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Introduction

The purpose of this resource guide is to assist the residents of Howard County and those in surrounding areas who are interested in historic preservation, incentives for preservation, and resources for research and renovation. Preservation Howard County has sought to bring together information and resources from a myriad of agencies and organizations into one resource guide for the homeowner, business, government agency, and student of history.

Preservation Howard County welcomes any comments that will help to improve the resource guide. Please note that information and resources included in this guide are current as of March 2003.

Additional copies of this guide are available by contacting:

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About Preservation Howard County

Preservation Howard County was formed in June 2000 as a countywide nonprofit organization in Howard County, Maryland.

The mission of Preservation Howard County is to actively pursue the preservation of the historical and cultural heritage of Howard County, Maryland and to increase public awareness and appreciation of our non-renewable resources.

Preservation Howard County works to influence public policy that supports historic preservation, advocates for historic preservation in the community, educates the residents of Howard County about historic preservation, and annually publishes a “Top Ten Endangered List” of historic properties in Howard County.

Acknowledgements

Preservation Howard County's Preservation Resource Guide

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Historic Designation

What is Historic?

A property can be designated “historic” by local, state or national government entities.

Historic Designation Guidelines

Generally, a property must be at least fifty years of age and should possess significance in relation to major historical trends at the local or state level. According to the Maryland Historical Trust, a property should demonstrate the potential for historical significance in one or more of four aspects of Maryland history:

- Association with historic events or activities
- Association with persons who are important to the community or to specific developments in history
- Embodiment of distinctive characteristics of a type, period, method of construction, or the work of a master
- Potential to provide important information about history or prehistory

Properties included range from homes to bridges to cemeteries. A Historic Sites Inventory is maintained by the Howard County Department of Planning & Zoning, as part of the **Maryland Inventory of Historic Properties**. The Howard County inventory is currently being updated, with an expected completion date of 2006. Once properties are surveyed and are determined to meet the guidelines, they are included on the Maryland Inventory of Historic Properties, maintained by the Maryland Historical Trust. The Maryland Historical Trust operates within the Division of Historical and Cultural Programs in the Maryland Department of Housing and Community Development. The Maryland Inventory of Historic Properties, created in 1961, now includes data on more than 80,000 historic and architectural resources in the state. Listing on the Maryland Inventory of Historic Properties does not guarantee eligibility for the National Register of Historic Places.

The National Park Service, part of the U.S. Department of the Interior, administers the **National Register of Historic Places**, which is the official national list of cultural resources. Properties listed in the Register include districts, sites, buildings, structures, and objects that are significant in American history, architecture, archeology, engineering, and culture.

Included among the more than 76,000 listings that make up the National Register are:

- All historic areas in the [National Park System](#);
- Over 2,300 [National Historic Landmarks](#), which have been designated by the Secretary of the Interior because of their importance to all Americans;
- Properties across the country that have been nominated by governments, organizations, and individuals because they are significant to the nation, to a state, or to a community.

National Register properties are distinguished by having been documented and evaluated according to uniform standards. These criteria are designed to help state and local

governments, Federal agencies, and others identify important historic and archeological properties worthy of preservation and of consideration in planning and development decisions.

National Historic Landmarks are nationally significant historic places designated by the Secretary of the Interior because they “possess exceptional value or quality in illustrating or interpreting the heritage of the United States.” Today, fewer than 2,500 historic places bear this national distinction. Only 3% of properties listed in the National Register of Historic Places are designated as National Historic Landmarks.

Howard County is home to three National Historic Landmarks:

- The Bollman Suspension Truss Bridge
- Doughoregan Manor
- Ellicott City Station, B&O Railway

The National Park Service administers the National Historic Landmarks program for the Secretary of the Interior. It is a cooperative endeavor of government agencies, professionals, and independent organizations sharing knowledge with the Service and working jointly to identify and preserve National Historic Landmarks.

Historic places that meet certain criteria may be nominated to become National Historic Landmarks. They may be designated through broad organized initiatives called theme studies, which examine related places linked by a single subject or theme, or they may be identified individually. The National Park Service fosters the preparation of individual nominations and oversees theme studies in partnership with federal, state, tribal, or local preservation officials; the academic community; independent scholars; and others knowledgeable about a particular subject. The National Park Service's National Historic Landmarks Survey staff prepares nominations, advises others on their preparation, and evaluates potential nominees for their ability to meet specific criteria. The National Park System Advisory Board considers completed nominations at meetings that are open to the public. Based upon the recommendations of the Board, the Secretary of the Interior designates National Historic Landmarks.

How is a property designated as “Historic?”

Any property owner or member of the public can recommend properties for listing on the Howard County Historic Sites Inventory of the Maryland Inventory of Historic Properties through the Howard County Department of Planning and Zoning.

The Howard County Department of Planning and Zoning uses the Maryland Historical Trust guidelines to determine listing on its Howard County Historic Sites Inventory.

Determination of eligibility for the listing is based upon research conducted or verified by a designated historian as well as a completed survey. Completed surveys include a statement of historic significance, detailed written description, floor plans and photos, and other documentation.

In Maryland, properties are nominated to the National Register by the State Historic Preservation officer (SHPO) at the Maryland Historical Trust, by the Federal Preservation Officer (FPO) for properties under Federal ownership or control, or by the Tribal Preservation Officer (TPO) if the property is on tribal lands. Nomination forms are

submitted to a State review board, composed of professionals in the fields of American history, architectural history, architecture, prehistoric and historic archeology, and other related disciplines. The review board makes a recommendation to the Maryland Historical Trust either to approve the nomination if, in the board's opinion, it meets the National Register criteria, or to disapprove the nomination if it does not.

What are the benefits of Historic Designation?

County, State, and Federal programs provide financial incentives for property owners to maintain and restore historic properties. A property designated as “historic” may be eligible for a variety of property tax, income tax credits, grants and loans for restoration, rehab, or renovation as long as the work is certified by the appropriate agency.

Benefits of historic listing at the county, state or national level:

1. The prestige of formal recognition that a property is of significance in American history, architecture, archaeology, engineering and/or culture.
2. Eligibility for county, state, or federal tax benefits.
3. Eligibility to apply for grants and low interest loans for historic preservation projects.
4. Increase in the resale value of the property.
5. Eligibility to preserve an historic property in perpetuity by donating an easement to a qualified organization (applies to National Register properties.)
6. Provides for consideration (for National Register properties) in the planning for federally or state assisted projects. Procedures require careful consideration of properties which will be affected by projects involving federal or state funds, licenses, permits, or tax benefits.

Are there restrictions if a property is designated historic?

- Restrictions exist **ONLY** if a property is located within a locally designated Howard County historic district and only apply to exterior work or demolition.
- Listing on the Howard County Historic Sites Inventory outside the historic districts involves **NO** regulatory restrictions or controls. Only when applying for and accepting County tax credits must work be approved by the Historic District Commission as chartered by County government.
- Listing in the Maryland Inventory of Historic Properties or the National Register does **NOT** mean that the Federal Government or the State of Maryland want to acquire the property, place restrictions on the property, or dictate the colors or materials used on individual buildings.
- Listing in the Maryland Inventory of Historic Properties or the National Register does **NOT** require the owner to preserve or maintain the property or seek approval of the Federal Government or the State of Maryland to alter the property. Unless the owner applies for and accepts special federal or state tax, licensing, or

grant programs, the owner can do anything with his property he wishes so long as it is permitted by state and local law. However, if the property is altered in such a way that its historic significance is lost, it will be de-listed from the National Register and will no longer be eligible for tax credits or other benefits.

- Listing in the Maryland Inventory of Historic Properties or the National Register does **NOT** guarantee preservation of the property. The owner is not required to preserve the property nor is the property protected from the effects of development projects, unless federal or state funding, licensing or tax benefits are involved.
- Listing in the Maryland Inventory of Historic Properties or the National Register does **NOT** stop federally or state funded or licensed projects when these are desired by the owner and shown to be in the public interest. Procedures do require careful consideration of federally or state funded or licensed projects which call for alteration or demolition of National Register properties before the license is issued or funds released.

What is a “historic district?”

Local historic districts safeguard the heritage of a locale by preserving the historic cultural, social, economic, political and architectural elements that characterize these districts.

In Howard County, Title 16, Subtitle 6 of the Howard County Code (see under Authorizing Legislation in the Appendix) establishes the Historic District Commission and its authority. It states: “Historic District” means an area in the county which is deemed to be of historic or architectural value, the boundaries of which shall be established in accordance with appropriate provisions of the Zoning Regulations of Howard County as amended from time to time.

Properties in historic districts are subject to requirements and benefits that preserve the historic value of the town or locality. The Howard County Historic District Commission must approve any exterior changes to properties in the district. Property owners are also eligible for financial incentives and tax credits.

Howard County Historic Districts

Howard County is home to four historic districts: Ellicott City, Lawyers Hill, Daniels Mill, and Savage Mill.

In 1974, the Howard County Council designated Ellicott City, a former mill town, as the County’s first officially recognized historic district. The district’s boundaries followed the municipal boundaries of the portion of the Ellicott City within Howard County from the period when Ellicott City was an incorporated town (1857-1935). In 1990, the district expanded to include additional properties along Church Road, Sylvan Lane and Park Drive. Ellicott City has also been listed on the National Register of Historic Places since 1978, covering an area of 3,250 acres with 186 buildings.

The historic value of Lawyers Hill in Elkridge has been acknowledged and honored by both Federal and local historic district designations for its architecture and community significance. In 1993, the U.S. Department of the Interior listed Lawyers Hill on the National Register of Historic Places; the district totals 6,500 acres on both sides of I-95. In 1994, Lawyers Hill properties to the east of I-95 were designated a local historic district by the Howard County Zoning Board.

Daniels Mill was listed on the National Register of Historic Places in 1973. Also known as Elysville Mill, Gary Mill, and Alberton Mill, Daniels Mill is located on Alberton Road in Daniels. Of significance for its architecture and historic function as a mill, it is comprised of 8 buildings over 1,050 acres.

Savage Mill, north of the Little Patuxent River off U.S. 1 in Savage, is of significance for its historic function as a mill and mill town. Named to the National Register of Historic Places in 1975, the property is 500 acres with 36 buildings.

Financial Incentives – Tax Credits

Howard County Tax Credits

The County offers two local tax incentives for work that preserves or restores an eligible historic property:

- A Historic Tax Credit for Qualified Expenses equal to 10% of the cost of eligible work. This property tax credit may be applied to projects costing \$500 or more.
- A Historic Tax Credit for an Increase in Assessed Value caps any tax increase resulting in a rise in property value due to restoration work. This credit may be applied to projects costing \$5,000 or more, and will be granted annually for ten years after the work is completed.

These tax incentives may be applied to eligible historic sites throughout Howard County, as well as to properties in the historic districts. Howard County has two locally designated historic districts, Ellicott City and Lawyers Hill in Elkridge, and two historic districts on the National Register, Daniels Mill and Savage Mill. Additional eligible sites are those listed on the Howard County Historic Sites Inventory and cemeteries at least 50 years old that are not operated as businesses and that are listed on the Howard County Cemeteries Inventory. Only principal structures are eligible.

Work that repairs or replaces exterior features of a structure and work that is needed to maintain its physical integrity may qualify for the tax credits. Routine maintenance such as repainting a home is eligible for the program as well. Interior work is not eligible. Only the costs of materials and labor charged by a contractor licensed by the State of Maryland are eligible for the credit. Approval for the project should be received before work begins in order to ensure that the work will be eligible for the tax credit as proposed.

Application for tax credit is made through the Howard County Historic District Commission.

Maryland Rehabilitation Tax Credits

The Heritage Preservation Tax Credit Program, administered by the Maryland Historical Trust, provides Maryland income tax credits equal to 20% of the qualified capital costs expended in the rehabilitation of a “certified heritage structure.”

A “certified heritage structure” can include structures:

- listed in the National Register of Historic Places;
- designated as a historic property under local law;
- located in a historic district listed in the National Register or in a local historic district and certified as contributing to the district's significance; or
- [located in a certified heritage area and certified as contributing to the area's significance.](#)

The credit is available for owner-occupied residential property as well as income-producing property. The rehabilitation expenditure in a 24-month period must be substantial, exceeding \$5,000 for owner-occupied residential property, and the greater of

the adjusted basis of the structure (generally the purchase price, minus the value of the land, minus any depreciation taken) or \$5,000 for all other property. The rehabilitation must conform with the Secretary of the Interior's *Standards for Rehabilitation* and must be certified by the Maryland Historical Trust. Interior work may qualify for this program. If the credit exceeds the taxpayer's tax liability, a refund may be claimed in the amount of the excess. Additionally, organizations exempt from taxation under Section 501(c)(3) of the Internal Revenue Code are also eligible for a refund.

- The maximum credit allowed is \$3,000,000 per rehabilitation project. The phased rehabilitation of the same structure or property, and the rehabilitation of multiple structures that are functionally related to serve an overall purpose are treated as single rehabilitations.
- State or local grants, State tax credits (excluding the Heritage Tax Credits), and State or local financial assistance other than loans that must be repaid at rates below State general obligation bond rates may not be counted as qualified rehabilitation expenditures in meeting the substantial rehabilitation test or in calculating the amount of the credit.
- The program is scheduled to terminate as of June 1, 2004 unless otherwise directed by the General Assembly.

Federal Rehabilitation Tax Credits

The program enables the owners or long-term lease holders of income-producing “certified historic structures” (those listed in the [National Register of Historic Places](#), or within the boundaries of an historic district), to receive a federal tax credit. The credit amounts to 20 percent of the cost of a “certified rehabilitation” (a rehabilitation that meets the Secretary of the Interior's *Standards for Rehabilitation*). The 20% credit is available for properties rehabilitated for commercial, industrial, agricultural, or rental residential purposes, but it is not available for properties used exclusively as the owner’s private residence.

Application for Maryland and Federal Rehabilitation Tax Credits

The Maryland Historical Trust administers the application process for both Federal and State tax credits, and has streamlined the process to reduce duplication of paperwork. The Trust is the reviewing agency for the State program and processes and forwards requests for Federal Tax credits to the National Park Service for approval. The application process involves thorough photographic documentation of the current condition of building and descriptions of the proposed work, including plans and specifications.

Financial Incentives – Historic Preservation Easements

What is a Historic Preservation Easement?

A preservation easement is a voluntary legal agreement that protects a significant historic, archaeological, or cultural resource. An easement provides assurance to the

owner of a historic or cultural property that the property's intrinsic values will be preserved through subsequent ownership. In addition, the owner may obtain substantial tax benefits. An entire historic structure or just the facade or interior may qualify. Historic preservation easements also are used to protect a historic landscape, battlefield, traditional cultural place, or archaeological site. Under the terms of an easement, a property owner grants a portion of, or interest in, her property rights to an organization whose mission includes historic preservation. Once recorded, an easement becomes part of the property's chain of title and usually "runs with the land" in perpetuity, thus binding not only the owner who grants the easement but all future owners as well.

Benefits of Donating an Easement

An easement is a particularly useful historic preservation tool in several respects. First, it allows an individual to retain private ownership of the property and obtain potential financial benefits. Second, an easement binds not only the current owner, but future owners as well, ensuring that the property will be maintained and preserved by future owners. Third, easements are tailored to meet the needs of the property owner, the individual resource, and the mission of the protecting organization. Thus an easement provides the owner with a flexible tool with which to preserve the property for future generations. If certain criteria are met the owner also can receive a Federal income tax deduction equivalent to the value of the rights given away to a charitable or governmental organization. Additional financial benefits may be available in the form of reduced estate, gift, and local property taxes.

Financial Incentives

When the owner donates an easement to a charitable or governmental organization, she can claim a charitable deduction on Federal income tax. In most cases an easement donor may deduct the value of the easement, for up to thirty-percent of the taxpayer's adjusted gross income, from Federal taxes. Any excess value may be carried forward up to five years.

The value of the easement is based on the difference between the appraised fair market value of the property prior to conveying an easement and its value with the easement restrictions in place. Under most circumstances the value of an easement depends upon the property's development potential and operates under the assumption that an easement limits development, thereby reducing the value of the property. Internal Revenue Service (IRS) guidelines suggest that in many cases a facade easement can be appraised at approximately 10-15 percent of the value of the property. For further guidance on determining the value of an easement a professional appraiser should be consulted.

Federal estate taxes for property heirs also may be reduced because the fair market value of the property was reduced during the donor's lifetime by the easement restrictions.

Many state tax codes contain income and estate tax provisions similar to Federal law. Consequently, a reduction in the value of property subject to an easement may yield state and local tax benefits as well. A property that is assessed based upon its easement-restricted use rather than at its potential, fully-developed use could result in a lower tax rate. A tax attorney or accountant should be consulted in this regard.

Qualified Properties

According to the IRS an easement must either preserve a *certified historic structure* or a *historically important land area* to qualify for federal income and estate tax deductions. The IRS definition of a *certified historic structure* includes any building, structure, or land area that is:

- Listed in the National Register of Historic Places, or
- Located in a registered historic district and certified by the U.S. Department of the Interior as being historically significant to the district.

The "structure" may be a building, portion of a building (such as a facade or part or whole of the interior), or a bridge, ship, railroad car, dam, or any other kind of structure. To apply for certification, an easement donor should contact the Maryland Historical Trust to request a Historic Preservation Certification Application. The property owner then completes Part 1 of the application and returns it to the Trust, which forwards it to the National Park Service, which issues certification on behalf of the U.S. Department of the Interior. The property must be certified by the National Park Service prior to conveying the easement, or before the owner files a Federal income tax return for the year in which the easement was granted.

The IRS definition of *historically important land areas* include:

- Independently significant areas, including any related historic resources that meet National Register Criteria for Evaluation, or
- Land areas within registered historic districts, including buildings, that contribute to the significance of the historic district; or
- Land areas adjacent to a property individually listed in the National Register of Historic Places (but not within a historic district) where physical or environmental features of the land contribute to the historic or cultural integrity of the historic property. Common examples of historically important land areas include traditional cultural places, archaeological sites, battlefields, and historic cultural and designed landscapes.

In order to claim the Federal income tax deduction the certified historic structure or historically important land area must be accessible to the public. The degree of access is tailored according to the historic resource under protection. For example, the amount of access required for a sensitive archaeological site or traditional cultural place with religious significance protected by an easement may be as little as a few hours a year. Other means of providing access may include ensuring visual access from a public roadway for a historic building and grounds subject to a facade and scenic easement, or allowing the public to tour the inside of a historic house subject to an interior easement two days per year. Often, the easement-holding organization can assist the owner in finding a balance between protecting the owner's privacy and providing a public benefit. Generally, the accessibility requirement is met as long as the property owner is not the sole individual benefiting from the donation of the easement.

The Maryland Historical Trust Historic Preservation Easement Program

The IRS recognizes a qualified organization for accepting easements as one that is committed to protecting the historic preservation purposes of the donation, and has the resources to enforce the restrictions. In Maryland, easements may be conveyed to the Maryland Historical Trust.

Owners of properties listed on, or eligible for, the [National Register of Historic Places](#), or located within a locally certified or Register-listed historic district, may convey a perpetual

Preservation Easement Restrictions

An easement gives the organization to which it is conveyed the legal authority and responsibility to enforce its terms. This often includes the right to inspect the property to ensure that the owner is complying with the terms. Historic preservation easements typically prohibit the owner from demolishing or making alterations to the property without prior review, consultation and approval by the easement holder. For example, an easement might prohibit facade alterations or construction of a building addition without first obtaining approval from the easement holder. Restrictions on subdividing and developing the property are common as well.

Some easements also require the owner to make improvements to the property or to maintain it in a certain physical condition. For example, an owner might be required to repair a deteriorated porch within a specific period after the easement is conveyed. Furthermore, as discussed earlier, some degree of public access to the site is required in order to claim a Federal income tax deduction. If upon inspection the easement holding organization finds that the terms of the easement have not been upheld, the owner may be held responsible for covering the costs of reversing an unacceptable treatment or face other penalties.

In most cases, easement holding organizations have staff that can prepare a draft easement document for review by the donor's attorney. Many organizations also have the historic preservation and material conservation expertise to offer sound conservation, historical or design guidance to the owner of a property protected by an easement.

Combining an Easement with Federal Historic Rehabilitation Tax Credits

A property owner conveying an easement on a historic building may also apply for a 20% tax credit under the Federal Historic Preservation Tax Incentives Program. The 20% tax credit applies to any project that the Secretary of the Interior designates a certified rehabilitation of a certified historic structure. This credit is available for properties rehabilitated for commercial, industrial, agricultural, or rental residential purposes, but it is not available for properties used exclusively as the owner's private residence.

According to the IRS, when an easement is donated on a property undergoing a certified rehabilitation the owner must adjust the depreciable basis to reflect the diminution in value of the building that occurs when an easement is conveyed. This reduction may impact the amount of rehabilitation credit that an owner is allowed to take. Timing plays a crucial role when combining an easement donation with the 20% tax credit and may impact one or both of the benefits. An accountant or tax attorney should be consulted to

determine the most advantageous method for combining these benefits. For further information about the 20% tax credit or any applicable state incentives for preservation contact the Maryland Historical Trust.

Tips for Property Owners Considering Conveying a Historic Preservation Easement

When considering whether to donate an easement, a property owner should consider the following questions:

- Has the property been designated as historically significant through National Register listing?
- Is the property in a Registered Historic District?
- Are there state or local tax benefits to donating an easement?
- What are the financial implications of donating an easement?
- How much public access would be required to claim a Federal income tax deduction?
- Is the easement-holding organization staffed by historic preservation professionals?
- Does the easement-holding organization charge the donor a fee to cover administrative costs incurred by accepting the easement?
- Does the easement holding organization have the time and resources to monitor the terms of the easement?
- How specific will the easement need to be in order to protect the property?

Property owners interested in donating a historic preservation easement for Federal tax benefits may contact the Maryland Historical Trust.

Local and State Agencies

Howard County Government Agencies:

Howard County Department of Planning and Zoning

It is the mission of the Howard County Department of Planning and Zoning to conserve the older communities in Howard County, their architectural styles, and thereby preserve the county's history for future generations.

This mission is accomplished through the establishment of historic districts and by identifying historic structures and sites throughout the County. Two historic districts currently exist, the Ellicott City Historic District and the Lawyers Hill Historic District, both of which are listed on the National Register of Historic Places. About 700 individual historic sites have been identified throughout the County. An historic sites inventory update evaluating these and other potential sites is currently underway.

The Howard County Historic District Commission

The Howard County Historic District Commission was formed in 1973 with the primary responsibility of preserving the historic character of the County's two historic districts in Ellicott City and Lawyers Hill. The Commission consists of seven County residents with experience or training in historic preservation who are appointed to five-year terms by the County Executive and confirmed by the County Council. The Commission must include at least one resident or property owner from each locally designated historic district.

What does the Commission do?

- Reviews and approves all proposals for construction, demolition, or exterior alternations of properties in the historic districts. No one may begin such work before receiving approval from the Commission.
- Approves tax credits for improvements to eligible historic buildings both within and outside the historic districts.
- Does not review work on the interior of a building or routine maintenance.

Publications detailing design guidelines for each of the historic districts are available through the Howard County Department of Planning & Zoning.

Contacts: Office of Planning and Zoning, 3430 Courthouse Drive, Ellicott City, MD 21043, Bill O'Brien or Zan Koldewey, Staff. 410-313-2393; Kristin Hill, Historic Sites Surveyor/Architectural Historian. 410-313-4335. www.co.ho.md.us

Howard County General Plan Historic Preservation Policies and Actions¹

Since 1990, Howard County has taken several steps to protect historic resources. These steps include designating Lawyers Hill as an historic district, with strong support from community residents; producing new design guidelines for both of the County's locally designated historic districts (Ellicott City and Lawyers Hill); enacting property tax credits to assist property owners who renovate or improve historic buildings according to approved guidelines; and creating an inventory of cemeteries and regulations to protect historic cemeteries from disturbance.

The County also added guidelines to the Subdivision and Land Development Regulations for the treatment of historic sites in the subdivision and site development plan review process. However, these guidelines are not in effect until the County Council adopts a list of historic sites to which these guidelines would apply. To date, such a list has not been prepared.

¹ Excerpted from the Howard County General Plan 2000. See www.co.ho.md.us/DPZ/GP2000 for further information.

These actions provide some additional assistance to those seeking to preserve historic resources. County property tax credits, enacted in 1995, were approved for work on 22 historic buildings through 1999. The new design guidelines for Ellicott City, completed in 1998, were written to be more specific and more easily understood and interpreted by property owners.

However, rapid growth and the lack of adequate protection continue to result in the destruction or degradation of some historic resources and their settings. The loss of landmarks, such as Woodlawn (Papillon Restaurant), Montpelier and Moundland, and the alteration of settings for properties such as Temora, demonstrate the vulnerability of historic resources. Outside the two historic districts, Howard County lacks a comprehensive preservation strategy.

The basis for a comprehensive preservation strategy is the Historic Sites Inventory. Howard County has inventoried approximately 640 historic sites. Much of the County's early inventory, begun in the mid-1970's, is rudimentary and not to current standards. An update is needed to identify historic buildings listed on the inventory that have been demolished or irredeemably altered. An even more important need is identifying and surveying the many historic properties not included on the Historic Sites Inventory. Unless these sites are added to the inventory, they are not eligible for the County's historic preservation property tax credit or for Federal and State income tax credits. In addition to the Historic Sites Inventory, the preparation of an action plan that lists the strengths and weaknesses of historic preservation in the County would be useful in developing a comprehensive preservation strategy. The plan would list historic preservation goals according to their priority, list the actions to be taken to meet the goals and establish criteria for the regular review of all local preservation initiatives.

Policy 5.18: Establish a comprehensive County-wide historic preservation program.

This program would include the following:

- Official Inventory of Resources
- Historic Preservation Plan
- Loss of Resources
- Protection of County-Owned Historic Resources
- Assistance to Owners
- Development Impacts
- Property Tax Credits
- Historic Districts
- Historic District Commission
- Broadening of Participation
- Coordination with Other Community Enhancement Programs

Current Update on the General Plan 2000

Since the 2000 General Plan was enacted, the Department of Planning and Zoning has made progress in updating and revising the Howard County Historic Sites Plan. The department, with the assistance of a Maryland Historic Trust grant, has hired staff to complete this multi-year project.

Additionally, the Howard County Council passed resolution CR5-2001 in 2001. Resolution No. 5-2001 adopted a historic sites list and criteria for establishing historic sites. Development of these properties is now subject to voluntary guidelines established in Section 16.118 of the Howard County Code. The guidelines were intended to improve project design for developing historic sites.

HSI 003 Pleasant Valley
HSI 005 Joshua Roberts Inn
HSI 008 Longwood
HSI 010 Villa De Sperenza/ New Year's Gift
HSI 013 Howard Lodge
HSI 015 Glenelg Manor
HSI 016 Folly Quarter Manor
HSI 017 Folly Farm
HSI 018 Walnut Grove
HSI 020 Hickory Ridge
HSI 023 Burleigh Manor Cottage
HSI 023 Burleigh Manor
HSI 029 Arlington
HSI 031 Spring Hill
HSI 031 Spring Hill Quarters
HSI 043 Belmont
HSI 049 Mt. Hebron
HSI 058 Angelo Castle
HSI 059 Mt. Ida
HSI 087 Bethesda and Dower Cottage
HSI 091 Hobson's Choice
HSI 092 The Trusty Friend
HSI 103 Charles Layton Jr. Log House
HSI 111 Happy Retreat
HSI 113 The Heritage Bernard Warfield House
HSI 116 Beldon Patrick Farm House
HSI 118 Albert Shulze post and plank building
HSI 119 Deep Meadow
HSI 120 By His Grace
HSI 121 Nancy Valle's Stone House
HSI 123 George Chase Brick House
HSI 126 Melvin Howard Log Building
HSI 127 Linda Byrd's Log Cabin
HSI 128 Judge John L. Clark's House
HSI 131 Enniscorthy
HSI 132 Franciscan Novitiate
HSI 139 Shirley Farm House
HSI 141 The Lawn
HSI 144 Wayside Inn
HSI 145 Monte Joy
HSI 147 Elkof House
HSI 151 Rockburn
HSI 153 Fairview
HSI 154 Cooper's House, Kelly's Stone House
HSI 155 Gaither Stone House
HSI 156 Dalton
HSI 159 Oakland Farm
HSI 161 Due House

HSI 167 Locust Grove- Hammond House
HSI 170 Shipley's Adventure
HSI 171 Hedgerow- Left Over, Left Out
HSI 180 Hobb's Regulation
HSI 182 Miller-Mills- Francis Shipley House
HSI 190 Good Fellowship
HSI 191 Roland Maxwell Farmhouse
HSI 192 Friendship Pines
HSI 193 Linwood
HSI 226 Victor Meyers House
HSI 234 Zubovic Farmhouse
HSI 236 Overlook
HSI 238 Glenelg Manor Farm
HSI 239 Herbiary
HSI 251 Klein Linn House
HSI 256 Albert Warfield House
HSI 257 Albert Warfield Tenant House
HSI 268 Hatfield
HSI 271 Oakhurst
HSI 274 Hubert Black Farm- Larrilan
HSI 278 Tranquility
HSI 279 Harwood
HSI 282 Limestone Valley Tenant House
HSI 283 Kefauver Boarding House
HSI 284 Oak Lawn
HSI 287 Cattail Farm
HSI 289 Merriweather
HSI 297 Rose Hill
HSI 300 Broxton
HSI 344 Handwerk House
HSI 353 Lilburn- Balderstone Mansion- Hazelhurst
HSI 354 Lilburn- Balderstone Smokehouse
HSI 355 Lilburn- Baldersont Cottage
HSI 378 Armagh- Dobbin House
HSI 379 Bardart Gardens- Latrobe Barn
HSI 380 Dougherty- Dobbin House
HSI 386 Rookery
HSI 387 Hockley-in-the-hole
HSI 391 Olney
HSI 392 St. Mary's College and Chapel
HSI 393 Morning Choice
HSI 394 Whitehall
HSI 395 St. Clements's School
HSI 398 Bon Air Manor
HSI 401 Squirrel Hill
HSI 405 Pleasant Fields- Talbot's Last Shift
HSI 407 Invasion- Dawn Acres
HSI 408 Sapling Range
HSI 418 Annandale
HSI 419 Holly House Farm
HSI 420 Landing Cider Mill
HSI 421 Stone House at Bon Air Manor
HSI 422 Avoca
HSI 423 Brick House Farm

HSI 434 Sandstone Farm- Chisel House
HSI 439 Curtis Shipley House
HSI 443 Roulade House
HSI 444 Lift-a-latch
HSI 445 Murray-Miller House
HSI 446 Dobbin Warner House
HSI 447 May Atwell House
HSI 448 Red Hill- Hemphill house
HSI 449 Old Grace Rectory
HSI 452 Tisbury Forbes House
HSI 453 Trinity School
HSI 454 The Knoll
HSI 455 Judge Stewart's House
HSI 456 Fuselage- Covey House
HSI 465 John TO. Swan House and Farm
HSI 467 Richardson Farm House
HSI 468 Lambing Meadow Bank Barn
HSI 471 White Oak Farm
HSI 479 Persimmon Bottom House

Howard County Department of Recreation and Parks Heritage Division

The Heritage Division was created to preserve and interpret the heritage of Howard County as it is reflected in the historic and cultural resources that are an integral part of the park system. The Heritage Division works to plan adaptive uses of sites, establish maintenance standards, develop volunteer programs, and educate the public about its historic sites.

Contact: Howard County Department of Recreation & Parks, 7120 Oakland Mills Road, Columbia, MD 21046. 410-313-4627.

The Maryland Historical Trust

The **Maryland Historical Trust** was formed in 1961 to assist the people of Maryland in identifying, studying, evaluating, preserving, protecting, and interpreting the state's significant prehistoric and historic districts, sites, structures, cultural landscapes, heritage areas, cultural objects, and artifacts, as well as less tangible human and community traditions. The Trust is the principal operating unit within the Division of Historical and Cultural Programs, which is an agency of the Maryland Department of Housing and Community Development. The Board of Trustees of the Trust is composed of 15 members (12 of which are appointed by the Governor to serve four-year terms, as well as the Governor, the Senate President, and the Speaker of the House of Delegates, or their designees). Maryland's State Historic Preservation Officer, appointed by the Governor pursuant to the National Historic Preservation Act of 1966, is a member of the Trust staff. As of this writing, the Trust and the Division employ 78 individuals at the central offices in Crownsville and at two satellite museum facilities.

The Trust maintains the Maryland Inventory of Historic Properties, and works with local jurisdictions and individuals to nominate structures to the National Register of Historic Properties. The Trust's Office of Preservation Services seeks to preserve historic and archeological resources through its [regulatory](#) and [easement](#) programs, offers [financial](#)

[assistance](#) through its capital grant, loan, and tax incentive programs, and is available to provide general [technical preservation assistance](#) to the public.

Contact: Maryland Historical Trust, 100 Community Place, Crownsville, Maryland 21032. 410-514-7600. www.marylandhistoricaltrust.net

General Guide: Researching a Historic Property²

When researching a property for nomination to local, state or national historic inventories, certain criteria must be met.

One of the most challenging tasks of research is knowing when enough material has been gathered. Following are some questions that should be answered prior to nominating a structure for historic designation.

- What was the property called at the time it was associated with the important events or persons, or took on its important physical character that gave it importance?
- How many buildings, structures, and other resources make up the property?
- When was the property constructed and when did it attain its current form?
- What are the property's historic characteristics?
- What changes have been made over time and when? How have these affected its historic integrity?
- What is the current condition of the property, including the exterior, grounds, setting, and interior?
- How was the property used during its period of significance and how is it used today?
- Who occupied or used the property historically? Did they individually make any important contributions to history? Who is its current owner?
- Was it associated with important events, activities, or persons?
- In what areas of history is the property significant?
- How does the property relate to the history of the community where it is located?
- How does the property illustrate any themes or trends important to the history of its community, State, or nation?
- How large is the property, where is it located, or what are its boundaries?

Research Hints

Remember that the property itself is a primary source of information. Walk through the property and gather information that describes it, noting distinctive features and obvious alterations and changes. Examine all buildings and structures, inside as well as out. Examine the grounds, noting any signs of previous buildings or activities (foundations, wells, etc.), and roadways, paths, vegetation, fences, and other features.

Identify what historic information is readily available, perhaps in the collections of the owners, a neighbor, or the community. As early as possible, establish the construction date for the property. This date may help establish an earliest beginning date for your period of significance. In addition, try to discover the names of the persons who owned or lived in the property, or for a business or institution, the names by which the property has been known through its history. With this information, you are less likely to overlook information under an unfamiliar name. Examine your property in relation to the historic events and development of the community of which it is a part to determine the context in which it is significant. Gather and record this general information as you gather the specific facts about your property.

² Adapted from the National Register Bulletin: *Researching a Historic Property*

Contact all organizations and institutions holding source materials well in advance of the time of your visit. Organize and write down the questions you want to ask before you make your initial contact. Keep notes of all conversations. Explain exactly what you wish to accomplish. Determine the hours and procedures for using special collections, archives, and other records. Make arrangements with the person most knowledgeable about the collection you wish to use, so that you do not arrive at the facility to discover the person you need to see is unavailable.

General Guide to Source Materials

Following is a listing of materials commonly used when researching historic properties:

- Abstract of Title
 - Architectural/ Construction Drawings
 - Architectural Journals
 - Building Permits
 - Cemetery Records
 - Census Records
 - Church Records
 - City Council or County Minutes, Ordinances
 - Commercial Histories
 - Community/ County Histories
 - Corporate/ Business Records
 - Court Documents
 - Deeds
 - Directories – City, Business or Social
 - Estate Records
 - Family/ Personal Papers
 - Genealogical Records
 - Insurance Records
 - Interviews and Oral Histories
 - Land Records
 - Maps and Plats
 - Military Records
 - Newspapers/ Sunday Supplements
 - Photographs and Postcards
 - Tax Records
- Sources for these documents include:
- Current or former property owners
 - Local historians
 - Title Company files
 - Architect's firm records
 - Architectural publications
 - City/county records office
 - City/county/State archives
 - Federal Records Center, Suitland, MD
 - Churches
 - Clerk of superior court or county courthouse
 - Local and regional libraries
 - Historical societies
 - Corporate records
 - National archives
 - Insurance company offices
 - Library of Congress

Grants and Loans

Maryland Historical Trust Grant Programs

The [Historic Preservation Grant Fund](#) was created by the Maryland General Assembly in 1976 as a vehicle to encourage the preservation of historic properties statewide.

Maryland Historical Trust Capital grant monies are available to non-profit organizations, local jurisdictions, business entities and individual citizens committed to preserving their historic resources. Grant funding is offered to assist efforts to acquire, rehabilitate or restore eligible projects, i.e., properties listed on, or eligible for listing on, the [National Register of Historic Places](#). Grant awards are limited to \$50,000.00 per year, per project. There is, however, no limit on the number of times application may be made. Projects are evaluated competitively, based on the Trust's "Open Project Selection Criteria," and awards are made on an annual cycle. Successful applicants must convey to the Trust a perpetual historic preservation [easement](#) on the assisted property prior to their receipt of funds.

Contact: Maryland Historical Trust, 100 Community Place, Crownsville, Maryland 21032. [Richard J. Brand](#), Administrator, at (410) 514-7634 or [Claudette Sherman](#), Preservation Officer, at (410) 514-7633. www.marylandhistoricaltrust.net

Maryland Historical Trust Non-Capital grants provide support for research, survey, planning, and educational activities involving architectural, archeological, or cultural resources. Eligible activities may include preservation plans, architectural, archeological, or cultural resource surveys, educational outreach programs, and National Register nominations. Non-profit organizations and local jurisdictions are eligible to apply for Non-Capital grant funding. Non-profit organizations must be in good standing with the State of Maryland Department of Assessments and Taxation, be qualified to do business in Maryland, and have the legal capacity and authority to incur obligations under the grant program. Local jurisdictions must provide a dollar-for-dollar match for all Non-Capital projects. This match may consist of cash, an equivalent dollar value of in-kind contributions, or a combination of both. Non-profit organizations are exempt from matching requirements. However, match is strongly recommended and the existence of matching funds will enhance the competitiveness of the application.

Individual Non-Capital grant awards generally range from \$5,000 to \$50,000, with the average award in FY 2003 being \$32,400. The maximum Non-Capital grant award is \$50,000. Projects are evaluated competitively, based on the Trust's "Open Project Selection Criteria," and awards are made on an annual cycle.

Contact: Maryland Historical Trust, 100 Community Place, Crownsville, Maryland 21032. [Nicole Diehlmann](#), Administrator, at (410) 514-7625.

Maryland Historical Trust Loan Programs

The **Maryland Historical Trust Historic Preservation Loan Program** provides loans to nonprofit organizations, local jurisdictions, business entities, and individuals to assist in the protection of historic property. Loan funds can be used to acquire, rehabilitate, or restore historic property listed on, or eligible for, the [National Register of Historic Places](#). They may also be used for short-term financing of studies, surveys, plans and specifications, and architectural, engineering, or other special services directly related to pre-construction work required or recommended by the Trust or the State Historic Preservation Officer on projects being funded with federal or state monies. The average loan has been in the amount of \$100,000, with loans as large as \$300,000 having been settled. The low interest loans are available on a first-come, first-served basis throughout the year. Successful applicants must convey a perpetual [historic preservation easement](#) to the Trust.

Contact: Maryland Historical Trust, 100 Community Place, Crownsville, Maryland 21032. [Richard J. Brand](#), Administrator, at (410) 514-7634.

Preservation Maryland Grant & Loan Programs

Preservation Maryland is the state's oldest historic preservation organization. Founded in 1931 as the Society for the Preservation of Maryland Antiquities, Preservation Maryland is a private, nonprofit, statewide membership organization governed by a volunteer board of directors and operated by a professional staff.

Preservation Maryland's funding programs are limited to non-profit organizations for historic preservation projects around the state — committing \$60,000 in grants annually, and drawing from a \$200,000 revolving loan pool. Preservation Maryland provides grants up to \$5,000 (the average grant is around \$2,200) and low-interest loans up to \$50,000. In making grants Preservation Maryland seeks geographic, cultural, and project diversity.

Non-profit organizations with 501(c)(3) status which have an active membership and regular meetings are eligible to apply for **Preservation Maryland's Grant Program**. The applicant must own or have a long term lease for the structure for which they are seeking funding and a demonstrated ability to successfully complete projects. Groups are limited to one application within a fiscal year (October 1 - September 30). Evidence of 501(c)(3) status is required.

Types of projects eligible for funding include: stabilization of endangered historic properties; feasibility studies, architectural plans, structural assessments and historic structure reports; "bricks and mortar" repairs and restoration; and educational, and planning efforts related to resource preservation

Criteria for grant awards

- Historic and/or architectural significance
- Urgency of need for the project
- Promotion of long-term resource preservation
- Strong community interest and support
- Ability to leverage additional funds, a cash or in-kind match of at least 1:1 is required

- Geographical distribution

Organizations interested in applying for grant funding must contact the Programs Director to discuss the proposed project and request an application. Upon receipt of a completed application, Preservation Maryland staff will arrange a site visit, and determine if any additional information is needed. Applications are reviewed by the Grants and Loans Committee. Final funding decisions are made by the Board of Directors.

Contact: Programs Director, Preservation Maryland, 24 W. Saratoga Street, Baltimore, MD 21201. 410-685-2886. www.preservemd.org

Preservation Maryland Special Grant Fund

The general purpose of the fund is to meet significant historic preservation needs of tangible cultural resources in Maryland not likely to be met through existing Preservation Maryland and Maryland Historical Trust grant programs. Nonprofit organizations and local jurisdictions are eligible to apply.

The specific purposes of the Fund are to provide direct assistance for the protection of endangered tangible cultural resources, and to promote innovative demonstration projects which can be successfully replicated to meet Maryland's historic preservation needs. Each year one or more special needs will be identified as priority areas for funding.

Types of projects eligible for funding include: heritage tourism development; organizational development for local preservation organizations; legal services engaged to protect endangered historic resources.

Interested parties must contact Preservation Maryland to discuss the proposed project and request an application. Upon receipt of a completed application, staff will conduct a review and determine if any additional information is needed. Applications are reviewed by the Special Grants Selection Committee.

Contact: Preservation Maryland, 24 W. Saratoga Street, Baltimore, MD 21201. 410-685-2886.

Preservation Maryland's Revolving Fund is a \$200,000 pool of funding which makes loans at favorable rates to nonprofit organizations for purchasing and rehabilitating endangered historic properties in Maryland.

Non-profit organizations with 501(c)(3) status which have an active membership, regular meetings, and a demonstrated ability to successfully complete projects are eligible to apply. In the case of rehabilitation projects the applicant must own or have a long term lease for the structure for which they are seeking funding. Groups are limited to one application within a fiscal year (October 1 - September 30). Evidence of 501(c)(3) status is required.

Types of projects eligible for funding include: rehabilitation of historic sites or acquisition of endangered historic properties

Criteria for loan funding

- Historic and/or architectural significance
- Immediacy of threat to the property
- Appropriateness of rehabilitation plans and reuse proposal
- Feasibility of project
- Strong community support for proposed project
- Project's promotion of other historic preservation activities
- Applicant's ability to leverage additional funds
- Geographical distribution

Organizations interested in applying for loan funding must contact the Programs Director to discuss their proposed project and request an application. Upon receipt of a completed application, Preservation Maryland staff will arrange a site visit, and determine if any additional information is needed. Final applications should include organizational information, a plan to rehabilitate and/or market the property, and a detailed budget. Applications are reviewed by the Grants and Loans Committee. Final funding decisions are made by the Board of Directors.

Contact: Programs Director, Preservation Maryland, 24 W. Saratoga Street, Baltimore, MD 21201. 410-685-2886.

National Trust Grant & Loan Programs

The National Trust for Historic Preservation provides leadership, education and advocacy to save America's diverse historic places and revitalize communities. Founded in 1949, the National Trust is a private nonprofit organization with more than a quarter million members. Its grant and loan programs are limited to nonprofit organizations and public agencies.

Grant Programs

The **Preservation Services Fund** provides nonprofit organizations and public agencies matching grants from \$500 to \$5,000 (typically from \$1,000 to \$1,500) for preservation planning and education efforts. Funds may be used to obtain professional expertise in areas such as architecture, archeology, engineering, preservation planning, land-use planning, fund raising, organizational development and law as well as preservation education activities to educate the public.

The **Johanna Favrot Fund for Historic Preservation** provides nonprofit organizations and public agencies grants ranging from \$2,500 to \$10,000 for projects that contribute to the preservation or the recapture of an authentic sense of place. Individuals and for-profit businesses may apply only if the project for which funding is requested involves a National Historic Landmark. Funds may be used for professional advice, conferences, workshops and education programs.

The **Cynthia Woods Mitchell Fund for Historic Interiors** provides nonprofit organizations and public agencies grants ranging from \$2,500 to \$10,000 to assist in the preservation, restoration, and interpretation of historic interiors. Individuals and for-profit

businesses may apply only if the project for which funding is requested involves a National Historic Landmark. Funds may be used for professional expertise, print and video communications materials, and education programs.

Loan Programs

The National Trust's *Community Partners* administers the loan programs described below. Eligible applicants are tax-exempt nonprofit organizations and local governments; organizations may enter into partnerships or joint ventures, provided the applicant is pivotal to project execution. Eligible properties are certified local, state, or nationally designated historic resources, a contributing resources certified local, state, or national historic district, or resources eligible for listing in local, state, or national historic district. Eligible projects involve the stabilization of historic properties in conformance with the Secretary of Interior's Standards.

- The [National Preservation Loan Fund](#) provides loans to establish or expand local and statewide preservation revolving funds; to acquire and/or rehabilitate historic buildings, sites, structures and districts; to purchase easements; and to preserve National Historic Landmarks.
- The Inner-City Ventures Fund finances the rehabilitation of historic buildings that serve the economic and community development needs of low-, moderate-, or mixed-income neighborhoods.

Contact: National Trust for Historic Preservation, 1785 Massachusetts Ave, NW,
Washington, DC 20036 · tel: 202.588.6000 · fax: 202.588.6038
www.nationaltrust.org.

Resources

The Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior's Standards for Rehabilitation are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs.

The Standards apply to historic buildings of all periods, styles, types, materials, and sizes. They apply to both the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent, or related new construction.

Rehabilitation projects must meet the following Standards, as interpreted by the National Park Service, to qualify as “certified rehabilitations” eligible for the 20% rehabilitation tax credit.

The Standards are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale,

and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired

Howard County Resources & Heritage Organizations

Columbia Archives

10227 Wincopin Circle

Columbia, MD 21044

Contact: Barbara Kellner

410-715-3103

Collects, preserves and makes accessible information about the planning and development of Columbia, an example of “new town” planning. It also houses the James Rouse manuscript collection.

Columbia Foundation – Howard County’s Community Foundation

10227 Wincopin Circle, G12

Columbia, MD 2144

Contact: Barbara Lawson

410-730-7840

www.columbiafoundation.org

The Columbia Foundation is a public foundation that supports organizations and agencies that contribute to the quality of life in Howard County. Grants are issued to nonprofit organizations delivering services to Howard County residents in the human service, cultural, educational or community affairs areas.

Elk Ridge Heritage Society, Ltd.

5825 Main Street

Elkridge, MD 21075

Contact: Cornelius Sybert, President

410-796-3282

Ellicott City Restoration Foundation

P.O. Box 92

Ellicott City, MD 21041

Contact: Dr. Ned Rogers, President

ECRF was created to assist in the restoration of buildings along Ellicott City's historic Main Street. It has recently expanded to become an umbrella group which includes representation from Historic Ellicott City, Ellicott City Business Association and neighboring community associations. ECRF is supported mainly by Howard County, and provides project coordination for commercial revitalization efforts and low interest loans for facade improvement.

Friends of the Patapsco Female Institute

P. O. Box 293

Ellicott City, MD 21041

Contact: Jacquelyn Galke

410-465-8500

Assists in the preservation of the 19th century building and rounds and collects displays, documents and artifacts associated with the prestigious female academy.

Historic Ellicott City, Inc.

8167 Main Street

P.O. Box 244

Ellicott City, MD 21041

Contact: Roland Bounds, President

410-461-6908

www.oldmainline.com/ellicott/

Howard County Antique Farm Machinery Club

PO Box 335

West Friendship, MD 21794

Contacts: John and Virginia Frank

410-531-2569

Founded to develop a farm heritage museum in Howard County and to offer educational and historical presentations to heighten the awareness of the county's agricultural heritage.

Howard County Cemetery Advisory Board

c/o Howard County Department of Planning and Zoning

3430 Courthouse Drive

Ellicott City, MD 21043

Contact: George Beisser

410-313-2393

To foster protection and preservation of cemeteries and burial grounds located in Howard County.

Howard County Center for African American Culture

5434 Vantage Point Road

Columbia, MD 21044

Contact: Wylene Burch

410-715-1921

http://www.museumstuff.com/details/org_20020201_13510.html

Founded to promote public awareness of African American history in Howard County.

Howard County Committee of the Maryland Historical Trust

c/o Howard County Department of Planning & Zoning

3430 Courthouse Drive

Ellicott City, MD 21043

Contact: George Beisser

410-313-2393

Assists MHT in promoting and monitoring preservation activities and seeks to further the

aim of historic preservation in Howard County.

Howard County Conservancy

P.O. Box 175
Woodstock, MD 21163
Contact: Elizabeth Stoffel
410-465-8877

www.hcconservancy.org

Howard County's land trust, founded in 1990 to help preserve our natural environment, agricultural resources, and unique historic sites.

Howard County Genealogical Society

P.O. Box 274
Columbia, MD 21045-0274
Contact: Duane Smith, President
410-465-6696

Assists people in researching family histories. It has monthly meetings, a newsletter, and a small selection of books at the historical society.

Howard County Heritage Fund

c/o The Columbia Foundation
10227 Wincopin Circle, G12
Columbia, MD 2144
Contact: Barbara Lawson
410-730-7840

Founded to provide matching grants to historical and environmental organizations located in Howard County that research, interpret, preserve and restore historic and environmental areas.

Howard County Historical and Cultural Alliance

Historic Ellicott City Consortium
Thomas Isaac Log Cabin
8398 Main Street
Ellicott City, MD 21043
Contact: Adele Air
410-313-1413

Howard County Historic District Commission

Howard County Department of Planning and Zoning
3430 Courthouse Drive
Ellicott City, MD 21043
Contact: George Beisser or Zan Koldewey, Staff
410-313-2393

Administers Howard County's Historic Area Zoning Ordinance and tax incentive program. It meets the first Thursday of every month at 7:30 p.m. in the County Office Building.

Howard County Historical Society

8328 Court Avenue
Ellicott City, MD 21043
Phone: 410-750-0370
Contact: Michael Walczak, 410-750-0370 or
Betty Adams, 410-992-1477

www.hchsmd.org

Email: info@hchsmd.org

The Historical Society's mission is preservation of the county's history through the preservation of printed materials, photographs, and museum items.

Preservation Howard County

P.O. Box 6512
Ellicott City, MD 21042-6512
Phone/Fax: 410-465-5011

www.preservationhowardcounty.org

The mission of Preservation Howard County is to actively pursue the preservation of Howard County's historical and cultural heritage and to increase public awareness and appreciation of our non-renewable resources.

Savage Historical Society

P.O. Box 73
Savage, Maryland 20763
Phone: 301-725-7630
Contact: Galen Menne, President

Howard County Government Historic Properties

The following properties are owned and maintained by the Department of Recreation and Parks:

Blandair
Bollman Truss Bridge
Ellicott City B&O Railroad Museum
Guilford Quarry Pratt Truss Bridge
Hebb House at Longacre Farm
James Sykes House/Cannery/Weigh Station
Little Courthouse
Marlow House
Pfeiffer Corner Schoolhouse
Poplar Springs Site
Rockburn Park: Clover Hill Mansion and the Aaron Mackenzie Barn
The Ellicott City Colored School Restored
The Firehouse Museum
Thomas Isaac Long Cabin
Troy Hill Mansion
Waverly Mansion

For further information, contact the Department of Recreation and Parks Heritage Division at: 7120 Oakland Mills Road, Columbia, MD 21046. 410-313-4627.

Suggested Reading List – Howard County History

Bedini, Silvio: *The Life of Benjamin Banneker*, 1972 (reprint 1999)
Bohner, Charles: *John Pendleton Kennedy, Gentleman from Baltimore*, 1961
Brugger, Robert J.: *Maryland, A Middle Temperament*
Cramm, Joetta: *Howard County, A Pictorial History*
Feaga, Barbara, et al: *Howard's Roads to the Past*, 2000
Holland, Celia: *Ellicott City, Maryland: 18th Century Mill Town*, 1980
Jim Howe, Ed McMahon, and Luther Propst: (The Conservation Fund and the Sonoran Institute)
Balancing Nature and Commerce in Gateway Communities, 1997
Leepson, Marc: *Saving Monticello: The Levy Family's Epic Quest to Rescue the House that Jefferson Built*, 2001
Sharp, Henry: *The Patapsco River Valley: Cradle of the Industrial Revolution in Maryland*, 2002
Stein, Charles Francis: *Origin and History of Howard County Maryland*
Travers, Paul: *The Patapsco: River of History*, 1990
Warfield, J.D.: *The Founders of Anne Arundel and Howard Counties, Maryland*

State Resources and Heritage Organizations

American Institute of Architects

Baltimore Chapter
11 ½ W. Chase Street
Baltimore, MD
410-625-2585

Coalition to Protect Maryland Burial Sites, Inc.

PO Box 1533
Ellicott City, MD 21041
Contact: 410-772-8602
www.rootsweb.com/~mdcpmps/coalition01.html

Friends of the Patapsco Valley and Heritage Greenway, Inc.

Mr. Kit J. Valentine
Friends of the Patapsco and Heritage Greenway, Inc.
P.O. Box 96
Ellicott City, MD 21041
410-480-0824
410-465-1718 (fax)

Jewish Museum of Maryland

15 Lloyd Street
Baltimore, MD
410.732.6400
Web site: www.jhsm.org/

Maryland Historical Society

201 W. Monument Street
Baltimore, MD
(410) 685-3750
Web site: www.mdhs.org

Maryland Historical Trust

100 Community Place
Crownsville, Maryland 21032
410-516-7600
<http://www.marylandhistoricaltrust.net/>

Maryland Humanities Council

Executive Plaza One, Suite 503
11350 McCormick Road
Hunt Valley, MD 21021-1002
410-771-0650
Web site: www.mdhc.org

Maryland National Road Association, Inc.

10720 Folkestone Way
Woodstock, MD 21163

Email: mnra@comcast.net

Maryland State Archives

<http://www.mdarchives.state.md.us/>

Preservation Maryland

24 W. Saratoga Street

Baltimore, MD 21201

410-685-2886

Web site: www.preservemd.org

National Resources and Heritage Organizations

ADVISORY COUNCIL ON HISTORIC PRESERVATION

Address: 1100 Pennsylvania Avenue
NW, Suite 809
Washington, DC 20004
Tel: 202-606-8503
Web site: www.achp.gov/

AMERICAN ASSOCIATION OF BOTANICAL GARDENS & ARBORETA

Address: 351 Longwood Road
Kennett Square, PA 19348
Tel: 610-925-2500
Fax: 610-925-2700
Website: www.aabga.org

AMERICAN ASSOCIATION FOR STATE & LOCAL HISTORY

Address : 1717 Church Street
Nashville, TN 37203-2991
Web site: www.aaslh.org/

AMERICAN CULTURAL RESOURCES ASSOCIATION

Address: 6150 East Ponce de Leon Avenue
Stone Mountain, GA 30083
Web site: www.acra-crm.org/

AMERICAN INSTITUTE OF ARCHITECTS

Address: 1735 New York Avenue NW
Washington, D.C. 20006
Web site: www.aia.org

AMERICAN INSTITUTE FOR CONSERVATION

OF HISTORIC & ARTISTIC WORKS
Address: 1717 K. Street, NW, Suite 200
Washington DC, 20006
Tel: 202-452-9545
Fax: 202-452-9328
Email: info@aic-faic.org
Web site: www.aic.stanford.edu

AMERICAN PLANNING ASSOCIATION

Address: 1222 South Michigan Avenue, Suite 1600
Chicago, IL 60603
Web site: www.planning.org/

ASSOCIATION FOR PRESERVATION TECHNOLOGY

Address: 4513 Lincoln Avenue, Suite 213
Lisle, IL 60532-1290
Web site: www.apti.org/

CRAFTWRIGHT

Timber Frame Structures
100 Railroad Avenue, Suite 105

Westminster, MD 21157
Contact: Glen James
Tel: 410-876-0999
www.craftwrighttimberframes.com

HERITAGE PRESERVATION

1625 K Street, NW
Suite 700
Washington, D.C. 20006
phone 202-634-1422
fax 202-634-1435
Web site: www.heritagepreservation.org

**HISTORIC AMERICAN BUILDING SURVEY/
HISTORIC AMERICAN ENGINEERING RECORD**

Address: HABS/HAER Division
National Parks Service
1849 C Street NW, NC300
Washington, DC 20240
Tel: 202-343-9618
Fax: 202-343-9624
Web site: www.cr.nps.gov/habshaer/

INTERNATIONAL ASSOCIATION OF STRUCTURAL MOVERS

N. Eugene Brymer
11441 Brick Mill Court
Oakton, VA 22124
e-mail: gbrymer@cox.net
phone: 703-648-3225
fax: 703-648-0389
Web site: www.iasm.org

NATIONAL ALLIANCE OF PRESERVATION COMMISSIONS

Address: P.O. Box 1605
Athens, GA 30603
Web site: www.arches.uga.edu/~napc/

NATIONAL CENTER FOR PRESERVATION TECHNOLOGY & TRAINING

Address: 645 College Avenue
Natchitoches, LA 71457
Tel: 318-357-6464
Fax: 318-357-6421
Web site: www.ncptt.nps.gov/

NATIONAL COUNCIL FOR PRESERVATION EDUCATION

Web site: www.uvm.edu/histpres/ncpe

**National Park Service, Department of the Interior
HERITAGE PRESERVATION SERVICES**

PRESERVATION BRIEFS
Address: 1849 C Street NW, NC330

Washington, D.C. 20240
Web site: www.cr.nps.gov

NATIONAL PRESERVATION INSTITUTE

Address: P.O. Box 1702 Alexandria, VA 22313
Tel: 703-765-0100
Web site: www.npi.org/about.html

NATIONAL REGISTER OF HISTORIC PLACES

National Park Service
1201 Eye St., NW
8th Floor (MS 2280)
Washington, DC 20005
Tel: 202-354-2213 or 354-2210
Web site: www.cr.nps.gov/nr/

NATIONAL TRUST FOR HISTORIC PRESERVATION

Address: 1785 Massachusetts Avenue NW
Washington, D.C. 20036
Web site: www.nationaltrust.org/

NATIONAL TRUST LIBRARY

Address: NTHPL
C/o Hornbake Library
University of Maryland
College Park, MD 20742
Tel: 301-405-6320
Fax: 301-405-9191
Web site: www.lib.umd.edu/NTL/ntl.html

OLD HOUSE JOURNAL

Tel: 202-339-0744
Web site: www.oldhousejournal.com/

PRESERVATION DIRECTORY

*Resources and Research Tools for
Historic Preservation and Cultural Resource Management*
Web site: www.preservationdirectory.com

PRESERVATION SOURCEBOOK

Address: P.O. Box 1329
Vienna, VA 22180
Contact: Don White, Associate Publisher
Tel: 703-255-6803
Fax: 703-319-3815
Web site: www.preservationweb.com

PRESERVATION TRADES NETWORK

Address: P.O. Box 10236
Rockville, MD 20849
Tel: (866)853-9335
Web site: www.ptn.org

RESTORATION RESOURCES DIRECTORY

Web site: www.restorationtrades.com

SOCIETY FOR AMERICAN ARCHAEOLOGY

Address: 900 Second Street, NE #12

Washington, D.C. 20002-3557

Web site: www.saa.org

SOCIETY OF ARCHITECTURAL HISTORIANS

Address: Charnley-Persky House

1365 North Astor Street

Chicago IL 60610-2114

Web site: www.sah.org

TRADITIONAL BUILDING

The Professional's Source for Historic Products

Address: 69A Seventh Avenue

Brooklyn, NY 11217

Fax: 718-636-0750

Web site: www.traditional-building.com/

THE WORLD OF OLD HOUSES

A Guide to Caring for and Restoring Your Old House

Web site: www.oldhouses.com.au/

Historic Preservation Consultants

The Maryland Historical Trust Office of Preservation Services offers a number of Technical Preservation Assistance Programs. The staff of the Maryland Historical Trust can provide those interested in historic preservation with technical preservation assistance as well as an array of technical preservation handouts. These include: [Preservation Briefs](#), [Preservation Tech Notes](#), [Standards and Guidelines for Archeological Investigations in Maryland](#), and the [Maryland Building Rehabilitation Code](#); most are available on-line.

The Trust also maintains a list of **Historic Preservation Consultants** who have expressed an interest in working on Maryland projects. Consultants are listed by the professional services they offer. The Maryland Historical Trust is in no way endorsing any of the listed consultants, nor is the list comprehensive. The Trust strongly recommends that those interested ask for and check references before hiring anyone included in these lists. Check on-line under *Preservation Services* on www.marylandhistoricaltrust.net.

Articles

Design and Construction: Who Does What?³

Adapted from an article by Diane Derry Puleo, Preservation Delaware, Inc., and Sam Friedman, Director, 1999 Philadelphia Old House Fair

Any construction project – restoration, building an addition, landscaping, or making interior alterations – is a complex process, and understanding who to hire for what job can be confusing. The following explains the roles of various building and design professionals. The descriptions are not meant as an endorsement for one type of professional service over another.

Architects lead the overall planning and design process from initial conceptualization through preparation of construction drawings; sometimes architects stay with the project through construction. Some of the principal professional services that an architect performs are:

- Consult with homeowners to learn their needs and desires and budget requirements
- Research local building code restrictions
- Assess existing building conditions and architectural style
- Design and prepare a graphic package of drawings, representations, and specifications for the homeowner to see how the project would look and to solicit construction bids from contractors
- Assist with the evaluation of construction bids and contractor selection
- Represent the owner during the construction process to assure the work is done according to the plans

Architects are licensed on a state-by-state basis and generally have to demonstrate formal education, professional experience, and the passage of an exam to gain licensure. The American Institute of Architects (AIA) is a national professional organization that helps architects serve the public's needs and builds awareness of the role of architects and architecture in American society. The Maryland Society of the AIA can be contacted at <http://www.msaia.org>.

Homeowners are advised to check with their local municipality to learn when the participation of a licensed architect is required, as well as when building permits are needed.

General contractors manage larger building projects that use various subcontractors or specialty building trades. Contractors carry out repair or renovation work, or construct building additions. During the planning stages, they can also advise on alternative methods of construction or ways to control construction costs.

In general, except for routine work, contractors do not provide design services; this is the role of the architect or a design/build firm. The homeowner – with the assistance of the architect or other building professional – should define the exact scope and nature of construction work through plans and specifications.

³ Courtesy of Preservation Delaware: reprinted from *Preservation & Restoration – Resource Directory for Delaware*

If the project is limited in scope or involves primarily one building trade (for example, painting), a general contractor is probably not required.

Design/build firms provide “one-stop shopping” of both architectural and general contracting services. These firms specialize in taking your project from design concept through to completion of construction. Design/build firms may be suitable for homeowners seeking a quick turnaround or who prefer a single point of contact and source of accountability for the design and management of their project.

A design/build firm will have an experienced designer or registered architect on staff as well as professional contact with structural engineers, landscape architects, etc. In the same way that an architectural firm consults with the homeowner, the design/build firm will assess the homeowner’s needs, and research building conditions and codes prior to the preparation of graphic package of drawings, representations, and specifications. Early in the process the design/build firm will review project cost projections with the homeowner to quickly determine that the design is within budget. A design/build firm can provide allowances in the project pricing schedule to enable homeowners to easily upgrade finishes or cut costs early in the planning.

Once the design is approved, the design/build firm will begin the construction process and assume the role of general contractor. As with most general contractors, design/build firms will likely employ project managers and carpenters, while the trade items such as plumbing, electrical, heating, ventilation, and air conditioning will be handled by subcontractors.

Interior designers are involved in the interior design of residential and commercial space from initial concept through implementation, and typically produce comprehensive plans, such as space and lighting plans, custom cabinetry, and other plans and drawings to convey design intent. Interior designers are prepared to plan for moldings, fenestration and other interior architectural features such as paneling and wainscoting, along with addressing the visual aspects of the space.

The American Society of Interior Designers (ASID) and the International Interior Design Association (IIDA) are the two nationally recognized organizations dedicated to promoting the interior design profession. Members are required to have formal education and to pass a two-day exam. You can identify interior designers for your project by contacting ASID at www.asid.org and IIDA at www.iida.org.

Interior decorators are primarily concerned with the visual aspects of space relating to colors, fabrics, patterns, textures, wall coverings, accessories, and furniture, and all related specifications. They are involved with the overall coordinator of interior spaces and are typically well acquainted with historic period styles, interiors, and furnishings.

Landscape architects are involved with comprehensive design of outdoor space and its relationship to architecture, from initial conceptualization through the design process. Landscape architects are usually commissioned for large-scale projects that require comprehensive site planning, such as state and county parks, greenways, streetscapes, and commercial projects. Registered landscape architects (RLA) are required to have formal education and to pass a national, standardized, comprehensive three-day exam.

Most states require landscape architects to be licensed. The American Society of Landscape Architects (ASLA) is the national professional organization, and can be contacted at www.asla.org.

Landscape designers specify plants, lighting and decorative elements to beautify the landscape. They are typically well acquainted with horticulture. By coordinating the overall arrangement of the landscape in relation to the surrounding architecture, the landscape designer creates the most aesthetically pleasing landscape within the confines of the environment and according to the specifications of the client for both residential and commercial projects.

Landscape contractors are involved with the actual implementation of the design that a landscape architect or designer creates, and provides services such as installing plants, constructing walkways and patios, and lawn and garden maintenance for both residential and commercial projects.

Howard County's Top Ten Endangered List

Preservation Howard County's "Top Ten Endangered List" is similar to other endangered lists that have proven to be very successful in publicizing historic resources threatened by demolition, destruction, and insensitive development and public policy. The most noted list is the National Trust for Historic Preservation's Eleven Most Endangered Sites, published annually. The ultimate goal is to draw attention to the plight of individual sites while educating the public on the aims and needs of historic preservation. PHC's first Top Ten Endangered List was compiled and presented in 2001.

A sub-committee of the Preservation Howard County (PHC) Board of Directors reviews nominations from the public, the status of sites on the current lists, and various suggestions from the PHC Board, Howard County government, and various community organizations to develop the Top Ten Endangered List. Different venues have been used for release of the list, but the media remain the major outlet.

Criteria used for selection to PHC's "Top Ten Endangered List" are both objective and subjective. Objective criteria address questions that must be answered before any potential preservation actions can be considered, including, but not limited to: the existence of supporting historical documentation, legal issues such as ownership status, and public policy that may include zoning regulations favorable to insensitive development. Subjective criteria pertain to the likelihood of success. To determine ultimate success, PHC considers questions such as:

1. How serious is the physical threat? Is the site restorable? If so, who might restore the site and how might it be restored?
2. Is there a potential for adaptive use? Can we identify prospective individuals or enterprises to do this?
3. Is there an existing or potential plan for continued maintenance and who might be responsible for that plan?
4. How might the site be monitored?
5. Are there any "partners" to work with? Will there be community support?
6. What is the estimated cost to preserve the site and where might the funds come from?

Additionally, PHC looks at the entire list for diversity. The designation of endangered subjects should be uniformly distributed over the County by location and type (cultural, industrial, etc.) as much as possible.

Finally, from year to year, we attempt to assess how much success we have had with the prior list. There are four categories:

1. *Successful*: The project is complete and the site can be removed from the Endangered List.
2. *Monitor*: Significant progress has been made or a completion date has been set. PHC may or may not remove a site from the Endangered List depending on subjective assessment of the progress and timetable.
3. *Maintain*: Some or little progress has been made, but commitments are not firm or are still being negotiated. These sites will probably remain on the List.

4. *Lost*: Failure is certain or circumstances have changed and there is no reasonable opportunity for success. These sites are removed. The Phelps Log Cabin, destroyed by arson, is a sad example.

An individualized preservation plan (IPP) is developed by chosen “stewards” or by committee. The IPP is a management tool to identify the needs for a site, the goals for achieving preservation “success” as identified in the selection process, and a desired timeline.

The Top Ten Endangered List for 2001

1. Blandair
2. Church Road Neighborhood
3. Columbia Exhibit Center
4. Dorsey Arcadia Cemetery
5. Guilford Pratt Truss Bridge
6. Lisbon Hotel
7. Mount Joy
8. Pfeiffer’s Corner Schoolhouse
9. Rockburn Park Heritage Site
10. Woodlawn Slave Quarters

The Top Ten Endangered List for 2002

1. Blandair
2. Melvin Howard Log Cabin
3. Columbia Exhibit Center
4. Troy
5. St. Louis Chapel
6. Lisbon Hotel
7. Mount Joy
8. Pfeiffer’s Corner Schoolhouse
9. Rockburn Park Heritage Site
10. Woodlawn Slave Quarters

A few sites from 2001 were removed because of full or limited success. For example, the Church Road Neighborhood is still subject to infill development, but was removed from the List after PHC worked with the community and the Howard County Department of Planning and Zoning to explore options for local residents to pursue. The Guilford Pratt Truss Bridge was restored and is now a highlight of the new public pathway system between Savage Mill and Lake Elkhorn. Other sites, such as the Columbia Exhibit Center, remain “in limbo” and are still subject to owner development plans.

For complete descriptions and pictures of the sites, please see www.preservationhowardcounty.org.

Appendices

National Register properties in Howard County

Bollman Suspension Truss Bridge – National Historic Landmark

Savage Road

Savage

1972

Brick House on the Pike

9465 Baltimore National Pike

Ellicott City

1996

Burleigh

Kingsbridge Road

Ellicott City

1982

Christ Church, Guilford

6800 Oakland Mills Road

Guilford

1978

Commodore Joshua Barney House

7912 Savage-Guilford Road

Savage

1978

Daniels Mill

Daniels Road

Ellicott City

1973

Dorsey Hall

Dorsey Hall Drive

Ellicott City

2001

[Doughoregan Manor](#) - National Historic Landmark

Old Manor Lane

Ellicott City

1971

Elkridge Furnace Complex

Furnace Avenue & Race Road

Elkridge

1990

Ellicott City Historic District

Ellicott City

1978

Ellicott City Station, B&O Railway - National Historic Landmark

Main St. & Maryland Ave.

Ellicott City

1968

Elmonte

Furrow Avenue

Ellicott City

1978

Enniscorthy

3412 Folly Quarter Road

Ellicott City

1986

Glenelg Manor

Folly Quarter Road

Glenelg

1983

Hobson's Choice

2921 Florence Road

Lisbon

1984

Lawyers Hill Historic District

Elkridge

1993

Montrose

13370 Brighton Dam Road

Clarksville

2000

Savage Mill

Foundry & Washington Streets

Savage

1974

Savage Mill Historic District

Savage

1975

Temora

4252 Columbia Road

Ellicott City

1976

The Lawn

6036 Old Lawyers Hill Road

Elkridge

1984

Trinity Church

7474 Baltimore-Washington Blvd (U.S. 1)
Dorsey
1974

Troy

Baltimore-Washington Blvd (U.S. 1)
Dorsey
1979

Union Chapel

Roxbury Mills Road (Md 97)
Glenwood
1975

Waverly

Marriottsville Road
Woodstock
1974

White Hall

4130 Chatham Road
Ellicott City
1977

Woodlawn

9254 Old Annapolis Road
Columbia
1983

The Maryland Historical Trust: *Frequently Asked Questions* about the Maryland Heritage Preservation Tax Credit Program

Qualifying for tax credits/refunds:

Who can claim the credit/refund?

Individuals, businesses and 501(c)(3) non-profit organizations operating in Maryland may claim the credit/refund.

We are a nonprofit organization, but are not classified as a 501(c)(3) under the Internal Revenue Code. Are we eligible to take advantage of the tax credit/refund program for the rehabilitation of our locally designated historic structure even though we are not a 501(c)(3) organization?

Yes. Even though the statute specifically mentions 501(c)(3) organizations, all classifications of non-profit organizations are eligible to participate in the program.

As a 501(c)(3) organization, what level of rehabilitation expenditure must we meet in order to qualify for the tax credits/refunds?

Rehabilitation expenditures for certified heritage structures owned by 501(c)(3) organizations must exceed the greater of \$5,000 or the adjusted basis of the structure.

How do I calculate the adjusted basis of my certified heritage structure?

In general terms, the adjusted basis is the purchase price, minus the value of the land, minus any depreciation taken. It is recommended that you seek the assistance of a real estate professional to help you with this calculation.

How do I find out if my property is eligible for the credit?

Your property is eligible for the credit if it is locally designated as a landmark, contributes to the significance of a locally designated historic district, or if it is listed on the National Register either individually or as contributing to a district. The Maryland Historical Trust (MHT) maintains a list of National Register properties; both individually listed and district properties. Contact Jan Gowing at gowing@dhcd.state.md.us, or visit the MHT website at www.MarylandHistoricalTrust.net and look under "Sites and Inventories/National Register" to see if your property is on the list. Local planning offices maintain lists of locally designated historic properties. Call your local planning office for details. If you don't know how to get in touch with your local planning office, contact Scott Whipple at whipple@dhcd.state.md.us, for that information.

How do I find out if my property contributes to the significance of a National Register or local historic district?

Nomination forms for both National Register and local historic districts may list contributing properties within the district boundaries. All nomination forms should contain information about the historic significance of the district and how the structures within that district contribute to its significance. Contact [Jan Gowing](mailto:Jan.Gowing@dhcd.state.md.us) or your local planning office (see contact information above) to request historic district documentation. Whether or not a structure contributes to the significance of a historic district is ultimately determined by the MHT based on all available documentation.

I am working on getting my property designated as a local landmark, but want to get started on the rehabilitation project now. Can I get underway before my property is officially designated?

Yes; however, the property may not be certified as a heritage structure (therefore qualifying for the tax credits) until it receives its official designation from the local jurisdiction. The tax credit program's statute requires that the structure be officially designated, either by the local government or the National Register, by the end of the calendar year in which the rehabilitation project was completed. Failure to receive this designation by the required deadline negates an owner's ability to claim a tax credit or refund for the completed project.

Is the credit fully refundable?

Yes, to the extent the credit exceeds the taxpayer's tax liability.

Can a nonresident of Maryland claim the credit/refund?

Yes. The program has no restrictions on residency.

Can refunds be claimed on unused credits earned prior to July 1, 2001?

No.

Can refunds be claimed on rehabilitations completed prior to July 1, 2001, but certified by the Maryland Historical Trust (MHT) after July 1?

Yes. Refunds can be claimed for rehabilitations that were completed after December 31, 2000 and certified by the MHT after July 1, 2001.

Can nonprofit organizations receive a credit/refund for structures used for religious purposes?

Yes, for work on portions of the structure designed to be viewed primarily from the exterior. Exceptions would include work items that are structural and non-religious in nature such as the repair of roof trusses and foundations which must be repaired in order to fully restore portions of the structure that are visible from the exterior.

What is the effect of government ownership of the property on which a rehabilitation occurs?

The statute expressly excludes structures owned by the state, political subdivisions, or the federal government from eligibility for rehabilitation credits. The credits are earned for the eligible rehabilitation of a "structure," which means that rehabilitation credits can be earned on structures that are physically located on government real property if the government does not own the structure.

Is it possible for different components of a structure or property to be the subject of a phased rehabilitation that takes longer than 24 months?

There are no provisions in the statute for a "phased" rehabilitation. Each 24-month project should be self-contained. For owner-occupied residential structures, there are no consequences resulting from "phasing" a rehabilitation over several 24-month periods. The expenditure threshold of \$5,000 is the same for each 24-month period. For all other properties, because each 24-month period is considered a self-contained project, the adjusted basis threshold must be recalculated at the end of each such period, thus raising the amount of subsequent expenditures necessary to qualify for additional credits/refunds.

How does the sale of a property affect the right to credits?

The sale of a property does not affect the rights to credits. The owner of the property at the time the rehabilitation was undertaken is entitled to the credits even if they sell the property. Recent revisions to the law, however, eliminated the ability to transfer unused credits to the purchaser of the rehabilitated structure.

Last year, I completed a rehabilitation project but only recently heard about the State tax credit program. Am I still eligible for the credit?

Possibly. MHT prefers that no work begin on a project until the plans have been approved. Without this approval, there is a chance that the project will not meet the Secretary of the Interior's *Standards for Rehabilitation* and therefore not qualify for the credit. To receive credit after completion, the project must not only meet all of the *Standards*, but also be sufficiently documented through before and after rehabilitation photographs so that adherence to the *Standards* can be adequately assessed by MHT.

I have received tax credits for a rehabilitation project certified by the MHT one year ago. If I plan to do additional work this year that probably would not conform to the Secretary's *Standards*, do I risk losing all or a portion of the credits already earned?

Yes. Amendments to the law adopted by the Maryland General Assembly in 2001 included a tax credit recapture provision. If additional work is performed on a structure that has received tax credits for a certified rehabilitation project, and that work, if performed as part of the certified rehabilitation project, would have made the project ineligible for certification, the credits will be recaptured. If the disqualifying work is performed during the year in which the rehabilitation was completed, 100% of the credit will be recaptured; if during the first full year after the rehabilitation was completed, 80% will be recaptured; if during the second full year, 60% will be recaptured; if during the third full year, 40% will be recaptured; and after the fourth full year, 20% will be recaptured.

My local historic preservation/district commission (HPC/HDC) has approved my rehabilitation project. Do I also need to get MHT's approval to receive the tax credits?

Yes. While it welcomes input from HDC/HPCs, the MHT must review all applications for the Heritage Preservation Certification Tax Credit Program. The MHT is the only government agency charged with the administration of the tax credit program and is solely responsible for certifying that both proposed and completed projects meet the Secretary of the Interior's *Standards for Rehabilitation (Standards)*. Since HDC/HPC reviews are concerned with exterior alterations only, they do not consider interior rehabilitation work that may qualify for tax credits/refunds. If heritage preservation tax credits are being considered for a project, it is strongly recommended that you contact the MHT prior to the start of any work to ensure that your project complies with the *Standards*. Failure to do so could result in the denial of your tax credit application.

If I am applying for both Federal and State rehabilitation tax credits, do I have to completely fill out both forms?

No. You must fully complete the federal forms, but you only have to complete the first sheet of Parts 1, 2, and 3 of the state forms. All of the other pages are identical. Two copies of the federal application including photographs, slides and plans are required.

Qualifying rehabilitation work:

Are architectural fees eligible?

Yes. Architectural, engineering, and similar consultant fees are eligible.

What about financing charges and building permit fees?

These costs are not eligible.

Are plumbing, HVAC and electrical system upgrade costs eligible?

Yes, as long as the work does not negatively impact historic elements of the interior or exterior.

Are kitchen and bathroom rehabilitation costs eligible?

Yes. The cost for new appliances is also eligible when part of an overall rehabilitation scheme.

Are landscaping costs eligible?

The costs associated with the restoration of significant historic landscape features, such as parterre gardens, walls, or garden walks, are eligible when there is adequate documentation as to the feature's historic significance. All other landscaping costs are not eligible.

Are patios, back decks, roof decks, or similar new construction eligible?

No. New construction does not qualify.

Are rehabilitation costs for barns, garages, and other outbuildings eligible?

If these structures are historically associated with the primary structure and contribute to the significance of the site, then the rehabilitation costs are eligible. Non-historic structures are not eligible.

Can I install skylights to light interior rooms?

Skylights are usually discouraged; however, they are reviewed on a case-by-case basis.

Are interior finishes eligible?

Capital expenditures are eligible for the credit. For the interior, this usually means finishes that become part of the structure. Eligible costs may include repair or restoration of wainscoting, mantles, interior shutters, molding and plaster. Finishes that are **not** eligible include, but are not limited to, carpet, drapery, or mirrors. Consult MHT staff for a final determination of eligibility.

I am rehabilitating my 1885 Queen Anne structure that has a 1960s addition. Is work done on the non-historic addition eligible?

Yes. MHT recognizes that buildings change over time. Reviewers will judge all proposed changes to the building against the appearance of the building before the rehabilitation project began. Work done within the existing walls of the structure, both historic and non-historic, is eligible.

My historic house had vinyl siding installed in the 1970s. If I am not planning to remove it as part of my rehabilitation project, will I still be eligible for tax credits on other work that meets the Secretary's *Standards*?

Yes. MHT will not require owners to replace vinyl or aluminum siding with a more appropriate historic treatment if there is no work planned for this feature as part of the overall project.

Can I use historic materials obtained from an architectural salvage shop?

Yes, if the architectural feature used replaces a missing original feature of the same architectural style and period.

Howard County National Historic Landmarks

Bollman Suspension and Trussed Bridge (added 1972)

Spanning Little Patuxent River near the jct. of Gorman Rd. and Foundry St., Savage

Historic Significance: Event, Architecture/Engineering

Architect, builder or engineer: Bollman, Wendell

Area of Significance: Engineering, Transportation

Period of Significance: 1850-1874

The Thomas Viaduct and the Bollman Truss Bridge

The Baltimore and Ohio Railroad, America's first common carrier multi-purpose railroad, began service in 1830 with a primitively built 13-mile line between Baltimore and Ellicott's Mill. The line to the Ohio River, nearly 380 miles long, was completed in 1853. In that period the B&O not only pioneered railroading technology and operations, but also advanced older industries out of necessity. In particular, the B&O spearheaded major advances in the design and construction of bridges. The foremost bridge designer in the first decades was Benjamin Henry Latrobe, Junior. Relying on classical Greek design and Roman engineering, as "modernized" by British civil engineers, Latrobe designed a granite bridge weighing 63,000 tons to cross the Patapsco River at Relay, near Elkridge in Howard County. This over 600 feet long "viaduct" not only had to bear the weight and vibrations of engines of unspecified size, but also bear the brunt of the occasional raging floods of the Patapsco. The greatest testimony to Latrobe's genius is that the viaduct is still in use today, surviving some of the most horrendous floods in modern local history, but also bearing daily railroad traffic of hundreds of thousands of tons.

Latrobe, as the B&O's chief engineer for many decades, was also a pioneer in a new type of bridge design, the iron truss. Although he never personally designed an iron truss for actual use, his ideas were shared with his pupils. Among them was Wendel Bollman, a Baltimorean who began work for the B&O as a carpenter's apprentice at age 16. Bollman experimented with truss designs, often using scraps of iron from the shop floor for building models. He constructed a truss bridge in 1850 in Maryland and patented this unique design in 1852. He called it an "iron suspension and trussed bridge". This bridge became the "standard" B&O bridge for river crossings for decades, only to be supplanted when more economical designs and steel bridges were becoming perfected. Over 100 Bollman suspension truss bridges were built between 1850 and 1880; some were exported to Mexico, Cuba, and Chile.

The only known surviving Bollman suspension truss bridge in the world was built in 1869 (site unknown) and relocated to a B&O spur line at Savage Mill in Howard County in 1887. Today it stands as testimony to Bollman's ingenuity and to the relationship between the histories of Howard County industry and the B&O Railroad.

Ellicott City Station (added 1968)

S of the Patapsco River Bridge, Ellicott City

Historic Significance: Event

Area of Significance: Industry, Commerce, Transportation

Period of Significance: 1825-1849

The Ellicott City B&O Station, now a museum, was completed in 1831, and is recognized as the oldest surviving railroad station in America. Placed at the intersection of the B&O and the eastern end of the National Road, the depot was busy from the start. The freight agent was quartered in the station to allow for around-the-clock service.

The station was designed by Jacob Small, Jr.(1772-1851), once the mayor of Baltimore and the middle link of a three-generation family of architects. The Ellicott City Station, designated a National Historic Landmark in 1968, is his only surviving architectural work.

In June 1972, Tropical Storm Agnes accomplished what 141 years of progress in railroading had not – forcing the shutdown of the station. The floodwaters from Agnes swelled the Patapsco River and devastated miles of B&O tracks. The station survived the storm, but the B&O decided not to reopen it after the tracks were repaired. Historic Ellicott City, Inc. opened the museum in 1976 and remains its non-profit caretaker. The site is owned by Howard County."

Doughoregan Manor (added 1971)

Also known as **Charles Carroll III of Carrollton House**

8 mi. W of Ellicott City on Manor Lane, Ellicott City

Historic Significance: Architecture/Engineering, Person

Architectural Style: Greek Revival

Historic Person: Carroll, Charles III

Significant Year: 1766, 1832

Area of Significance: Politics/Government, Architecture

Period of Significance: 1750-1799, 1800-1824, 1825-1849

Doughoregan Manor currently consists of approximately 1000 acres. These 1,000 acres are part of the original, 7,000 acre "Doohoregan Manor" land tract patented by Charles Carroll the settler on July 22, 1702 and added to in 1711. It is contiguous to an additional nearly 1000 acres of Doughoregan (current spelling) land currently under agricultural and/or historic easements. Doughoregan Manor was the home and is the final resting-place for Charles Carroll III, one of four Maryland signers of the Declaration of Independence. It is the only home of a signer still in family hands and is of great national significance. Charles Carroll was the only Catholic signer of the Declaration and, at the time, was reputedly the richest man in America. The house is believed to have been completed by 1727. During the Charles Carroll III's occupancy it was visited by many patriots of the time including George Washington, Samuel Adams, Benjamin Franklin, and John Hancock. It was designated a National Landmark and is on the Howard County Historic Sites Inventory and the Maryland Historic Trust's Inventory. (MHT #22). Additional historic features include one of the earliest private Catholic Chapels in Maryland, existing significant outbuildings including barns and slave quarters and historic cemeteries. The Carrolls were instrumental in creating the first leg of the National Road, which ran from Baltimore City to Ellicott City and westward to the Cumberland Gap. Doughoregan has road frontage along this historically significant highway.