HISTORIC MILLWOOD RESOURCE GUIDE

Improvements, Repairs, and Modifications of Millwood's Homes and Structures

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INTRODUCTION

Because of Millwood's rich history, the City of Millwood desires that changes and additions to the exteriors of homes and structures and the construction of new dwellings be made in accordance with accepted historic guidelines to preserve the atmosphere and character of Millwood, while acknowledging the need for updating and improvements. The following guidelines seek to provide an introduction to the Historic District Building Permit Application process in the City of Millwood.

In 2001, the Millwood Historic District was officially added to the National Register of Historic Places by the US National Park Service. This selection was due in large part to the number of well-designed and maintained commercial and residential structures in the original Millwood area. District residents would like to be assured that the historic integrity of their neighborhood will be preserved for generations to come.

Property owners may qualify for an exemption for a portion of property tax on improvements to historic properties. To be eligible for the tax break, the property must be on the Millwood Register of Historic Places or be a contributing property in a designated historic district; the rehabilitation work must be at least 25% of the assessed value of the building prior to the work; the work must be done in accordance with the Secretary of the Interior's Standards for Rehabilitation; and the improvements must have been completed within 24 months of the application.

RETAIN THESE GUIDELINES!

It is hoped that all Millwood residents will retain this guideline package to assist when and if it is necessary to make alterations or repairs to restore and preserve their homes.

Using the building permit process described herein will save time and avoid multiple visits to the Planning and Permitting Office.

Reading and adhering to the guidelines gives Millwood homeowners the ability to know in advance how to plan their projects. The advance knowledge of what is likely to be approved will avoid the need for revisions after applying for the permit.

Lastly, the guidelines provide useful advice and suggestions for the restoration and preservation of all homes and businesses in Millwood.

Implications for Historic Preservation

Many architects and contractors are not familiar with historic building and restoration recommendations or with the City of Millwood permit requirements. You may want to provide your architects, contractors, and subcontractors with a copy of these resources.

Too many examples exist in cities large and small where renovations were made without consideration for the historic importance of renovations within their larger environment and the details that represent designs and materials available in a past decade. As poor design choices infect neighborhoods, homeowners and potential home buyers notice a decline in the quality and atmosphere of their surroundings. The reasonable guidelines provided here seek to preserve history while encouraging necessary updating.

SECTION 1: Dealing with Application Process for Millwood's Homes and Structures

A. Do You Need a Permit?

Contact City Hall to see if the work on your property requires a permit. Feel free to attend meetings of the Historic Preservation Commission.

B. Guidelines for Caring for Historic Properties

A desirable design solution is one which preserves the integrity and appearance of an individual structure in relation to its immediate neighbors. The need for variety and change is evident to homeowners, but architectural details should be retained when repair is necessary. Areas visible from the street view are of greatest concern to preserve the integrity and atmosphere of historic neighborhoods.

- Details should be restored or should attempt to duplicate the original appearance with similar materials. The repair of existing details with inappropriate materials such as siding, jamb casings, and bracket work made of aluminum should be avoided.

- Every reasonable effort should be made to use a structure for its originally intended purpose or to provide a compatible use which will require minimum alteration to the structure and its environment.

- Rehabilitation work should not destroy distinguishing qualities or character of the structure and its environment. The removal or alteration of any historic, original materials, or architectural features is not appropriate except where such materials or features can be duplicated in form, substance, and design.

- All structures should be recognized as products of their own time. Alterations to create the appearance of an earlier era are discouraged. Designs for additions are appropriate if a design is compatible with the size,

scale, color, material, and character of the existing building and neighborhood.

- Repairing or replacing deteriorated or missing material with new materials should attempt to duplicate the old as closely as possible.

- Check with City Hall about specific requirements.

Entrances, Porches, and Steps

- **Retain all porch elements and steps** which are original to the dwelling. Replacement of all wooden, metal, iron, cast iron, terra cotta, tile, cement, stone, or brick elements such as hand rails, balusters, columns, brackets, and other details should be made with comparable materials of the same size, dimension, and detailing. For example, round wooden tapered porch columns should be replaced with the same shape and style posts (not rectangular). Guides to original porch details should be obtained from neighboring houses or historic evidence.

- **Removal of porches or porch roofs** in the front façade is not appropriate. Owners are encouraged to restore any missing front porch or front porch roofs to original condition where they have been removed or altered. Removal of original porch detail elements such as hand rails, balusters, columns, brackets, and roof decoration of wood, iron, cast iron, terra cotta, tile, stone, and brick destroys their intended appearance and is not appropriate.

- **Enclosure of front porches** with windows, walls, screens, or any non-original elements is not appropriate and is discouraged.

- **Existing transoms** and other porch embellishments characteristic of the dwelling should be retained, restored, or duplicated.

- **Doors** on the front façade should be original or historically accurate copies. Guides to original doors should be obtained from neighboring houses or historic evidence.

- **Porch ceilings** in the front façade should be restored with original material, usually tongue-and-groove ceiling bead, where appropriate. Use of

plywood, drywall, fiberboard, or other material not original to the construction of the porch ceiling is not appropriate.

- **Porch floors** in the front façade should be restored with tongue-and-groove wooden flooring, where appropriate. Concrete floors original to the porches should be restored or replaced where necessary. Use of wooden decking material that is not tongue-and-groove, such as outdoor carpet, pressure-treated 1" x 6" typically used in modern decks, or any other material or covering not original to the dwelling is not appropriate.

- **Porch aprons** (lower area between the porch floor and ground) should be enclosed with the original material and design. Where the original material was wooden lattice, restore the lattice using crossed wood lattice of comparable thickness and design. It is preferable that the lattice is painted a darker color. The lattice should be framed in the manner original to the dwelling, usually by a wooden frame. It is inappropriate to attach the lattice without framing it in some manner. Nor is it appropriate to use brick, block, or other solid material to enclose apron areas in the front façade.

- **Porch lights** should be in the original location, usually in the ceiling or flanking the front entrance. Porch lighting fixtures should be historically appropriate for the dwelling.

- **Front porch** details such as floors, columns, brackets, hand rails, and balusters should be painted.

- **Front steps** should be restored to original condition. Wood steps should be constructed using appropriate thickness and design of materials and with appropriate handrails and balustrades of wood. Concrete or masonry steps should be repaired with concrete. Placement of bricks over original concrete steps is not historically accurate; in addition, bricks will deteriorate within several years. Painting of concrete or covering the front steps with outdoor carpet or other materials not original to the house is not appropriate.

- **Rear porches** visible from public view should be restored or repaired using materials which are compatible with the original character of the dwelling. While repairs or revisions to rear porches not visible from the street can be allowed more latitude in design, owners are encouraged to maintain rear

porches in a manner consistent with the overall design of the home and which retains an open feeling. It is acceptable to enclose a rear porch if windows are used to retain the original porch-like feel of openness. Use of small windows or no windows when enclosing rear porches is not appropriate. When repairing or reconstructing handrails, balustrades, columns, and brackets of rear porches, it is appropriate to do so in the style and material original to the dwelling.

- **Construction of rear decks** is permissible. Owners are encouraged to use traditional detailing of handrails, balustrades, columns, and brackets on rear decks. Decks which are visible from the street should be constructed with materials and in a design which is compatible with the original character of the house.

Windows, Doors, and Shutters

- **Existing window and door openings** – including window sash, glass, lintels, sills, architraves, shutters, doors, pediments, hoods, steps, and hardware – should be retained. Owners of structures whose window and door openings have been altered in the past to reduce or increase glass area or to provide picture windows or standard door openings are strongly encouraged to restore these openings to their original sizes or to approximate those of their neighbors, duplicating the material, design, and hardware of the older window sash and doors if new sash and doors are used.

- **Infilling** of window and door openings to accommodate smaller or stock window units or doors is not appropriate.

- **Windows on the front façade** should be replaced with units historically compatible with neighboring buildings or the original windows of the dwelling and the existing façade. Homeowners are strongly urged to repair existing windows (stripping old paint and rebuilding) or replacing original windows with wooden or suitable replicas of the original windows. Aluminum and vinyl windows should not be used on the front façade of dwellings. Some window replacement companies are aware of and can readily provide historically appropriate replacements.

- **Window and door casings**, sashes, and mullions on the front façade should be painted and stained.

- **For storm doors and screen doors**, try to purchase one with a design which is as simple as possible and contains as much glass as possible. Storm doors and screen doors should be of a style compatible with the original character and appearance of the building. Painting a metal or wooden storm or screen door and frame the same color as the main entry door or door trim is encouraged.

- **Storm doors and windows** should not alter the size or basic shape of the original door or window (for example, no use of rectangular storm windows over curved original windows).

- **Window shutters** should be of the same size, shape, and material (wood) of the original shutters. Window shutters should be of the same size window opening which they were originally intended to cover. Horizontal-slat type window shutters are in most cases historically correct. Wood is the preferred material for shutters. Plastic, vinyl, metal, or aluminum shutter replicas should not be used.

- **Introducing new window and door openings** into the principal elevations or enlarging or reducing window or door openings is generally not appropriate. However, if basement apartments are created, placement of doors and larger windows may be appropriate, particularly if hidden beneath a front porch or otherwise not readily visible from the street.

- **Awnings** should only be constructed of canvas or canvas-like material. Color and placement of awnings should not obscure existing architectural elements. Aluminum awnings are only appropriate if original to home design.

Roofs and Roofing

- **Preserve the original roof shape.** Existing dormers and chimneys should be retained. Repairs or reconstruction of roofs, dormers, and chimneys should

be in dimensions, design, and materials existing in the original design as reflected in the residence or in neighboring dwellings. Existing roof pitches are to be retained.

- **Retain and repair the original roofing material**, whenever possible. Replacement roof materials should be the original material and not differ to such an extent from the old composition, size, shape, color, and texture that the appearance of the dwelling is altered.

- **Addition** of oversized dormer windows, picture windows, or bubble or raised skylights (except where not visible from the street, front or side of the dwelling) should not be made.

- **Box gutters** should be retained. All façade downspouts should be copper or aluminum and painted appropriately.

- **Architectural features** which give the roof its essential character should be replaced or restored. This includes dormer windows, cupolas, cornices, brackets, chimneys, cresting, and weather vanes.

- **Tarring of roofs** where visible from the street, front, or side of the building is not allowed. Tarring of roofs is not a long-range solution to roof problems and may cause more problems in the long run. Slate or tile roof should not be painted or tarred.

Masonry

- **Retain original masonry and mortar** whenever possible, without the application of any surface material or treatment.

- **Duplicate old mortar** in composition, color, texture, joint size, method of application, and joint profile.

- **Repair stucco** with a stucco mixture duplicating the original as closely as possible in appearance and texture.

- **Clean masonry** with the gentlest method possible to preserve its life such as low-pressure water and soft, natural bristle brushes. Sandblasting destroys brick and stonework and will never be approved. Brickwork and

stonework may be cleaned with hydrofluoric acid in concentration of not more than 5% or equivalent.

- **Deteriorated masonry** work should be repaired to be inconspicuous and compatible with that existing on the house or structure.
- **Unnecessary application** of waterproof or water repellent coatings or other treatments is discouraged unless required to solve a specific technical problem that has been studied and identified. The process can accelerate deterioration of the masonry and can be expensive.
- **Repointing** with a mortar of high Portland cement content can cause deterioration. The bond created is often stronger than the building material (such as brick) due to the differences in porosity and expansion qualities.
- **Existing unpainted masonry** surfaced generally should remain unpainted.
- **Existing original masonry** surfaces should not be covered with other materials. Where such surface coverings have been previously installed, the owners are encouraged to remove them and restore the underlying masonry surface.
- **Materials not available** when the building was constructed, such as artificial brick siding, artificial cast stone, or brick veneer, should not be used.
- **Removing masonry architectural features** such as doorway pediments and window sills is not appropriate.
- **Repair or replace original brick or stone** with brick or stone of the same size, color, and texture.

Wood, Clapboard, Weatherboard, Shingles, and Other Wooden Siding

- **Repair, restoration, or replacement** of existing wood siding should be performed with new wood or other appropriate material that duplicates the size, shape, and texture of the original wood siding. Replacement or

repair should not be performed using aluminum, vinyl siding, artificial stone, brick veneer, or asbestos or asphalt shingles or siding.

- **Asbestos siding** will not be approved as a siding material for new work, and owners are encouraged to remove existing asbestos siding and restore or replace the underlying wood surface where permitted by building codes.

- **No removal of wooden architectural features** such as cornices, brackets, window trim, and doorway pediments should be performed. Such original details are, in most cases, an essential part of a building's character and appearance.

- **Mixing** of different types of siding on a building is not advisable in most cases unless it is historically appropriate.

- **Retain corner and sill boards** when replacing rotted or damaged siding. If these details have rotted, replace them with new members of wood or other appropriate materials similar in size and dimension. Take care when installing siding to retain the full width of the corner and sill boards.

Mechanical Services: Heating, Air Conditioning, Electrical, Plumbing, Fire Protection

- **Place television antennae, satellite dishes, and mechanical equipment** such as air conditioners where they are not visible from the street. Permanent through-the-wall air conditioning units on front façades are not appropriate.

- **Install necessary building services** in areas and spaces that will require the least possible alteration to the plan, materials, and appearance of the building.

- **Install vertical runs of ducts, pipes, and cables** in interior closets, service rooms, and wall cavities where they will not be a visual intrusion on the

exterior of the building.

- **Avoid cutting holes** in important architectural features, such as cornices, decorative ceilings, and paneling.
- **Avoid placement of electrical and gas meters** in areas of the front façade that are visible from the street. It is preferable to place these meters along the side or rear of the house when possible.

Fences and Retaining Walls

- **A fence or retaining wall**, where one is appropriate, should be chosen to harmonize with the historic character of the house and the adjoining houses.
- **Avoid placing concrete walls, chain link fence, or solid wood fence** in the front or visible side portions of a house. However, such fences and walls may be appropriate when used in the rear of houses.
- **Fences or retaining walls** more than 42 inches high in the front of a house are not allowed. Fences should not be composed of a solid material or arranged in such a manner as to completely block the front view of the house or structure.
- **Depending on the historic character** of the home and context of adjacent walls and fences, certain wood fences, low stone walls, and coated chain link fence may be appropriate in the front or visible side and rear yards.

Rear Additions and Back Porch Enclosures

- **Historically, the backs of homes in Millwood** and elsewhere are not as elaborate as the street façades. This was where the money was saved, using less expensive materials – for example, wood instead of masonry and smaller panes of glass in windows. Homeowners have more latitude when

remodeling rear areas not visible from the street but are encouraged to choose designs and materials consistent with the original structure to preserve the integrity and aesthetic of the home. For properties that have not maximized their lot coverage allowed by zoning laws, building a rear addition is an option. Another popular modification to the back of homes is enclosure of an existing sleeping porch.

- **Use windows that match** the other elevations in profile and glazing or are sympathetic to the existing building on additions that can be seen from a public street or alley. Exposed concrete walls are unacceptable except at basement level. Plain sheet wood panel products such as Texture-III or plywood, corrugated metal, or plastic panels are not acceptable.

- **Compose a rear addition or porch enclosure to reflect** the overall style of the home itself. A contrasting design can be considered if it is not visible from a public street or alley and does not destroy existing character-defining details, ornamentation, and materials of a rear elevation. A successful addition should be compatible with the design of the rear elevation of the existing building.

Color and Exterior Finishes

- **Retain the original or early color and texture** of masonry surface whenever possible. Discover the original paint colors and finishes when possible. It is strongly recommended to repaint with colors based on the original when appropriate. It is not appropriate to refinish exterior wood details to a natural or stained finish without some evidence that this was the original exterior surface.

- **Use a color scheme appropriate to age and style** of the home. Many houses in Millwood built after the turn of the 20th century originally had lighter colors on the trim. Owners of adjoining houses of substantial similarity should consider compatible color schemes.

- **Color selection** is important in the maintenance of the architectural details such as trim, sills, headers, balconies, metal work, etc. In general, brick and stone elements like headers and sills should be kept unpainted and cleaned. Keep the following color principles in mind:

    - Color emphasizes details.
    - Intense colors distract from a harmonious design.
    - Light colors bring out detail, while dark obscures them.
    - Gloss or semi-gloss paint can be easily cleaned.
    - Seek professional advice or request information from other homeowners who have used appropriate colors.

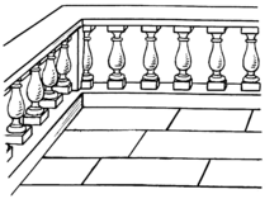
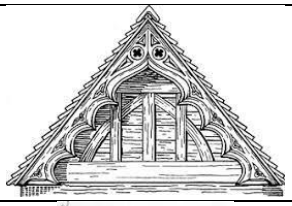
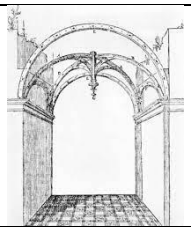
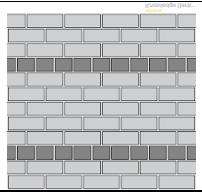
- Select colors for the wood trim to harmonize with the natural color of masonry. Scrape down the trim and other painted surface to find out what the original colors were, since these will usually relate best to the building as a whole. Select colors for trim that contrast with brick but are in the same range of color.

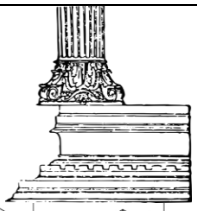
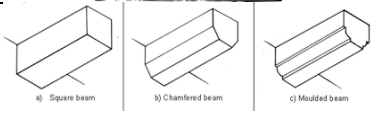
- Change the paint color at inside corners only, never outside corners, for

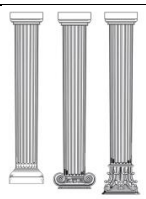
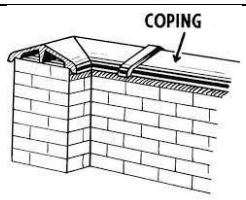
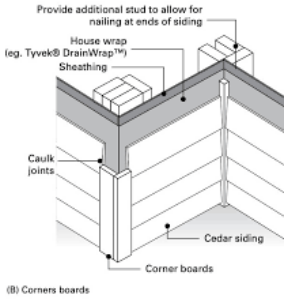
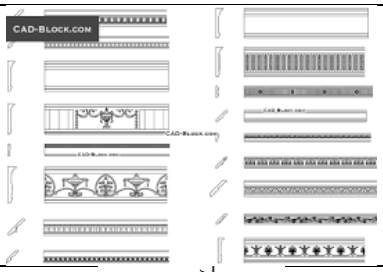
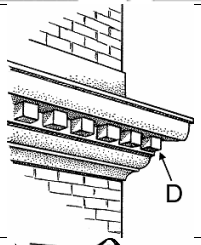
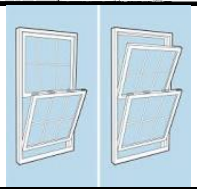
best overall effect.

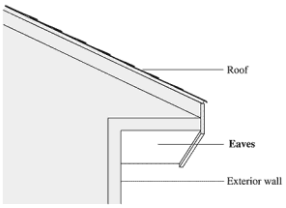
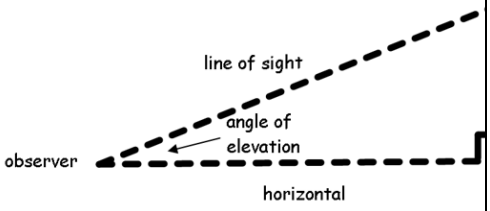
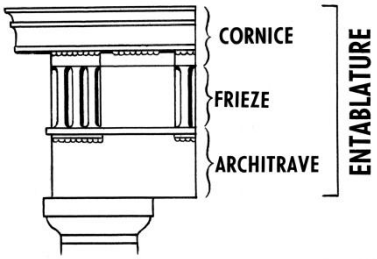
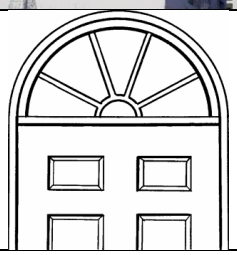
- Select exterior body and trim colors from historical selections such as Pittsburgh Paint Historic Colors or Sherwin-Williams historic colors.

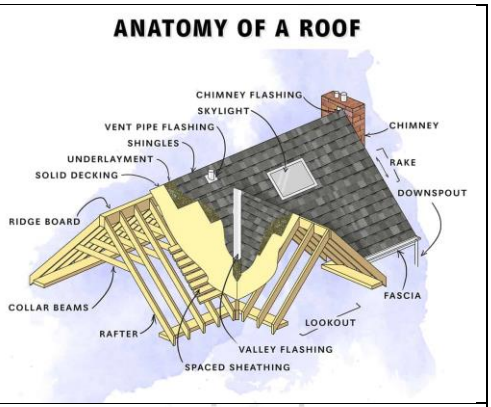
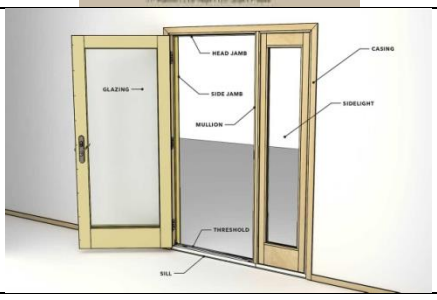
SECTION 2: Glossary

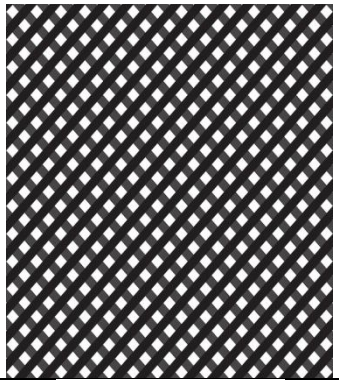
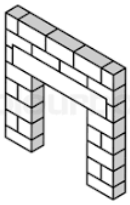
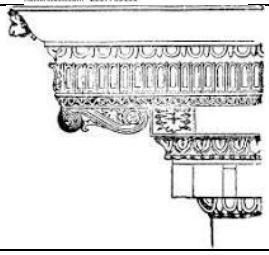
Term	Definition	Image
Baluster	A spindle or post supporting the railing of a balustrade	
Balustrade	An entire railing system with top rail and balusters	
Bargeboard	A decoratively carved board attached to the projecting edges of the rafters under a gable roof; also called a vergeboard	
Bay	The regular division of the façade of a building, usually defined by windows or other vertical elements	
Bay Window	A window in a wall that projects at an angle from another wall	
Bond	The pattern in which bricks are laid to increase the strength of the wall or enhance the design	

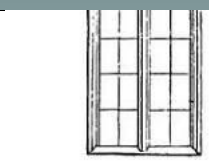
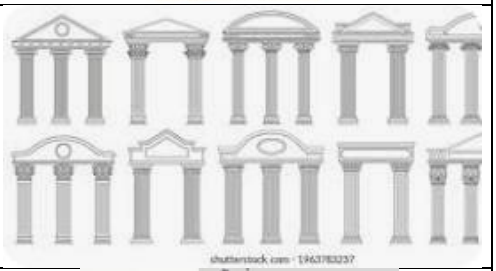
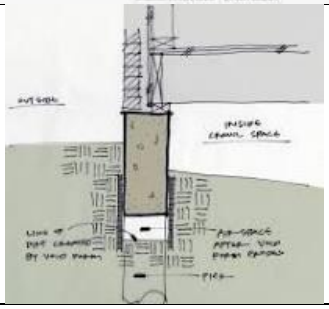
Bracket	A small carved or sawn wooden projecting element which supports a horizontal member such as a window, cornice, or door hood	
Bungalow	The word *bungalow* can be traced to India, where it was used by the British in the 19th Century to designate a house type that was one level and had large, encircling porches. The bungalow is built of wood and stucco with exposed rafters, wide overhangs, large porches, and chimneys of brick or stucco.	
Capitol	The upper portion of a column or pilaster	
Chamfer	A surface produced by beveling an edge or corner, usually at a 45-degree angle as the edge of a board or post	
Chimney	A vertical structure containing one or more flues to provide draft for fireplaces and to carry off gaseous combustion products from fireplaces or furnaces	
Clapboard	Siding consisting of overlapping narrow horizontal boards usually thicker at one end than the other	

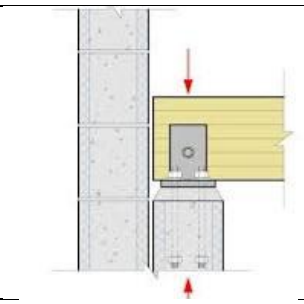
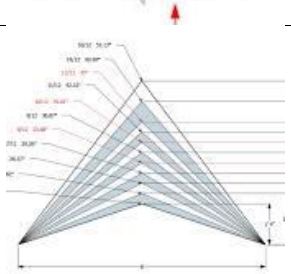
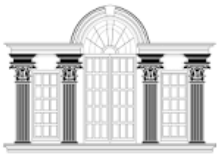
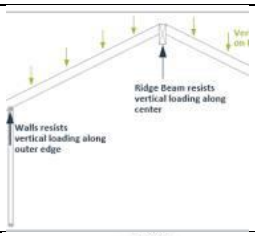
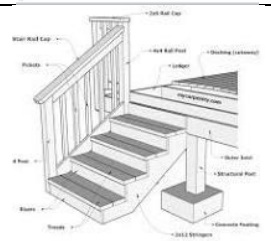
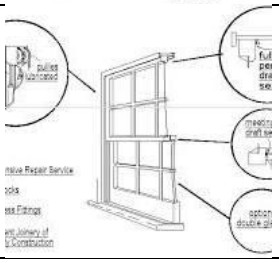
Column	A vertical free-standing shaft or pillar that supports a structure from above	
Coping	A cap or covering to a wall, either flat or sloping, to shed water	
Corner Board	A vertical strip of wood placed at the corners of a frame building	
Cornice	A projecting moulding at the top of a wall such as may be found below the eaves of a roof	
Dentil	Small square blocks closely spaced to decorate a cornice	
Dormer	A small window or louver with its own roof that projects from a sloping roof	
Double-Hung Window	A window with two sashes, each sliding vertically past the other	

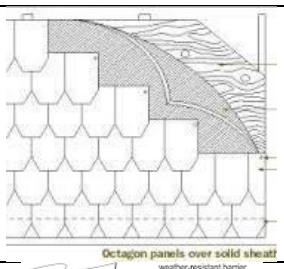
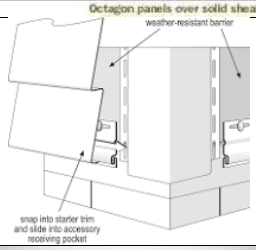
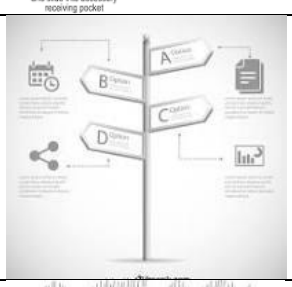
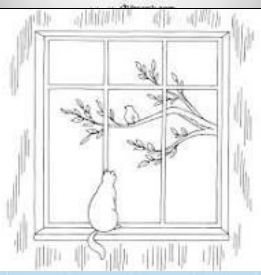
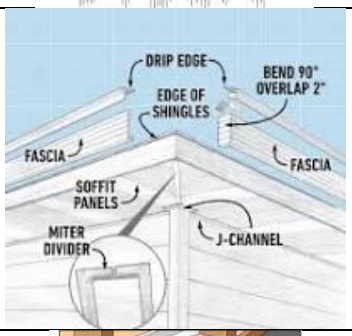
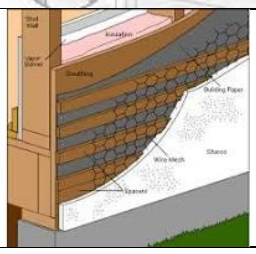
Downspout	A pipe for directing rainwater from the roof to the ground	
Eave	The edge of a roof that projects beyond the face of a wall	 FIG. 59. EAVES
Elevation	The external face of a building or a drawing of the external wall	
Entablature	The horizontal assembly of moldings immediately above the column capital; the cornice	
Facade	The front face or elevation of the building	
Fanlight	A semi-circular window over a door or in a gable with radial muntins in the form of an open fan	

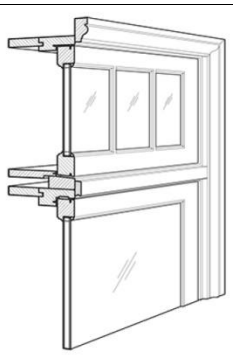
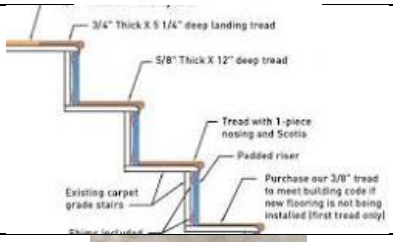
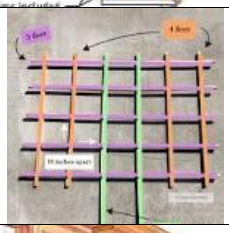
Fascia	A flat board with a vertical face that forms the trim along the edge of a flat roof or along the horizontal or eave sides of a pitch roof	
Fenestration	The arrangement or pattern formed by windows in a building	
Gable	The triangular section of a wall to carry a pitched roof	
Gable Roof	A roof with a central ridgepole and one slope at each side	
Gingerbread	Pierced curvilinear ornament made with a jig or scroll saw	
Head	The top of the frame of a door or window	

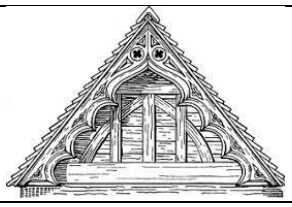
Hipped Roof	A roof with uniform slopes on all four sides	
Lattice	An openwork grill of interlacing wood strips; used as a screening	
Lite	A pane of glass or an insulating glass (IG) unit used in a window, door, or unit skylight.	
Lintel	A horizontal beam bridging an opening, usually of wood or stone carrying the weight of the structure above	
Masonry	Wall material such as brickwork or stonework	
Modillion	An ornamental block applied to the underside of the projecting member of a cornice	

Mortar (2nd def.)	A plastic mixture of lime, sand, and water, with or without Portland cement. Used in masonry construction in the joints of brick or stone to cement them into place.	
Molding	A long narrow strip of wood or metal, plain, curved or formed with regular channels and projections; used for concealing joints and decorative purposes	
Mullion	A vertical post between sashes in multiple window installations	
Muntin	Horizontal and vertical strips of wood or metal holding the window panes in place	
Pediment	A low-pitched gable above a portico or opening, such as a window or door	
Pier	An upright structure of masonry which serves as a principle support	

Pilaster	A rectangular pillar attached to and projecting from a wall, resembling a classical column; an engaged column	
Pitch (noun)	The degree of slope of a roof, usually given in the form of the ratio of rise to run, such as 6:12.	
Portico	A roofed space, open or partly enclosed, forming the entrance and centerpiece of a façade of a building	
Ridge	The line at the top of the sloped roof	
Riser	The vertical face of a stair step	
Sash (2nd def.)	The moveable framework holding the glass in a window or door	

Shingle	Tile for covering roofs or walls, usually made of asbestos, asphalt, wood, or terra cotta, cut to standard shapes and sizes	
Siding	The exterior wall covering of a structure	
Signage	A display board or surface used for directions, identification, instructions, or advertising	
Sill	The horizontal water-shedding element at the bottom of a door or window frame	
Soffit	The exposed undersurface of an eave or cornice of a building	
Stucco	A cement plaster applied to the exterior of a building, either smooth or textured, and often painted	

Transom	An opening over a door or window containing a glazed or solid sash	
Tread (noun)	Horizontal surface of a step	
Trellis	Lattice work as an outdoor screen, often used as a support for vines or a barrier below a porch	
Trim	The framing of a feature on a façade usually of a color and material different from that of the adjacent wall surface	
Turned work	Woodwork shaped on a lathe	
Veranda	From the Hindi word *varanda*, denotes a roofed, open gallery, porch, or balcony extending along the outside of a building, designed for outdoor living in hot weather	

Vergeboard (see Bargeboard)	The vertical face board following and set under the roof edge of a gable, sometimes decorated by carving	
Vernacular (regarding buildings)	A style of architecture with characteristics common to a particular region of the country.