

Design Guidelines for the Clinton Commercial Historic District and Landmarks



Adopted by the Clinton Historic Preservation Commission – December 9, 2003

CITY COUNCIL

Lew Starling, Mayor

Maxine Harris
Jean Turlington
Marcus Becton
Steve Stefanovich
Neal Strickland

HISTORIC PRESERVATION COMMISSION

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Ellen Tew
Susan Heath
Eugene Vaught
Frank Butler
Fred Dufour
Joel Rose

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PREFACE

The Clinton Historic Preservation Commission encourages property owners to use the information and guidelines attached as a planning tool, to assist with the design of property improvements. The Historic Preservation Commission will use the guidelines as the standard against which applications for Certificates of Appropriateness are judged. The guidelines are to be used in conjunction with the “Secretary of the Interior’s Standards for Rehabilitation.”

The Historic Preservation Commission will require compliance with the guidelines where improvements and alterations are visible from the public right-of-way. Projects or elements of projects that are not visible from the public right-of way may require review by the Commission or its staff but will generally be extended more leniency in respect to the guidelines.

The guidelines are not laws written in absolute terms, but rather general rules that will hold in most cases. The Historic Preservation Commission has the authority to examine the whole situation, or extenuating circumstances, and approve projects that do not meet the letter of the guidelines when it sees fit. Where it does grant exceptions to the guidelines, it will clearly document why it has done so. The important point is that the Commission will attempt to be consistent and non-arbitrary in its rulings. For the most part, it will do this by requiring adherence to the guidelines.

LOCAL HISTORIC DISTRICT DESIGNATION

In May of 2003, a five member Historic Preservation Commission was appointed by the Clinton City Council. The appointment provides the Commission the legal authority to review and regulate proposed changes to buildings, landscaping, and archaeological resources in locally designated historic districts. By such regulation the City of Clinton and the Historic Preservation Commission hope to achieve the following goals for these areas:

- Protection of Clinton's heritage.
- Encouragement of the efforts of area residents to conserve the environment of the Clinton Downtown Local Historic District.
- Retention of the historic character of the building stock by the regulation of alterations.
- Regulation of the design of new structures to assure their compatibility with existing structures.

Any changes to the exteriors of buildings, to landscaping, streetscapes, and archaeological resources, the construction of additions or new buildings in the districts require a Certificate of Appropriateness indicating that the proposed changes and improvements are compatible with the historic character of the district. Normal maintenance items do not require a Certificate of Appropriateness (see page 23). Design criteria and guidelines, provided here, are meant to assist the property owner in making decisions about compatible improvements and also to provide a standard by which the Historic Preservation Commission may evaluate the appropriateness of such improvements.

CERTIFICATE OF APPROPRIATENESS

A Certificate of Appropriateness is issued by the Historic Preservation Commission, when in the opinion of the Commission the proposed improvements are congruous with the historic character of the Historic District.

Exterior portions of any building or structure on property within the Historic District cannot be materially altered, restored, moved, or demolished unless a Certificate of Appropriateness has been issued.

A property owner within the Historic District who is considering changes to the exterior of his property should call the City of Clinton Planning Department at (910) 299-4904 or write to the Commission at P.O. Box 199, Clinton, NC 28329, to determine if a Certificate of Appropriateness is required for the proposed work.

APPLICATION

The Clinton Historic Preservation Commission meets on the 2nd Monday of each month at 4:00 p.m. in the City Hall Auditorium to consider Certificates of Appropriateness. An application form must be filed with the Historic Preservation Commission staff person at least 2 weeks prior to the Commission meeting. Applications can be obtained from the City of Clinton Planning Department at 227 Lisbon Street, in the City Hall Annex.

An application for a Certificate of Appropriateness is not considered complete until all illustrative material necessary to describe adequately the proposed project has been submitted to the staff of the Commission. The Historic Preservation Commission may refuse to consider an application for a Certificate of Appropriateness if it judges that insufficient information has been provided by the applicant.

For minor work projects, samples of proposed materials, such as shingles, siding, trim, etc., may be required with applications to assist the Historic Preservation Commission staff person in determining compliance with the guidelines. Also, photographs and accurate, detailed sketches shall be submitted if required to describe the work adequately.

For major projects, the property owner or agent shall provide accurate, detailed, and dimensioned drawings showing the existing and proposed changes to the property. Samples of exterior materials may be requested, if necessary. Photographs, renderings, and/or line sketches of neighboring structures which will show scale and massing will assist the Historic Preservation Commission in making a timely decision. Property owners who plan major work projects are urged to consult with the Historic Preservation Commission staff on an informal basis, before submitting an application for a Certificate of Appropriateness.

The applicant for a Certificate of Appropriateness is encouraged to be present during the meeting of the Historic Preservation Commission at which the application is to be considered. If the applicant cannot attend, a representative, who can speak for and legally bind the applicant, should be present. The applicant and any persons desiring to speak on the application will be given an opportunity at the Commission meeting to make comments and to ask questions of the Commission members.

When the application for a Certificate of Appropriateness has been approved by the Historic Preservation Commission, notification of the action will be forwarded to the applicant. If an application for a Certificate of Appropriateness is denied, the applicant may appeal the decision to the Board of Adjustment.

ENFORCEMENT AND APPEAL

Violation of the rules and regulations administered by the Historic Preservation Commission constitutes a civil penalty and is subject to a fine of \$50 per offense. Each day such violation shall be permitted to exist shall constitute a separate offense. Violations include but are not limited to undertaking any work other than routine maintenance without securing approval in the form of a Certificate of Appropriateness; executing work in a way other than that which was approved; or, lack of progress or discontinuance of progress toward completion of a project where legitimate reasons for work stoppage are not provided.

Any property owner who is denied a Certificate of Appropriateness may appeal the Commission's decision to the Board of Adjustment. The appeal should be in writing and must be filed with the Board of Adjustment within 30 days of the Commission's approval of the minutes of the meeting at which the action was taken.

According to G.S. 160a-399, an appeal from the Commission "shall be in the nature of certiorari." This means that the applicant who is appealing the decision should file with the Board of Adjustment an appeal containing a statement of the facts necessary to understand the issues presented by the appeal, a statement of the reasons why the Board of Adjustment should consider the appeal, and copies of the minutes of the Commission meeting in which the application was denied.

DESIGN CRITERIA

ADDITIONS AND ALTERATIONS

Should be compatible with the building in terms of materials, scale, proportion, shape and detailing, roof form, windows, etc. They should be subordinate to and compatible with the original building form and not attached to the front of the building.

ARCHAEOLOGICAL RESOURCES

The preservation of archaeological resources is encouraged. Discouraged are modifications to buildings and structures which may alter or destroy known archaeological resources without prior archaeological excavation.

ARCHITECTURAL GLASS

Significant examples such as stained glass should be preserved and repaired whenever possible.

ARCHITECTURAL METALS

Should be retained whenever possible. The metal should be cleaned with gentle mechanical, hand or chemical methods.

AWNINGS

Are appropriate for commercial storefronts. The scale of the awning should be proportionate with the building storefront and window placement. The recommended fabric is fire retardant canvas.

COLORS

The Commission suggests using colors which relate to the natural material colors and existing elements found on the building and which coordinate with other buildings on the block.

DEMOLITION

A Certificate of Appropriateness for demolition cannot be denied. However, it may be delayed for up to one year for structures within an Historic District or designated local historic property. This delay is intended to provide sufficient time to find an alternative to the demolition of the structure. A Certificate of Appropriateness is required for the demolition of a historic property.

EXTERIOR FINISH

Gentle methods should be used to remove paint and finishes, such as chemical washing and scraping. Sandblasting is prohibited.

FENESTRATION

Original window and door openings should be retained. Important details, such as sashes, glass, lintels, sills and hardware should be retained or replaced with similar materials. Storm windows and doors should not cover or obscure important historic details or design of individual buildings.

LANDSCAPING

Existing or surviving vegetation should be restored, if possible. Trees should be left intact where possible.

Street furniture, such as benches, trash receptacles, fountains and bollards should be designed to accompany, enhance or blend with the surrounding architecture and landscaping of the historic district.

Masonry walls should reflect the style and character of the historic property or buildings and not obscure these structures. Chain link fencing is not appropriate unless out of public view or screened with planting.

MASONRY

Original or early masonry should be retained. Repairs should utilize materials of similar appearance, texture and color. The use of hard Portland cement mortar mixtures with soft original brick is prohibited. Also, the use of artificial brick, brick veneer or fiberglass mixtures is prohibited. They are not in keeping with the character of the Historic District. Masonry should be cleaned using the gentlest means possible, such as low pressure water and soft brushes or chemical cleaners. Sandblasting is prohibited within the Historic District. Original wood features or detailing should be retained or replaced appropriately if missing.

MINOR WORKS

The Historic Preservation Commission staff person may approve and issue Certificates of Appropriateness for minor work items which are found to be consistent with these guidelines. Examples of such minor work areas include but are not limited to the following:

- Minor work where the visual character of the structure is not changed.

- Renewal of an expired Certificate of Appropriateness where no change to approved plans is being proposed and there has been no change to circumstances under which the certificate was approved.
- Replacement of missing architectural details, provided at least one example of the detail to be replaced exists on the structure, physical or documentary evidence exists which illustrates, describes, and sizes the missing detail, or the proposed detail is very similar to original details found on at least one structure within the district that is comparable in terms of style, size, and age.
- Minor alterations at the rear of a structure which do not change the essential character and which are not in public view. An example is the relocation of a window or door slightly to permit interior renovations on a rear wall not seen from the street.

MOVING

A request for moving a historic structure is subject to the same conditions as those for the demolition of a historic structure. If a building must be moved, it should be to a comparable location and compatible with the existing landscape. Moving of any building or part thereof shall require a Certificate of Appropriateness issued by the Historic Preservation Commission.

NEW CONSTRUCTION

The design of new construction shall be compatible with significant architectural and historical buildings, structures and sights in the neighborhood or environment. Applicants should meet with the Commission staff early in the design process to discuss plans. Contemporary design is encouraged, the replication of historic style is discouraged. Accurate rebuilding based on historical research and physical evidence specific to the district is appropriate. New architectures should be recognized as new – historic architecture as historic. New construction should take into consideration the scale, design, materials, color siting, orientation, and texture of the surrounding buildings in the historic district.

PUBLIC VIEW

Defined as being able to be viewed from anywhere on the street abutting a structure, including public sidewalk areas where a structure is located on a corner lot, both streets abutting the lot will be applied in the definition of public view. On through lots, all streets abutting the lot shall be applied in the definition of public view.

PORCHES, ENTRANCES, AND STEPS

Original porches, entrances and steps should be retained where possible. Details, such as handrails, balusters, columns and roofs should be retained. Enclosing porches is prohibited as it destroys the historic character of the building.

SIDING

Original siding should be retained whenever possible. Repairs or replacements to original siding should match existing material, size, shape and texture. Original features and detailing should be retained or replaced appropriately if missing. Original siding may be covered with matching vinyl, but not aluminum, asphalt or asbestos materials. Sandblasting is prohibited in the Historic District.

SIGNS

Signs shall be in keeping with the historical character of the Historic District. The City of Clinton currently has a sign ordinance in effect. A sign permit and compliance with the sign ordinance must be obtained in addition to a Certificate of Appropriateness. Signs within the district shall conform to the requirements of the City of Clinton Zoning Ordinance. If a sign represents an important and integral part of the history of the building or if it stands alone as an important historic feature, it may be considered appropriate and permissible.

Signs shall be placed so that architectural details and ornamental features remain uncovered. Any sign or sign location that is incongruous with the building or with the character of the district is prohibited. Natural materials like wood and metal are encouraged. Illumination should be external. Internally illuminated box signs are discouraged.

STOREFRONTS

Significant historic storefronts should be repaired and the historic architectural features should be retained. If the original or significant storefront no longer exists, a reconstruction based on historical research and physical evidence is recommended if new construction using contemporary design compatible with the rest of the building is not employed. Contemporary design should consider the scale, design, materials, colors, and texture of the existing building. New storefronts should not duplicate storefronts of other buildings nor should a storefront appear earlier than it was historically. The preservation of historic storefronts is encouraged through the use of proper materials. Mirrored glass, tile, and artificial stone are prohibited.

GENERAL GUIDELINES

- Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its original purpose.
- The distinguishing original qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided.
- All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
- Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
- Distinctive stylistic features shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than conjectural designs or the availability of different architectural elements from other buildings or structures.
- The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
- Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project.
- Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, color, material, and character of the property, neighborhood or environment.
- Whenever possible, new additions or alterations to structures shall be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

Normal Maintenance Items

A Certificate of Appropriateness is not required for normal maintenance items which make no irreversible or significant change to the building or site. Normal maintenance includes the following:

- Maintaining the public-right-of-way through repairing sidewalks; marking pavement; resurfacing streets; maintaining utility poles, wires, traffic signals and street lights; repairing under-ground utilities; and maintaining the landscaping.
- Minor landscaping, including vegetable and flower gardens, shrubbery and rear yard trees. Pruning (not topping) trees and shrubbery; removal of trees less than four inches in diameter at two feet above the ground.
- Repairs to walks, patios, fences and driveways when replacement materials match the original or existing materials in detail, dimension and color.
- Removal of cinder block walks or steps; removal of railroad ties or landscape timbers around planting beds.
- Repair or removal of signs. Erection of temporary signs (real estate, political).
- Installation of house numbers, mailboxes and flag brackets.
- Removal of aluminum awnings; aluminum storm windows and doors; metal storage buildings; satellite dishes; underground oil tanks.
- Replacement of small amounts of missing or deteriorated siding, trim, roof shingles or porch flooring when the replacement materials match the original or existing in material, color and detail. (For siding, roofing and porch flooring, approximately twenty square feet or less will be considered normal maintenance.)
- Repainting siding and trim in the same colors.
- Caulking and weather stripping; replacing window glass.
- Repairs to exterior lighting fixtures when replacement materials match the original or existing materials in detail.

SECRETARY OF THE INTERIOR'S STANDARDS

A national set of standards for the preservation of historic buildings, developed by the United States Department of the Interior in 1976, addresses the rehabilitation of historic buildings and provides guidance to the Clinton Historic Preservation Commission in their deliberations. (Building use, however, addressed in Standard 1, is not reviewed by the Commission.) Listed below, the 1992 version of the Secretary's Standards advocates a hierarchy of appropriate preservation treatments; valuing ongoing protection and maintenance over more major treatments; valuing ongoing protection and maintenance over more major repairs and, in turn, valuing timely repair over replacement of historic features.

1. A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize 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 elements from other historic properties, shall not be undertaken.
4. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive material, 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, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
8. Archaeological resources shall be protected and preserved in place. 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, features and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the 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.

Resources for Technical Assistance

Local Resources

Clinton Historic Preservation Commission
Mary M. Rose, Planner
Post Office Box 199
Clinton, North Carolina 28329

For information on the Clinton Historic Preservation Commission, Certificates of Appropriateness and technical assistance, contact Clinton's City Planner at (910) 299-4904.

State Resources

State Historic Preservation Office
North Carolina Division of Archives and History
Department of Cultural Resources
109 East Jones Street
Raleigh, North Carolina 27601-2807

For information on the National Register and historic properties, contact the Survey and Planning Branch, (919) 733-6545.

For information on preservation tax credits and technical restoration assistance, contact the Restoration Branch, (919) 733-6547.

For information on archaeological site and resources, contact the Office of State Archaeology, (919) 733-7342.

National Resources

United States Department of the Interior
National Park Service
Post Office Box 37127
Washington, D.C. 20013-7127

Office of the Director: (202) 208-6843
Office of Public Affairs: (202) 208-6843
Preservation Assistance Division: (202) 343-9578

Glossary of Architectural Terms

Architrave – The molded frame surrounding a door or window.

Arts and Crafts Movement (1900-1930) – A modern movement in domestic architecture which deliberately turned away from historic precedent for decoration and design. Ornamentation was modernized to remove most traces of its historic origins. Low pitched roofs with eave overhangs were favored.

Balustrade – A series of short pillars or turned uprights with a rail.

Band board – Any flat horizontal member that projects slightly from the surface of which it is a part; often used to mark a division in a wall.

Bargeboard – A wooden member, usually decorative, suspended from and following the slope of a gable roof.

Bay – (1) An opening or division along a wall of a structure, as a wall with a door and two windows is three bays wide; (2) A projection of a room, usually with windows and angled sides but sometimes rectangular.

Beveled Glass – A type of decorative glass on which the edges of each pane are beveled or cut to an angle of less than ninety degrees.

Board-and-Batten – Vertical exterior siding with the joints between the siding (boards) covered with narrow strips (battens). The battens are used to conceal the gaps between the siding boards.

Bracket – Projecting support member found under eaves or other overhangs; may be plain or decorated.

Brick Header – Bricks laid with their ends towards the face of a wall.

Built-in Gutters – Gutters which are concealed below the roofline, usually concealed behind a decorative cornice or soffits.

Bungalow (1890-1940) – An architectural style characterized by small size, overall simplicity, broad gables, dormer windows, porches with large square piers and exposed structural members or stick work.

Casement Window – A window sash that opens on hinges fixed to its vertical edge.

Casing – The finished visible framework around a door or window.

Chimney Pot – A terra cotta, brick or metal pipe that is placed on top of a chimney as a means of increasing the draft; often decoratively treated.

Clapboard – A narrow board, usually thicker at one edge than the other, used for siding.

Colonial Revival (1870-1950) – An architectural style characterized by a balanced façade; use of decorative door crowns and pediments, sidelights, fan lights and porticos to emphasize the front entrance; double-hung windows with multiple panes in one or both sashes; and frequent use of string courses on decorative cornices.

Corbelling – A series of projections, each stepped out further than the one below it; most often found on masonry walls and chimney stacks.

Corner Board – A board that is used as a trim on the exterior corner of a wood frame structure and against which the ends of the siding are fitted.

Cornice – The exterior trim of a structure at the meeting of the roof and wall, usually consisting of bed molding, soffits, fascia and crown molding.

Craftsman Style (1905-1930) – An architectural style featuring low pitched gable roofs with wide, unenclosed eave overhang, roof rafters usually exposed, decorative beams or braces commonly added under the gables, porches with roof supported by taper square columns and columns frequently extending to the ground level.

Crown Molding – The crowning and finished molding, most often located in the area of transition between wall and ceiling or on the extreme top edge of an exterior wall.

Dentil – A row of small blocks at the base of a classical cornice, resembling a row of evenly spaced teeth.

Dormer – A vertical window projecting from the slope of the roof, usually provided with its own roof.

Double Hung Window – A type window with upper and lower sashes in vertical grooves, one in front of the other, which are moveable by means of sash cords and weights.

Drop Siding – A type of cladding characterized by overlapping boards with either tongue and groove or rabbeted top and bottom edges.

Eave – The part of the sloping roof that projects beyond a wall.

Elevation – The external faces of a building; also a drawing to show any one face of a building.

Embossed – Carved or raised in relief.

Etched Glass – Glass whose surface has been cut away with a strong acid or by abrasive action into a decorative pattern.

Façade – The front of a building.

Fascia – A flat board used to cover the ends of roof rafters.

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

Flashing – Pieces of non-corrosive metal installed at junctions between roofs and walls, around chimneys and around other protrusions through the roof.

Flush Siding – Wooden siding which lies in a single plane. This was commonly applied in a horizontal direction except when applied vertically to accent an architectural feature.

Foursquare – Two story, box-shaped house style prevalent during the early twentieth century.

Friable – Easily crumbled or pulverized.

Frieze – The middle division of an entablature, between the architecture and cornice; usually decorated but may be plain.

Gable – The triangular end of exterior wall in a building with a ridged roof.

Gabel Roof – A sloping (ridged) roof that terminates at one or both ends in a gable.

Gingerbread – Thin, curvilinear ornament produced with machine-powered saws.

Grapevine Joint – An archaic mortar joint similar to a concave joint with a groove scribed into the center of it.

Hardboard – A very dense fiberboard usually having one smooth face.

Hipped Roof – A roof formed by four pitched roof surfaces.

Jalousie – The craft of connecting members together through the use of various types of joints; used extensively in trim work and in cabinet work.

Knee Bracket – A diagonal member for bracing the angle between two joined members, as a stud or column and a joist or rafter, being joined to each partway along its length.

Lintel – A horizontal beam bridging an opening.

Masonry – Work constructed by a mason using stone, brick, concrete blocks, tile or similar materials.

Meeting Rail – (in a double hung window) The rail of each sash that meets a rail of the other sash when the window is closed.

Metal Buildings – Prefabricated structures faced in sheet metal.

Mission Tiles – A red roof material made of fired clay.

Molding – A continuous decorative band; serves as an ornamental device on both the interior and exterior of a building or structure; also often serves the function of obscuring the joint formed when two surfaces meet.

Mullion – A vertical support dividing a window or other opening into two or more parts.

Muntin – A thin strip of wood or steel used for holding panes of glass within a window sash.

Neoclassical (1900-1940) – An architectural style characterized by a two-story pedimented portico or porch supported by colossal columns, a centrally located doorway and symmetrically placed windows.

Palladian Window – A window with three openings with a large arched central light flanked by rectangular sidelights.

Parging – A technique of applying a cement-type coating to a masonry surface.

Pediment – A triangular section framed by horizontal molding on its base and two sloping moldings on each of its sides; used as a crowning element for doors, windows and niches.

Pendant – A hanging ornament; usually found projecting from the bottom of a construction member such as a newel in a staircase, the bottom of a bargeboard or the underside of a wall overhang.

Pier – Vertical supporting member that is part of the foundation.

Pitch – The degree of slope on a roof.

Portico – A covered walk or porch supported by columns or pillars.

Prairie Style (1900-1920) – An architectural style characterized by its overall horizontal appearance which is accomplished through the use of bands of casement windows, long terraces or balconies, flanking wings, low-pitched roofs with wide overhangs and darkly colored strips or bands on exterior walls.

Quarter Round – A small molding that has the cross section of a quarter circle.

Queen Anne (1800-1910) – An architectural style characterized by irregularity of plan and massing, variety of color and texture, variety of window treatment, multiple steep roofs, porches with decorative gables, frequent use of bay windows, chimneys with corbelling and wall surfaces that vary in texture and material use.

Rabbet – A joint formed by cutting a rectangular groove in one member to receive the end of another member.

Railing – (1) A fence-like barrier composed of one or more horizontal rails supported by widely spaced uprights; balustrade; (2) Bannister; (3) Rails, collectively.

Reconstruction – The act of reproducing by new construction the exact form and detail of a vanished building, structure or object as it appeared at a specific period of time.

Reglaze – To furnish or refit with glass.

Rehabilitation – The act or process of returning a property to a state of utility through repair or alteration, which makes possible efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural values.

Renovation – The restoration to a former better state by cleaning, repairing or rebuilding.

Repointing – Removing old mortar and replacing it with new mortar.

Restoration – The act or process of accurately recovering the form and details of a property and its settings as it appeared at a particular period of time, by means of the removal of later work or by the replacement of missing earlier work.

Ridge – The horizontal line formed when two roof surfaces meet.

Riser – Each of the vertical boards closing in the spaces between the treads of stairways.

Sandblast – An abrasive method of cleaning bricks, masonry or wood that involves directing high-powered jets of sand against a surface, causing damage to wood and brick.

Scale – The size of the construction units, architectural elements and details in relation to the size of man.

Setback – The distance from the front wall of the building to the property line or the street.

Shed Dormer – A dormer with a roof consisting of one inclined plane.

Sidelight – A fixed sash located beside a door or window, often found in pairs.

Sill – The horizontal water-shedding member at the bottom of a door or window.

Sillplate – The horizontal member that rests on the foundation and forms the lowest part of the frame of a structure.

Solarium – A glass-enclosed porch or room.

Spacing – The distance between adjacent buildings.

Stack – A number of flues embodied in one structure rising above a roof.

Spandrel – The sometimes ornamental space between the right or left exterior curve of an arch and an enclosing right angle.

Stucco – An exterior wall covering consisting of a mixture of Portland cement, sand, lime and water.

Surround – The frame around a door or window, sometimes molded.

Terra Cotta – A fine-grained fired clay product used on the exterior of buildings; may be glazed or unglazed, molded or carved; usually brownish red in color, but may also be found in tints of gray, white and bronze.

Tongue-and-Groove – A joint made by a tongue on one edge of a board fitting into a corresponding groove on the edge of another board.

Topography – The physical and natural characteristics of a site, especially referring to the changing contours of ground level.

Topping – Removal of top and upright tree branches with many cuts between nodes or where branches meet other branches or the trunk.

Transom – A small window or series of panes above a door or above a casement or double-hung window.

Triple A Roof – A colloquial term used to describe the false center gable often found on late nineteenth- and twentieth-century domestic roofs. Also used as a name for a vernacular house containing such a roof configuration; term is derived from the three “A” shaped gables: side, front and side.

Tudor (1890-1940) – An architectural style characterized by steeply pitched and gable roofs, gabled entranceway, multi-paned narrow windows, tall chimneys (often with chimney pots), masonry construction and decorative half-timbering in many cases.

Turret – A small and somewhat slender tower; often located at the corner of a building.

Valley Flashing – Copper, galvanized sheet metal or aluminum strips placed along the depressed angle formed at the meeting port of two roof slopes.

Veneer – A decorative layer of brick, wood or other material used to cover inferior structural material, thereby giving an improved appearance at a low cost.

Veranda – A roofed open gallery attached to the exterior of a building.

Vernacular – In architecture, as in a language, the non-academic local expressions of particular region.

Victorian Style – A loose term for various styles of architecture, furniture or clothes popular during the reign of Queen Victoria (1837-1901); architectural styles are primarily characterized by fanciful wooden ornamentation or “gingerbread.”

Weatherboards – Exterior wood siding consisting of overlapping boards usually thicker at one edge than the other.

Wood Shakes – Hand-cut wood shingles. Shakes can be distinguished from shingles in that shakes are not tapered and usually have more irregular surfaces. Their length varies from twelve inches to over three feet.

