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Appendix A

Maintenance and Repair Guide

Exterior Wall Materials

Exterior walls may be constructed of or clad in durable materials such as natural or manufactured masonry, wood, stucco, asbestos, or even metal. Regular maintenance of historic building materials is essential to long-term preservation. When possible, these materials should be repaired in-kind, with a material that is similar in look and composition, rather than replaced when damaged or deteriorated.

Masonry

Masonry refers to a type of building construction that consists of separate, individual units laid in rows, stacked on top of one another, and held together by mortar (a mixture of water, sand or gravel, and cement or lime). It can be structural or decorative. Masonry can be natural, such as limestone or granite, or it can be manmade, such as brick or concrete blocks. When maintained properly, masonry is a durable material; however, inappropriate repair, mortar, or cleaning can rapidly deteriorate the material.

Maintaining Exterior Masonry. Do not paint historic masonry, and avoid applying water-repellent coatings or sealants.

Historic masonry should not be coated or covered with any additional materials. Repoint missing or deteriorated masonry joints with a mortar that matches the historic in strength, composition, color, and texture, per guidance in National Park Service Preservation Brief #2 ([https://www.nps.gov/tps/how-to-preserve/briefs/2-](https://www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm)

[repoint-mortar-joints.htm](https://www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm)). It should look the same as the existing mortar and be as soft or softer than original.

Never use Portland cement to patch or repoint historic masonry as it is too hard and can damage the historic material. If any masonry units need to be replaced, the replacement material should match existing historic in size, color, texture, and composition.

Cleaning masonry should only be undertaken to stop active deterioration or remove significant soiling. If cleaning is necessary, start with the gentlest means water, typically low-pressure water (like a garden hose) with a soft bristle brush. Any additional cleaning products should be appropriate for historic masonry and should be tested prior to application. Test products in an inconspicuous location and wait to observe any adverse effects (such as change in color, texture, or gloss). Cleaning may not make masonry look “like new.” Avoid abrasive or mechanical cleaning with power washers, wire wheels, or similar tools. See National Park Service Preservation Brief #1 for additional cleaning guidance (<https://www.nps.gov/tps/how-to-preserve/briefs/1-cleaning-water-repellent.htm>).

Wood

Wood siding was commonly used on historic building exteriors, especially on historic buildings. It was typically coated in paint. Coatings are important in preserving historic wood as exposed wood can deteriorate from exposure to sun, water, and environmental conditions.

Maintaining Exterior Wood Siding

Maintain existing paints and coatings to prevent the wood siding from being exposed to wind, sun, and rain. See National Park Service Preservation Brief 47 (<https://www.nps.gov/tps/how-to-preserve/briefs/47-maintaining-exterior.htm>) for additional information on maintaining wood siding on building exteriors.

Avoid excessive exposure to water by maintaining gutters, downspouts, and drainage; keeping sprinklers from hitting the building; and keeping vegetation away from the wood siding.

When repainting, prepare, prime, and spot paint as needed. Avoid stripping existing exterior paints as it can damage the wood siding. Remove loose paint by hand and sand the surface to prepare the surface for new paint. Preparation and a paint compatible with the existing is essential to lasting exterior paint. See National Park Service Preservation Brief 47 (<https://www.nps.gov/tps/how-to-preserve/briefs/47-maintaining-exterior.htm>) for additional information on maintaining wood siding on building exteriors.

Other Siding Materials

Siding materials such as metal, stucco, or asbestos siding may also be present on the exterior of historic buildings.

Maintaining Other Siding Materials

Maintain existing paints and coatings. Deteriorated siding should be repaired, rather than replaced, with materials compatible in color, texture, and composition.

If siding requires cleaning due to heavy soiling or to halt deterioration, start with the gentlest means possible, typically low-pressure water (like a garden hose) and a soft bristle brush. If cleaning chemicals are required, test in an inconspicuous location first. See National Park Service Preservation Brief 1 (<https://www.nps.gov/tps/how-to-preserve/briefs/1-cleaning-water-repellent.htm>) and 47 (<https://www.nps.gov/tps/how-to-preserve/briefs/47-maintaining-exterior.htm>) for additional guidance on cleaning and maintaining historic exteriors.

Ornamentation

Ornamental elements on historic buildings in Georgetown are typically made of metal or wood. They may be carved or molded and are likely painted or coated.

Metal Ornamentation Maintenance

If metals are painted, the paint coating should be retained as exposed metal may rust when exposed to air and water. If metals are not painted, which is common with sheet metals, they should be left unpainted.

Avoid abrasive cleaning methods, such as wire wheels or pressure washing. Clean with the gentlest, least abrasive method possible, usually low-pressure water (like a garden hose) and a soft bristle brush. Avoid chemical cleaners unless they are appropriate for historic metals. Any cleaners should be tested in an inconspicuous area and observed for adverse effects (such as change in color, texture, or gloss) per National Park Service Preservation Brief 1 (<https://www.nps.gov/tps/how-to-preserve/briefs/1-cleaning-water-repellent.htm>).

Wood Ornamentation Maintenance
Maintain existing paints and coatings to prevent the wood elements from being exposed to wind, sun, and rain.

Avoid excessive exposure to water by maintaining gutters, downspouts, and drainage; keeping sprinklers from hitting the building; and keeping vegetation away from the wood elements.

When repainting, prepare, prime, and spot paint as needed. Avoid stripping existing exterior paints as it can damage the wood ornamentation. Remove loose paint by hand and sand the surface to prepare the surface for new paint. Preparation and a paint compatible with the existing is essential to lasting exterior paint. See National Park Service Preservation Brief 47 (<https://www.nps.gov/tps/how-to-preserve/briefs/47-maintaining-exteriors.htm>) for additional information on maintaining wood siding on building exteriors.

If wood is deteriorated or has areas of decay, selective repair with dutchman patches may be appropriate.

Roofing

Sloped roofs may be clad in composition shingles, slate, metal or other durable materials. Flat roofs may be composed of a variety of materials including tar and gravel. Roofing requires routine inspection and regular maintenance.

Roof Maintenance

Inspect roof materials regularly as part of regular maintenance, looking for loose elements, debris in gutters or downspouts, deteriorated flashing or connections, evidence of water intrusion or leaks, vegetation in contact with the roofing, ponding water, or other unusual conditions. Preventing water intrusion is important to roof maintenance and regular inspection can address issues early on.

Trim adjacent vegetation. Regularly clean gutters and downspouts. Check and re-secure flashing. Re-secure or replace loose materials, including shingles, in-kind to match existing in color, texture, size, and profile. See National Park Service Preservation Brief 47 (<https://www.nps.gov/tps/how-to-preserve/briefs/47-maintaining-exteriors.htm>) for additional information on routine roof maintenance.

Windows, Doors, and Porches

Historic windows, doors, and porches are typically made of wood with metal, glass, and tile or terrazzo detailing or ornamentation. These materials may require repair and/or selective replacement over time.

Wood Maintenance

Maintain existing paints and coatings to prevent the wood elements from being exposed to wind, sun, and rain. Avoid excessive exposure to water by maintaining gutters, downspouts, and

drainage; keeping sprinklers from hitting the building; and keeping vegetation away from the wood elements.

When repainting, prepare, prime, and spot paint as needed. Avoid stripping existing paints as it can damage the wood.

Remove loose paint by hand and sand the surface to prepare the surface for new paint. Preparation and a paint compatible with the existing is essential to lasting exterior paint. See National Park Service Preservation Brief 47 (<https://www.nps.gov/tps/how-to-preserve/briefs/47-maintaining-exterior.htm>) for additional information on maintaining wood on historic buildings. If wood is deteriorated or has areas of decay, selective repair with dutchman patches may be appropriate.

Metal Maintenance

If metals are painted, the paint coating should be retained as exposed metal may rust when exposed to air and water. Repaint with a compatible paint as needed. If metals are not painted, which is common with sheet metals, they should be left unpainted.

Avoid abrasive cleaning methods, such as wire wheels or pressure washing.

Clean with the gentlest, least abrasive method possible, usually low-pressure water (like a garden hose) and a soft bristle brush. Avoid chemical cleaners unless they are appropriate for historic metals. Any cleaners should be tested in an inconspicuous area and observed for adverse effects (such as change in color, texture, or gloss) per National Park Service Preservation Brief 1 (<https://www.nps.gov/tps/how-to-preserve/briefs/1-cleaning-water-repellent.htm>).

Glass Maintenance

Most glass elements, other than painted glass, can be cleaned with water alone. Avoid abrasive, acidic or most household cleaners on historic colored or stained glass.

Tile or Terrazzo Maintenance

Do not paint historic tile or terrazzo, and avoid applying water-repellent coatings or sealants.

Historic tile or terrazzo should not be coated or covered with any additional materials.

Avoid abrasive cleaning methods, such as wire wheels or pressure washing.

Clean with the gentlest, least abrasive method possible, usually low-pressure water (like a garden hose) and a soft bristle brush. Avoid chemical cleaners unless they are appropriate for historic tile or terrazzo. Any cleaners should be tested in an inconspicuous area and observed for adverse effects (such as change in color, texture, or gloss) per National Park Service Preservation Brief 1 (<https://www.nps.gov/tps/how-to-preserve/briefs/1-cleaning-water-repellent.htm>).

Deteriorated mortar between tiles may be selectively repointed with a mortar compatible in color, texture, composition, and profile. Avoid Portland cement-based mortar mixtures as they are typically too hard.

Appendix B

Glossary of Terms

Alignment. The arrangement of objects along a straight line.

Appropriate. Suitable for a particular condition, occasion, or place, compatible, fitting.

Appurtenances. An additional object added to a building; typically includes vents, exhausts hoods, air conditioning units, etc.

Architrave. The lowest part of an entablature that rests on the capitals of the columns.

Awning. An architectural projection, which provides weather protection, identity, or decoration, and is supported by the building to which it is attached. It is composed of a lightweight rigid or retractable skeleton structure over which another cover is attached that may be of fabric or other materials. Awnings are typically sloped.

Breezeway A roofed, often open passage connecting two buildings (such as a house and garage) or halves of a building.

Bracket. A supporting member for a projecting element or shelf, sometimes in the shape of an inverted L and sometimes as a solid piece or a triangular truss.

Building. A resource created principally to shelter any form of human activity, such as a house.

Canopy. A projecting, rigid structure with a roof generally mounted to the ground and/or suspended with tie rods.

Character/Characteristic. The aggregate of distinctive qualities, attributes, or features that make up and distinguish a particular structure, neighborhood, street, etc. from another.

Column. A slender upright structure, generally consisting of a cylindrical shaft, a base and a capital; pillar: It is usually a supporting or ornamental member in a building.

Cornice. The continuous projection at the top of a wall. The top course or molding of a wall when it serves as a crowning

member.

Demolition. The complete destruction of a building or structure; or removal of more than 30 percent of the perimeter walls; or removal of any portion of a street-facing façade.

Demolition by Deconstruction. The selective dismantlement of building components, specifically for re-use, recycling, and waste management.

Demolition by Neglect. Allowing a property to fall into a serious state of disrepair so as to result in deterioration, which would produce a detrimental effect upon the life and character of the property itself.

Deteriorate. To diminish or impair in quality, character, function, or value, also to fall into decay or ruin.

Doorframe. The part of a door opening to which a door is hinged. A door frame consists of two vertical members called jambs and a horizontal top member called a lintel.

Double-Hung Window.

A window with two sashes (the framework in which window panes are set), each movable by a means of cords and weights.

Elevation. A mechanically accurate, “head on” drawing of a face of a building or object, without any allowance for the effect of the laws of perspective. Any measurement on an elevation will be in a fixed proportion, or scale, to the corresponding measurement on the real building.

Entablature. Refers to the superstructure of moldings and bands that lie horizontally above columns, resting on their capitals. It is the upper section of a classical building, resting on the columns and constituting the architrave, frieze, and cornice.

Façade. Front or principal face of a building, any side of a building that faces a street or other open space.

Fascia. A flat board with a vertical face that forms the trim along the edge of a flat roof, or along the

horizontal, or “eaves,” sides of a pitched roof. The rain gutter is often mounted on it.

Fenestration. The arrangement of windows and other exterior openings on a building.

Form. The overall shape of a structure (i.e., most structures are rectangular in form).

Frame. A window component. See window parts.

Frieze. A horizontal band that runs above doorways and windows or below the cornice. It may be decorated with designs or carvings. In classic architecture, architectural ornament consisting of a horizontal sculptured band between the architrave and the cornice.

Glazing. Fitting/securing glass into windows and doors.

Head. The top horizontal member over a door or window opening.

Historic Resource.

Properties, structures, features, objects, and districts that are determined to be of historical significance.

In-Kind. In the same manner and material.

Maintenance. The work of keeping something in proper condition, upkeep. Activities required or undertaken to conserve as nearly, and as long, as possible the original condition of an asset or resource while compensating for normal wear and tear. The needed replacement of materials is done in-kind.

Mass/Massing. The physical size and bulk of a structure. A building’s massing is derived from the articulation of its façade through the use of dormers, towers, bays, porches, steps, and other projections. These projections significantly contribute to the character of the building and, in town, the character of a street.

Masonry. Construction materials, typically bound together by mortar, such as

stone, brick, concrete block, or tile.

Material. As related to the determination of “integrity” of a property, material refers to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic property.

Module. The appearance of a single façade plane, despite being part of a larger building. One large building can incorporate several building modules.

Molding. A decorative band or strip of material with a constant profile or section designed to cast interesting shadows. It is generally used in cornices and as trim around window and door openings.

Mothballing. The process of temporarily closing up a building to protect it from the weather as well as to secure it from vandalism.

Muntin. A bar member supporting and separating panes of glass in a window or door.

Ordinary Maintenance and Repair. Any work, the sole purpose of which is to prevent or correct deterioration, decay, or

damage, including repair of damage caused by fire or other disaster and which does not result in a change in the existing appearance and materials of a property.

Orientation. Generally, orientation refers to the manner in which a building relates to the street. The entrance to the building plays a large role in the orientation of a building.

Original. Belonging or pertaining to the origin or beginning of something, or to a thing at its beginning.

Panel. A sunken or raised portion of a door with a frame-like border.

Parapet. A low protective wall or railing or wall-like barrier along the edge of a raised structure such as a roof, bridge, terrace, or balcony. Where extending above a roof, it may simply be the portion of an exterior wall that continues above the line of the roof surface, or may be a continuation of a vertical feature beneath the roof such as a fire wall or party wall.

Pediment. A triangular section framed by a horizontal molding on its base and two sloping moldings on each of its sides. Usually used as a

crowning member for doors, windows, and mantles.

Preservation. The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

Proportion. The relationship between actual dimensions of elements to each other and to the overall façade. Often proportions are expressed as mathematical ratios drawn from architectural theories of ancient Greece and Renaissance Italy. A design element such as a window may have the same shape as adjacent windows, but may appear out of proportion.

Post. A piece of wood, metal, etc., usually long and square or cylindrical, set upright to support a building, sign, gate, etc.; pillar; pole.

Property. Area of land containing a single historic resource or a group of resources.

Quoin. Dressed stones or bricks at the corners of buildings, laid so that their faces are alternately large and small. Originally used to add strength to a masonry wall, later used decoratively.

Reconstruction. The act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Rehabilitation. The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

Restoration. The act or

process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

Rhythm. The spacing and repetition of building façade elements, such as windows, doors, belt courses, and the like, give an elevation its rhythm. The space between freestanding buildings in towns, as well as the height of roofs, cornices, towers, and other roof projections establishes the rhythm of a street.

Sash. See window parts.

Scale. a. The perceived size of a building relative to the size of its elements and to the size of elements in neighboring buildings. The overall shape and massing of buildings is significant to defining character. In order to retain the character of a community,

maintaining a balance between landscaping and building scale in relation to space available is essential. A building built to the legal limits established for height, building scale, and setbacks may result in a building which is not compatible with the character of its neighborhood.

b. An indication of the relationship between the distances or measurements on a map or drawing and the corresponding actual distances or measurements.

Sconce. A decorative wall bracket for holding lights and other sources of illumination. A light fixture patterned on a candle sconce.

Seasonal Banner. Any sign generally designed for temporary, long-term, or seasonal use mounted to a light standard.

Shape. The general outline of a building or its façade.

Should. For the purposes of these Design Guidelines should means shall.

Side Light. A usually long fixed sash located beside a door or window; often found in pairs.

Sidewalk Furniture. Any item used to embellish the façade of a building or the streetscape (including statues, planter boxes, pots or vases, benches, trash receptacles, art, or signs).

Siding. The narrow horizontal or vertical wood boards that form the outer face of the walls in a traditional wood frame house. Horizontal wood siding is also referred to as clapboards. The term “siding” is also more loosely used to describe any material that can be applied to the outside of a building as a finish.

Sign. Any device that uses letters, numerals, emblems, pictures, outlines, characters, spectacle delineation, announcement, trademark, logo, illustrations, designs, figures, or symbols for advertising purposes. The term “sign” shall also include any use of color such as bands, stripes, patterns, outlines, or delineations displayed for the purpose of commercial identification (corporate colors) that comprises more than twenty percent (20%) of any façade or visible roof face. This term shall also include all flags other than Governmental Flags.

Sign Area. The area of a sign inclusive of the sign face, sign base, and sign cabinet.

Sign, Awning. Any sign painted or applied to the face, valance, side, or top panel of an awning, or any sign made by removing material from an awning.

Sign Base. The structure supporting a sign. The sign base is a part of the sign, unless otherwise specified in Chapter 10 of the UDC.

Sign Cabinet. The sign cabinet is the structure or border used to differentiate a sign face from the structure on or against which a sign face is placed.

Sign, Changeable Copy. A sign designed to allow the manipulation of messages through manual or mechanical means.

Sign, Canopy. Any type of sign attached to in any manner or made a part of a canopy.

Sign, External Illumination. A sign utilizing an artificial or reflective light source mounted or operated from the outside of the frame of the sign, for the purpose of lighting the sign.

Sign Face. The area of a sign where the name of the business or facility is advertised and the background on which it is placed. Does not include the sign cabinet or frame.

Sign, Flush-mounted. Any flat sign mounted or applied to a building façade.

Sign, Hanging. Any sign suspended from an awning, canopy, bracket, or brace.

Sign, Identification. An incidental sign of identification or of informational nature bearing no advertising, unless otherwise specified in Chapter 10 of the UDC.

Sign, Illuminated. A sign utilizing an artificial or a reflective light source.

Sign, Interior Illuminated. Any sign designed to be lit from the inside (including awning, canopy, hanging, or flush-mounted signs).

Sign, Incidental. A sign, generally informational, that has a purpose secondary to the use of the lot on which it is located, such as “no parking,” “entrance,” “loading only,” “telephone,” an address, and other similar directives.

Sign, Internal Illumination. A sign utilizing an artificial or a reflective light source mounted or operated from the inside of the frame of the sign, for the purpose of lighting the sign.

Sign, Low Profile Pole. A sign that is mounted on one or more freestanding poles or other support so that the bottom edge of the sign face is not in direct contact with a solid base or the ground.

Sign, Marquee. Any sign attached to, in any manner, or made a part of a marquee.

Sign, Monument. A sign which is attached directly to the ground or is supported by a sign structure that is placed on or anchored in the ground and is independent from any building or other structure.

Sign, Pedestrian. Any sign oriented to pedestrians at street level visibility (including window, awning, or hanging signs, as well as nameplates, plaques, or sandwich boards).

Sign, Pole. A sign that is mounted on one or more freestanding poles or other support so that the bottom edge of the sign face is not

in direct contact with a solid base or the ground.

Sign, Portable. Any sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels; signs converted to A or T frames; sandwich board signs; balloons used as signs; umbrellas used for advertising; and signs attached to or painted on vehicles parked and visible from the public right of way, unless said vehicle is used in the normal day to day operations of the business.

Sign, Primary. A medium to large-size, horizontally oriented sign attached flat against the building, above the awning, printed on one side only. Or, a medium-size sign that projects from the building above the awning(s) or canopy(es), printed on both sides. Or, a medium-size sign that is mounted on a free-standing pole or post.

Sign, Projecting. Any sign affixed to a building wall in a nonparallel manner

Sign, Sandwich Board. Any sign designed for placement on the sidewalk,

of A-frame construction, generally two-sided.

Sign, Secondary. A small, horizontally-oriented, rectangular sign that protrudes from a building below the awnings or canopies but above pedestrian's heads, and is printed on both sides. Or, a small to medium, free-standing sign mounted on a pole or post.

Sign, Temporary. Any sign that is not intended to be permanent.

Sign, Wall. A sign which is fastened to or painted on the wall of a building or structure in such a manner that the wall becomes the supporting structure for, or forms the background surface of, the sign. Wall signs shall not project more than eight (8) inches from the building or structure, may have only one (1) sign face, and must be parallel to the wall on which it is attached.

Sign, Window. Any sign that is placed inside a window or upon the window or upon the window panes or glass and is intended to be visible from the exterior of the window. Merchandise displays shall not be considered window signs.

Sill. The lowest horizontal member in a frame or opening for a window or door. Also, the lowest horizontal member in a framed wall or partition.

Size. The dimensions in height and width of a building's face.

Special Event Banner. Same as Seasonal Banner.

Stile. A vertical piece in a panel or frame, as of a door or window.

Streetscape. Generally, the streetscape refers to the character of the street, or how elements of the street form a cohesive environment.

Thematic Banner. Same as Seasonal Banner.

Traditional. Based on or established by the history of the area.

Transom Window. A small window or series of panes above a door, or above a casement or double hung window.

Visual Continuity. A sense of unity or belonging together that elements of the built environment exhibit because of similarities among them.

Window Parts. The moving units of a window are known as sashes and move within the fixed frame.

The sash may consist of one large pane of glass or may be subdivided into smaller panes by thin members called muntins or glazing bars. Sometimes in nineteenth-century houses windows are arranged side by side and divided by heavy vertical wood members called mullions.

Yard, Front. The area that lies between the established front building line of the principal building and the front lot line.

Appendix C

Secretary of the Interior's Standards

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 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 archaeological 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.