective way to differentiate a new building from an historic one.

Landscape Features

Plants, trees, fences, retaining walls, sidewalks, driveways, decorative retaining walls and fences are important character-defining elements. When possible, existing plant material should be maintained, especially mature trees and shrubs. However, new landscaping with flowers and shrubs can complement the entire commercial area, enhance the structure itself, and improve the appearance of the neighborhood.

New fencing and/or new or repaired retaining walls should match or complement the existing styles of neighborhoods.

Secondary Buildings

Secondary buildings include structures such as garages, sheds, and other outbuildings. They often impact the scale and texture of the property and present a contrast to the primary structure.

The design of new secondary buildings should respect the location, size, materials and other defining characteristics of the main building. Prefabricated sheds and structures should be used with reservation and if used, should complement the primary structure in color and design. For example, a "barn type" shed may not be appropriate for a federal style commercial building, whereas

Use landscaping to attract the eye and increase the comfort of shoppers in the area.

a simple rectangular structure might be more complementary. Also, overhead garage doors are now available in designs that mimic the hinged garage doors of the past.

Do light window display cases: light spilling from windows onto the sidewalk at night creates a warm, inviting atmosphere.

Lighting

Exterior lighting fixtures should be in harmony with the character of the buildings. Visible lighting fixtures should be mounted in entrance ways and on the front facade of the building. Concealed flood lighting may be used to light facades. Lighting fixtures should be inconspicuous. Electrical elements such as wires, conduits, junction boxes, transformers, ballasts, switched, and panel boxes should be concealed.

The sign band is efficiently and attractively lit by shielded goose neck fixtures.

The following lighting methods are recommended:

- Fully recessed downlights or wall washers
- Shielded fluorescent lamps with diffusers
- Gooseneck incandescent or bent tube arm to prevent glare at pedestrian level

The following lighting methods are not recommended:

- Exposed fluorescent lighting
- Exposed high power lamps such as quartz or mercury vapor lamps or flood lights that cause "over lighting" and excessive glare on the street.
- Exposed incandescent lamps or bulbs
- Lights that blink, black out, flash or have mechanical motion

SIGNAGE

VIRTUALLY ALL COMMERCIAL BUILDINGS require some form of distinctive signage. Designing these signs often poses a challenge to maintaining the architectural integrity of the building and neighborhoods.

In general, the design of signs should neither obscure nor detract from architectural details of a building and should help to emphasize any unique shapes or details of the facade; to draw attention to the building's entrance; or to emphasize a display window. Signs may be wall mounted, project from the face of the building, or located on the grounds. They may also be incorporated as part of an awning or canopy. Once installed, signs must be maintained with respect to graphic characters, paint, fading, and other types of deterioration. Damaged and obsolete signs, as well as related posts, wiring and structures, are required to be repaired or removed.

Blade signs extend perpendicular from the face of the building and attract people walking on the sidewalk.

Materials

Signs should be constructed of materials that are durable and easy to maintain such as painted or carved wood, aluminum, stone, acrylic, neon, glass, and stained glass.

Illumination

Light sources external to the sign surface and directed toward the sign are preferred. The light level should not detract from the building facade or other elements along the streetscape. The source of external lighting should be shielded from pedestrian view. Individually lit or internally lit characters and back lit or neon characters are acceptable. Flashing or moving signs, other than barber poles, are not permitted.

Shape

Signs should consist of simple, straightforward shapes that convey their message clearly.

Window pane signage should not sacrifice style or obscure the view of pedestrians into the store.

Graphics

Lettering or font styles should be properly proportioned, simple, and easy to read. In most instances, a simple sans serif typeface is preferred to an overly ornate style. The number of character styles and fonts are recommended to be limited to two per sign. As a general rule, the character forms should occupy not more than 75% of the total sign panel. Finishes should be matte or non-glare with graphics in high contrast to their background.

Submittal Checklist for Facade Advisory Board Project Review

1. Several copies of a completed Historic Area Work Permit application.

Historic Area Work Permit applications are available on www.montgomeryplanning.org/historic and from the Historic Preservation Commission Staff at 301-563-3400.

This application, depending upon the scope of the proposal will require most or all of the following:

a) A written description of proposed alterations, the approximate age of the property and any materials or features to be removed or replaced.
b) Site plan of property showing location of proposed changes.
c) Plans of improvements showing all dimensions, materials, and colors.
d) Elevation showing a full view of each facade of each building on the property that the proposal will affect. Photos may be substituted for drawings with the alteration drawn in.
e) Material specification information regarding materials and products to be used in the project.
f) Photographs showing views of the property and building in current state and any historic photos. If material is to be removed a close-up is also desirable.
g) A tree survey where trees are proposed for removal.
h) Addresses for adjacent and confronting property owners.

2. Schedule a review with the Facade Advisory Board by calling Housing and Community Development Staff at 301-891-7119.

When a recommendation is not required and only advice or direction is sought from the Board, project proposals may be reviewed with less information.

Review and Regulatory Agencies

Takoma Park Facade Advisory Board, established by Ordinance of the City of Takoma Park, provides recommendations to the Historic Preservation Commission on behalf of the City Council, and guidance and assistance to commercial building and business owners in the Takoma Junction/Old Town and throughout the community. (www.takomaparkmd.gov)

Montgomery County Historic Preservation Commission hears cases relating to specific projects in historic districts. It also works with its staff to speak to public groups, testify before the Planning Board and County Council, answer questions from individual residents, and visit proposed historic sites and historic properties where owners want to make changes. (www.montgomeryplanning.org/historic/)

Department of Permitting Services reviews projects for conformance with the Montgomery County Building and Zoning Code. (http://permittingservices.montgomerycountymd.gov)

Preservation Organizations

Historic Takoma, Inc.

(www.historictakoma.org/) is a citizens' group dedicated to protecting the historic districts in Takoma Park, Maryland and in the Takoma neighborhood of the District of Columbia.

Main Street Takoma

(www.mainstreettakoma.org/) is a volunteer non-profit dedicated to the revitalization of the historic commercial district.

Preservation Maryland

(http://www.preservemd.org/) provides advocacy, outreach and funding efforts to protect and use the State's historic resources.

Maryland State Historic Preservation Office

(http://mht.maryland.gov) studies and helps to protect Maryland's historic and pre-historic resources.

Montgomery Preservation, Inc.

(www.montgomerypreservation.org/) works with organizations, public officials, and businesses to ensure that historic preservation plays a role in the revitalization and development challenges of the 21st century.

The National Trust for Historic Preservation

(www.nationaltrust.org/) promotes preservation around the country through community development initiatives, providing leadership training, managing Trust Historic Sites, and promoting heritage tourism. It also occasionally sponsors events in the Washington DC area.

The National Main Street Program

(www.mainstreet.org/) an initiative created by the National Trust for Historic Preservation, provides information and resources for downtown revitalization efforts.

The National Building Museum

(www.nbm.org/) has a lectures series that often includes events relevant to preservation.

Tax Credits and other Financing Tools

Federal Historic Preservation Tax Credits are available for income-generating properties, including commercial buildings and apartment buildings that are located in the national historic district.
(www.cr.nps.gov/hps/tps/tax/)

Maryland Historic Preservation Tax Credits are available for all types of properties located in the Montgomery County historic district and/or in the national historic district.
(http://mht.maryland.gov/taxcredits.html)

Montgomery County Historic Preservation Tax Credits Program provides tax credits against the county's real property taxes for structures included either individually or within a historic district in the Master Plan for Historic Preservation.
(www.montgomeryplanning.org/historic/instructions/info_tax.shtm)

Maryland Department of Housing and Community Development provides a variety of technical and financial assistance including low interest loans to businesses throughout the state.
(www.dhcd.state.md.us/Website/programs/programs_main.aspx)

General Information

Montgomery County's Locator Wizard can assist in locating specific historic properties throughout the county.
(www.montgomeryplanning.org/wizard)

Preserve net is a collection of resources related to funding for historic preservation projects, federal regulations, and scholarly research.
(www.preservenet.cornell.edu/)

National Register of Historic Places web site provides a wealth of information on a variety of historic preservation topics.
(www.cr.nps.gov/nr/)

Maryland Department of Assessments and Taxation Real Data Search a searchable database with address and ownership information for all properties in Maryland.
(http://sdatcert3.resiusa.org/rp_rewrite/)

Notes

City of Takoma Park, Maryland
Facade Advisory Board
7500 Maple Avenue
Takoma Park, MD 20912
301-891-7119
www.takomaparkmd.gov