



# MADEIRA OHIO

**CITY OF MADEIRA  
HISTORICAL PRESERVATION COMMISSION  
AGENDA**

**August 6, 2024  
12:30 PM**

1. Call to Order/Roll Call
2. Old Business
  - a. None
3. New Business
  - a. Update to Historic District Guidelines
4. Adjourn

**City of Madeira**

**Historic District Design Guidelines**



**MADEIRA**  
**OHIO**

**Historic Preservation Commission**

**2024**

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**WILL UPDATE TABLE OF CONTENT UPON  
FINALIZATION OF GUIDELINES**

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## Chapter 1 - Introduction

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In 2014, Madeira residents voted to approve an amendment to the Madeira Home Rule Charter creating the Madeira Historic District. The amendment requires that properties in the district "are to be preserved, protected, and left standing on the same ground the structures were built upon."

The purpose of the Madeira Historic District Design Review Guidelines Manual is to provide Madeira's Historical Preservation Commission and the property owners within the Madeira Historic District with the criteria for preservation, protection, and rehabilitation of the properties in the District.

The guidelines set forth in this manual deal with primary façades and secondary façades that are readily visible from the street or sidewalk. Property owners should refer to the guidelines when planning and designing new projects or even when completing regular maintenance work.

### **Madeira Historic District Buildings**

The Madeira Historic District consists of the Train Depot, and two houses. The two houses in the district are memorialized because of their connections to the two families who were among the true pioneers of settlement in Madeira.

### **Train Depot**

In 1866 a freight stop was established on the northwest side of the Miami Avenue Road crossing. Over 1,100 passengers paid a total of \$687 that year to arrive to and depart from Madeira. The railroad encouraged people to purchase property in the area. The current station was constructed between 1872 and 1893. It is one of only a few stations left on this line. In 2022, the Train Depot was added to the National Parks Service's National Register of Historic Places.



### **Hosbrook House**



John Hosbrook came to Madeira in 1793 – 1794 from New Jersey/Southern New York. He enlisted in the 1<sup>st</sup> New Jersey regiment in the American Revolution, fought in the Battle of Monmouth, and wintered with General George Washington at Valley Forge. Mr. Hosbrook came to this area after the war and became Madeira’s first teacher.

Like many Americans, the Hosbrook family scattered throughout the United States, but those remaining in Madeira played a crucial role in Madeira’s development. One of the family’s descendants, Archibold Hosbrook, fought in the war of 1812. His brother Daniel also served, rising to the rank of Captain. Daniel Hosbrook also served as Hamilton County’s Sheriff, county surveyor, and three terms as a state legislator. Descendants of Mr. Daniel Hosbrook platted Madeira’s first developments, including a 50-acre farm at what is now the corner of Miami Hills and Hosbrook Roads.


### **Muchmore House**

In 1862 Joseph Muchmore, whose family occupied the other house in the historic district, arrived in Madeira. The Muchmore family contributed to the growth of Madeira. Joseph Muchmore first settled at the north-east corner of Miami and Euclid, later moving to a lot at the southwest corner of Miami and the Railroad tracks. In the Civil War, Joseph joined the “Squirrel Hunters” who protected southwestern Ohio from Confederate attack through Kentucky. Mr. Muchmore served as Madeira’s freight agent for the railroad. Later he became an insurance agent. He also ran a dry goods store and served as Madeira’s postmaster. He was the great grandfather of Nellie Hosbrook, whose property on Miami Avenue is now the Bird Sanctuary. Like the Hosbrook extended family, and many other Americans, the Muchmore family moved west in the late nineteenth and early twentieth centuries.



**Boundary Map**

**Legend**

 Historic District Boundary



HOSBROOK HOUSE

MUCHMORE HOUSE

TRAIN DEPOT



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## Chapter II – Review Process

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### A. Work Requiring a Certificate of Appropriateness

Type of Work	Commission Approval	Other Permit(s) Needed
Addition, Removal or Covering Architectural Details & Decorative Elements	X	N/A
Awnings	X	Building/Zoning
Construction of New Buildings or Additions	X	Building/Zoning
Decks	X	Building/Zoning
Demolition	X	Building
Doors	X	Building - If Opening Size is Altered
Fencing	X	Building/Zoning
Fire Escape	X	Building/Zoning
Gutters/Downspouts	X - except as noted in Chapter III	Building
Masonry Cleaning and Tuck Pointing & Painting	X	N/A
Parking Lots and Paved Areas	X	Building/Zoning
Commercial Signage	X	Building Zoning
Painting	X	N/A

### B. Projects Not Requiring a Certificate of Appropriateness

Projects that generally do not require a COA include the following:

1. Ordinary maintenance and repair intended to correct deterioration of the structure or where no change is made to the exterior of the structure or property. Ordinary maintenance or repair includes:
  - a. Replacement of window glass, but not change the style or type of window.
  - b. Caulking and weather-stripping.

- c. Repairs to walks, patios, fences, and driveways if replacement materials match the original or existing materials in detail and color.
  - d. Replacement of small amounts of missing or deteriorated original or existing siding, trim roof covering, porch flooring, steps, etc., if replacement materials match the original or existing materials in detail and color.
  - e. Replacement of gutters and downspouts as long as color and shape match the existing; roof ventilators on rear slopes and chimney caps.
  - f. Temporary signs.
  - g. Installation of address numbers and mailboxes which are compatible with the original in style, size, and material.
  - h. Repair of existing yard lighting.
2. Any construction, alteration, or demolition which only affects the interior of the structure.
  3. Any construction, alteration, or demolition which is necessary to correct or abate a condition which was been declared unsafe by the Madeira Fire Department, Building Inspector, or Code Enforcement Officer and where emergency measures have been declared necessary by such authorities. The Commission shall be notified of any actions required/taken under this provision.
  4. Any construction, alteration, or demolition duly approved prior to the effective date of the Madeira Historical Preservation Ordinance.

### **C. Review Process**

The design review process is initiated when a Historic District property applies for a COA. The application should be completed, and one (1) digital copy and XX paper copies submitted to City Staff. Supporting materials, such as photographs, drawings, and samples of proposed materials are to be included in the submission. If insufficient information is presented in the COA application, the Commission can deny or defer the application until such information is provided. Upon receipt of a completed application, City Staff will schedule a meeting of the Historic Preservation Commission within thirty (30) days of receipt of the application.

Upon the approval of the COA, a building permit application must be submitted and approved before work can commence. The proposed work should comply with the standards set in this manual. If the owner of a historic property bypasses the COA application and commences work without the approval of the Commission, a stop work order will be issued. The owner will be

required to cease work and to submit a COA application for approval of the work that commenced without approval. If these requirements are not met, the owner will face fines and/or an order to restore the original condition of the property.

Commission meetings are open to the public and are advertised by the established public notice process. Applicants are notified of the hearing date and must appear before the Commission.

The Commission bases its decision to approve or disapprove the application on the information presented at the hearing and its conformance with the design guidelines. At the discretion of the Commission, variances to the guidelines may be granted. Official written notification of the Commission's decision will be mailed to the Applicant.

The Commission may approve, approve with conditions, or disapprove the COA application. When approval is granted, the property owner may begin work if all criteria have been met (i.e. necessary building permits, etc.). If the application is denied, the property owner has the following three options: 1) appeal the decision of the Commission to City Council; 2) conform to the guidelines set by the Commission; or 3) abandon work on the property.

The Commission will hold meetings as necessary to review COA applications and/or other business of the Commission. The Chairperson will call additional meetings as needed.

#### **D. Commission Member Appointment**

The Madeira Historical Preservation Commission shall consist of five members appointed by the City Council. All persons appointed as members of the Commission shall be qualified electors of the City of Madeira. Membership on the Historical Preservation Commission shall include persons with professional background in one of the following areas:

1. Historian
2. Architect – registered with the State of Ohio
3. Building Construction – education, experience or training qualified
4. Planning Commission Member
5. City Council Member

The term of the members shall be for two (2) years. The members of the Commission shall elect from among themselves a chairperson and a secretary to conduct the business of the Commission for a term of one calendar year.

#### **E. Penalties**

A violation of any of the provisions of these Guidelines is a violation of the Madeira Zoning Code.

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## Chapter III – Design Review Guidelines

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### A. Approach and Policy

The guideline manual is divided into sections dealing with different types of alteration, including rehabilitation, construction, and demolition.

For the purpose of these guidelines, certain words shall be interpreted as follows:

- Shall: a mandatory action
- Should: a preferred action
- May: a permissible action

### B. Site and Setting

The properties located in the Historic District are zoned Business One (B1). The following recommendations are designed to maintain an appropriate historic and aesthetic character in the District.

#### 1. Parking Lots

- a. Parking lots shall meet the minimum landscape requirements as set forth and as defined in the Zoning Code. Parking lots should be screened from pedestrian view.

#### 2. Fence Design and Materials

- a. Original fences shall be maintained and preserved. Cast iron fences shall be the type of fence used and shall be retained and kept in good repair.
- b. Existing retaining walls shall be maintained. The material and style of a new wall should match those existing on the property.
- c. Replacement Standard – if a fence or retaining wall is beyond repair and replacement, the following standards must be followed:

#### 3. Exterior Lighting

- a. Original fixtures shall be preserved, and additional exterior lighting should be kept simple.

## **C. Rehabilitation Guidelines**

1. Exterior wood siding shall be preserved and maintained.
  - a. Preserve and maintain original wood siding wherever possible.
  - b. Repair and paint every four to six (4-6) years as necessary. Exterior walls are to be painted, not stained.
2. Original wood siding shall not be concealed with synthetic siding materials.
  - a. Original wood siding is to be maintained and should not be concealed with synthetic siding materials, like aluminum, vinyl, rolled asphalt, composition shingles, or any other type of brick or stone veneer. Original wood siding is to be replaced with wood matching original profile.
  - b. Original details, soffits, eaves, and porch ceilings shall not be concealed with artificial or synthetic materials.
3. Repair and Replacement of Wood Siding
  - a. New wood siding that is used to repair or replace original siding should be of the same material, profile, and design as the original.
  - b. If replacement is necessary, it shall be kept as minimal as possible. Complete removal of wood siding shall not be done unless the original siding has deteriorated beyond repair.
  - c. Repair and replacement of original wood elements shall be done with wood and shall match the original in profile and design. This includes repair done to siding, shingles, cornices, eaves, sill, molding, and other decorative features. Holes and cracks in siding should be repaired with caulking to avoid having to replace an entire section. If the overall appearance and condition of the wood is sound, then replacement should be avoided.
4. Repair and Replacement of Masonry
  - a. Original masonry shall be preserved and maintained.
  - b. Exterior masonry elements shall not be removed or concealed.

- c. Masonry should be repaired, not replaced. In the case of necessary replacement, new masonry should match the old in color, texture, profile, and bond. Brick bond should not be mixed.
- d. Unpainted masonry shall not be painted. Masonry walls may be painted if extensive repairs have led to the patchwork of masonry surfaces and mismatched mortar.
- e. Repointed mortar joints shall match original joints.
- f. Mortar used to repoint masonry wall shall match the original in composition and appearance. New joints should be raked to match the profile of the original.
- g. Mortar joints should be hand raked and the use of electric saws or other power tools for mortar removal should only be undertaken by qualified professionals.
- h. Abrasive methods shall not be used to clean exterior masonry surfaces.
- i. Exterior masonry shall be cleaned using non-abrasive methods. The use of detergents and steam cleaners is preferred over the use of chemicals. Sandblasting and other equally abrasive methods are prohibited.
- j. The cleaning of unpainted brick should be undertaken only if the need for cleaning is clearly demonstrated. If masonry cleaning is utilized, it should be done by the least abrasive method available to ensure the method will not damage the brick. Simple detergent cleaning with water and brushes is recommended for removing light layers of dirt and soot. Low pressure rinsing with a pressure head below five hundred to six hundred (500-600) pounds per square inch is acceptable. Steam cleaning is another acceptable method of cleaning brick surfaces. Sandblasting and other abrasive cleaning methods are not appropriate for brick surfaces and should not be done under any circumstances.

## 5. Foundation Walls

- a. Original foundation walls shall be preserved and maintained.
- b. Original brick and stone foundations shall not be altered or concealed. It is prohibited to cover a foundation with a new stone or brick veneer, rolled asphalt, or a stamped metal screen.
- c. Foundations of poured concrete or hollow core concrete block shall be retained and preserved.

## 6. Porches

- a. Original porches shall be preserved and maintained.
- b. An original porch shall not be removed from its original location. The removal of a porch from its original location on the house is inappropriate and results in the loss of integrity.
- c. Original porch elements shall not be removed, replaced, or concealed. Such original elements as columns, floors, and rails should not be removed. Repair of decorative elements should be made with matching materials. The removal or alteration of porch elements results in the loss of architectural integrity.
- d. Maintain and preserve original porch floors.
  - i. Original porch floors of wood or concrete should be preserved and maintained.
  - ii. Do not replace original wood floors with concrete or brick.
  - iii. Repair deteriorated floors with matching materials. The replacement of the original wood floors with concrete or brick is inappropriate. Cracks should be repaired, and the surface should be painted a uniform color.
- e. Maintain and Preserve Original Porch Columns
  - i. Deteriorated columns should be repaired rather than replaced. Preserve as much of the original column as possible when doing repair work. For example, if the base is all that is damaged, then replace only the base.
  - ii. Substitute materials shall not be used for repairing deteriorated columns. Original porch columns are usually made of wood and should not be repaired with or replaced by metal or synthetic materials.
  - iii. If replacement is necessary, use wood columns that match the original wood columns. Never combine wood columns and metal columns on the same porch.
  - iv. Original wood or brick columns or piers shall not be replaced with decorative wrought iron supports.
- f. Maintain and preserve original porch railings

- i. Original porch rails and balusters shall be maintained and preserved. Repair is preferable to replacement.
  - ii. Replacement materials should match the original materials.
  - iii. Do not construct porch railings where one has not previously existed. If the addition of a porch rail is necessary for safety reasons, the design should be simple with square balusters.
- g. Maintain porch stair materials
  - i. Original concrete, brick, or wood stairs that lead to an exterior entrance shall be preserved and maintained. If repair is necessary, new materials should match the original. Replacement stairs should be similar in design and materials to the original stairs.
  - ii. Pre-cast concrete stairs shall not be placed.

## 7. ADA Accessibility

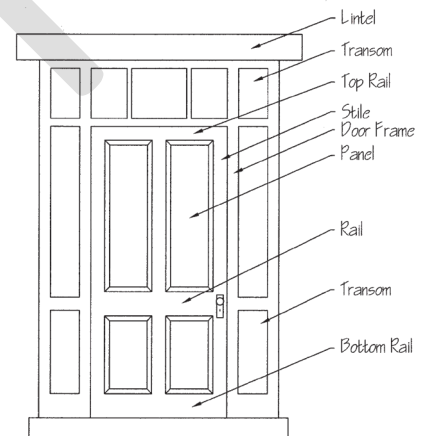
- a. ADA accessible ramps shall be located on a secondary or rear façade.

## 8. Entrances

- a. Retain original entrance locations.
  - i. Original doors and transom over doors shall not be removed and replaced unless extensive deterioration is demonstrated.
  - ii. Original door openings shall not be enclosed or reduced in size.
  - iii. Do not enclose or alter entrances on primary or readily visible secondary façades.
  - iv. New entrance openings shall not be added on primary façades or readily visible secondary façades.
- b. Maintain and preserve original entrance elements.

- i. Preserve stylistic components of the entrance. This includes original doors, transoms, sidelights, and surrounds. Original hardware, locks, and doorknobs should also be retained.
  - ii. Repair original doors and decorative features with matching materials where possible. Replacement of original doors should be done only in cases of significant deterioration.
  - iii. Original doors shall not be replaced with modern solid core wood doors or similar variations.
- c. Screen and storm doors

- i. Screen and storm doors shall match the proportions and designs of the entrances.
- ii. Wood screen doors shall be preserved and maintained.
- iii. New storm doors added to entrances on primary façades or visible secondary façades shall provide a full view of the original entrance.
- iv. Do not install storm doors that are raw aluminum.
- v. New screen doors shall be constructed of wood in simple designs. The framing on screen doors should match the framing design on the original door. Doors with an ornate design of wrought iron or similar metals should not be installed.

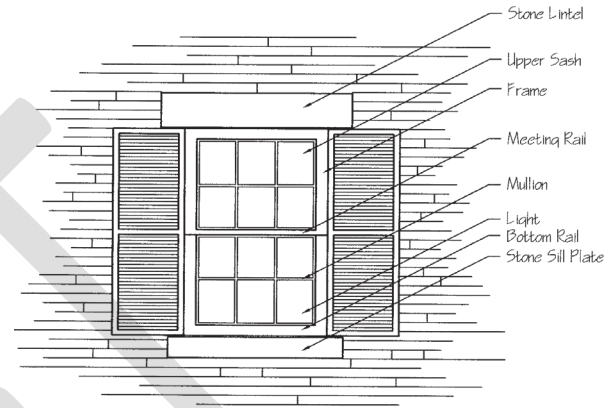


## 9. Windows

- a. Original window openings shall be maintained and preserved.
- b. The original fenestration pattern shall be maintained. Original window openings should not be enclosed, reduced, expanded, or concealed. New window openings should not be added to the primary façade or readily visible secondary façade.
- c. Original window openings shall not be reduced or enclosed to allow for modern stock windows. Original window openings shall not be concealed beneath modern materials or expanded for large picture windows or entrance openings. Window alterations on rear façades are discouraged.

d. Maintain and preserve original window details

- i. The configuration of the original window sash shall not be altered.
- ii. Fixed single light windows, picture windows, and modern metal windows shall not be added on primary or readily visible secondary façades.
- iii. Original windows shall be maintained and repaired with matching materials. Original windows should be replaced only if there has been demonstrable deterioration. Replacement windows should match the original in dimension and design.
- iv. Original decorative surrounds, sills, lintels, and molding shall be preserved when original sashes are replaced.
- v. Original stained glass, leaded glass, and other decorative glass details shall not be removed from window openings. Conversely, elaborate stained glass or other decorative glass lights shall not be added to a residence's primary or readily visible secondary façades if there is no evidence that such window features were ever present.
- vi. Snap-in muntins shall not be added to an original window sash.



10. Storm Windows and Shutters

- a. The dimensions and proportions of storm windows shall match those of the original windows.
  - i. The dimensions of storm windows shall match the original window dimensions. The design of the storm windows shall not interfere with the design of the original windows. Meeting rails between the sashes should match up so that the storm window becomes virtually invisible against the original sash. Single light storm windows are most appropriate for small openings.

- ii. The installation of aluminum or metal storm windows is acceptable only if the metal surface is primed and painted. Raw and untreated frames are unacceptable.

b. Window shutters shall be in proportion to window openings

- i. Original wood shutters shall be preserved and maintained.
- ii. Repair with materials and designs that match the original. If the need for replacement of original shutters is demonstrated, replacement shall be with materials and proportions to match the original shutters.
- iii. Shutters that are proportional to the opening shall not be installed. New shutters should be sized to cover the window opening when closed.
- iv. Only wood shutters shall be installed.

11. Roof Design

a. Original roof forms shall be preserved.

b. Neither the form nor pitch of the roof shall be altered on primary or readily visible secondary façades.

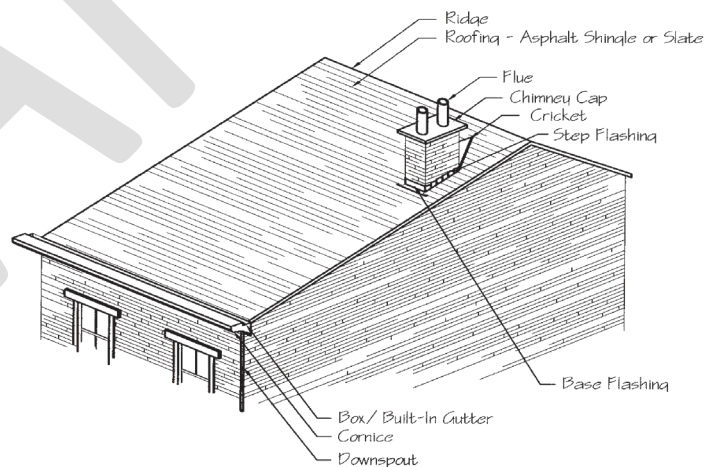
c. Original dormers and their decorative elements shall be preserved and maintained. New dormers, skylights, or gables shall not be added to primary or readily visible secondary façades.

d. Original roofs are not to be raised to allow for additional stories.

e. Original roof materials shall be maintained and preserved.

- i. If sections of the original roofs are deteriorated, they shall be replaced with materials that match the original.

- ii. Decorative ornamentation is not to be altered or removed.



12. Chimneys

- a. Original chimneys shall be maintained and preserved.
- b. Masonry chimneys are not to be removed above the roofline.
- c. Repair and repointing of brick chimneys should be done with brick and mortar that matches the original. If a match proved unfeasible, painting of chimneys is acceptable in shades of dark red and burgundy.
- d. Decorative brick corbelling and clay chimney caps shall not be removed.

### 13. Architectural Ornamentation

- a. Architectural ornamentation shall be maintained and preserved.
  - i. Ornamentation includes brackets, braces, dentils, cornices, molding and decorative siding that often appears in gable fields.
  - ii. Elements that are deteriorated shall be repaired or replaced, if necessary, with materials and profiles to match the original.
  - iii. If original architectural ornamentation is too deteriorated for repair, replacement should be with profiles, dimensions, and materials to match the original.
  - iv. Architectural features and ornamentation that are not original shall not be added.
  - v. Architectural ornamentation that is not based on photographic or physical evidence shall not be added to the building.

### 14. Exterior Paint

- a. Exterior paint colors shall be in keeping with the building's style and time period.
  - i. Paint colors for masonry, exterior wood siding, and architectural features shall not be restricted except in cases of bright or arresting hues.
  - ii. Paint shall not be removed from wood or brick surfaces by sandblasting or other abrasive methods.

iii. Masonry that has not been painted shall remain unpainted, except in cases where the brick or mortar has been patched, repointed, or repaired, with significantly contrasting materials, colors, and textures.

b. Exterior paint colors should highlight architectural details.

#### 15. HVAC and Air Conditioning Units

a. HVAC and air conditioning units shall be installed in the rear of the building or on a secondary façade.

b. Exterior HVAC units shall be installed at rear façades or non-visible areas of secondary façades. HVAC units should not be installed on primary façades.

c. HVAC units shall not be placed on roofs.

d. No window air conditioning units are permitted.

#### 16. Telecommunication Devices

a. Telecommunication receiving devices are only permitted in the rear yard. Such equipment shall not be constructed in front or readily visible side yards.

b. Buildings on corner lots shall not have telecommunication devices placed in the side yard adjacent to the street.

c. The installation and location of these devices shall follow standards set forth in the Zoning Ordinance.

### **D. Signage**

#### 1. Signage must follow the Madeira Sign Code

a. All signs erected or installed in the commercial areas must meet the sign requirements stipulated in the Sign Code. Sign review by the Commission takes place after Sign Code standards are met.

b. The number of signs per building shall be kept to a minimum.

c. Wall signs shall not exceed 10% of the face of the building to which they are attached.

## 2. Sign Materials

- a. Traditional sign materials should be used.
- b. Plywood, plastic substrates and unfinished wood should not be used for signs in the commercial areas.
- c. Finished wood, brass letters, carved wood, gold leaf, or glass for signs is appropriate.
- d. Colonial style signs are not permitted.
- e. Signs should be mounted to minimize damage to historic materials. Mounting bolts on masonry buildings should be applied to go through mortar joints rather than the face of the masonry.
- f. Sign colors shall complement the overall building color(s).
- g. Signs shall not conceal architectural details.
- h. Signs shall be placed in traditional sign locations.
- i. Historic wall signs should be preserved.
- j. Sign lighting should be concealed.

## **E. Additions**

- a. Additions may be added at the rear of the Muchmore and Hosbrook properties only. Additions are not permitted on the Railroad Depot. Rooftop additions are not permitted on any of the properties within the district.
- b. Rear façades are appropriate locations for additions. Additions shall not be made to primary façades.
- c. Rear additions should be simple in design and not be constructed as the primary entrance to the building. Contemporary additions may be made to rear façades and secondary façades not readily visible from the street.
- d. Additions should not overwhelm or dominate the original structure.
- e. The square footage of the footprint of the additions should be limited to no more than 50% of the square footage of the original footprint of the building.
- f. Additions must be compatible in height and no part of the addition's roofline should project higher than the roofline of the original building.
- g. An addition may have different siding materials, window, and door arrangements, roof form, and pitch, and massing to distinguish it from the original buildings.
- h. An addition should not be an imitation of the original building and should not reproduce historic details.

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## Chapter IV - Definitions

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***Addition***

New construction added to an existing building or structure

***Alteration***

Work which impacts any exterior architectural feature, including construction, reconstruction, repair, or removal of any building element

***Appropriate***

Especially suitable or compatible

***Building***

A structure used to house human activity, such as a dwelling or garage

***Certificate of Appropriateness***

A document awarded by a Preservation Commission allowing an applicant to proceed with a proposed alteration, demolition, or new construction in a designated area or site, following a determination of the proposal's suitability according to applicable criteria.

***Character***

The qualities and attributes of any structure, site, street, or district

***Commission***

The Madeira Historical Preservation Commission

***Configuration***

The arrangement of elements and details on a building or structure which help to define its character

***Contemporary***

Reflecting characteristics which illustrate that a building, structure, or detail was constructed in the present or recent past rather than being imitative or reflective of a historic design

***Compatible***

In harmony with location and surroundings

***Context***

The setting in which a historic element, site, structure, street, or district exists

**Demolition**

Any act which destroys in whole or in part a building or structure

**Design Guidelines**

Criteria developed by preservation commissions to identify design concerns in an area to help property owners ensure that rehabilitation and new construction respect the character of designated buildings and districts

**Element**

A material part or detail of a site, structure, street, or district

**Elevation**

Any one of the external faces or façades of a building

**Harmony**

Pleasing or congruent arrangement

**Height**

The distance from the bottom to the top of a building or structure

**Historic Imitation**

New construction or rehabilitation where elements or components mimic an architectural style but are not of the same historic period as the existing buildings

**Landscape**

The totality of the built or human-influence habitat experience at any one place; dominant features are topography, plant cover, buildings, or other structures and their patterns.

**Maintain**

To keep in an existing state of preservation or repair

**New Construction**

Construction which is characterized by the introduction of new elements, sites, buildings/structures or additions to existing buildings/structures in historic areas and districts

**Obscured**

Covered, concealed, or hidden from view

**Preservation**

Generally, saving from destruction or deterioration old and historic buildings, sites, structures, and objects, and providing for their continued use by means of restoration, rehabilitation, or adaptive use

**Proportion**

Harmonious relation of parts to one another or to the whole

**Recommendation**

An action or activity advised but not required by the Historic Preservation Commission

**Reconstruction**

The act or process of reproducing by new construction the exact form and detail of a vanished building, construction the exact form and detail of a vanished building, structure, or object, or part thereof, as appeared at a specific period of time

**Rehabilitation**

The act or process of returning a property or building to usable condition through repair, alteration, and/or preservation of its features which are significant to its historical, architectural, and cultural values

**Restoration**

The act or process of accurately taking a building's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original

**Retain**

To keep secure and intact; in the guidelines, "retain" and "maintain" describe the act of keeping an element, detail, or structure and continuing the same level of repair to aid in the preservation of elements, sites, and structures

**Setting**

The sum of attributes of a locality, neighborhood, or property that defines its character

**Significant**

Having particularly important associations within the contexts of architecture, history, and culture

**Style**

A type of architecture distinguished by special characteristics of structure and ornament and often related in time; also a general quality of a distinctive character

**Architectural Terms:****Architrave**

The lowest section of the entablature that rests on the capital of a column; it also refers to the decorative molding around a door or window

**Baluster**

One of a series of short, vertical, often vase-shaped members used to support a stair or porch handrail, forming a balustrade

**Balustrade**

An entire rail system with top rail and balusters

**Battered**

Having sloped sides, in reference to piers and columns in the bungalow style

**Board and Batten**

Siding fashioned by boards set vertically and covered where their edges join by narrow strips called battens

**Bond**

A term used to describe the various patterns in which brick (or stone) is laid, such as “common bond” or “Flemish bond”

**Brace**

An essential structural member placed diagonally as a support between horizontal and vertical surfaces (eaves, shelves, overhangs) as decorative support

**Capital**

The head of a column or pilaster

**Clapboards**

Horizontal wooden boards, thinner at the top edge, which are overlapped to provide a weatherproof exterior wall surface

**Column**

A circular or square vertical structural member

**Common Bond**

A brickwork pattern where most courses are laid flat, with the long “stretcher” edge exposed, but every fifth to eighth course is laid perpendicularly with the small “header” end exposed, to structurally tie the wall together

**Corbel**

In masonry, a projection, or one of a series of projections, each stepped progressively farther forward with height and articulating a cornice or supporting an overhanging member

**Cornice**

The uppermost projecting part of an entablature, or feature resembling it; any projecting ornamental molding along the top of a wall, building, etc.

***Dentils***

A row of small tooth-like blocks in a classical cornice

***Eave***

The edge of a roof that project beyond the face of a wall

***Elevation***

Any of the external faces of a building

***Entablature***

A part of a building of classical order resting on the column capital; consists of architrave, frieze, and cornice

***Façade***

The face or front elevation of a building

***Fenestration***

The arrangement of windows on a building

***Final***

A projecting decorative element, usually a metal, at the top of a roof turret or gable

***Foundation***

The lowest exposed portion of the building wall, which supports the structure above

***Gable***

The triangular section of a wall to carry a pitched roof

***Lintel***

The horizontal top member of a window, door, or other opening

***Masonry***

Exterior wall construction of brick, stone, or adobe laid up on small units

***Massing***

The three-dimensional form of building

***Mortar***

A mixture of sand, lime, cement, and water used as a binding agent in masonry construction

**Ridge**

The top horizontal member of a roof where the sloping surfaces meet

**Sash**

The moveable framework containing the glass in a window

**Sidelight**

A vertical area of fixed glass on either side of a door or window

**Siding**

The exterior wall covering or sheathing of a structure

**Sill**

The bottom crosspiece of a window frame

**Surround**

An encircling border or decorative frame, usually at windows or doors

**Transom**

A horizontal opening (or bar) over a door or window

**Trim**

The decorative framing of openings and other features on a façade

**Weatherboard**

Wood siding consisting of overlapping boards usually thicker at one edge than the other