

Design Guidelines for a Certificate of Appropriateness and Administrative Certificate of Appropriateness for the Robert Ball Sr. Family Burial Ground Historic District

I. Purpose and Intent of the Design Guidelines

These Design Guidelines (hereafter “Guidelines”) are intended to assist the current and future property owners, Arlington County staff, and members of the Historical Affairs and Landmark Review Board (hereafter “HALRB”) in the preservation and protection of the historic character and physical integrity of the Robert Ball Sr. Family Burial Ground Historic District (designated February 28, 2017, hereafter “Historic District”) through the Certificate of Appropriateness (hereafter “CoA”) process.

The Robert Ball Sr. Family Burial Ground is one of the last remnants of Ballston’s rural heritage. Located directly across from the Ballston Metro Station, the graveyard tangibly connects visitors to the origins and namesake family of the community. The burial ground serves as one of the primary and accessible means of recognition of the Ball family’s contributions to Arlington County. The extended Ball family remained in Alexandria County (present-day Arlington County) after the Civil War, and held prominent positions in local government, politics, and civic life well into the twentieth century. In addition, the gravestones are reminders of the County’s past and speak to life in the mid-nineteenth century.

Historic burial grounds and cemeteries are important cultural and archaeological resources as they provide information relating to a community’s past. Preservation of local burial sites is not only important for the respect and commemoration of the interred, but for the invaluable educational opportunities that cemeteries provide in terms of genealogy and local history. Headstones provide a vast array of information including the names and dates of individuals, religious beliefs, service in the military, and memberships in local organizations. In addition, headstones reflect local and national trends in terms of marker materials, motifs, and iconography.

Historic burial grounds and cemeteries deteriorate for many reasons. Continued exposure to the elements and weathering impacts materials over time. In urban areas, pollution and acid rain may turn stones black and gray. Biological degradation in forms of algae and lichen may scar stones. Improper cleaning methods over time may further quicken the deterioration of stones. Modern technology, especially lawn mowers and weed-wackers, have the potential to permanently scratch stones.

These Guidelines are a combination of preservation standards to protect the historical integrity of the burial ground and conservation standards to illustrate the appropriate methods of maintaining the site and repairing damaged gravestones. These standards are based upon *The Secretary of the Interior’s Standards for the Treatment of Historic Properties*, which are included in Appendix D. The Guidelines for the Historic District are intended to guide decisions regarding the compatibility of alterations and renovations within the Historic District

The Guidelines apply only to the approved local historic district boundaries adopted by the Arlington County Board on February 28, 2017 as part of Z-2592-16-1. The Guidelines are not to

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apply to portions of the building approved under SP#443 and shown on the 4.1 drawings dated February 6, 2017 that encroach into the historic district boundaries. The historic district shall remain protected under all phases of construction; however, the design and construction of the new building does not require a CoA. Any future alterations to the building approved under SP#443 within the historic district shall be reviewed and approved or denied under the Site Plan process, unless said alterations enlarge the building envelope or alter the clear area within the historic district.

II. Applicability

The Guidelines are applicable to exterior alterations to the Character Defining Features (as defined in Section III below) located within the Historic District.

III. Character Defining Features

Exterior alterations within the Historic District should require minimal change to the Character Defining Features as listed below. Alterations within the Historic District shall appropriately honor these features. The Character Defining Features include the following and are further described by the photos in Appendix A:

1. Gravestones, including Headstones and Footstones:
 - a. Robert Ball and Anne Ball; marble headstone.
 - b. Mary Ball; marble headstone.
 - c. James Thrift Ball; marble headstone.
 - d. James Thrift Ball; marble footstone.
 - e. Francis E. Dyer; marble obelisk.
 - f. Francis E. Dyer; marble footstone.
 - g. Alice Ball; marble headstone.
2. Landscape and Hardscape features:
 - a. 1950s rubble-stone retaining wall.
 - b. Unencumbered grass lawn.

The historic character, distinctive materials, features, finishes and construction techniques of the Historic District should be retained and preserved. The repair of deteriorated Character Defining Features must be considered before replacement. The character of the historic district is enhanced and supported by the individual gravestones, the landscape, and the history of the Ball family and its descendants. The gravestones are significant for the historical and cultural value of each individual marker, the family history of each interred individual, and their contribution to the cultural value of the burial ground as a sacred space within the center of Ballston. The markers are physical reminders of the importance of the Ball family to Arlington County and contain information and artwork particular to each interred individual. The gravestones also contribute to a larger collection of Ball family burials within the County.

Unless the deterioration of or damage to a gravestone is so severe, replacement should not be considered as an appropriate treatment. If in the future, where the severity of deterioration requires a new gravestone be installed, new markers could be considered alongside and/or in

addition to the historic gravestones. This alteration shall only be done with consultation between the property owner, HALRB, and the Ball family. Any replacement gravestones need not replicate the original in style or size. New markers should be carved stone and the inscriptions should match the original, with the addition of a new “installation date”.

No additional human remains, aside from those potentially recovered during future construction and excavation within the original ¼-acre burial ground parcel, should be interred within the Historic District boundaries.

IV. Recommended Preservation Treatments

Cleaning and Repair of Damaged Stones

Gravestones are damaged by the environment, natural decay, and human interventions. The weathering of stone is a physical and chemical process that occurs slowly over time at different rates depending on the material. For example, marble will erode at a faster rate than other stones since it consists of calcite and dolomite, which are more vulnerable to acid rain due to their high solubility. However, one must not confuse a stone’s natural patina (color) with pollutants. The goal of cleaning and repairing gravestones is not to return a gravestone to its original brightness, but to negate the potential damage that is being inflicted. In addition, the unadvised cleaning methods needed to return the stone to its original color will cause irreparable damage and remove the historic appearance of the gravestone.

Due to the age and condition of the gravestones within the Historic District, any cleaning or repair work will require an ACoA. Exterior chemical or physical treatments on the Character Defining Features, if needed, should be undertaken using the gentlest means possible. Treatments that cause damage to any exterior materials should not be used. Please see Appendix C for best management practices.

Common gravestone repairs include, but are not limited to the following items (increasing in difficulty):

- Correcting tilted tablet markers that were set directly into the ground.
- Resetting fallen markers that were directly set into the ground.
- Stabilizing and resetting a stone or a concrete base.*
- Replacing a marker into a base.*
- Constructing a concrete base for a tablet.*
- Repairing a snapped/broken marker.*
- Infill of missing stone fragments.*

The property owner(s) should not attempt the (*) repairs, as these items require further training or the presence of a professional conservator. The Historic Preservation Program staff will advise on how to proceed with the (*) items.

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Fences

Metal fencing may be approved along the perimeter of the cemetery. Fencing should not be placed within the grass area itself, so as to avoid disturbing any below-ground features, but should instead be placed on top of the perimeter wall. Fence types may be metal pickets, hairpin, hairpin and bow. Other metal fencing types that provide visibility and that allow the public to view the gravestones from outside the fence will also be considered. The metal should have a matte finish and a robust profile. An appropriate gate should be included with the fence to allow for maintenance equipment, County inspectors, Ball family members, and visitors to physically access the gravestones. See Appendix B for sample fence types.

Landscaping

No new trees or other plantings should be placed within the Historic District boundaries, except for grass re-seeding as necessary. This is to prevent unnecessary or potentially damaging ground disturbances. The District should be maintained as an open and grass covered area. Necessary maintenance for the grass should be undertaken regularly and carefully so that the gravestones are protected, and so that the landscaping maintenance conforms to landscaping standards typical for a site plan.

Ground Disturbance

No major ground disturbance, including landscaping or other excavations for utilities, should be undertaken within the Historic District boundaries. Only limited ground disturbance is recommended within this area and would require a CoA. All ground disturbance that involves human remains shall conform to the required permit issued by the Virginia Department of Historic Resources.

Ballston Station Redevelopment Project (Site Plan #443)

Throughout the entire period of the Ballston Station Redevelopment Project, the property owner, successors, and assigns shall ensure the continual preservation, protection and maintenance of the Historic District, and shall take all reasonable steps to ensure the same, including construction of temporary protective structures and fences, as necessary, to prevent damage to the gravestones and the open grass area.

If any human remains, grave markers, or other burial artifacts are found or recovered during construction and excavation within the original ¼-acre burial ground parcel, removal and reinterment shall be performed only in coordination and consultation with the HALRB. The Ball Family shall be permitted to participate in such process, and shall be permitted to designate an archeologist to participate in such process on their behalf within five (5) business days of the discovery. Such archeologist shall be permitted to be present on-site during said excavation, removal and reinterment for the purposes of consultation, and archeological and genealogical research.

Historical Markers and Signage

Any new or replacement historical markers and signage relating to the Historic District shall be erected only in coordination and consultation with the HALRB.

V. Requirements for a Certificate of Appropriateness (CoA) and an Administrative Certificate of Appropriateness (ACoA)

A Certificate of Appropriateness (CoA) is required for all proposed exterior alterations, new construction, and demolition within a locally-designated historic district. The CoA process involves two public meetings to obtain a permit. Each of these meetings occur monthly to allow applications to be reviewed and decided upon in a timely manner.

In the Historic District, there are eight standard guidelines covering the type of work that will require a CoA from the HALRB and one standard guideline that will require an Administrative CoA from the Historic Preservation Program staff. The applications are made on the same form, which can be found on the County's Historic Preservation Program website at: <http://projects.arlingtonva.us/plans-studies/historic-preservation/making-changes-historic-building/>.

A. A CoA and public hearing at the HALRB is required for the following:

- i. Site plan alterations, including alterations as part of an Administrative Change application, that enlarge the building envelope approved under SP#443 or alter the clear area within the historic district.
- ii. Installation of signs.
- iii. Installation of lighting.
- iv. Installation of fencing.
- v. New headstones or markers.
- vi. Removal or relocation of a marker.
- vii. New construction.
- viii. Non-reversible actions.

B. An ACoA and Historic Preservation Staff approval is required for the following:

- i. Repairing or cleaning a gravestone.

C. Exemptions from the CoA/ACoA Process:

The following changes are exempt from the CoA and ACoA process and review:

- i. In-kind repairs to fences or walls.

Appendix A: Gravestone Inventory

[Sheets copied from Historic District Designation Report—to be inserted]

Appendix B: Sample Fence and Gate Types

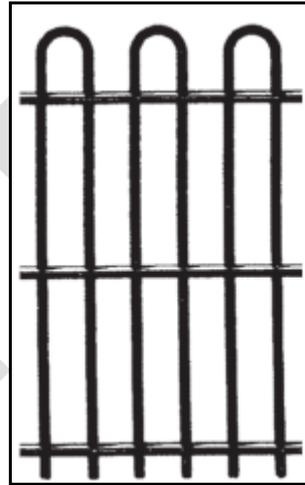
The most common cemetery fences and gates were constructed from wrought and cast iron. The designs consisted of either two or three rails with various attached cast elements. The basic designs are picket, hairpin, picket and hairpin, bow and picket, and bow and hairpin. The examples listed below (which are from Stewart Iron Works Catalog) would be historically appropriate for the Historic District. Other metal fence designs can also be considered through the CoA process.



Picket 1



Picket 2



Hairpin



Picket and Hairpin



Bow and Picket



Bow and Hairpin

Appendix C: Gravestone Maintenance Best Practices Guide

Repairing Headstones

Before any repairs are attempted, the reader should examine the suggested books/articles and consider attending a seminar on the repair of historic cemeteries. As always, if the

repair is complex in nature, consult a conservation professional for further instruction or information.

The Six Rules to Repairing a Headstone:

1. Repair is not as strong as the original material (i.e. do not use Portland cement which will potentially damage the stone).
2. Repair is reversible (new approaches may be developed)
3. Respects the original material.
4. Repair is historically accurate (i.e. appropriate mortar).
5. Repair does not inhibit natural permeability/breath-ability of the stone (beware of sealants).
6. Repair should only be conducted on sound stones.

Preparing for Cleaning the Grave Markers

Plan

1. Rank headstones in order from dirtiest to the cleanest.
2. Keep a record, written and photographic, documenting the cleaning and repair of the marker. (e.g., dirt, pollutants, algae, lichen, etc.)
3. As a starting point, examine the stone survey attached to the report.

Train

1. Cleaning gravestones is not an intuitive process.
2. Make sure that all workers/volunteers have read the necessary literature/information.

Clean

1. Use only the procedures/tools listed in the following section. (The information is from *A Graveyard Preservation Primer* by Lynette Strangstad and *Grave Concerns: A Preservation Manual for Historic Cemeteries in Arkansas* by Tammie Trippe-Dillon).

Required Tools and Materials

Water: The best option is a long hose since a large amount of water is needed to clean a headstone. However, the pressure should not be low. The water is used only to wet the stone and not remove pollutants, biological growth, etc.

Protective Eyewear and Rubber Gloves: The cleaning agents may contain chemicals that are potentially harmful.

Spray Bottles: Apply water precisely.

Brushes: A variety of sizes and stiff ness will be necessary in order to clean the various types of gravestones. The brushes should have natural or nylon handles. Do not use brushes that are very stiff /wiry as they will damage the stones. Also, do not use brushes with color handles as they may leave marks on the stones.

Craft Sticks: May be used to clean out recesses on stone such as granite or slate. This tool may be harmful to softer stones such as marble or stones that have deteriorated.

Cotton Swabs and Toothbrushes: May be used to clean out recesses/engravings on softer stones. Note, use only soft bristle toothbrushes.

Non-Ionic Detergent: Non-ionic detergents are electrically neutral cleaning agents that do not contain or contribute to the formation of soluble salts. Successfully facilitates the removal of general soiling. Photo-Flo, Orvus, and Vulpex are the three most widely utilized detergents (use one ounce per five gallons of water). Available online at camera/photography and conservation supply stores.

What To Use When Cleaning A Gravestone (Attempt in Order Listed)

Marble and Slate

1. Water.
 2. Water and a non-ionic detergent.
 3. Water and Vulpex.
- * Always utilize the weakest cleaning agent that successfully removes the pollutants from the headstone. The stronger the cleaning agent, the more it can negatively affect the gravestone.

Lichen Removal

1. Lichen should be pre-wetted.
 2. Carefully loosen and remove with a wooden craft stick.
 3. Repeat process as necessary.
- * Lichen that is hardened to stone and not easily removed should be left for a professional conservator. Also, when lichen is removed a stain may be visible from the chemicals produced by the organic growth reacting with the stone.

Basic Rules and Procedures

1. Make sure to use the correct product or cleaning agent for the type of stone.
2. Do not clean if stability is in question. Any grainy surface that readily falls away, such as concrete, should not be cleaned.
3. Try a test patch to see if there will be any unwanted effects before proceeding to clean the entire stone.
4. A gravestone should only be cleaned infrequently.
5. Use a large amount of water prior to cleaning and continually wet stone.
6. Never use a power washer or sand blaster to clean gravestones. This will cause irreparable damage.
7. Pre-wetting the stone will loosen dirt and stop excessive amounts of cleaning agents from penetrating the stone.
8. Do not use cleaning solutions unless water and brushing is not sufficiently cleaning the headstone.

9. Always clean from the bottom to the top to prevent streaking and discoloration.
10. Chlorine bleach is never recommended.
11. Be sure to wash off all cleaning solution.
12. Do not apply any sealants or protective coats. The markers acts as a sponge absorbing any moisture since it is in direct contact with soil. If the stone is sealed, moisture will not be able to escape, which will drastically quicken the rate of deterioration.

Appendix D:

The Secretary of the Interior's Standards for Rehabilitation

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation 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 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.

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