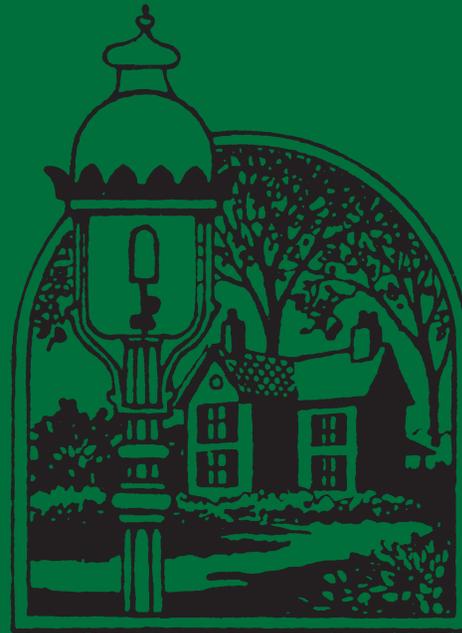


HISTORIC PRESERVATION GUIDELINES



- for -

THE VILLAGE OF GLENDALE
STATE OF OHIO



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Glendale Heritage Preservation

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FOREWORD

The Village of Glendale is very proud to present the very first edition of the Glendale Historic Preservation Guidelines. Glendale is acknowledged as the first planned community in Ohio and likely in the United States. Of Glendale's 150 year history, it has been a National Historic Landmark District since 1977, a local historic district since 1993, and recently published its third long-range plan. It is very appropriate that this publication be presented after the completion of the new Glendale long-range plan.

Most of the remaining buildable land in Glendale has been or is in the process of development. The Glendale Planning and Historic Preservation Commission oversees all new development as well as the remodeling of existing homes in the Historic District. This handbook will help home owners, contractors, architects and developers with the application and construction process while protecting the integrity of our Historic District.

The Village wants to acknowledge the tremendous amount of time, work and effort that resident and Glendale Planning and Historic Preservation Commission member Jack Howard has put into this project on a volunteer basis. If it weren't for Jack you would not be holding the finished product in your hand right now. Jack has worked on this project enthusiastically for over two years part-time as his labor of love. I join all of Glendale in thanking him from the bottom of our hearts.

Financial support for this project came from the National Park Service, William Cooper Procter Memorial Fund, the Glendale Heritage Preservation Association and the Architectural Foundation of Cincinnati. Administrative support was provided by the Village of Glendale. Jack has acknowledged the many contributors that helped him complete this handbook. The Village also thanks these individuals for everything they did to bring it to completion. This publication has been a desire of many people for many years.

As Mayor I know that Glendale property owners and their contractors will enjoy reading and benefiting from our guidelines. These guidelines, coupled to our outstanding review process, will guide and protect historic Glendale safely into the future.

Sincerely,

Thomas U. Todd, M.D.
Mayor of Glendale

In 1977, the United States Department of the Interior declared our Glendale Historic District a National Historic Landmark, of importance not only to the people of the State of Ohio but to the entire nation. Our district received the same designation as the French Quarter in New Orleans, the Charleston Historic District in South Carolina, the Alamo in San Antonio, Texas, and the Statue of Liberty in New York harbor, to name just a few.

Glendale's original village plat, designed by R.C. Phillips in 1852 and now referred to as the Crawford and Clark Subdivision, is probably the first planned subdivision in America laid out according to the topography. When building lots went up for sale, it was with the restriction that purchasers would erect only "good dwellings." People of the day (and generations since) must have interpreted the term correctly because many of the original homes still stand throughout Glendale, more than a century and a half later. These homes, along with other "contributing buildings," inspire continuation and preservation of this unique and charming Victorian Village.

Glendale has a responsibility to itself—to cherish this gift of the past, to enjoy what it is today and to preserve its charm and character for our children's children. That is why the Glendale Village Council passed an ordinance in 1993 to protect the historic district through the zoning code. This handbook, which supplements our local historic legislation, is another important means to fulfill that responsibility.

Strict local land-use and building standards originated with Glendale itself, making this interpretation only the most current and detailed. As you review the Guidelines, consider that "authenticity" and "conformity" are concepts central to Glendale history. With time and progress, America's definition of a quality dwelling evolved to include many types of home design and construction techniques. Though respected in their own context, not all of these contribute to the ambience and authenticity that underlie the worth, preservation and appreciation of residential properties in Glendale.

So what is a good dwelling today, here in Glendale? The people of Glendale, through their Planning and Historic Preservation Commission offer the design guidelines in this handbook as a means of saying, "A good dwelling is one that is as good for Glendale as it is for the designer, the building or resident seeking to establish, alter or expand their presence in this community." It is this common good that the Historic Preservation Guidelines booklet seeks to describe and support.

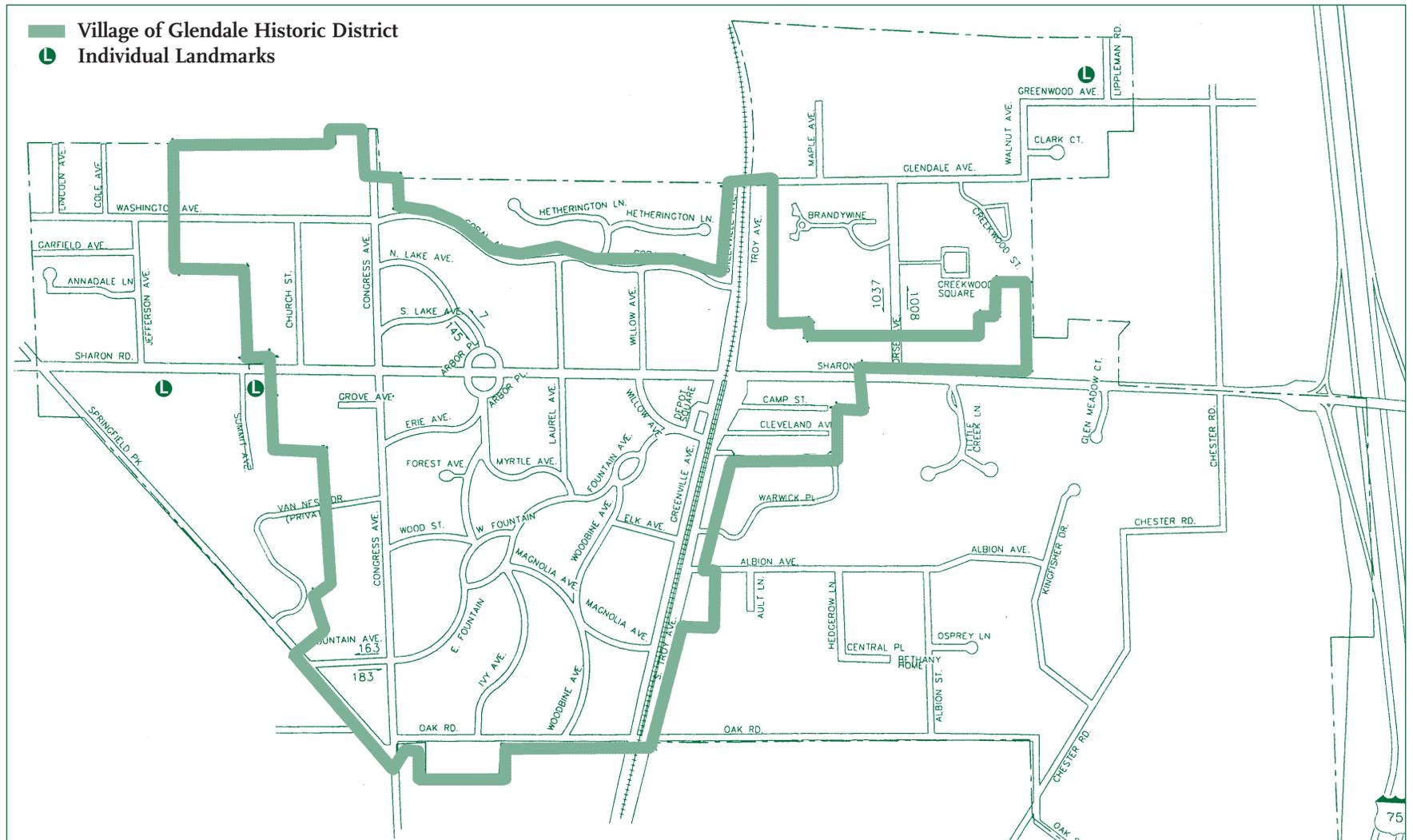
Doreen Gove
Founder, Glendale Heritage Preservation

GLENDALE HISTORIC DISTRICT AND LANDMARKS

Laid out in 1852, Glendale is one of the earliest known picturesque planned communities in America, certainly the oldest in Ohio. The plan for Glendale was a radical departure from the more common rectilinear grid

plans. Instead, it responded to the topography, with curvilinear streets, several greens and parks and even a lake. Incorporated in 1855 as a village, Glendale still retains many of its original homes intact. Today, these

historic resources are protected through designation of the Glendale Historic District and individual Landmarks.





KEY ARCHITECTURAL STYLES

100 East Sharon Avenue

Greek Revival houses are usually symmetrical, built of wood or brick, and have simple, bold, rectilinear details. The gable of the roof or porch may face the front, resembling a temple front. That triangular shape is known as a pedimented gable. Doorways typically have rectangular transoms and sidelights. Columns and pilasters are squared. The windows have six-over-six-pane, double-hung sash, with straight or pedimented stone lintels and sills.

One of the earliest dwellings in Glendale, this house dates from 1855. Although it has had several additions on the rear, its original square plan is still apparent. The symmetrical façade remains intact, with its tall windows at the first floor, doorway with pediment, transom and sidelights, and plain pilasters dividing the bays. The roofline, with its bracketed projecting eaves, is more typical of the Italianate style.

- Stone water table
- Rectangular Transom
- Rectangular Sidelight
- Bracketed pediment
- Tall 6/6 windows
- Plain lintel
- Full-height pilaster
- Low-pitched hip roof



GOthic REVIVAL 1850-1870

400 East Sharon Avenue

Gothic Revival houses typically display pointed arch openings, steeply pitched roofs, and wooden “gingerbread” ornament, such as cut-out bargeboards at the gable and brackets and porch railings. Early examples are stone or brick houses that resemble small castles with towers and battlements, such as the Allen House at 25 West Fountain Avenue, which dates from 1859. Later examples are often simpler wood cottages.

Built for Judge Henry Morse prior to 1868, this house has features typical of the Gothic Revival style, such as the steep center gable and full-width porch with carved posts and brackets. The windows are paired, with stone lintels and sills; at the first floor, they are full-height. The doorway features narrow sidelights with double-hung sash. Like many older homes in Glendale, it has a rear ell.

- Full-width porch
- Carved posts and brackets
- Paired tall windows at first floor
- Stone lintels and sills
- Side-gabled roof
- Steep center gable
- Oculus window
- Center chimney



160 Fountain Avenue

Italian Villa houses are typically two-stories-high, with vertical proportions and irregular floor plans. Square towers are common, as are projecting rectangular window bays and porches, as well as round-arched windows, often paired or in groups of three. Roofs are low-pitched gables or hipped, with wide, bracketed eaves. High-style examples, typically brick, include bracketed lintels and quoins at the corners.

160 Fountain Avenue was built in c. 1855 for R. B. Moore and later occupied by W. S. Grandin, a wealthy banker and real estate investor. The house has an asymmetrical, informal plan with numerous gables and projecting bays and vertical proportions. To one side is a one-story porch with bracketed columns. The narrow elongated windows have one-over-one double-hung sash, paired or tripled with bracketed lintels. The straight sills are joined with belt courses. The base of a belvedere is still visible, and an oculus window punctuates the front gable.

- Stone base
- Brick walls
- Rectangular bay
- Paired windows
- Oculus window
- 1/1 window sash
- Bracketed lintels
- Belt course
- Side porch
- Low-pitch gable roof
- Wide bracketed eaves



ITALIANATE 1855-1885

140 Fountain Avenue

Italianate-style houses are usually square or rectangular in plan with a vertical emphasis. They may be brick with pressed metal, stone or wood ornamentation. Arched openings and bracketed cornices are typical as are low-pitched hip, gable or shed roofs. Windows typically have two-over-two (two panes in each sash) double-hung sash.

Built in 1855, this handsome brick house is an unusually high-style example of Italianate, with its symmetrical façade, elongated arched windows, bracketed cornice, and low-pitched hip roof. The projecting entrance porch and rear wing are probably later additions.

- Stone base
- Brick walls
- Round arched brick surrounds
- Casement window sash
- Inset brick and terra cotta balustrade motif
- Bracketed cornice
- Hip metal roof
- Interior chimneys



FRENCH SECOND EMPIRE 1865-1895

780 Ivy Avenue

While this style often incorporated elements or other styles, the major identifying feature of French Second Empire is the Mansard roof. Named for Louis Mansart, the French architect who invented it, the Mansard roof is a double-pitched hip roof with a steep lower slope, which allows the attic space to be used more fully. Dormers are often added to provide light. Typical houses of the style are square or rectangular in plan, built of brick or wood, and display multi-colored slate or metal roofs, cast-iron roof cresting, bracketed cornices, projecting window bays and tall windows at the first floor.

This house, built circa 1868, is one of very few examples of the French Second Empire style in Glendale. The splendid Mansard roof has colored patterned slate, eyebrow arched dormers, paired windows, and wide eaves supported by paired brackets. The wide 10-over-1 double-hung windows and hip-roofed front porch with paired columns, which are typical of the Colonial Revival style, appear to be 20th-century alterations.

- Brick walls
- Paired windows
- Eyebrow window heads
- Paired brackets supporting eaves
- Mansard roof
- Gabled Dormer window
- Multi-colored patterned slate



QUEEN ANNE 1880-1900

985 Laurel Avenue

Queen Anne is the quintessential style of the Victorian period. Queen Anne houses are exuberant compositions with a plethora of materials, shapes and colors. Usually brick with wood shingled or stuccoed upper floors, they are asymmetrical in plan and have complex roofs, with dormer windows, towers and turrets. Chimneys are tall, often with decorative brick patterns. Queen Anne houses often display windows of different designs, including varying designs combining small and large panes.

This home began in 1830 as a log cabin and by the 1880s evolved into an exuberant example of the Queen Anne style. Typical of the style are its ample, asymmetrical massing, angled gable at the corner and wrap-around porch, and ornamental turned and carved wood trim. It also displays a mix of surface treatments typical of the style, including brick and fishscale shingles in the gables. The windows have two-over-two sash, stone lintels and sills.

- Brick walls
- Fishscale shingles
- Wrap-around porch with spindle work
- 2/2 window sash
- Diamond-pane sash
- Multi-gabled roof
- Projecting attic gable with recessed porch
- Angled gable
- Corbelled chimneys



SHINGLE STYLE 1880-1900

835 Ivy Avenue

This style was developed in New England from the Queen Anne style. In Shingle-style houses, ornament is greatly reduced and roofs are lower pitched, giving them a more horizontal orientation. Of course, the exterior is typically clad in shingles.

A fine example of the Shingle Style dating from 1880, 835 Ivy Avenue displays an asymmetrical plan and irregular form, emphasized by the angled entrance. The walls are clad with a variety of shingles, including fishscale and wave-patterned. The roof line is varied with gabled dormers of different sizes. The wrap-around porch features square columns and a solid, shingled railing.

- Fishscale shingles
- Angled entry at corner
- Wrap-around porch
- Square porch posts
- Solid, shingled railing
- Angled bay at 2nd floor
- Multi-light (12-over-1) windows
- Gable slate roof with long slopes



COLONIAL REVIVAL 1895-1940

1025 Laurel Avenue

The term Colonial Revival refers to houses based on designs from the Colonial period in American History, or prior to 1789. Georgian Revival and Dutch Colonial are variations of the style. The most high-style examples are Georgian Revival, modeled after 18th-century English forms. Typical characteristics are the use of brick or clapboard, symmetrical facades and hip or gabled roofs, often with pedimented gables. Entrances are formal, with fanlights, sidelights, and porches. Palladian windows (a group of three windows in which the center one is wider, taller, and usually arched) are common.

Built in 1940, this monumental-scaled frame dwelling by renowned architect Harry Hake, is a late, but fine example of Colonial Revival. Typical elements are the use of brick or clapboard, symmetrical facades, hipped or gabled roof, and former central entrances. The formal doorway with transom and sidelights is sheltered by a gabled canopy. In 1950, a wing was added. The wing's gambrel roof exemplifies a Dutch variation of the Colonial Revival style.

- Transom
- Sidelights
- 6/6 windows
- Louvered shutters
- Paneled shutters
- Gabled canopy
- Dentilled cornice
- Hip roof
- Gambrel roof



60 East Fountain Avenue

Tudor Revival is identified by half-timbering, which simulates timber framing filled in with brick or stucco. Houses range from one-and-a-half story cottages to two-and-a-half story mansions, with stone, brick, stucco and half-timbered exteriors. Roofs are typically steeply pitched with intersecting gables and dormer windows and sheathed in slate or terra cotta tile. Chimneys are tall, massive and decorative. Casement windows with diamond shaped panes are common.

Built in 1920, this Tudor Revival residence was the first house built by Stanley Matthews after his graduation from Columbia University as an architect. Built of rough limestone, it has half-timbering in the front gable. The entrance features a round-arched doorway. The steeply pitched multi-gabled roof, once had multi-colored slate, but now has cedar shingles.

- Steeply pitched roof
- Cedar shingles
- Half-timbering
- Casement windows
- Tudor-arched doorway
- Broad stone chimney



BUNGALOW 1910-1940

885 Forest Avenue

Bungalows first appeared in California in the 1890s. The typical Bungalow is a small, one-and-a-half story dwelling, square or rectangular in plan, with a low-pitched roof and full-width front porch with simple square posts. A shed, gable or jerkin-head (clipped gable) roof dormer is also common. Often the exterior materials differ at each story, including brick, shingles, and stone. Also typical are the wide eaves of the roof with exposed beam ends.

Built in 1923, this well-preserved house is one of the finest Bungalows in Glendale. Unusually large for the style, it has a strong horizontal orientation, with a low-pitched roof and long shed roofed dormer. Rather than a front porch, this example has French doors that open onto a stone terrace.

- One-and-a-half stories
- Rectangular plan
- Low-pitched roof
- Wide eaves
- Shingle siding
- Shed roof dormer





HISTORIC PRESERVATION GUIDELINES

Intent of the Guidelines

In 1993, the Glendale Village Council passed an ordinance to ensure preservation of the Glendale Historic District through its Land Use regulations, specifically through the adoption of Section 154.45 of the Zoning Code. At that time, restrictions were placed on all property owners in the district, including limited “Design Requirements.”

The ordinance also designated 62 “Pivotal Buildings” in the district, which represent the majority of buildings built from the time of Glendale’s founding to 1900. Since then Contributing Buildings have also been designated, as recommended in the Glendale Village Plan 2000. Contributing Buildings were generally built between 1900 and 1950, but nevertheless “contribute” to the character of the historic district.

In 2002, the Glendale Planning and Historic Preservation Commission (GPHPC) voted to supplement the Design Requirements with Design Guidelines. Together these “Requirements” and “Guidelines” are meant to ensure that physical changes are made in a way that preserves and protects the historic character of the entire historic district, whether to Pivotal or Contributing Buildings. They also apply to individual Landmarks.

Unlike the Design Requirements, the Design Guidelines outlined and illustrated in this handbook, are not rigid rules but suggestions of appropriate ways to construct new buildings, make changes to existing buildings, and demolish existing buildings. This handbook also provides illustrations of architectural treatments to assist owners in visualizing appropriate treatments.

The Review Process

When new construction, an addition, demolition or, in some cases, replacement is proposed, an application for a Certificate of Appropriateness (COA) must be prepared and filed with the Village. Once the COA is approved by the GPHPC, a building permit can be issued.

Property owners are encouraged to use these guidelines in their building projects. The GPHPC will also use the Guidelines to evaluate whether the proposed work is appropriate or inappropriate prior to granting a COA.

The owner may negotiate with the GPHPC. The legislation and the Guidelines are structured to allow for negotiated solutions that will give the property owner benefits without causing harm to the historic district and the Village. As a result of such negotiations, the GPHPC may grant approval, allow deviation from certain guidelines, or set conditions, among other options.

Property owners are generally not required to obtain a COA for the following types of work:

- ordinary exterior repair and maintenance
- all interior work

However, building permits may be required for these kinds of work. For more information, see “Obtaining a Certificate of Appropriateness,” on page 45.

Working with Professionals

When rehabilitating or remodeling an old building a property owner should consider how even the smallest of changes might affect the character of the total building. The building owner should also be fully aware of the degree of difficulty of any task that is undertaken. If the owner possesses enough skill to perform a particular task himself, he should do so. This will save money.

However, he should also know his limitations. If the owner attempts to do the work himself without the proper knowledge or skill, it could end up costing more in the long run when he must hire someone to redo his work properly. The quality of the materials should also be carefully considered. By using inferior building materials the owner may save money initially, but will end up spending more because of frequent replacement.

In order to avoid problems such as these, a property owner should follow the preservation guidelines, use the resources and publications listed in this handbook and seek advice from Village of Glendale Administrative Services as well as qualified professionals, including architects, architectural historians and planners who are skilled in preservation, restoration and rehabilitation of old buildings. These professionals will also aid in planning the entire rehabilitation project. This is a task that should be completed before any work is started on the building itself.

Jack Howard
GPHPC Member

DESIGN REQUIREMENTS

The following design requirements for existing and new buildings are part of the zoning code, section 154.46, for historic districts and landmarks.

Design requirements for landmarks, pivotal or contributing buildings

(1) Alterations. External facades of existing buildings that are remodeled entirely within the existing building's walls shall not be remodeled in such a manner as to change the front façade, change the side or rear façade by more than 10% of its surface area if it is readily visible from a street, or change the side or rear façade more than 50% of its surface area if it is not readily visible from a street, unless such change is a restoration of the structure as it previously existed.

(2) Additions. Existing buildings that are enlarged, extended, or decreased in size shall have the same architectural style, same window and door proportions, and same or similar exterior material for the enlargement, extension, or diminution as found on the existing building. Except, however, that minor additions to existing buildings, containing less than 100 square feet of floor area, may be allowed to have different but compatible materials.

(3) Materials. Buildings shall have exterior material of painted wood, material that simulates painted wood, brick, stucco, or stone masonry. Windows shall be similar to those of adjacent pivotal or background structures.

(4) Accessory Buildings. Accessory buildings exceeding 300 square feet of floor area shall be of the same architectural style and same exterior material as the main building unless the accessory building is a reconstruction of an accessory building that previously existed on the lot in which case substantial freedom shall be afforded the applicant to replicate the structure as it previously existed.

(5) Scale and Massing. Overall building height to width ratios, chimney construction, roof pitch and other pertinent data, as deemed important to the overall building appearance, to assure reasonable adherence to the pivotal or contributing buildings adjacent shall be considered in the design of any new or replacement structures.

Design requirements for new buildings in historic districts

(1) Scale and Massing. New buildings shall be similar in size, scale, mass and architectural style as the surrounding pivotal and background structures.

(2) Materials. New buildings shall have exterior material of painted wood, material that simulates painted wood, brick, stucco, or stone masonry. Windows shall be similar to those of adjacent pivotal or background structures.

(3) Accessory Buildings. Accessory buildings exceeding 300 square feet of floor area shall be of the same architectural style and same exterior material as the main building unless the accessory building is a reconstruction of an accessory building that previously existed on the lot in which case substantial freedom shall be afforded the applicant to replicate the structure as it previously existed.

(4) Chimneys. New buildings, other than accessory building of less than 500 square feet, shall include one or more chimneys (whether operational or ornamental) unless one-third or more of the buildings on adjacent lots do not contain chimneys.

(5) Appropriateness. Overall building height to width ratios, chimney construction, roof pitch and other pertinent data, as deemed important to the overall building appearance, to assure reasonable adherence to the pivotal/background structures adjacent shall be considered in the design of any new or replacement structure.

(6) Building footprint. To maintain the stature of pivotal buildings, the footprint of any new building erected on a lot adjacent to a lot containing a pivotal building shall not exceed the footprint of the pivotal building.

(7) Site location of new buildings. In order to maintain historic landscapes around landmarks, and pivotal or contributing buildings, no new buildings shall be built on contiguous lots in front of landmarks, historic sites, and pivotal or contributing buildings. New buildings are permitted on lots next to or behind landmarks, and pivotal or contributing buildings.

(8) Garages. In order to maintain the characteristics of the historic districts, no new buildings may be built with garage doors on the front elevation of said buildings facing the street. For corner lots, garage doors may face the street on the side elevation.

Design Guidelines for site improvements

(1) **Building Signage.** Any sign, requiring a permit from the village, which is proposed to be attached to a landmark, pivotal building or contributing building shall be of material and style harmonious to the overall theme of the area. All such signs shall be presented to the GPHPC for certificate of appropriateness approval prior to initiation or erection of such sign.

(2) **Parking and Paving.** Reducing green space by adding additional pavement for driveways or parking areas should be limited whenever possible. New driveways and parking areas shall respect existing contours and natural features and be set back from adjoining property lines at least five feet.

Demolition

The demolition of existing buildings shall not be unreasonably denied. The GPHPC shall consider the following criteria in evaluating applications for demolition.

(1) **Public Safety.** Demolition has been ordered by the Building Inspector for public safety because of an unsafe or dangerous condition that constitutes an emergency.

(2) **Commercial Property.** The owner can demonstrate to the satisfaction of the GPHPC that the building cannot be reused nor can a reasonable economic return be gained from the use of all or part of the building proposed for demolition.

(3) **Dwellings and Accessory Buildings.** The owner can demonstrate to the satisfaction of the GPHPC that the building can not be economically restored and will not adversely affect the character of the village.

(4) **Non-significant Items.** The demolition request is for an inappropriate addition or a non-significant portion of building and the demolition will not adversely affect those parts of the building that are significant as determined by the GPHPC.

Subdivision of lots containing landmarks or pivotal buildings

(1) The subdivision of any lot containing a landmark or pivotal building shall be accomplished in such way that both the new lot and reduced lot conform to the minimum lot size in the zoning district and shall provide sufficient space so that a minimum 30 foot distance is maintained between any landmark or pivotal building and any structure proposed on the new lot.

(2) Any new lot created from the subdivision of a lot containing a landmark or pivotal building must be at least one-half the size of the remaining portion of the lot containing the landmark or pivotal building.

FOUNDATIONS

- The purpose of foundations is to carry the wall weight of the building down into the soil and to spread the weight out evenly so it does not exceed the bearing load of the wall.
- Foundations normally cannot be seen. Foundations are of materials such as poured concrete, cut or rubble stone, concrete block and sometimes brick.
- Build footings of foundations below the frost line because of possible heaving and falling of footings by freezing soil, thus forming possible cracks in the foundation.
- Maintain stone water tables to ensure that water does not run down foundation or get trapped around it.
- Look for areas that pitch the level of soil, blacktop, mulch, etc away from the building. A space of one foot should be maintained for plantings, mulch or other materials, which help provide air circulation to keep the foundation dry.
- Use splash blocks to move water away from foundation.
- Match the scale, color and texture of foundations for any new construction or building additions to existing foundations.
- Keep plantings and shrubs 12" away from the foundation wall so air can circulate.
- DO NOT install glass blocks in window openings.
- DO NOT cut openings, windows, dryer vents, or electrical outlets in existing foundation without professional help to ensure a structurally sound foundation.
- DO NOT paint or add stucco to existing foundations. This could retain moisture and cause possible freezing and thawing, creating cracking of the foundation wall. Previously painted or stuccoed areas should be left alone as long as they do not show retention of moisture content.
- DO NOT sandblast anything, anywhere, anytime.
- Check all Village of Glendale codes and ordinances.

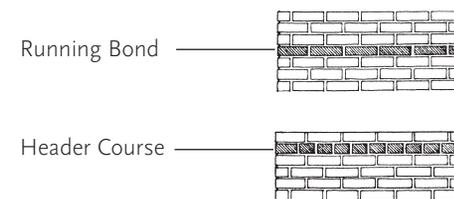
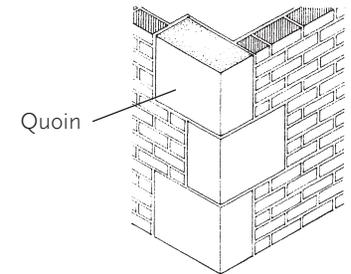
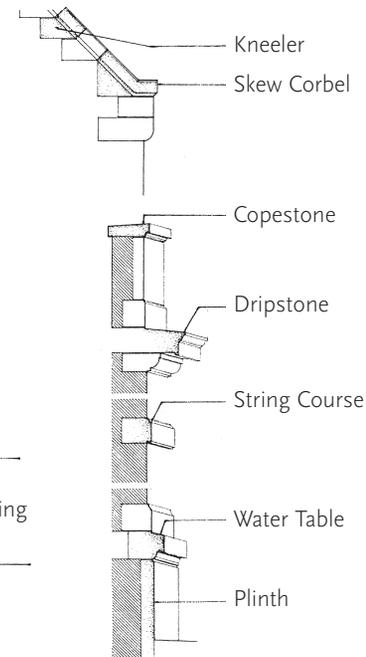
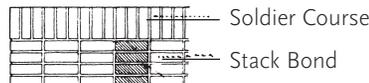
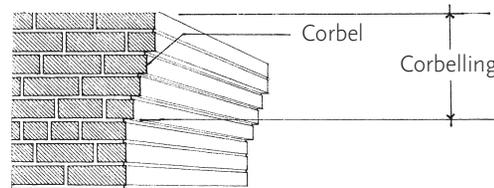
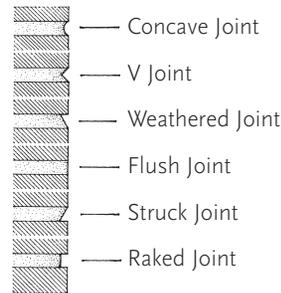
- It is worth remembering that you can increase the value of your property if its exterior is decorated in the appropriate period and historic value.
- Texture and surfaces of the exterior walls, the way windows and doors are placed and proportioned, the shape of the roofline and chimneys, the detailing and condition of the ornamentation all affect the way we see the building.
- Always try to retain and use original materials. If the original material is in good condition, repair it.
- Removing historic material or details must be avoided whenever possible.
- Exterior materials should match original (not necessarily the existing) as closely as possible in type, color, style, shape, texture, composition, type of mortar joint, size of units, placement and detailing.
- Such materials as aluminum siding, imitation brick and stone and plastic are inappropriate.
- Unpainted reflective surfaces are inappropriate (e.g. stainless steel, glass, unpainted metal, etc.)
- Mixing different materials on exterior walls is discouraged unless part of the original design.
- Original openings, doors and windows should not be altered. The rhythm of the building can be changed dramatically by enlarging or reducing the size of its openings.
- Adjacent buildings may have original details if your building has lost its original character.
- DO NOT cover up original architectural detailing and building materials with other materials.
- DO NOT sandblast anything, anywhere, anytime.
- A Certificate of Appropriateness is required.
- Check all Village of Glendale codes and ordinances.

MASONRY

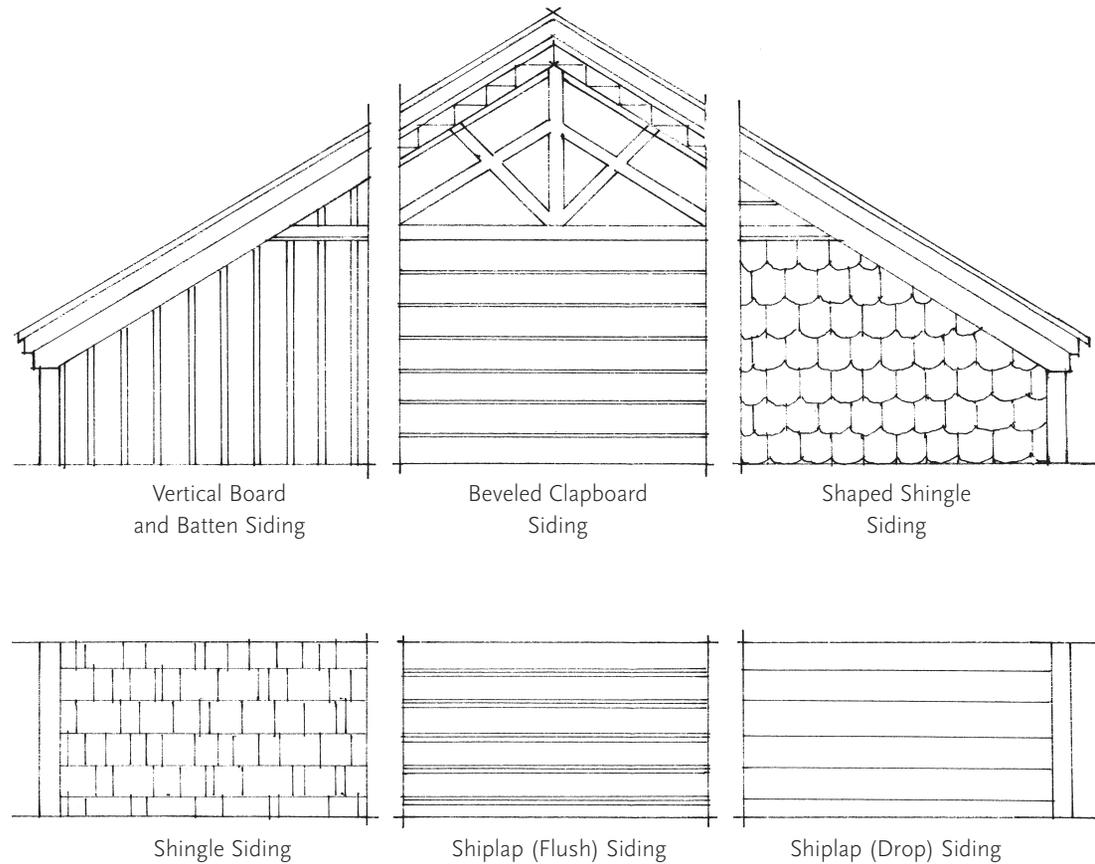
- Masonry consists of individual units of materials, such as stone, brick, or concrete block, with mortar as the bonding agent.
- Brick walls typically consist of several courses separated by header courses. Corbel courses are also used to project from walls and to embellish chimneys and cornices.
- Brick and stone are very durable outside materials; however, harsh abrasive cleaning such as sandblasting is not approved.
- Retain and repair masonry details such as chimneys, cornices and decorative patterns with materials to match existing.
- Repoint masonry only when absolutely necessary.
- Repointing of masonry should be done so that it duplicates the texture, color, joint detailing and physical composition of the building.
- Match original mortar in composition, texture, hardness, color and joint. Match size, shape, color, texture of replacement bricks to original bricks
- Recessed joints must be processed when repointing. Same with flushed joints – remain flushed without smearing mortar on adjacent bricks.
- Have a contractor prepare a test masonry wall (4' x 4') for owner and architect to approve on new, existing or additional construction.
- To clean a masonry building, do not sandblast. Use a mild detergent that can do the job if plain water cannot. The best way to clean brick is with plain water and a stiff bristle brush. A wire brush can damage masonry.
- A matched brick can be used to rub away grubby areas.

- Masonry walls need to breathe; do not use silicone or other waterproof treatments.
- DO NOT paint a masonry surface or architectural feature that has not been previously painted such as stone foundation walls, chimney, brick, stone, etc.

- DO NOT use sealers such as silicone or any treatment to “waterproof” the masonry. This process can cause moisture to become trapped inside a wall.
- DO NOT sandblast anything, anywhere, anytime.
- Check all Village of Glendale codes and ordinances.



- Existing wood siding, board-and-batten, bevel, shiplap, shingle, etc. should be retained and repaired as required. These historical types of wood siding give the district the detailed character to match existing buildings.
- In the case of weatherproofed siding, all surfaces should be periodically painted or stained.
- If painted, wooden cladding can be treated with a wood preservative (clapboarding, weatherboarding) or wooden shingles.
- Moisture from leaking gutters, downspouts or interior drainpipes is a source of wood peeling or blistering. Stains or varnishes are not widely used on exterior wood siding etc. because they do not weather as well as paint.
- Repair to damaged (warped or split) wood siding should be replaced with same material. This will not alter the character of the historic exterior surface. Always fix loose cladding with alloy or galvanized nails, for steel nails will stain.
- Avoid replacing existing siding with too wide material. Replace with same size as existing.
- Always replace window and door trim with same size casings.
- A new siding product with a cement base is supposed to hold paint better than wood and be more long lasting than masonite, but it is much more expensive.
- Check all Village of Glendale codes and ordinances.
- A Certificate of Appropriateness is required.



EXTERIOR PAINT COLOR

- The right colors add character to your home, reflecting your home's heritage and individual style.
- Select a three-color combination from light, midtone and dark ranges. Use this combination for the main body, trim and accent, or create your own color scheme using these three colors.
- The three-color combination is suitable for most homes, whether you live in an Italianate, Queen Anne, Romanesque, etc. style.
- Use a tone complementary to the body color or choose a contrasting color for trim, such as window frames, fascias, railings, steps, etc. By highlighting these areas you frame the house and give it dimension.
- Make the most of your home's details with an accent color. This contrasting color accentuates small areas such as doors and shutters.
- If you are painting over vinyl siding, choose a color lighter than the original to avoid warping.
- Large trees or deeply shaded areas will make colors appear darker. In brightly lit areas choose subdued tones, as sunlight will heighten the effect of the colors. Look to adjacent houses to ensure your potential color selection will fit within its surroundings.
- If you are not sure of the effect that a color will have on your home, buy a quart and test it on a board or a large piece of cardboard (4' x 4'). You will be able to see it in your home's surroundings.
- Make sure all finishes are washable, stain-resistant, and durable.
- For best results for painting, don't forget primer, brushes, drop cloth, caulk and mildew remover.

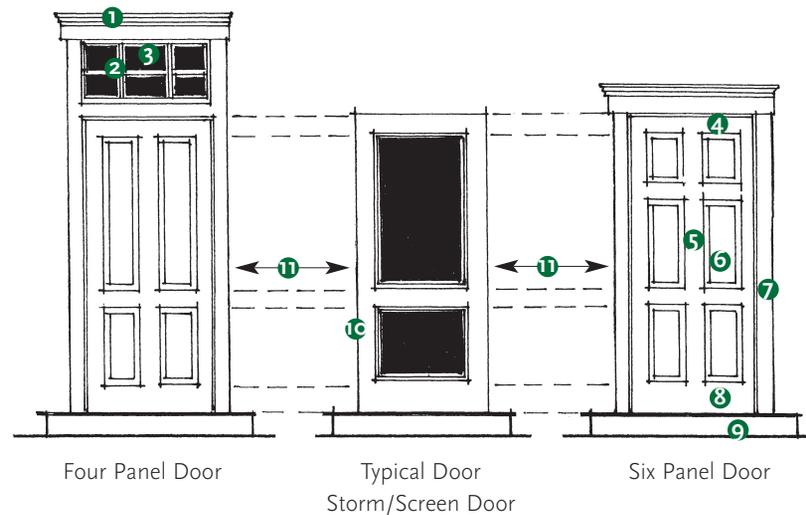
DOORS, SCREEN AND STORM DOORS

- Windows create the rhythm of a façade, but it is the front door that provides the focus.
- Doors and entrances often are major architectural elements because they are a focal point in the design of a building, the point at which one enters and leaves.
- Whenever possible, original doors should be repaired rather than replaced.
- If an exterior doorway is not needed any longer, if at all possible, leave the exterior door in place and cover it with drywall on the interior.
- Select screen and storm doors to match the configuration of the exterior door. Line up center horizontal panel with same appearance as existing door. (See sketch.)
- All storm and screen doors, when possible, should be of wood construction.
- Choose a historically accurate paint color that is also compatible with colors already on the building.
- Match the original door, style and material as closely as possible when replacing an original door.
- Make sure that the existing or new door is appropriate to the style of the house.
- Unless the door is made of teak, elm or oak wood, that can stand the weathering – or is protected by a large porch, the door is better painted or stained rather than varnished.
- It is important to match the original door furniture — hinges, handles, locks, etc.,— carefully placing it on the location of the original framing members whenever possible.

- DO NOT remove historic doors or entrance elements. Removal will change the building's existing architectural character.
- DO NOT change the door's appearance by ornamentation, paint, patterned glass, etc. This will change the character of the building.
- DO NOT make the original door larger or smaller to accommodate the new door.
- DO NOT install inappropriate new door features to old building such as aluminum storm or screen doors that change the character of the building.

- DO NOT make the original door opening smaller or larger when replacing original door.
- DO NOT eliminate doors and transoms to accommodate modifications to interior floor plan. When an entrance is no longer in use, leave door and transom in place and fix them if necessary.
- A Certificate of Appropriateness is required.
- Check all Village of Glendale codes and ordinances.

Door Elements



- ① Lintel
- ② Transom
- ③ Glass
- ④ Top Rail
- ⑤ Stile
- ⑥ Panels
- ⑦ Wood Casing
- ⑧ Bottom Rail
- ⑨ Sill
- ⑩ Pattern of Storm/Screen
- ⑪ Repeats Horizontal Placement of the Pattern of Door

WINDOWS

- Windows are important elements in a building design, and different architectural styles have placed varying degrees of emphasis on them. This variation can be seen in Glendale where a great variety of windows exists because of the great range of age and architectural styles with the historic district.

- The most distinctive detailed features of any building are its windows and doors. The original pattern of their openings and configuration should not be altered.

- Repair and preserve a structure's original windows. Often only the sash or part of the sash is missing or in need of replacement. Retain and repair frames in good condition.

- Repair deteriorating wood with epoxy consolidation to solidify the wood and use epoxy paste to fill the gaps.

- Repair should be in kind, duplicating the original window and design, quality and style.

- Retain historic glass whenever possible to retain the buildings' character.

- Consider replacing windows as a last resort. Repairing could be cheaper. If replacement windows are approved, they should match the original windows in material, size, number of panes and profile.

- [Use real through-the-glass muntins, not applied, or snap-in artificial muntins or internal muntin grids. Simulated divided lights are a recommended alternative to through-the-glass muntins.](#)

- Manufacturers can make windows to meet almost all existing sizes and configurations.

- Retain all storm windows if possible. New storm windows should match the original/existing. Be sure their major visual divisions (horizontal and vertical) match the same divisions on windows being covered.

- Painted metal storm windows should be as inconspicuous as possible.

- [For new buildings or new additions to existing buildings, use wood windows, especially when they are located close to a sidewalk or public way. Windows clad with aluminum, fiberglass or vinyl are acceptable. 100% aluminum or vinyl windows are not appropriate. Use windows that imitate a beveled putty edge on the exterior.](#)

- With buildings of considerable architectural value, it is inappropriate to upset the balance of the façade by introducing windows that are of the wrong size, shape, color, materials and relocation.

- Most energy loss is through air infiltration at doors and windows, and through the roof. Rather than adding sidewall insulation requiring removal of plaster, etc. Make sure windows and doors are caulked and sealed tight.

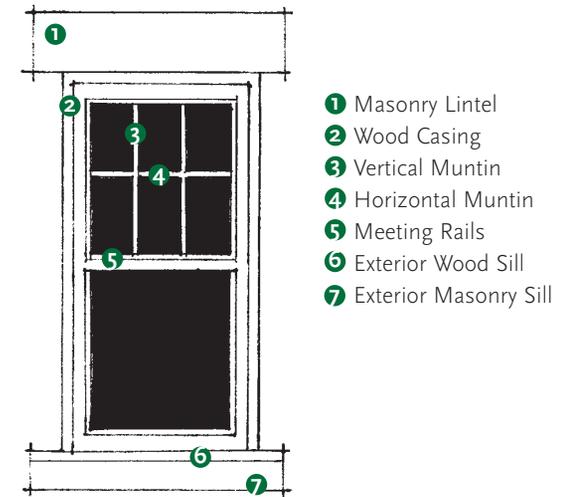
- Try to use storm windows over your building's old windows rather than replacing them with new insulated glass without units.

- DO NOT use aluminum or vinyl windows.

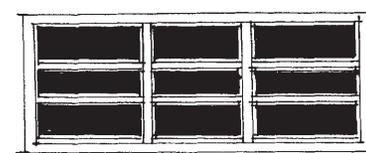
- A Certificate of Appropriateness is required.

- [DO NOT install glass block in window openings.](#)

Typical Double Hung Window



Inappropriate Styles

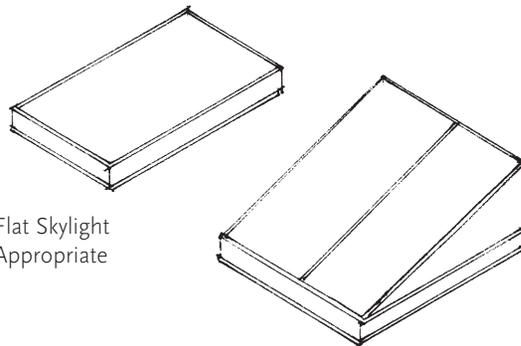


[Changes per Ordinance 2016-08, April 4, 2016.](#)

Skylights

- Skylights must be installed to the rear of the building. Place them carefully to prevent them being seen from the street.
- Choose square or rectangular skylights that are flat in profile and flush to the roof's surface to minimize their visibility.
- Avoid clustering skylights in a row or side by side.
- A Certificate of Appropriateness is required.
- Check all Village of Glendale codes and ordinances.

Skylight Types



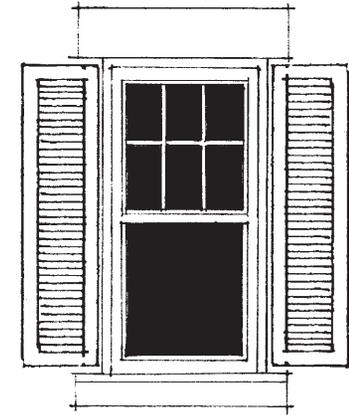
Flat Skylight
Appropriate

Vault Skylight
Inappropriate

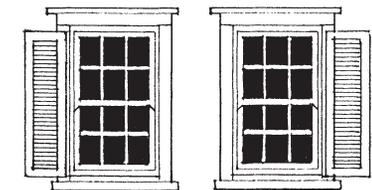
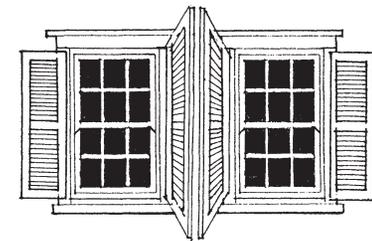
Shutters

- Louvered or paneled shutters make narrow windows seem wider. They look best if the shutters are exactly half the width of the window. Shutters should meet in the middle of the window when closed.
- Shutters can be painted the same color as the window frames and reveals to make narrow windows seem wider.
- Existing or original shutters should be retained or repaired whenever possible and repainted to match existing.
- New shutters on historic buildings should match the old in composition, size, shape, color, texture and material.
- Provide operable hinges to shutters and tie them to the building with "shutter dogs" anchored into the brick walls' mortar joints.
- DO NOT install inappropriate shutters that detract from the character and appearance of the building.
- DO NOT add shutters unless there is evidence that the building had shutters in the past. Look for old hardware that indicates their presence.
- A Certificate of Appropriateness is required.
- Check all Village of Glendale codes and ordinances.
- [DO NOT bolt vinyl shutters into exterior walls: install with hidden fasteners.](#)

Appropriate Style



Inappropriate Styles



ROOFS

- Whenever possible, retain the original roofing materials, overhang design, gutters, structure, character, style, etc.

- Shingle, asphalt, slate, tile and standing-seam metal are the most commonly used roof types.

- A wood shingle roof should be checked regularly for rot.

- A felt (built-up) roof must have a slope on the flat roof surface and be able to drain off easily. Flashing must be checked. A layer of gravel will prolong the life of the roof.

- Asphalt must be laid on a solid base that is not subject to movement, which will crack the asphalt.

- Only a qualified slate roofer should repair a slate roof. Adjacent slate must be removed so the next one can be installed.

- Concrete tiles may be used to replace clay tiles, but they should match in color and configuration. A replacement can be slid into place while surrounding tiles are lifted slightly.

- Copper and tin standing-seam roofing can be found on older buildings. Metal panels with standing-seam configuration are used more often today as an economical replacement.

- [Refer to Section 154.21\(c\)\(1o\) for regulations regarding solar panels.](#)

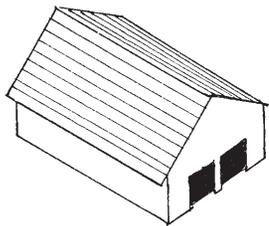
- Shallow-pitched rooflines should be avoided, particularly on squat, rectangular building forms. Rooflines should be visually proportional to the part of the structure that the roof covers. In general, the vertical distance between the eave and the highest point of the roof should be about the same height as one of the building's stories. (See sketch below.)

- DO NOT install skylights, inappropriate sized dormers, TV antennas, satellite dishes, mechanical equipment etc. unless installed in inconspicuous area of the roof such as the rear of the building.

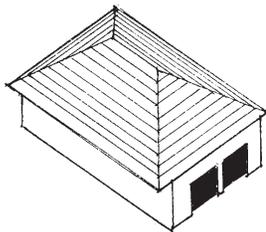
- A Certificate of Appropriateness is required.

- Check all Village of Glendale codes and ordinances.

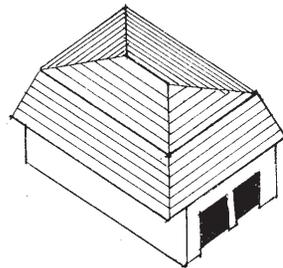
Roof Types



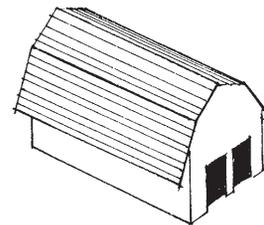
Gable Roof



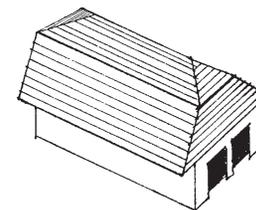
Hip Roof



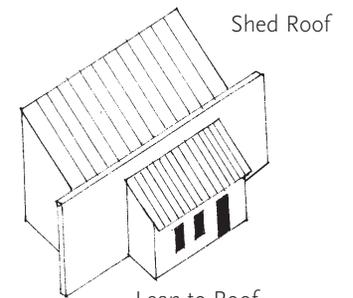
Mansard Roof



Gambrel Roof

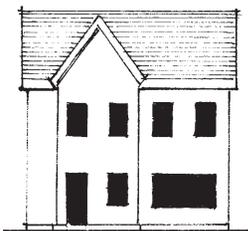


Hipped Gable

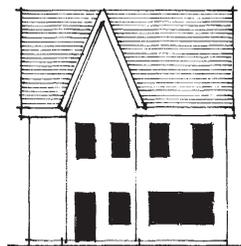


Lean-to Roof

Preferred

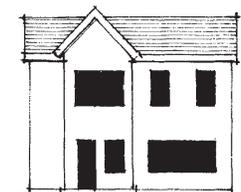


Avoid



Too Steep

Avoid



Too Shallow

[Changes per Ordinance 2016-08, April 4, 2016.](#)

DORMERS

- The architectural characteristics of dormers typically mimic the building's style.
- Maintain the original style of dormers.
- Dormers should be placed below the roofline and 12" minimum from the eave line.
- Windows must be in scale and in the same materials and color as the main building.
- The selection of the siding material and color is critical. The dormer window sash should match the existing windows.
- Select siding for sidewalls of dormer to match existing building siding.
- If you want to diminish the impact of dormers, paint their frames and side panels to blend in with the roof color.
- Use small windows to keep dormers to scale.
- However, smaller dormers look better if painted the same color as other windows of the building.
- DO NOT add new dormers on the front of the building. They will dramatically change the roofline and scale of the building. They should be placed where they are not visible from the street.
- A Certificate of Appropriateness is required.
- Check all Village of Glendale codes and ordinances.

Examples of dormers



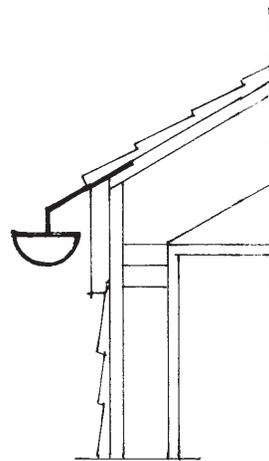
GUTTER/DOWNSPOUTS/EAVES

- Box gutters should be preserved, not replaced, and repaired whenever possible.
- Metal gutters and downspouts should be coated with galvanized steel primer before painting.
- Paint half-round gutters to match the trim on building.
- Paint ogee gutters to match the fascia board.
- The gutter must be sloped slightly downward to permit the efficient runoff of rainwater.
- Inspect gutters, downspouts and eave connections at least twice a year from above, not from the ground. The greatest and most frequent cause of interior and exterior damage to a building is from water seeping into the building from gutter leaks.
- The eaves of a house are vulnerable because they are exposed and collect running water from the roof. The fascia board rots if not maintained.
- Clean out leaves and other debris regularly. Plastic mesh guard can be fitted over gutters to eliminate the need for frequent cleaning.

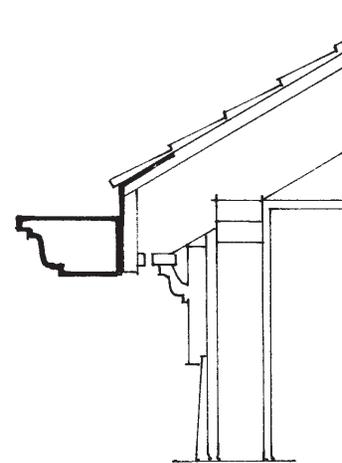
- Inspect gutter straps to make sure they are secure. Gutter straps should be fastened beneath the roof material.
- Inspect the brackets fixing the gutter to the fascia board for connections.
- Check cast iron downspouts for cracks and soundness of joints.
- Reline box gutters and stop gutters with metal membrane to prolong the life of the gutter.

- DO NOT try to remove cast iron gutters on your own. Get professional help.
- DO NOT box in or cover box or stop gutters and install suspended metal gutters. It is not appropriate.
- A Certificate of Appropriateness is required for new gutters and downspouts.
- Check all Village of Glendale codes and ordinances.

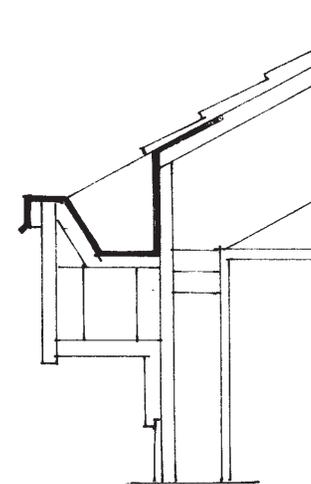
Types of Gutters



Hanging gutter is suspended from the building's eave.



Ogee gutter is attached to the building's fascia.



Built in or box gutter is built into the cornice of the building.

ORNAMENTATION

- When restoring the exterior of a building to its original condition and appearance, it is very important that the small details be correct.
- The building will not look right if the ornamentation is missing, if the original details have been replaced at any stage, or if styles have been mixed.
- Important architectural features such as window hoods, stone, tin and wood cornices and brackets, finials, quoins, windows, Palladian windows, door surrounds, porches and other ornamental elements should be preserved.

- These distinctive features help to identify and distinguish the architectural styles within the Glendale Historic District.
- DO NOT box in or cover up corners or eaves.
- DO NOT add ornamentation not suited to the period of a building.
- DO NOT add shutters unless there is evidence that the building had shutters in the past.
- DO NOT install light fixtures that are overly ornate.

- DO NOT install shiny brass, pendants and finials on light fixtures.
- DO NOT remove window trim and details such as corner boards, and when these features are repaired or replaced, the new pieces should match exactly.
- A Certificate of Appropriateness is required.
- Check all Village of Glendale codes and ordinances.

Examples of Ornamentation



PORCHES

- Retain original porch and stoop elements as much as possible including:
 - Foundations
 - Flooring
 - Railings
 - Roofs
 - Ornamental features
- Replace porch elements that need repair with matching original material, size, color and appearance.
- Base new construction on the architectural style of the building.
- Do not enclose porches for interior space. This results in the loss of architectural style.
- Porch roofs should have adequate flashing to prevent water from running behind the joint connection to the house's façade.

- In terms of color for a porch, there are two basic choices: painting it to match either the front door or the window frames. The former treatment works well with a modest door and comparatively small porch because it makes the whole entrance seem more important. A larger scale door and porch will look more delicate if the porch matches the window frames.
- Repair or replace, where necessary, deteriorated architectural features of wood, iron, cast iron, terra cotta and brick.
- DO NOT place porches and stoops above the water table.
- DO NOT drill or cut into original existing stone material to mount handrails. Try to mount handrails in ground next to adjacent steps. Seek professional help.
- DO NOT remove or alter porches or steps that are appropriate to the building and its development and the architectural style it represents.

- DO NOT enclose porches and steps in a manner that destroys their intended purposes.
- DO NOT apply new material or detailing that is inappropriate or was unavailable when building was constructed.
- A Certificate of Appropriateness is required.
- Check all Village of Glendale codes and ordinances.

Examples of Porches



Existing Porch



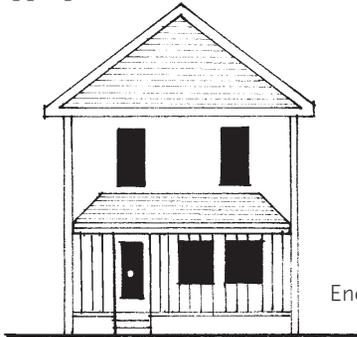
Original with open porch, wood columns

Inappropriate



Wrought Iron column, railings, etc.

Inappropriate



Enclosed Porch

- The Americans with Disabilities Act (ADA) guidelines are intended to ensure that disabled persons enjoy, to the maximum extent possible, the same access to buildings as those without disabilities.
- Ramps that need to be installed in commercial buildings can have significant visual impact on the overall design.
- The location, design and materials of a handicapped ramp should comply with the character and architectural design of the existing building. If at all possible, locate the ramp at the rear or the side of the structure, but comply with ADA guidelines.
- The owner should seek professional advice concerning the design and specifications in order to meet building code and ADA specifications.

- Mechanical lifts are available for handicapped access.
- Consider electrical conditions and locations for illumination of the ramp.
- DO NOT build a ramp with a solid wall or use unpainted foreign materials that would bring attention to the façade.
- DO NOT proceed with a handicapped ramp without seeking professional advice and complying with current Village of Glendale and ADA code requirements.
- A Certificate of Appropriateness is required.
- Check all Village of Glendale codes and ordinances.

Example of an Appropriate Handicapped Access Ramp



CHIMNEYS

- Chimneys typically are constructed on a building's foundation. The firebox and hearth are stone, firebrick or tile. The stack, which includes the flue, is stone or brick. The flue connects the firebox to the stack, which includes a smoke chamber to prevent downdrafts into the house with smoke.
- Clean chimney flues two times per year to prevent the accumulation of soot. Call a professional chimney sweep to do the job.
- Avoid water damage by capping it with a 2" chimney cap constructed of brick or stone.

- Typically the chimney needs to be rebuilt only from the roofline up.
- A properly flashed chimney should have flashing on its higher side to direct the water flow away. The flashing keeps water from penetrating underneath the roof shingles, which can damage construction below. Stepped flashing should be installed on the other three sides.
- Dismantle a leaning chimney stack and rebuild from the roofline up.

- A Certificate of Appropriateness is required.
- Check all Village of Glendale codes and ordinances.

Examples of Chimneys



- Fencing materials and patterns should take their cues from existing historic materials or patterns of neighboring properties.
- Wood picket and wrought iron are the most typical.
- Fences should be of appropriate design for the period of significance for the property or district.
- The style of any fence should match the character of the property it encloses.
- Always try to retain hedges and landscaping for separation before erecting new fences.
- Use paint or an opaque stain on wood fencing. Choose a compatible color with building color and coordinate with adjacent properties.
- Picket fences range from two to four feet in height. Fences in front and side yards may not exceed four feet in height. Fences in rear yards may not exceed six feet.
- Victorian houses and especially Queen Anne Revival houses, noted for their elaborate spoolwork and trim, show details such as carved turned posts and picket tips cut in hearts, flames and other shapes.
- DO NOT install chain link, unpainted or diagonal fencing.
- DO NOT proceed with fence installation until you have considered retaining or installing hedges and trees.
- DO NOT design fence until you check Village of Glendale code for setbacks and heights.
- A Certificate of Appropriateness is required.
- Check all Village of Glendale codes and ordinances.

Examples of Appropriate Fence Styles



DECKS/PATIOS/TERRACES

Decks

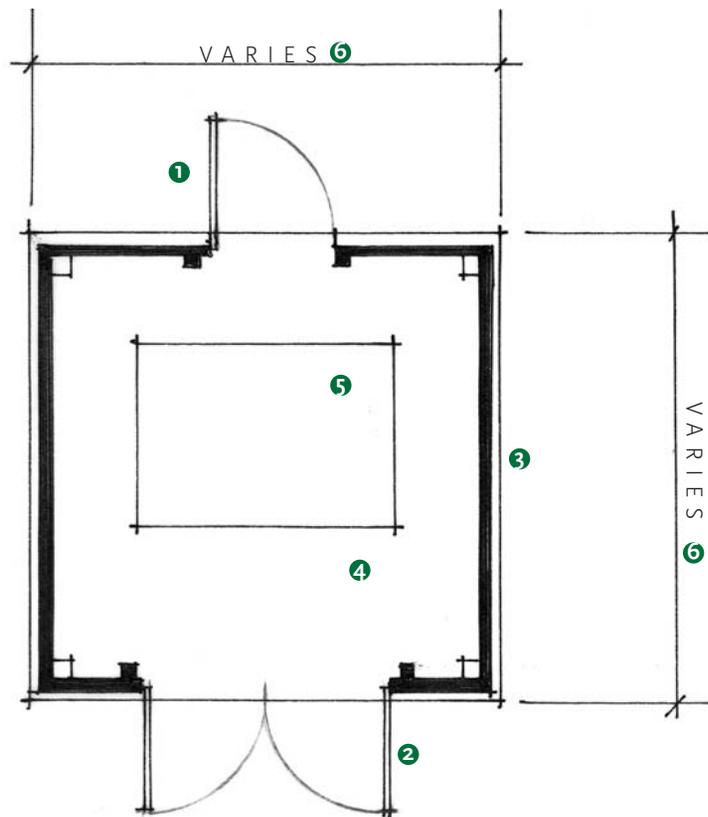
- All decks and patios should be located to the rear of the building.
- Decks should be built of wood and built low to the ground and covered with a paint or stain comparable to color of original building.
- Decks should respond to the colors, materials and design of existing structures.
- Installation of decks is seldom appropriate for historic buildings because they are of contemporary suburban design. Consider a patio or terrace.
- Check local code for location, style and height of railings.
- A Certificate of Appropriateness is required.
- Check all Village of Glendale codes and ordinances.

Patios/Terraces

- Patios may be constructed of concrete, stone, concrete pavers or brick. The paving used for driveways, paths, patios and terraces should have an affinity with the house. Cool gray or cream slabs, for example, would look good with warm colored brickwork. Creamy gray slabs look less chilly on wet winter days than plain gray. If the house is built of stone, match the slabs. If brick construction, match the brick.
- Edge the patio with steel edging or a row of bricks on end (soldier course) to help keep patio in place.
- A Certificate of Appropriateness is required.
- Check all Village of Glendale codes and ordinances.

DUMPSTERS

- Whenever possible, dumpsters and trash cans should be located in the rear of the property, out of view from the street.
- Dumpsters that are in view from the street need to be screened by material and/or landscaping.
- Compatible screening should be accomplished by using the same materials as the main structure, outbuildings and landscaping.
- For commercial and residential properties, these screens should be designed for easy access by the owner as well as the trash collector.
- Check dimensions to meet Village of Glendale code and trash collector specifications.
- A Certificate of Appropriateness is required.



- 1 Owner Gate
- 2 Truck Gate
- 3 Fencing or Screening
- 4 Concrete Pad
- 5 Dumpster Size Varies
- 6 Plan Varies

LANDSCAPING

Proper landscaping is a critical component of the ambiance, livability, and ecological quality of the Village of Glendale. The following list is offered to assist property owners in selecting appropriate landscape plant species. These plants have been selected because of their aesthetic and functional characteristics, their ability to thrive in Glendale's soil and climate, and their relative ease of maintenance.

Note: This plant list is by no means exhaustive; other equally fine trees, shrubs and plants are available. A local nursery or garden center is an excellent resource for new plants and tried-and-true plants. Other resources include the Hamilton County Extension Service, the Civic Garden Center, Spring Grove Cemetery & Arboretum, the Cincinnati Zoo, horticultural internet sites, and any of Glendale's fine garden clubs.

Tall Deciduous Trees (over 50 ft. high when mature)

Scientific Name (Common Name)

- Acer rubrum* (Red Maple)
 - 'Northwood'
 - 'October Glory'
- Alnus glutinosa* (Black alder)
- Cercidiphyllum japonicum* (Katsura tree)
- Fagus sylvatica* (European beech)
 - 'Atropurpurea'
 - 'Pendula'
 - 'Tricolor'
- Fraxinus americana* (White ash)
 - 'Autumn Purple'
 - 'Rosehill'
- Fraxinus pennsylvanica* (Green ash)
 - 'Cimmaron'
 - 'Patmore'

- Eucommia ulmoides* (Hardy Rubber Tree)
- Ginkgo biloba* (Ginkgo)
- Gleditsia triacanthos* (Honeylocust)
 - 'Shademaster'
 - 'Skyline'
- Larix decidua* (European larch)
- Liquidambar styraciflua* (Sweetgum)
- Liriodendron tulipifera* (Tulip tree)
- Metasequoia glyptostroboides* (Dawn redwood)
- Nyssa sylvatica* (Blackgum)
- Platanus acerifolia* (London planetree)
- Quercus bicolor* (Swamp white oak)
- Quercus macrocarpa* (Bur oak)
- Sophora japonica* (Pagoda tree)
- Taxodium distichum* (Bald cypress)
- Tillia euchlora* (Crimean linden)
- Tilia tomentosa* (Silver linden)
- Ulmus americana* (American elm)
 - 'Princeton'
- Ulmus parvifolia* (Lacebark elm)
 - 'Dynasty'
 - 'Ohio'
- Zelkova serrata* (Zelkova)
 - 'Green Vase'
 - 'Spring Grove'
 - 'Village Green'

Tall Evergreen Trees (over 50 ft. high when mature)

Scientific Name (Common Name)

- Picea abies* (Norway spruce)
- Picea glauca* (Black Hills spruce)
- Picea omorika* (Serbian spruce)
- Picea pungens* (Colorado spruce)
- Pinus flexilis* (Limber pine)
- Pseudotsuga menziesii* (Douglas fir)
- Thuja occidentalis* (Arborvitae, White cedar)

Medium Deciduous Trees (25 – 50 ft. high when mature)

Scientific Name (Common Name)

- Acer buergerianum* (Trident maple)
- Acer griseum* (Paperbark maple)
- Acer tatarian* (Tatarian maple)
- Amelanchier arborea* (Downy serviceberry)
- Amelanchier grandifolia* (Apple serviceberry)
- Betula nigra* (River birch)
- Carpinus betulus* (European hornbeam)
- Halesia caroliniana* (Carolina silverbell)
- Koelreuteria paniculata* (Golden raintree)
- Ostrya virginiana* (Hop hornbeam)
- Oxydendrum arboreum* (Sourwood)
- Prunus yedoensis* (Yoshino cherry)
- Pyrus calleryana* (Callery pear)
 - 'Aristocrat'
- Syringa reticulata* (Japanese tree lilac)

Medium Evergreen Trees (25 – 50 ft. high when mature)

Scientific Name (Common Name)

- Abies concolor* (White fir)
- Chamaecyparis pisifera* (Thread cypress)
- Ilex opaca* (American holly)
 - 'Chief Paduke'
 - 'Richards'
- Juniperus virginiana* (Eastern red cedar)
- Magnolia virginiana* (Sweet Bay magnolia)
- Pinus bungeana* (Lacebark pine)
- Pinus cembra* (Swiss stone pine)
- Taxus baccata* (English yew)

Small Deciduous Trees/Large Shrubs (10 - 25 ft. high when mature)

Scientific Name (Common Name)

- Acer ginnala* (Amur maple)
- Acer truncatum* (Pacific Sunset maple)

Buddleia alternifolia (Fountain butterflybush)
 Cercis canadensis (Eastern redbud)
 Chionanthus virginicus (Fringetree)
 Cornus alternifolia (Pagoda dogwood)
 Cornus mas (Cornelian cherry dogwood)
 Ilex verticillata (Winterberry)
 Malus (Crabapple) {disease-resistant only}
 Styrax japonicus (Japanese snowbell)
 Viburnum dentatum (Arrowwood viburnum)
 Viburnum prunifolium (Blackhaw)

**Small Evergreen Trees/Large Shrubs
 (10 – 25 ft. high when mature)**

Scientific Name (Common Name)
 Abies koreana (Korean fir)
 Juniperus chinensis (Chinese juniper)
 Pinus mugo (Mugo pine)

**Medium Deciduous Shrubs
 (6 – 10 ft. high when mature)**

Scientific Name (Common Name)
 Aronia arbutifolia (Red chokeberry)
 Buddleia davidii (Butterfly bush)
 Cornus sericea (Yellow twig dogwood)
 Euonymus alata (Burning bush)
 Pyracantha (Pyracantha)
 Viburnum juddii (Judd viburnum)

**Medium Evergreen Shrubs
 (6 –10 ft. high when mature)**

Scientific Name (Common Name)
 Chamaecyparis pisifera (Sawara cypress)
 Ilex x meserveae (Blue holly)
 ‘China Boy/Girl’
 ‘Blue Prince/Princess’
 Mahonia aquifolium (Oregon grape)
 Pieris japonica (Andromeda)
 Taxus cuspidata (Yew)

**Small Deciduous Shrubs
 (2 – 5 ft. high when mature)**

Scientific Name (Common Name)
 Callicarpa dichotoma (Purple beautyberry)
 Cotoneaster horizontalis (Rock cotoneaster)
 Hypericum kalmianum (Kalm St. Johnswort)
 Fothergilla gardenii (Dwarf fothergilla)
 Dwarf cranberrybush viburnum
 Rhus aromatica (‘Gro-Low’ sumac)
 Syringa patula (‘Miss Kim’ lilac)
 Tea virginica (Virginia sweetspire)
 Viburnum opulus nana

**Small Evergreen Shrubs
 (2 – 5 ft. high when mature)**

Scientific Name (Common Name)
 Abies balsamea (Dwarf balsam fir)
 Buxus microphylla (Boxwood)
 Chamaecyparis pisifera (Gold thread cypress)
 Ilex crenata (Dwarf Japanese holly)
 Picea abies (Dwarf Norway spruce)

**Deciduous Groundcovers (up to 18 inches high
 when mature)**

Scientific Name (Common Name)
 Ajuga reptans (Carpet bugle)
 Liriope muscari (Lilyturf)
 Xanthorhiza simplicissima (Yellowroot)

**Evergreen Groundcovers (up to 18 inches high
 when mature)**

Scientific Name (Common Name)
 Euonymus fortunei (Purple wintercreeper)
 Pachysandra terminalis (Japanese spurge)
 Vinca minor (Periwinkle)

Perennials

Scientific Name (Common Name)
 Aquilegia x hybrid (Columbine)
 Artemesia ludoviciana (Powis Castle artemesia)
 Astilbe (Astilbe hybrids)
 Coreopsis verticillata (‘Moonbeam’ coreopsis)
 Crysanthemum x superbum (‘Becky’ shasta daisy)
 Dicentra spectabilis (Bleeding heart)
 Echinacea (‘White Lustre’ coneflower)
 Ferns (native/northern hardy only)
 Helleborus orientalis (Lenten rose)
 Hemerocallis (Daylillies)
 Heuchera sanguinea (Coral bells)
 Hosta (sun and shade varieties)
 Iris (German bearded/Siberian)
 Phlox (‘David’)
 Rudbeckia fulgida (‘Goldstrum’ black-eyed Susan)

Ornamental Grasses

Scientific Name (Common Name)
 Calamagrotis x acutifolia (‘Karl Foerster’ feather reed grass)
 Chasmanthium latifolium (Northern sea oats)
 Festuca cinea (‘Elijah’s Blue’ fescue)
 Helictotrichon sempervivens (Blue oat grass)
 Miscanthus gracillimus (Maiden grass)
 Miscanthus gracillimus (‘Morning Light’ silver maiden grass)
 Pennisetum alopecuroides (‘Hamlin’ dwarf fountain grass)

Annals

| Common Name | |
|--------------------|---------------|
| Begonia | Pansy |
| Coleus | Petunia |
| Cosmos | Salvia |
| Geranium | Snapdragon |
| Impatiens | Sweet allysum |
| Larkspur | Vinca |
| Marigold | Zinnia |
| Melampodium | |

NEW CONSTRUCTION

- New buildings in Glendale should be designed to fit into the character created by its buildings, spaces, street patterns and landscaping. The most appropriate designs for new buildings respect the context and make an effort to fit in visually.
- Appropriate placement and orientation for a new structure will vary, but the design and footprint should resemble the placement and orientation of adjacent structures.
- The design must also follow the same setback as other buildings, which varies with location.
- Appropriate new buildings should be designed to the scale, massing and proportion of adjacent and nearby buildings.
- Scale refers to the size of a building in relation to that of a person. Massing refers to how basic shapes fit together. Proportion is the relationship between the width and height of a building's façade, its openings and other elements. Proportion also affects the building's sense of scale.
- A building with a strong vertical proportion will impart a different feeling than a horizontal façade.
- Any new construction shall not exceed 1 1/2 stories in height at street level grade.
- New buildings should use the traditional materials such as wood, brick and stone. This will ensure that new buildings have an appearance and visual texture comparable to what exists.
- Color for new buildings should be selected from traditional colors and compatible with adjacent buildings.
- In any architectural style or building type, door and window openings have certain patterns. The spacing of these openings in a building is called rhythm.
- Designs for new buildings should employ the rhythm and window-to-wall ratio of openings similar to those adjacent.
- Window-to-wall ratio is the amount of window surface in relation to the amount of wall surface in the façade of the building. It varies with building age, styles, construction type, and use.
- Early houses have a low window-to-wall ratio because stone construction requires massive walls with small openings for windows. In the late 19th century, frame construction and available panes are of glass meant that buildings could have a much higher window-to-wall ratio.
- New construction, whether additions or entire buildings, should emphasize building characteristics that may be shared by new and old buildings alike, regardless of "style." Attention to these elements encourages the design of buildings that clearly are new, yet do not disrupt the continuity of the Glendale Historic District.
- These elements are:
 - Building height
 - Scale
 - Orientation, spacing and site coverage of buildings
 - Façade proportions and window patterns
 - Size, shape and proportions of entrances and porches
 - Projections
 - Materials, textures and color
 - Roof forms
 - Horizontal, vertical or non-directional emphasis
 - Landscaping, walls and fences
- Commercial buildings, with typically large display windows, have the largest window to wall ratio.
- DO NOT layout or design any new construction without checking Village of Glendale code for setback, side yard, etc.
- DO NOT imitate an earlier style or period of architecture in new additions.
- DO NOT design new work which is incompatible with earlier buildings, adjacent materials, etc.
- DO NOT install non-traditional materials such as concrete, non-traditional wood fencing decisions like basket weave, shadow box, or stockade fences.
- A Certificate of Appropriateness is required.
- Check all Village of Glendale codes and ordinances.

- When allowed by the zoning code and compatible with the lot size and shape, a building addition can provide needed extra space for a residence or business.
- An addition can have a significant impact upon the character and architectural style of an existing building. The addition must be designed carefully.
- Brick, stucco and beveled siding or board-and-batten all might be appropriate, depending on the original material of the existing building. Stone is not normally used as a material for additions.
- The addition should be smaller, in every way, including height. The roofline should be below that of the original structure.
- The addition should be located toward the rear of the original building.
- Make it apparent that the original building and addition are separate, by providing a break or setback between the buildings.
- The addition should be designed according to the design of the original building (form, massing, roof, shape, window-wall ratio and spacing, door types, ornamentation and size of the original structure).
- Roofline additions such as dormers, skylights, and mechanical systems should be avoided.
- All roofline additions should be located in the rear out of view from the street. Skylights should be flat, and mechanical equipment, etc., should be low in profile.
- A Certificate of Appropriateness is required.
- Check all Village of Glendale codes and ordinances.

IN-FILL CONSTRUCTION

New Development between Two Properties

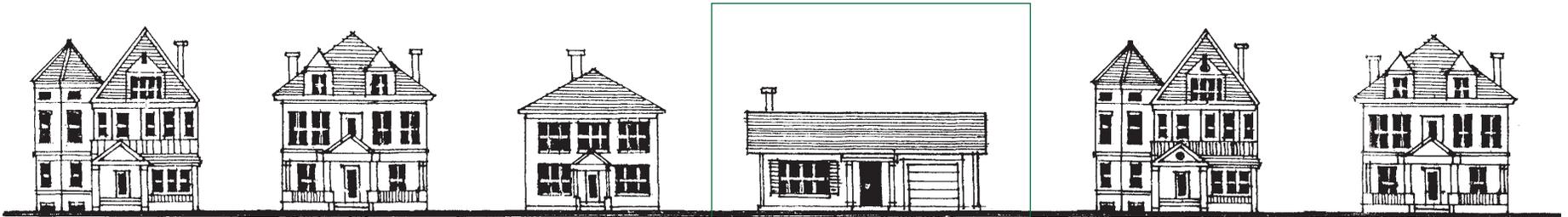
The design of any new building should take into consideration the architectural features and styles of other structures in the immediate neighborhood. The historical and architectural value and significance, architectural style, footprint and general design, arrangement, texture, material and color of existing structures are pertinent to the design of new in-fill construction.

- Height, footprint size and scale as viewed from the street shall be compatible with adjacent properties.
- Width and height of windows, doors and entrances shall be visually compatible with adjacent properties.

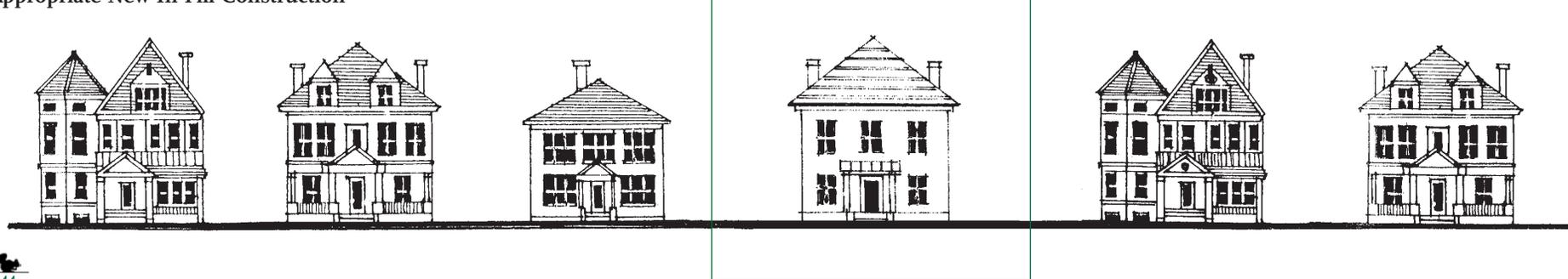
- The relationship and rhythm of solid spaces (walls in proportion to windows and doors) in the elevation of the building shall be compatible to existing adjacent structures.
- The spacing and/or rhythm of open space between the new construction and adjacent buildings shall respect the surrounding neighborhood. Consistent patterns create a strong rhythm along the street.
- New fill-in construction of long horizontal buildings across the width of the property shall be broken up by undulating of wall and setbacks into smaller bays and/or utilizing landscaping.
- Front and side yard setbacks should be consistent.

- Material and color of the exterior of the building should relate to adjacent structures.
- Roof shape, texture and color should relate to adjacent properties.
- The setback from street property lines established by adjacent or contiguous buildings must be maintained. When a definite rhythm along a street is established by a uniform lot, building width or bay patterns within a building façade, in-fill buildings should maintain the rhythm.
- A Certificate of Appropriateness is required.
- Check all Village of Glendale codes and ordinances.

Inappropriate New In-Fill Construction



Appropriate New In-Fill Construction





OBTAINING A CERTIFICATE OF APPROPRIATENESS

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CERTIFICATE OF APPROPRIATENESS (COA) PROCESS

The Glendale Village Council established the Glendale Historic Preservation and Planning Commission (GPHPC) to promote the educational, cultural and economic well-being of the community through the preservation and maintenance of the historic district.

Before you begin any projects that change the design, style and material of the exterior of existing buildings including new construction and demolition within the historic Village of Glendale, the plans must be reviewed and approved by the GPHPC before a building permit may be issued.

The following items are examples of projects that require a Certificate of Appropriateness (COA) before proceeding:

- Any changes to the exterior of existing structure including roof, window or door replacement, gutters and downspouts, porch repairs or any construction that changes the appearance of the building.
- Additions to existing building
- Construction of new buildings, including garages, tool sheds, garden sheds, handicapped ramps, etc.
- Site changes, including fences, driveways and parking
Installation of new signs or changes to existing signage

• If you are planning interior changes that do not affect the exterior appearance, no COA is required.

To get your project on the Glendale Historic Preservation and Planning Commission (GPHPC) agenda for review you must:

- Contact the Village of Glendale administrative offices, 30 Village Square, Glendale, OH, (513) 771-7200, Email: glendale@glendaleohio.org to obtain an application and copy of the guidelines.
- Check on upcoming meetings and deadlines of the GPHPC.
- Submit an application form with all of the required materials 7 days prior to the GPHPC meeting.
- It is required that you or your designated representative attend the GPHPC meeting. If you are unable to attend, please include the name your designated representative in your application.
- A building demolition or sign permit by the village must be issued before any work on the project can proceed.

Helpful information on GPHPC procedures:

- All GPHPC meetings are open to the public and are held on the first Monday of each month. When holidays intervene, meetings are rescheduled.
- If possible, the applicant should attend a public meeting prior to submission to get an idea of what to expect when the application is reviewed.
- All questions can be reviewed by the Village of Glendale staff prior to the GPHPC meeting.
- The GPHPC has three options:
 - It can approve an application as presented or with modification.
 - It can deny the application.
 - It can table the application for review at next meeting.
- If the application is approved, a COA is awarded and the permit is valid for two years after the date issued, at which point the approval lapses if the project has not gone forward to completion.
- If the application is denied, the applicant can appeal to the Village of Glendale Council. The Council has the following options:
 - It can uphold GPHPC decision.
 - It can approve what application is asking for.
 - It can remand back to GPHPC for further discussion, review and possible modification.
- Construction is inspected by the Village of Glendale Building Inspector.

HOW TO MAKE THE REVIEW PROCESS GO SMOOTHLY

Generally speaking, the more information submitted with the application the better. An incomplete application can mean that your project will not get on the Glendale Planning and Historic Preservation Commission agenda. More complete information gives GPHPC members a better understanding of the project and makes the best use of everyone's time as GPHPC meetings can run more smoothly.

Nearly all projects submitted for GPHPC review fall into one of these categories:

- Porch, deck gazebo or patio
- Changes in exterior sheathing (siding, brick, stone, etc.)
- Changes in doors for house or garage
- Changes in windows and dormers for house or garage
- Changes in roofing or gutters for house, garage or accessory structure
- Addition to an existing home
- New or enlarged garages
- Structural attachments, fences or other site improvements
- New home construction
- Commercial building (new or alteration of existing)
- Commercial signs
- Parking lots
- Dumpsters
- Handicapped ramps
- Accessory buildings, tool sheds, storage buildings, garden sheds
- Driveways
- Certificate of Appropriateness required.
- Check all Village of Glendale codes and ordinances.

DEMOLITION

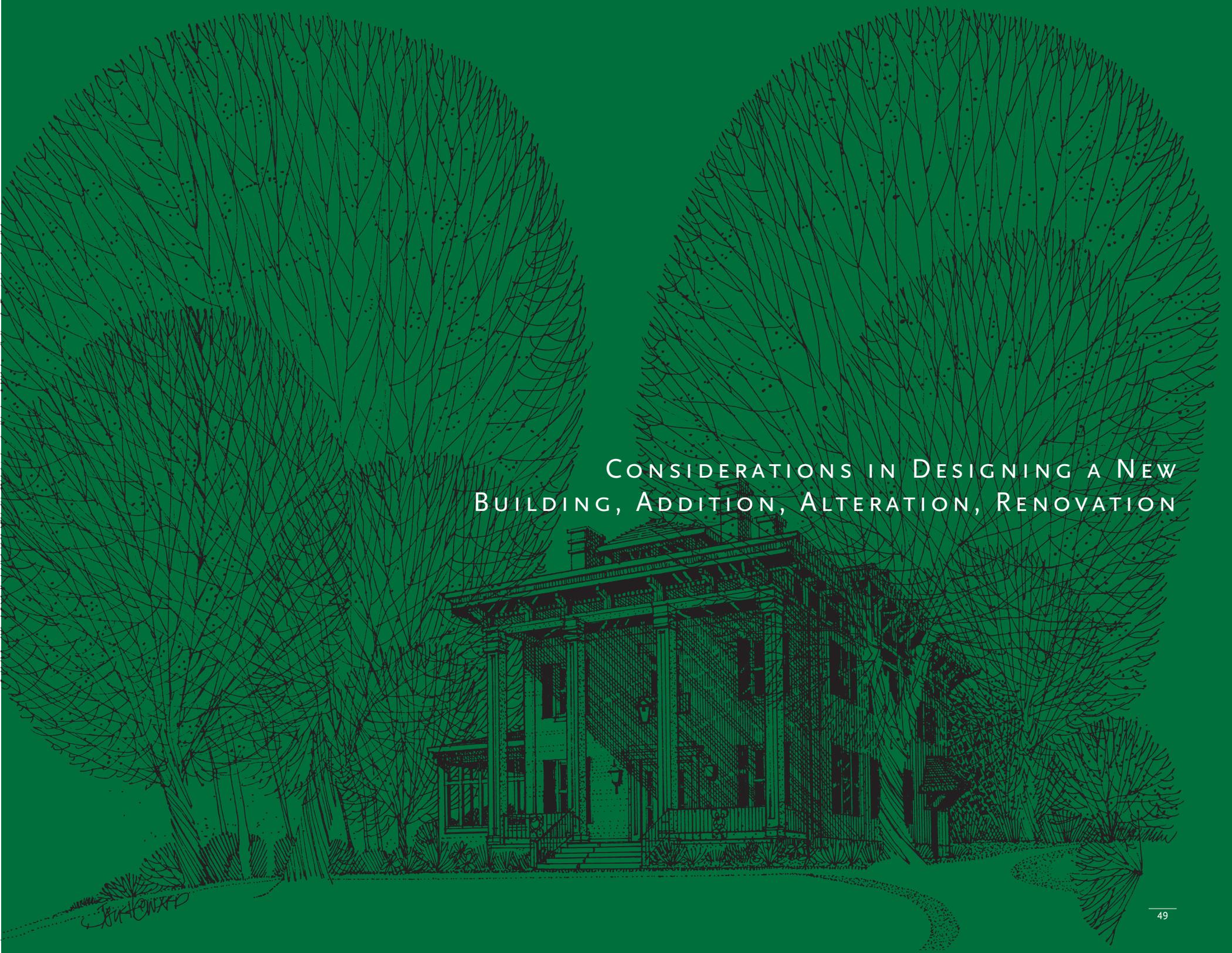
Background Information

An application for demolition of an existing building in the historic district requires serious consideration of factors such as significance of the structure, physical condition, public safety and financial factors. Demolition of non-contributing buildings and inappropriate additions generally will not adversely affect the character of the district.

Project Description

- Describe the type of structure that is proposed for demolition and why the demolition is proposed.
- Describe the general condition of the structure.
- Provide photos of all elevations of the structure as it exists today.
- What is the age of the structure?
- What steps have been taken for architectural salvage?
- Is there an economically feasible way to move this structure to another site?
- A Certificate of Appropriateness is required.
- Check all Village of Glendale codes and ordinances.

The following pages are organized by project category and provide insights into the questions you should expect to answer about your project and items you should submit with your application.



CONSIDERATIONS IN DESIGNING A NEW
BUILDING, ADDITION, ALTERATION, RENOVATION

PORCHES, DECKS OR GAZEBOS

Background Information

- For porches or decks provide a photo of the elevation(s) of the home where work is proposed.
- If this is a proposal for alterations or change in an existing porch or deck, when was the existing porch or deck built?

Project Description

This is a proposal for:

- Adding a porch
- Adding a deck
- Changing an existing porch
- Changing an existing deck
- Building a gazebo

For the addition of a new porch or enlargement of an existing porch:

- Provide a site plan showing the current buildings with the proposed new construction. Include footprint dimensions for all structures and set backs from all property lines.
- Consider drawings of each elevation of the proposed porch.
- Describe the roofing materials, windows or screens (if applicable), railings, columns, trim, and other architectural detail of the proposed porch.
- If exterior steps are required, describe the proposed steps.

For the addition of a new deck or enlargement of an existing deck:

- Provide a site plan showing the current buildings with the proposed new construction. Include footprint dimensions for all structures and set backs from all property lines.
- Describe deck materials and appearance of any steps or railings.

For all other alterations of existing porch or deck

- Describe the proposed work.

For construction of a gazebo

- Provide a site plan showing the location of the gazebo and the set backs from all property lines.
- Consider drawings or manufacturer's catalog cuts, which show the finished appearance of the gazebo.
- Describe the roofing, siding materials, and whether or not the structure is to be open or screened.

EXTERIOR SHEATHING CHANGES – HOUSES OR ACCESSORY STRUCTURES

Background Information

- Consider a photo of the exterior of the home. If more than one sheathing material is used, consider photos of all sides of the home.
- What is the predominant sheathing material?
- Is this original material?
- Do the houses and any accessory structures have the same sheathing material today?

Project Description

Proposed project is:

- Siding the house
- Siding the garage or other accessory structure (complete residing)
- Partial residing of house or accessory structure
- Replacement of brick or stone
- Other change in exterior sheathing material

- If "other" is checked above, describe the proposed project.
- Why is the project proposed?
- Describe materials to be used.
- What is the proposal for trim, corner boards, window trim, soffits and other details?

CHANGES IN DOORS FOR HOUSES OR GARAGES

Background Information

- Number of doors in current structure
- Type and design of all existing doors, if more than one list all.
- How many of these are original?
- Consider a photo(s) showing all doors in the structure.

Project Description

This is a proposal for:

- Replacement front door for the house
- Replacement door(s) for the house other than the front door
- Replacement garage doors
- Replacement of other doors in a garage or accessory structure
- Closing off an existing exterior door
- Adding a new exterior opening to either a house or a accessory structure

- Provide a photo or manufacturer's catalog cut of any proposed or replacement door(s).
- What is proposed for trim and other architectural detailing?
- If adding a new door opening or removing a door (opening to be filled in) provide a photo showing the entire façade to be worked on.
- For removal, describe the materials to be used to fill in and how the finished product would look.

CHANGES IN WINDOWS FOR HOUSES OR GARAGES

Background information

- Number of windows in current structure?
- Type and pane configuration of all existing windows (i.e. double-hung, 2-over-2) if more than one type, list all.
- How many of these are original windows?
- Are there shutters on the windows?
- Consider photographs of each elevation of the existing structure that clearly show the existing windows.
- Consider a close-up photograph showing a representative window and the trim around it.

Project Description

This is a proposal for:

- Complete window replacement for the house
- Window replacement for garage or other accessory structure
- Partial window replacement for house
- Addition of a new window(s) in the house
- Removal of a window(s) in the house

- How many windows are involved in the proposed project?
- Explain why the project is proposed.
- For new or replacement windows, provide a photo or manufacturer's catalog cut of the proposed window. How is the proposal window constructed? • What materials are involved?
- Are there any proposed changes in trim around the windows? If so, describe in detail. For new window openings, what is proposed for trim?

- For homes with shutters, are there any proposed changes involving the shutters?
- For window removal (opening to be filled in) provide a photo of the entire façade. Indicate whether this is front, side or rear of the home. Describe the materials to be used and how the finished product would look.
- For bay or bow windows added on the side of a house, what is the distance between the side of the house and the side property line?
- Screens and Storm Windows: describe existing and proposed.

CHANGES IN ROOFING OR GUTTERS FOR HOMES OR ACCESSORY STRUCTURES

Background Information

- Type and color of current roofing material
- Type and material of current gutters (i.e. Box gutters, hanging aluminum)
- Age of current roof
- For asphalt roofs, how many layers of shingles are on the current roof?

Project description

This is a proposal for:

- Complete roofing material replacement
- Partial roofing material replacement
- Complete gutter replacement
- Partial gutter replacement

Roofing

- What is proposed for replacement roofing material?
- If asphalt product, describe the color, type and warranty.
- If partial replacement asphalt, does it match the balance of the roof?

- If not explain. Is there a plan to replace the remaining material?
- For metal, slate or other non-asphalt roofing products, provide details on material and color.
- If a partial replacement of metal, slate, etc., does it match the balance of the roof?

Gutters

- For complete or partial gutter replacement, explain why the project is proposed.
- What is proposed for new gutter material?
- Consider photos of each elevation of the house where the gutters are to be changed.

Additions include living space, garage, or other work part of a major addition.

Background Information

- Photos of all elevations of the existing home.
- A description of the lot's terrain. (ie. flat, hilly, note direction of any slope)
- What is the age of the house?
- What material and color is the existing roof?
- What is the existing exterior siding/construction? (i.e. painted wood, brick)

Project Description

This is a proposal for:

- Additional living space
- Attached garage
- Other

- A site plan showing all current buildings and the proposed new construction.
- Drawings of each elevation of the house as it would appear with the new construction.
- What is the proposed siding or construction?
- What is proposed for roofing?
- What is proposed for windows? (Describe materials and design.)
- What is proposed for trim?
- Do roof overhangs match the current house?
- If there is a change in driveway, or a new driveway, what is the proposed surface material?
- Where will water runoff be directed?

ADDITIONS TO A HOME

NEW OR ENLARGED DETACHED GARAGES

Background Information

- Are there outbuildings, including garages, on the property today?
- If so, attach a photo of each.
- What is the age of the garage?
- Age of outbuilding(s)?
- Attach a photo of the street elevation of the garage.
- What roofing is on the garage today?
- What is the siding or construction of the garage? (i.e. painted wood siding, brick, stone)
- What type of windows, and what pane configuration exists on the garage?
- Provide a photo showing any existing driveway.
- What is the surface material (i.e. concrete, gravel, asphalt)?

Project Description

Proposed project is for:

- New garage
- Replacement of existing garage
- Adding additional space to an existing garage

• Consider drawings of each elevation of the proposed structure; indicate which elevation faces the street. Indicate the height of the structure at the roof peak, building dimensions, amount of roof overhang.

• Consider a site plan clearly showing the house, all existing or proposed accessory structures, and a driveway. Indicate set backs from property lines of any proposed buildings or driveways.

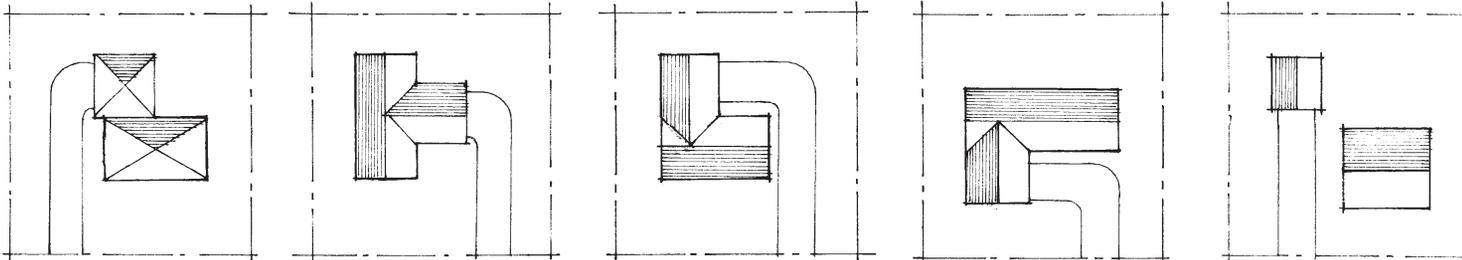
- Include drawings or pictures of the proposed garage doors and indicate material.
- What is proposed for roofing material?
- What is proposed for siding material?
- What type of windows is proposed?
- What is proposed for trim and other architectural detailing and how does that compare to the house?
- What is proposed in terms of a driveway?
 - New driveway
 - Change in existing driveway
 - No change in existing driveway
- Are new curb cuts required?
- What is the proposed driveway surface material?
- What is proposed for handling water run-off for both garage and driveway?

Appropriate Garage Additions

Front Elevations



Site Plans



Rear Attached Garage
(with side entry)

Side Attached Garage
(with side entry)

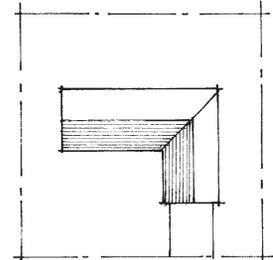
Rear Attached Garage
(with side entry)

Front Attached Garage
(with side entry)

Rear Detached Garage

Front Attached Garage

Inappropriate Garage Addition



COMMERCIAL BUILDINGS – NEW OR ALTERATION OF EXISTING

Background Information

- Provide photos of the lot or of the existing building on the property.
- For a new building, provide a description of the lot's terrain.
- How far back from the street is the right of way?
- Dumpster location?

New Construction

- Provide a site plan showing proposed new construction, setbacks from property lines, and footprint dimensions for all structures. Note existing street trees on the site plan.
- Drawings of each elevation of the proposed building.
- What is the proposed construction/siding material?
- What is proposed for roofing?
- What is the pitch of the roof?
- How tall is the structure at the roof peak?
- What is proposed for windows? (Describe materials and design.)
- What is proposed for trim?
- Are there plans for other site improvements such as parking space, fencing? If so, describe.
- Where will the water runoff be directed?
- Will construction impact mature trees on the property or any street trees? What is the plan to replace any lost trees?
- Are there access issues for safety vehicles – fire or police?

Alteration of Existing Building

This a proposal for: (Check all that apply.)

- Enlarging existing structure
- Change in facade
- Other
- Drawings of the elevations where work is proposed.
- If enlarging an existing structure, provide a site plan showing all footprint dimensions and property lines.
- Describe the materials to be used for roofing & siding, add information on window types, doors, trim, steps etc.
- For changes in an existing front facade, explain why the work is proposed.

COMMERCIAL SIGNS AND PARKING LOTS

Signs

Background Information & Project Description

- A photo of the front and/or side elevation of the business if the sign is to be attached to the building.
- A sketch or picture of the proposed sign.
- What are the dimensions of the sign?
- What is the total sq. footage of all signs for this business?
- What is the proposed sign made of?
- What, if any, lighting is proposed?
- Show style of lettering.

Parking lots

Background Information & Project Description

- A photo of the area proposed as a parking lot.
- A site plan showing existing buildings, dimensions of the lot, setbacks, curb cuts, and landscaping plans.
- How many parking spaces will the lot provide?
- How will water run-off be handled?

STRUCTURAL ATTACHMENTS, FENCES OR OTHER SITE IMPROVEMENTS

Project Description

- Steps
- Shutters
- Removal or addition of trim or other architectural features
- Lamp post(s)
- Driveway rerouting (existing garage retains same footprint and location)
- Fencing
- Retaining wall
- Driveway gates
- Handicapped ramps
- Dumpsters
- Other

Describe the proposed project

- For projects involving steps, shutters, or other architectural features:
- Photos of all elevations where work is proposed.
- Photos of any proposed new or replacement items and a complete description of the materials.

For lamp posts, driveways, driveway gates, fencing and retaining walls:

- Provide a site plan showing the location of the proposed item(s) and setbacks from property lines. Indicate the right-of-way along the street frontage.
- Also provide photos or manufacturer's catalog cuts that depict the proposed item with a complete description of the materials.

For driveways:

- What is the width of the driveway opening when gates are open?
- In which direction will gates open?
- Is there an impact to street trees or other mature trees?
- For all other items, describe the project materials and provide photos as appropriate.

NEW HOMES, GARAGES OR OTHER ACCESSORY STRUCTURES

Background Information

- Provide 4 photos of the lot. Note direction of each photo on the back.
- Describe the lot's terrain (i.e. flat, hilly). (Note the direction of any slope.)
- How far back from the street is the right of way?

Project Description

- Provide a site plan showing proposed new construction, set backs from all property lines, footprint dimensions for all structures (including driveway), creek (if applicable) and existing street trees.
- Provide a drawing of each elevation of the house and any accessory structures.
- Will construction impact mature trees on the any street trees?
- What is the proposed siding or construction?
- What is proposed for the roofing?
- What is the pitch of the roof?
- How high is the chimney from the roofline?

- What is proposed for windows? (Describe materials and design.)
- What is proposed for trim?
- Are there plans for other site improvements such as fencing or a retaining wall? If so, describe.
- Where will water run-off be directed?
- What is the surface material of the driveway?

An architectural line drawing of a building with a prominent square tower. The tower has a flat roof with a decorative cornice and a central vertical opening. The main building is a two-story structure with a gabled roof, a chimney, and several windows, including a large arched window on the second floor. The drawing is rendered in a fine-line, cross-hatched style. Large, stylized trees with dense, branching foliage are positioned on either side of the building. The foreground shows a sidewalk and a low wall or fence. The overall style is detailed and illustrative.

APPLICATION FORM AND SAMPLE DRAWINGS

Completing the Application Form

On the following page spread is a sample of the two-page Glendale Planning and Historic Preservation Commission application form. Depending on the type of project you are seeking approval for, a complete application will generally require you to attach supplementary materials. The two parts of the application form that may require extra materials are:

- The section on page 1 which asks for a complete project description. You may have a project description that is more detailed than the few lines allowed on page 1, in which case simply note on page 1 — see attached project description. Label your attachment as a Project Description and include your name in the upper right corner.
- The section at the top of page 2 has a checklist of requirements including photographs, site plans, elevation drawings, construction plans and a description of materials. Simply attach photographs to an 8 1/2"x11" sheet and write any necessary descriptions, including your name in the upper right hand corner. A description of key project materials should be provided if these are not inherent in the project description. List key items that apply to your project such as roof, siding, windows, etc. and describe what it is you propose to use.
- Proper site plans, including north arrow, architectural plans and elevation drawings to scale are required for an application to be considered complete. These must include key dimensions of lot size, proposed setbacks, and clearly show the proposed new construction accurately positioned on the site. On the next 4 pages are one samples of the site plan, architectural plans and elevation drawings.
- Certificate of Appropriateness required.
- Check all Village of Glendale codes and ordinances.

APPLICATION FOR PERMIT

Village of Glendale, Ohio

30 Village Square
Glendale, Ohio 45246

Application for Permit

Agenda Item # _____
GPHP Review Date: _____

Glendale is a National Historic Landmark District and Certified Local Government

Dept. of Zoning, Historic Appropriateness & Building Permits Step 1

Project Address _____, Glendale, Ohio 45246 Pivotal____, Contributing____

Owner: _____, _____ PH _____
(Address & Telephone)

Plan(s) by: _____, _____ PH _____
(Address & Telephone)

Contractor: _____, _____ PH _____
(Address & Telephone)

Project Classification (must check one or more and describe):

New Building _____ Lot Division _____ Site Work _____ Addition _____
Comm. Sign _____ Impervious Surface _____ Fence _____ HVAC _____ *

Complete Project Description:

Total Cost of Construction: \$ _____ (Subject to Audit and adjustment by the Bldg. Commissioner)

Planning and Historic Preservation Commission Certificate

This Applicant recognizes that the subject property is / is not (circle one) located within the Historic District of Glendale and further acknowledges that he/she and or his/her agent has thoroughly familiarized themselves with the provisions of Glendale Zoning, Housing and Preservation Ordinances as they may pertain to this application for construction, remodeling, lot division and or other improvements. By submitting this signed application, this applicant agrees with the goals, responsibility and authority of the Zoning Administrator, GPHP Commission and Chief Building Official and further agrees to abide by their decision and process. This applicant acknowledges that they or their agent will be present at the GPHP Commission meeting time and date as noted on this application and further acknowledges that should they not attend the GPHP Commission meeting, the application will be denied. This application, to the best of their knowledge and ability, is complete and includes a site plan, elevation drawing(s), materials description, a photograph of the subject property and other material helpful in the Commission's review. This applicant also agrees, upon approval, to complete said specified work in a timely and workmanlike manner, according to applicable codes and specification and with strict attention to the final project plans as may be approved by the GPHP Commission and all conditions as may be attached.

Applicants Signature: _____ **Date:** _____
(Not valid unless signed by owner or agent)

Upon completion of Step ONE, it is time to turn in your application & paperwork for Zoning review (by the Zoning Administrator). It is necessary to do this at least 7 days prior the GPHP Commission meeting which is held on the first Monday of each month. Once your application has zoning approval (Step TWO), it will be forwarded to the GPHP Commission by the Administrator and you will receive a notice (agenda) in the mail several days prior the meeting. You or your agent's attendance is required at the GPHP Commission meeting.

(See Reverse Side Please)

APPLICATION FOR PERMIT

- ✓ **Please take a moment to check your work and submission material against that which is required below;**
- Application is complete, accurate and signed by applicant(s)
- Photographs of lot (property) and project area are included
- Site Plan is included and accurately locates the project footprint
- All construction elevations (all sides) are included and to scale (for additions, new homes, etc)
- All materials have been listed and described (photos or brochures are acceptable)
- Designs, material and style of alterations/additions are appropriate for the architecture of your home
- New home plans are of a single architecture design and appropriate with neighboring homes

If you have any questions, call the Village Administrator at 771-7200 or email him at zoning@glendaleohio.org

The Remainder of this Application is to be completed by Zoning Administrator, GPHP Commission Chairman and Chief Building Official

The Following (Steps 2, 3, 4 & 5) will be completed by the Administration

| | |
|--|---------------|
| ZONING REVIEW (To be completed by the Zoning Administrator and required prior to GPHP Review) | Step 2 |
| Zoning District; AA-1, AA-2, A, B, C, D, E District (circle one) | |
| <input type="checkbox"/> Zoning Review Approved <input type="checkbox"/> Not Approved (Denied) | |
| Zoning Administrator's Signature: _____ Date: _____ | |
| Comments _____ | |
| _____ | |

| | |
|---|---------------|
| GPHP COMMISSION REVIEW (to be completed by the Chairman of the GPHP Commission after review & vote) | Step 3 |
| GPHP Chairman's Signature: _____ | |
| Conditions: <input type="checkbox"/> yes (see comments) <input type="checkbox"/> no conditions <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED | |
| GPHP Review Date _____ | |
| Comments _____ | |
| _____ | |

| | |
|--|---------------|
| Glendale Building Department Review & Permit Approval | Step 4 |
| PERMIT # _____ | |
| Building Dept. Review <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED (Denied) | |
| Date: _____ Chief Bldg. Official's Signature _____ | |
| Conditions attached: <u>Yes</u> / <u>No</u> (Circle One) Occupancy Classification _____ | |
| Const. Classification _____ Area _____ Height _____ Number of Stories: _____ | |
| Number of Dwelling Units _____ Parking Spaces _____ | |
| Comments/Conditions _____ | |
| _____ | |

| | |
|--|---------------|
| FEE Schedule (Permit issued) | Step 5 |
| Village Fee: _____ + BBS Fee _____ Total Fee: _____ | |
| Payment Record/Receipt# _____ Permit # _____ Date _____ | |

SAMPLE SITE PLAN

AN ADDITION TO THE RESIDENCE OF

MR. AND MRS. CLIENT

STREET ADDRESS
 GLENDALE, OHIO 45246

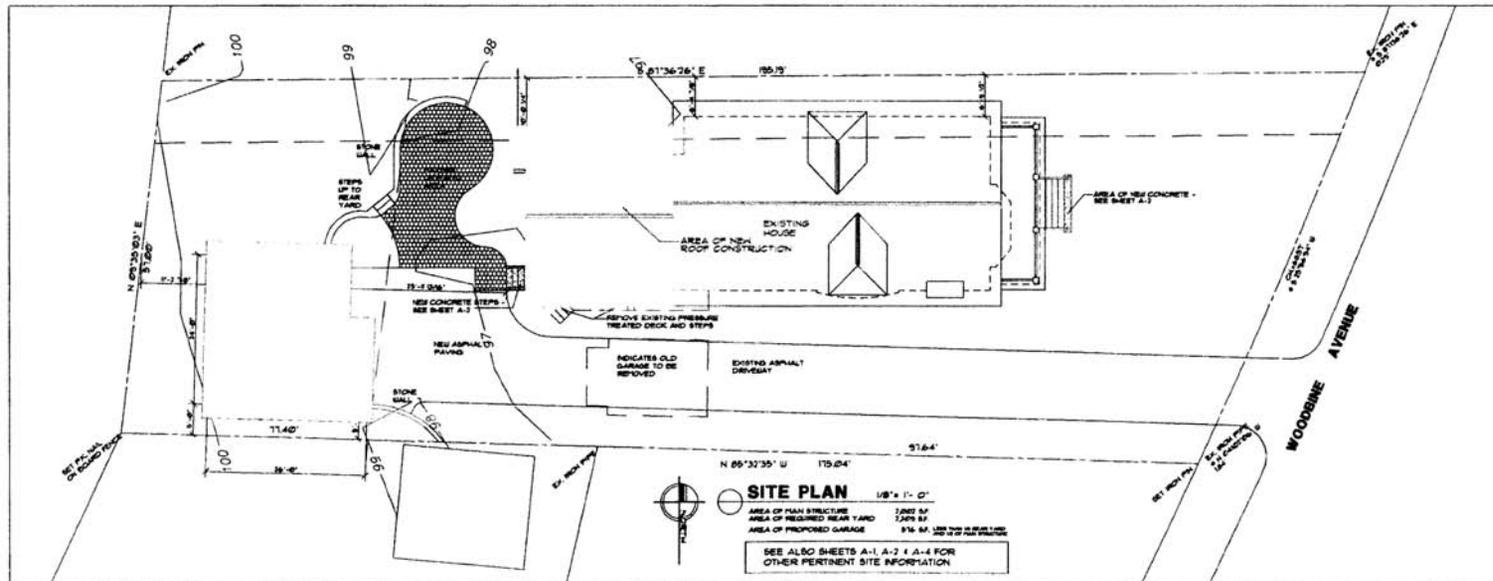
ARCHITECT
 ADDRESS
 CINCINNATI, OHIO

DATE

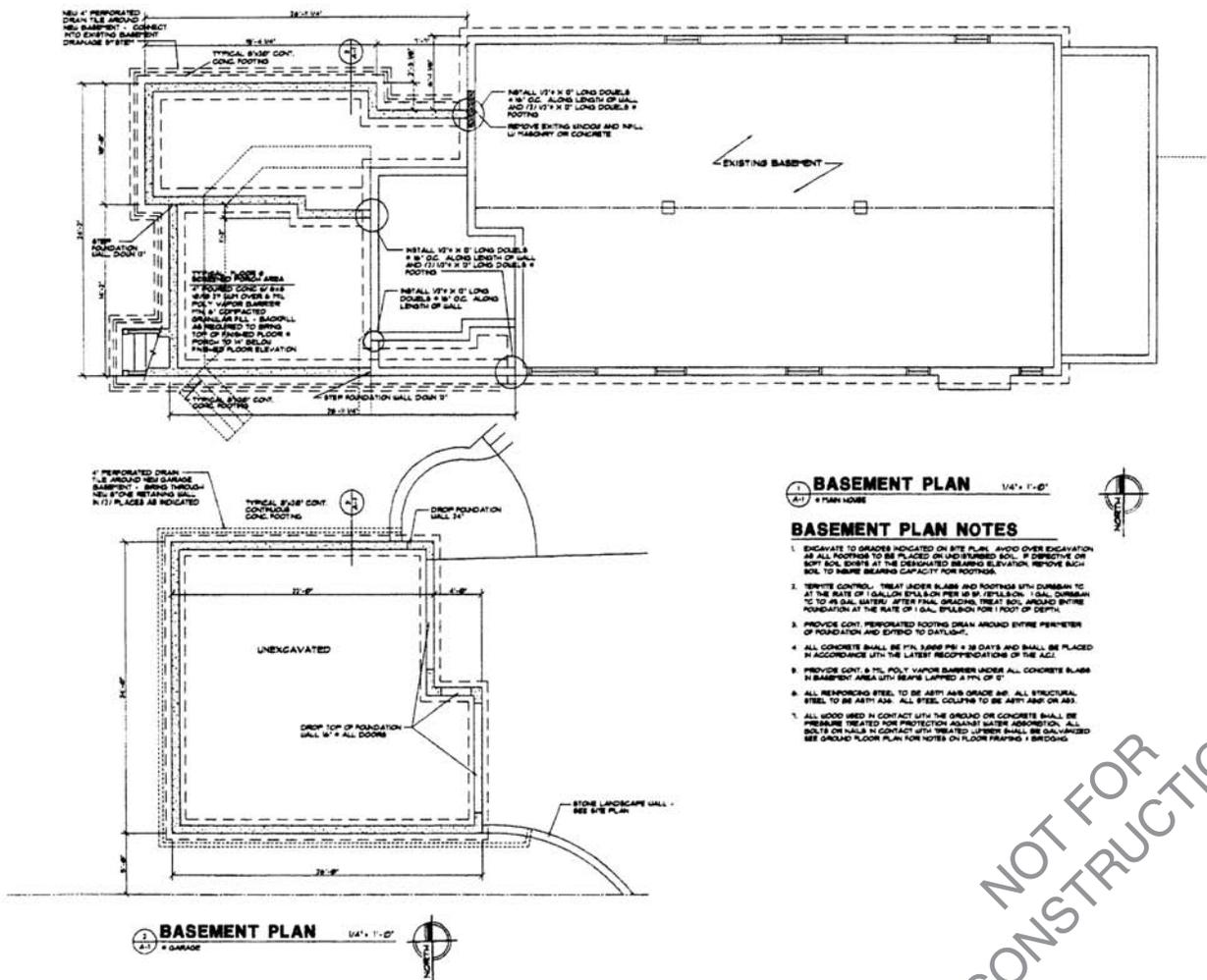
LIST OF DRAWINGS

- TITLE SHEET, INDEX OF DRAWINGS, SITE PLAN
- COPY OF SURVEY
- A-1 FOUNDATION PLAN W/ FLOOR FRAMING AND ROOF FRAMING PLAN
- A-2 FLOOR PLAN
- A-3 ELEVATIONS OF HOUSE
- A-4 GARAGE PLANS AND ELEVATIONS
- A-5 GENERAL NOTES AND SPECIFICATIONS

NOT FOR CONSTRUCTION



SAMPLE FOUNDATION PLANS



ARCHITECTS

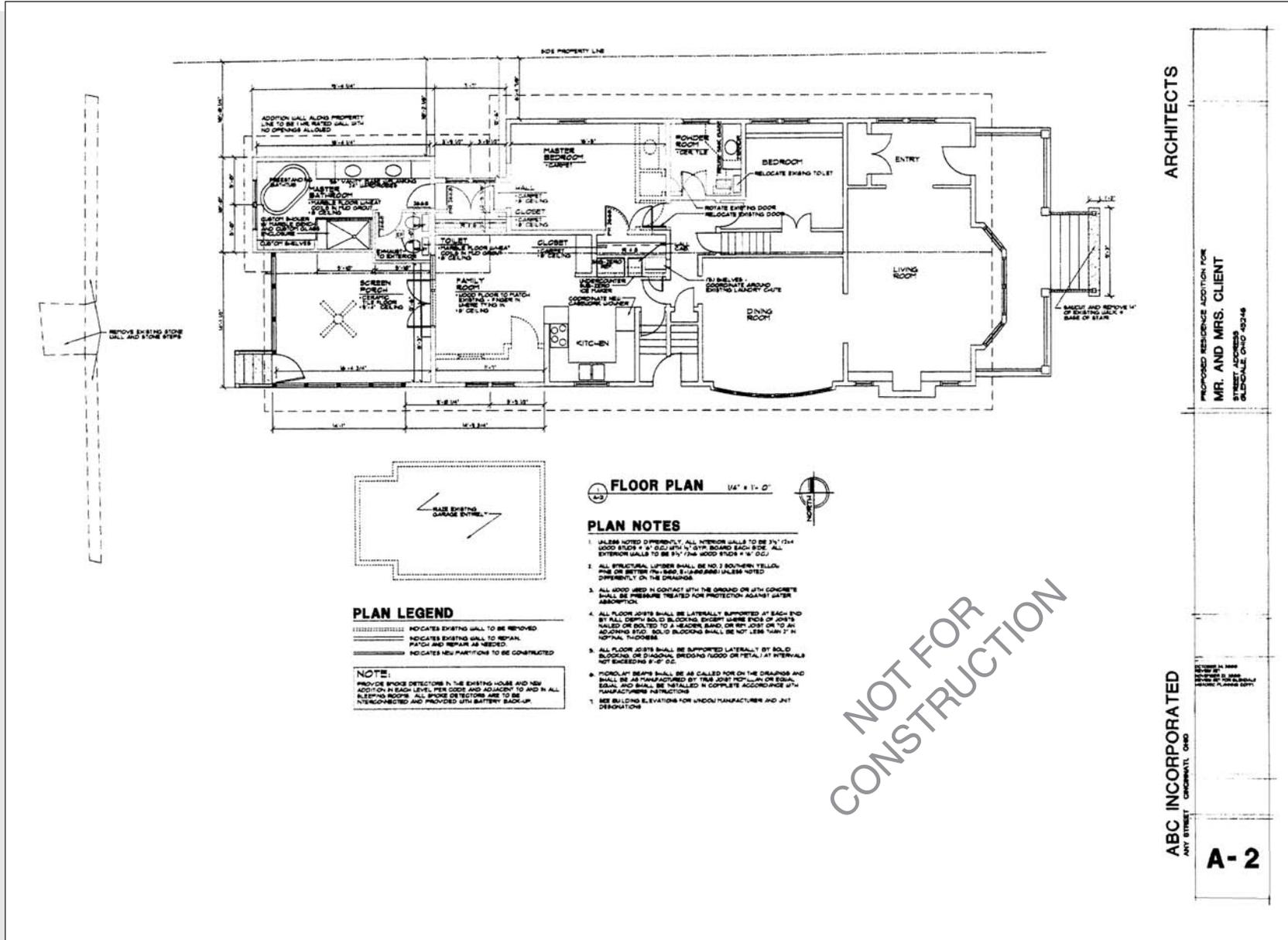
PROPOSED RESIDENCE ADDITION FOR
MR. AND MRS. CLIENT
STREET ADDRESS
BLENDALE, OHIO 43024

ABC INCORPORATED
400 STREET COMPANY, OHIO

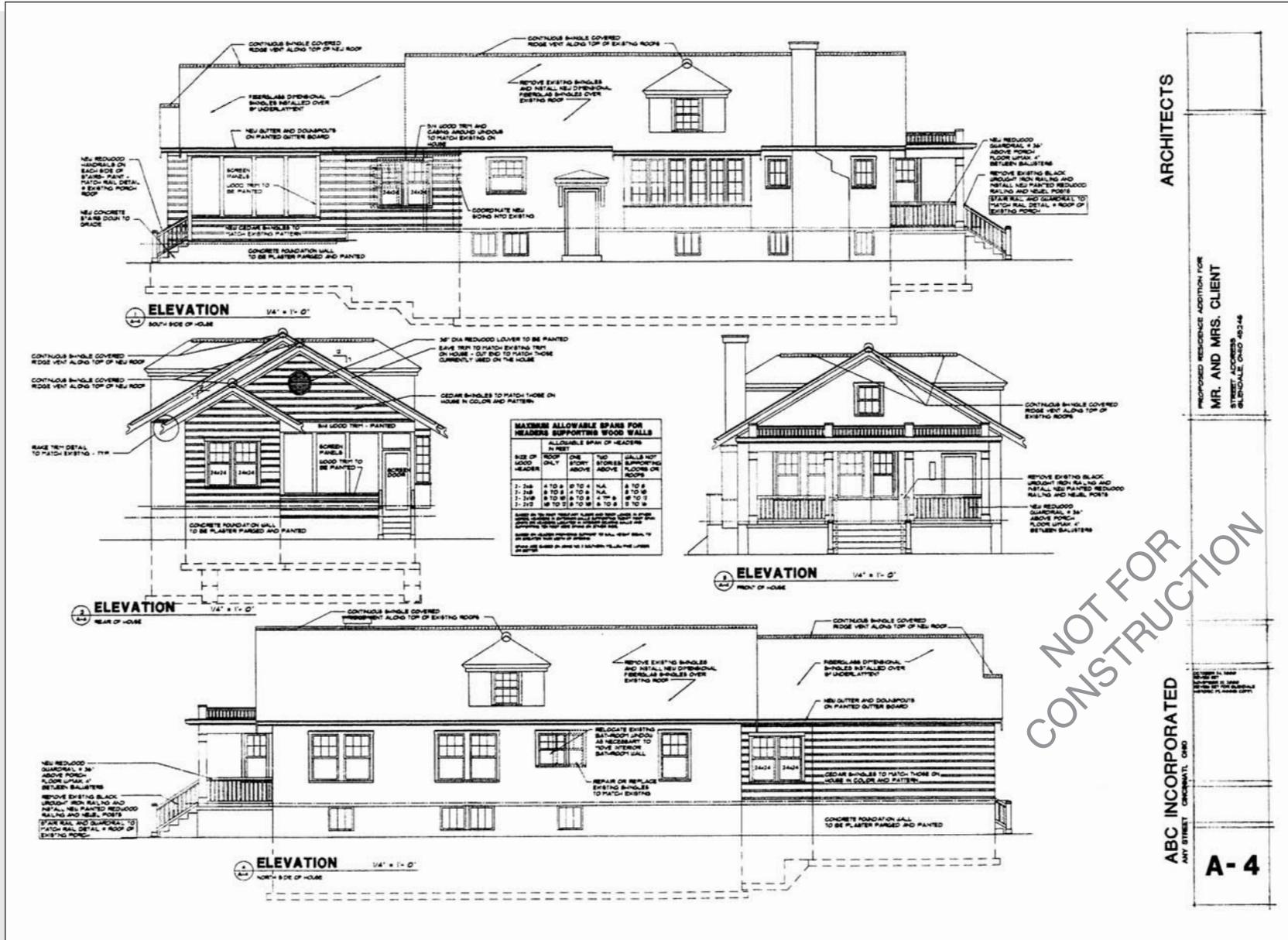
A-1

NOT FOR CONSTRUCTION

SAMPLE FLOOR PLAN



SAMPLE ELEVATIONS



NOT FOR CONSTRUCTION



RESOURCES AND REFERENCES

SCHEIDT & PARTNERS ©

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The Standards are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs. The Standards apply to historic buildings of all periods, styles, types, materials, and sizes. They apply to both the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. They are used by the National Park Service to evaluate historic rehabilitation projects. For more information, see www.nps.gov.

- 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.
- The historic character of property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- 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.
- Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

- Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinct 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.
- Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be undertaken. Use the gentlest means possible.
- Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- 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.
- 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.

ADDITION TO A HOME IN THE HISTORIC DISTRICT

After living in my home for many years, we decided the kitchen was inadequate for our family. After considering the options of moving or adding on, we chose the addition route.

A base premise of design considered the question, what architectural style and elements would have been utilized when the house was actually built? By staying true to this concept it helped make decisions about materials and style, which in turn meant the addition would be appropriate to the home.

Now came the challenge of adding the space we desired while maintaining the integrity of the home's architectural style.

The design process basically progressed by putting the emphasis on exterior architectural elements first and then fitting the desired interior elements within the shell. Such considerations as materials, style, trim and mass were considered. The easiest thing to do is simply match existing elements such as brick, trim, window style, etc.

The downside to doing a proper historic addition is the premium cost associated with finding or making moldings and trim to match the existing moldings and trim. If a proper addition is done, the result will be no one will ever know it was not original to the home. If you don't do a proper addition, it will always look like an addition and not blend seamlessly into the structure.

After developing a design which blended into the home's style, I went about sourcing materials. The brick maker was still in business, so I was able to purchase the same style brick. Shingle moldings were not readily available, so I had to have them milled to match the existing. This was more costly, but was essential to the process of making the addition indistinguishable from the original home.

Wherever possible, details were copied exactly from existing details somewhere on the house. By doing this, I knew the design was something the original builders may have done since there was a physical precedent right on the house.

When no exact element was present, I went out and looked at similar houses of the era and studied their architectural elements. This gave me a shopping list of elements and how they were applied in various designs. Great care should be given to sticking with the same style home and not getting carried away with more grandiose examples, elements of which would not have been used. Homes within a few blocks generally will offer examples since many builders tended to build in the same area.

Again, if you think in terms of what the builders of the day would have done and stay faithful to this concept, a nice addition which blends into the original structure, is possible and will offer great satisfaction for many years.

*Tom Kerr
GPHPC Member*



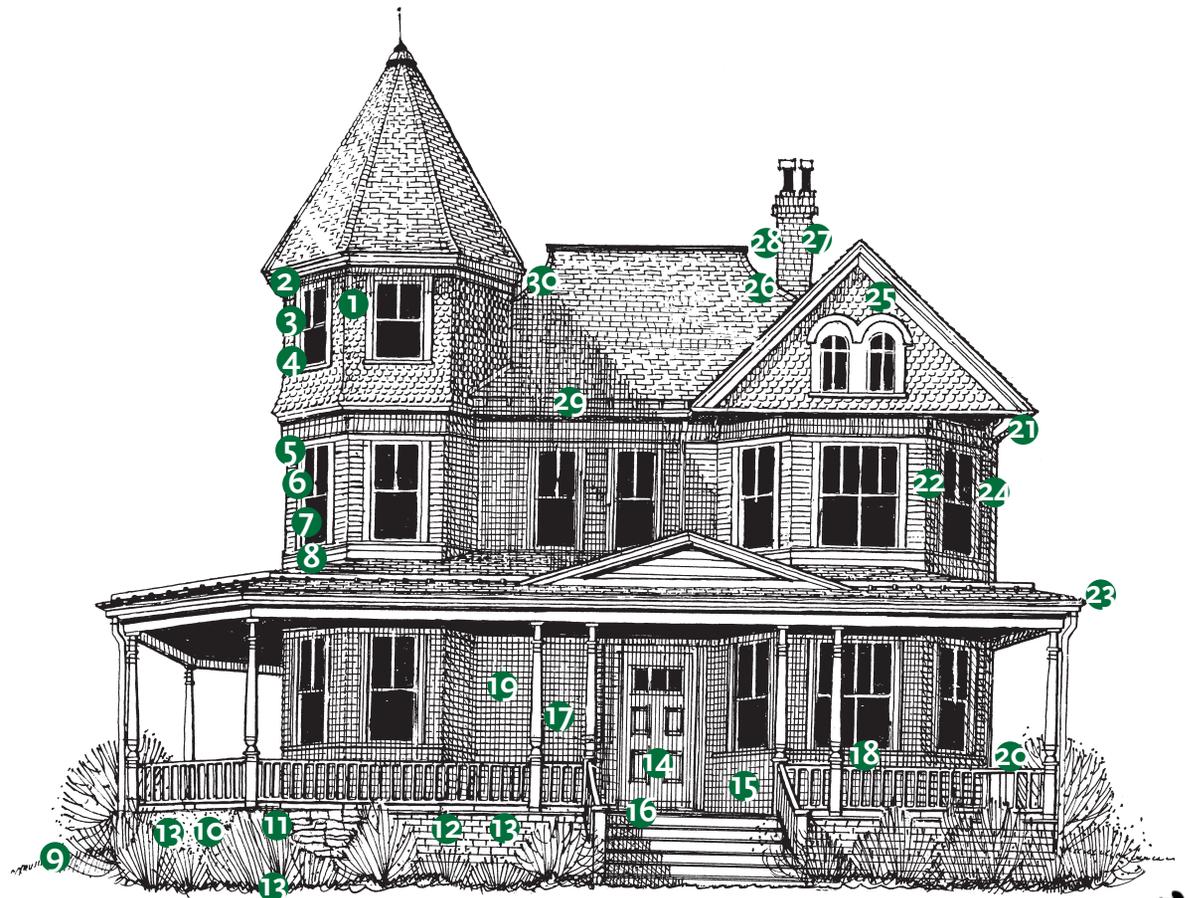
GENERAL MAINTENANCE CONSIDERATIONS

- 1 Repair or replace missing wall shingles.
- 2 Repair or replace rotted trim at fascia board. Scrape to bare wood, repaint or stain.
- 3 Repair or replace rotted windowsills and jambs. Strip off paint to bare wood; fill any cracks with a suitable filler, prime and repaint.
- 4 Inspect around windows and doors for weather-stripping. Seal and caulk all cracks.
- 5 Replace caulk as needed in gaps between window frames and walls.
- 6 Repair or replace putty at window sash. Check for signs of rust, peeling and rot.
- 7 Install compatible storm windows if necessary.
- 8 Replace flashing at roof and wall junction.
- 9 Redirect drainage grade at foundation for proper drainage away from walls.*
- 10 Repair or replace damaged brick, stone or concrete foundation.
- 11 Check and repair settlement cracks in concrete, masonry or stone foundation if damaged.
- 12 Repair and repoint deteriorated masonry joints with new mortar.*
- 13 Remove all vegetation close to foundation walls.
- 14 Inspect doors for loose, rotted or cracked paint. Strip off paint back to bare wood, fill all cracks with a suitable filler, prime and repaint.
- 15 Repair or replace steps and handrails if damaged.
- 16 Inspect porch or decking for damaged floor conditions.
- 17 Peeling paint on exterior walls indicates interior condensation or need for repainting from exterior weather conditions.
- 18 Repair or replace structural columns when replacing any damaged lintels and replace as required.*
- 19 Repair or enlarge openings in walls (e.g.) for doors and windows) if necessary.*

- 20 Repair or replace damaged porch balusters and handrails.
- 21 Inspect all connections of gutters and downspouts at adjacent walls for rotting sidewall material.
- 22 Repair or replace wall siding.
- 23 Inspect gutters for debris, pitch and damaged conditions.
- 24 Caulk seams between siding and cornerboard.
- 25 Remove all rotted or loose paint, prime and repaint.
- 26 Repair or replace all flashing at roof junctions.

- 27 Repair or replace chimney cap, flashing, stack and flue for structural integrity.*
- 28 Inspect chimney conditions for demolition of existing or installation of false chimney.*
- 29 Repair or replace damaged gutters, brackets and all ornamental trim.
- 30 Repair or replace roof shingles or covering.*

* Seek professional advice.



SOURCES OF ASSISTANCE

Cincinnati Historical Society Library is part of the Cincinnati Museum Center (CMC). The library offers maps, city directories and other sources on local history. Contact the CMC, 1301 Western Avenue, Cincinnati, OH 45203, (513) 287-7097, www.cincymuseum.org.

Cincinnati Preservation Association (CPA) was established in 1964 as the Miami Purchase Association for Historic Preservation (MPA) and renamed in 1992. CPA is a private, non-profit membership organization that serves Greater Cincinnati as the recognized resource and catalyst for the preservation of historic cultural resources through education, advocacy and technical assistance. CPA holds preservation easements on 70 properties. Contact CPA, 342 West 4th Street, Cincinnati, OH 45202, (513) 721-4506, www.cincinnatiapreservation.org.

Community Design Center (CDC) is part of the College of Design, Architecture, Art, and Planning at the University of Cincinnati. The CDC provides assistance to community groups, non-profit organizations and city departments for the research and design of physical improvements, which serve the University's urban area. Contact the CDC, College of DAAP, UC, P.O. Box 210016, Cincinnati, OH 45221-0016, (513) 556-3282.

Glendale Heritage Preservation (GHP) is a private, non-profit, membership organization that operates a museum in the Railroad Depot and promotes preservation of Glendale through education and advocacy. Contact GHP, 44 Village Square, Glendale, OH 45246, (513) 771-8722, www.glendale-museum.com.

Heritage Ohio is a statewide, not-for-profit organization dedicated to assisting preservation organizations, downtown programs, historical societies, and individuals to protect and preserve historic resources. Heritage Ohio provides leadership, publicity, education and technical assistance. Contact Heritage Ohio, 846 1/2 East Main Street, Columbus, OH, 43205. (614) 258-6200, www.heritageohio.org.

[State Historic Preservation Office \(SHPO\) is the official state preservation agency. SHPO carries out inventory work to identify historic structures, administers the National Register of Historic Places program in Ohio, reviews projects using the rehabilitation Investment Tax Credit and provides educational and technical assistance, including the Building Doctor program. Contact the Ohio History Connection, 800 East 17th Avenue, Columbus, OH 43211-2474, \(614\) 298-2000, \[www.ohiohistory.org\]\(http://www.ohiohistory.org\).](#)

National Alliance of Preservation Commissions (NAPC) is a national non-profit network of more than 2000 landmark, historic district commissions and architectural review boards. The Alliance is dedicated to educating commissions through the exchange of ideas and experiences of local communities. NAPC publishes a newsletter and posts an archive of preservation ordinances on its website. Contact the NAPC, [208 East Plume St, Suite 237, Norfolk, VA 23510 \(757\) 802-4141, \[www.napcommissions.org\]\(http://www.napcommissions.org\)](#)

National Park Service (NPS) administers the Federal preservation program, including the National Register of Historic Places, the National Historic Landmarks Programs and the Historic Rehabilitation Tax Credit Program. Publications and guidelines are available on the NPS cultural resources website at www.nps.gov. Contact the NPS Midwest Regional Office, [601 Riverfront Drive, Omaha, NE 68102-4226 \(402\) 661-1736, \[www.nps.gov\]\(http://www.nps.gov\)](#).

National Trust for Historic Preservation (NTHP) is a private non-profit organization that promotes historic preservation nationwide. Established in 1949, the NTHP works to save historic buildings, neighborhoods and landscapes and has a national center and regional offices that administer its programs. Contact the NTHP, 1785 Massachusetts Avenue, Washington, DC 20036, (202) 588-6000 or see www.nationaltrust.org. [The national office is located at 2600 Virginia Avenue, NW, Suite 1100, Washington, D.C. 20037](#)

Architrave The lower part of a classical entablature, resting directly on the capital of a column; the molding around a window or door.

Ashlar Hewn or squared stone, also masonry of such stone; a thin, dressed rectangle of stone for facing walls, also called ashlar veneer.

Baluster An upright, often vase-shaped, support for a rail.

Balustrade A series of balusters with a rail.

Band Windows A horizontal series of uniform windows that appear to have little or no separation between them.

Bargeboard A board, often ornately curved, attached to the projecting edges of a gabled roof; sometimes referred to as vergeboard.

Batter The receding upward slope of a wall or structure.

Bay One unit of a building that consists of a series of similar units, commonly defined by the number of window and door openings per floor or by the space between columns or piers.

Belt Course A narrow horizontal band projecting from the exterior walls of a building, usually defining the interior floor levels.

Board and Batten A type of wood siding consisting of vertical boards with vertical strips (battens) placed over the seams between the boards.

Bracket A support element under eaves, shelves or other overhangs; often more decorative than functional.

Buttress A projecting structure of masonry or wood for supporting or giving stability to a wall or building.

Cantilever A projecting beam or part of a structure supported only at one end.

Capital The top, decorated part of a column or pilaster crowning the shaft and supporting the entablature.

Casement A window with sash hung vertically and opening inward or outward.

Cast Iron Iron, shaped in a mold, that is brittle, hard and cannot be welded; in 19th century American commercial architecture, cast-iron units were used frequently to form entire facades.

Chevron A V-shaped decoration generally used as a continuous molding.

Chimney Pot A pipe placed on top of a chimney, usually of earthenware, that functions as a continuation of the flue and improves the draft.

Clapboard A long, narrow board with one edge thicker than the other, overlapped to cover the outer walls of frame structures; also known as weatherboard.

Classical Pertaining to the architecture of ancient Greece and Rome.

Clerestory A windowed wall or construction used for light and ventilation.

Corbel A bracket or block projecting from the face of a wall that generally supports a cornice, beam or arch.

Corinthian Order The most ornate of the classical Greek orders of architecture, characterized by a slender fluted column with a bell-shaped capital decorated with stylized acanthus leaves; variations of this order were extensively used by the Romans.

Cornerboard Vertical trim at the corners of wood frame houses.

Cornice In classical architecture, the upper, projecting section of an entablature; projecting ornamental molding along the top of a building or wall.

Coursed Masonry A wall with continuous horizontal layers of stone or brick.

Cresting Ornamental cast iron trim that ornaments the ridge of a roof.

Cupola A dome-shaped roof on a circular base, often set on the ridge of a roof.

Dentil A small square block used in a series, usually in a cornice.

Doric Order The oldest and simplest of the classical Greek orders, characterized by heavy fluted columns with no base, plain saucer-shaped capitals and a bold simple cornice.

Dormer A vertically set window on a sloping roof; the roofed structure housing such a window.

Double-Hung Sash Window A window with two sashes, one above the other, arranged to slide vertically past each other.

Double Portico A projecting two-story porch with columns and a pediment.

Downspout A vertical pipe, usually metal, used to carry water from the roof gutter to the ground, or into an underground drainage system.

Eaves The projecting overhang at the lower edge of a roof.

GLOSSARY

Egg-And-Dart Molding A decorative molding comprising alternating egg-shaped and dart-shaped motifs.

Entablature In classical architecture, the part of a structure between the column capital and the roof or pediment, comprising the architrave, frieze and cornice.

Eyebrow Dormer A low dormer in which the arched roofline forms a reverse curve at each end, giving it the general outline of an eyebrow.

Fanlight A semicircular or fan-shaped window with radiating members or tracery set over a door or window.

Fascia A horizontal board that covers the ends of rafters, or any flat, horizontal board.

Fenestration The arrangement of windows in a wall.

Finial An ornament at the top of a spire, gable or pinnacle.

Frieze A horizontal band; part of an entablature above the architrave and below the cornice.

Fluted Having regularly spaced vertical, parallel grooves or “flutes”, as on the shaft of a column, pilaster or other surface.

Gable A triangular wall segment at the end of a double-pitched or gabled roof.

Gallery A roofed promenade, colonnade or corridor; an outdoor balcony; a porch or veranda.

Gambrel A ridged roof with two slopes on each side, the lower slope having the steeper pitch.

Half-Timbering Wall construction in which the spaces between members of the timber frame are filled with brick, stone or other material.

Hipped Roof A roof with four uniformly pitched sides.

Hood Molding A large molding over a window, originally designed to direct water away from the wall; also called a drip molding.

Ionic Order An order of classical Greek architecture characterized by a capital with two opposed volutes.

Jerkinhead Gable A truncated gable end, also known as a clipped or hipped gable.

Lancet A narrow pointed arch.

Lantern A structure built on the top of a roof with open or windowed walls.

Leaded Glass Small panes of glass held in place with lead strips; the glass may be clear or stained.

Lean-To A simple structural addition that has a single-pitch roof.

Lintel A horizontal structural element over a window or door openings that supports the wall above.

Lozenge A diamond-shaped decorative motif.

Mansard Roof A roof that has two slopes on all four sides.

Masonry Wall construction of materials such as stone, brick and adobe.

Measured Drawing An exact-scale drawing based on measurements taken from an existing building.

Medallion An object resembling a large medal or coin.

Miter The edge of a piece of material, generally wood, that has been beveled preparatory to making to a miter joint.

Modillion An ornamental bracket or console used in series under the cornice of the Corinthian order and others.

Molded Brick Brick shaped in a mold, commonly in decorative shapes.

Molding A continuous decorative band that is either carved into or applied to a surface.

Mullion A vertical member separating (and often supporting) windows, doors or panels set in a series.

Muntin A small member of a window separating panes of glass.

Nogging The brick or rubble material used to fill the spaces between wooden frames.

Oculus A small circular window or panel; a roundel.

Order Any of several specific styles of classical and Renaissance architecture characterized by the type of column used (e.g., Doric, Ionic, Corinthian, Composite, Tuscan).

Palladian Window A tripartite window opening with a large arched central light and flanking rectangular sidelights.

Parapet A low, solid, protective wall or railing along the edge of a roof or balcony.

Pediment A wide, low-pitched gable surmounting the façade of a building in a classical style; any similar triangular crowning element used over doors, windows and niches.

Pilaster A shallow pier attached to a wall; often decorated to resemble a classical column.

Plinth The base of a pedestal, column or statue; a continuous course of stones supporting a wall.

Podium A low platform or base.

Polychromy The use of many colors in decorations, especially in architecture and statuary.

Portal The principal entry of a structure or wall of a city.

Porte Cochere A large covered entrance porch through which vehicles can drive.

Portico A major porch, usually with a pedimented roof supported by classical columns.

Quoin Units of stone or brick used to accentuate the corners of a building.

Reeded Decoration of parallel convex moldings (the opposite of fluted).

Reveal The vertical side of a door or window opening between the frame and the wall surface.

Roundel A small circular panel or window; an oculus.

Rustication Masonry cut in massive blocks separated from each other by deep joints.

Saltbox A gabled-roof house in which the rear slope is much longer than the front.

Sash A frame in which the panes of a window are set.

Setback An architectural expedient in which the upper stories of a tall building are stepped back from the lower stories; designed to permit more light to reach street level.

Shaft The main part of a column between the base and capital.

Shed Roof A roof having only one sloping plane; a lean-to roof.

Sidelight A narrow vertical window usually found on both sides of a door.

Sill The lower horizontal part of a window frame.

Skeleton Frame A freestanding frame of iron or steel that supports the weight of a building and on which the floors and outer covering are hung.

Soffit The underside of the eaves or any overhead component of a building such as an arch, balcony, beam, cornice, lintel or vault.

Spandrel The triangular space between adjacent arches and the horizontal molding, cornice or framework above them; in skeleton frame construction, the horizontal panels below and above windows between the continuous vertical piers.

Spindle A turned wooden element, often used in screens, stair railings and porch trim.

Stringcourse A narrow, continuous ornamental band set in the face of a building as a design element, also known as a cordon.

Surround An encircling border or decorative frame, around a window or door.

Terra Cotta A fine-grained, brown-red, fired clay used for roof tiles and decoration; literally, cooked earth.

Tracery The curved mullions of a stone-framed window; ornamental work of pierced patterns in or on a screen, window glass or panel.

Transom A window above a door or small window above a larger window.

Trefoil A design of three lobes, similar to a cloverleaf.

Tudor Arch A low, wide, pointed arch common in the architecture of Tudor England.

Turret A small tower usually at the corner of a building.

Vault An arched ceiling of masonry.

Veranda A roofed open gallery or porch.

Volute A spiral, scroll-like ornament.

Water Table A horizontal exterior ledge at the top of a foundation, which is sloped to shed water away from a building.

Weatherboard Clapboard, wooden siding.

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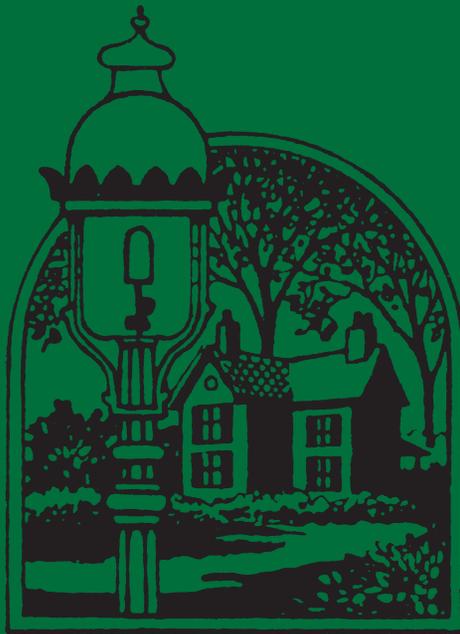
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