



IV. GUIDELINES FOR EXISTING STRUCTURES: ELEMENTS





A. Introduction

The decisions you make regarding the rehabilitation of your property have a direct impact on Port Norfolk's distinctive historic architecture and the character of the historic district. By making appropriate choices you can help to clearly convey the history of the district to both residents and visitors.

In addition, you may find that there is an economic benefit for the neighborhood when a majority of property owners undertake successful and sensitive rehabilitation projects. These benefits may include state rehabilitation tax credits (see *Chapter II: Planning Your Preservation Project: Federal, State, and Local Incentives* for more information) and increases in property values.

It is the responsibility of the Historic Preservation Commission (HPC) to evaluate the appropriateness of changes proposed to the exterior of your building for architectural compatibility. *Chapter I: Port Norfolk: History and Architecture: Architectural Styles* reviews the defining characteristics of the most common building styles in Port Norfolk.

This chapter discusses the elements that comprise your historic building. It is followed by *Chapter V: Guidelines for Existing Structures: Materials*. By reading these chapters together, you will have the tools necessary to plan a thoughtful rehabilitation project. The actual guidelines are numbered and arranged in a hierarchy progressing from retain, to repair, to replace.

Included with the guidelines are links to the appropriate *Preservation Brief(s)* as well as information on maintenance and inappropriate treatments.



Work is underway to replace the slate roof of this Port Norfolk residence. To preserve its historic character, the pattern of the original slate will be replicated and the metal roof cresting and bracketed eaves will be retained.



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Small, well-maintained plantings accent this painted brick foundation.

B. Foundations

A foundation forms the base of a building. Houses in Port Norfolk are primarily built on brick foundations as are the front porches. Examples of masonry construction show no delineation between the foundation and wall plane. In the more numerous examples of frame construction, the foundation is in contrast to the wall surface. For more information on maintenance, repair, and proper cleaning of masonry please refer to *Chapter V: Guidelines for Existing Structures: Materials: Masonry*.

Maintenance

- 1 Ensure that land is graded so that water flows away from the foundation and, if necessary, install drains around the foundation.
- 2 Remove any vegetation that may cause structural disturbances at the foundation.
- 3 Keep any foundation vents open so that air flows freely.

Inappropriate Treatments

- 1 Do not cover the foundation with wall cladding materials such as replacement siding.
- 2 Do not paint unpainted brick.

Guidelines

- 1 Retain any decorative vents that are original to the building.
- 2 Repair and replace deteriorated foundation materials such as brick and mortar, matching existing historic materials as closely as possible.



The unpainted running bond brick foundation of this Bungalow retains its original vents.



A solid porch foundation such as this brick one should be maintained according to the same guidelines as the foundation of the main structure.

Preservation Brief #39:
Holding the Line: Controlling Unwanted Moisture in Historic Buildings

www.nps.gov/history/hps/tps/briefs/brief39.htm



The varied roof lines on some of Port Norfolk's streets gives visual interest to the streetscape.



The repetition of end gables provides a rhythm of roof forms on other streets.

C. Roofs

One of the most important elements of a structure, the roof serves as the “cover” to protect the building from the elements. Good roof maintenance is absolutely critical for the roof’s preservation and for the preservation of the rest of the structure.

Roof shapes in the district vary with the architectural style of the structure. While there are streets in the Port Norfolk Historic District that are characterized by the repetitive complex gable roofs of the vernacular Queen Anne style, there is nonetheless a great variety in roof lines throughout the district.

Hipped-roof American Foursquares, Gambrel-roofed Colonial Revival houses, the sweeping low gables and hips of Bungalow roofs, and the turrets of Queen Anne towers all contribute to the rich variety that gives Port Norfolk its unique character.

Historic slate roofs, many laid in decorative patterns, cover a number of houses in the historic district. Other roofing materials include standing-seam metal, asphalt shingles, and asbestos-cement shingles.



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Asbestos-cement shingles were an economical and long-lasting roof material in the early twentieth century.



The uniform dark gray appearance of this asphalt-shingle covered roof helps this substitute roof material fit in with the Port Norfolk Historic District.

C. Roofs *continued*

A number of substitute roof materials may be approved for use in Port Norfolk. These materials include metal, artificial slate, architectural and asphalt shingles. Please consult the Approval Matrix in the *Appendix* of these guidelines for more information of the level of review necessary for each material.

Maintenance

1 Asbestos-Cement Shingles

Invented in Europe in 1900, a U.S. patent for asbestos-cement shingles was issued in 1907. This material quickly became a popular and affordable substitute for slate, wood and clay tiles, and was used for new and existing construction projects. Often identified by their hexagonal, honeycomb or diamond pattern, these shingles were manufactured until the 1980s.

As they age, these shingles can become very brittle. A professional roofer who works with slate should be called for minor repairs. Replacement shingles suppliers may be found on the internet. Before beginning any project involving this material please refer to *Chapter II: Planning Your Preservation Project: Health and Safety Considerations* for more information. Longevity: 50-85 years.

2 Asphalt Shingles

First produced in 1903 as individual shingles cut from asphalt roll roofing, these shingles were given a stone surface. By 1906, the multi-tab strip shingle was being marketed.

By World War I, a number of factors, including its use of non-strategic materials, ease of transportation, fire retardant properties and lower costs, combined to increase its market share.

Ceramic granules have replaced the original crushed stone, and fiberglass mats have replaced felt underlayment to improve this product's durability.

Spring and Fall are good times to clear your asphalt roof of debris build-up and reattach loose shingles. Adhere loose shingles with a small amount of roof cement. Replace damaged shingles. Longevity: 15-50 years depending on quality/warranty.



The house to the left retains its original slate shingles and the house to the right has an asphalt shingle replacement roof. The new shingles approximate the visual appearance of the historic material in color and pattern.

3 Slate

Although its use in Virginia is documented as early as Jamestown, slate was not easily shipped and did not enjoy wide popularity until canals and railroads made its transport more economically feasible in the mid-nineteenth century. The most common roof slate found in Portsmouth is Buckingham slate.

- a. Buckingham slate is from Buckingham County, Virginia, and is one of the hardest slates available. Its life expectancy is approximately 150 years.
- b. Faux slate is manufactured from recycled plastic and rubber and costs as little as one-third the price of natural slate as well as weighing 50 percent less. When chosen carefully, these slates replicate the visual appearance of the historic material.

Preservation Brief #29:
The Repair, Replacement
& Maintenance of Historic
Slate Roofs

<http://www.nps.gov/hps/tps/briefs/brief29.htm>



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Preservation Brief #04:
Roofing for Historic Buildings
www.nps.gov/history/hps/tps/briefs/brief04.htm

4 Galvanized Metal

The process for galvanizing, or coating, iron or steel with zinc was patented in 1839, however, it was not until the early twentieth century that the costs associated with its production were reduced to a sufficient level for it to become more economical than tin or terne.

To prevent galvanized metal from rusting, it is necessary to keep it well-painted. Use a primer and paint of good quality and that are specially formulated for use on galvanized metal to achieve the best results. Longevity: 50+ years.

5 Terne

The French word for dull, it was used to describe lead coated tin-plate patented in 1831. Less expensive than tin-plated iron, it became twice as popular by the end of the nineteenth century and was fashioned into shingles, sheets, 5V crimp, and standing-seam applications. A zinc-tin alloy on a steel substrate has now replaced the lead-coated tinplate. The best maintenance is to make sure that any bare metal is primed with an iron-oxide primer and painted with a linseed-oil finish coat. Longevity: 30+ years.

6 Prepainted Terne

Modern terne must be painted to ensure its life expectancy. This product also comes prepainted from the factory in 5V crimp, shingles, and standing-seam metal reducing later maintenance issues. Certain suppliers offer a color palette that approximates a historic appearance rather than shiny coatings. This product, correctly installed, is virtually maintenance-free. Longevity: Finish is warranted for 30 years.



Standing-seam metal is available in a variety of materials including galvanized, terne, pre-painted terne and terne-coated stainless-steel.



Metal roof cresting should be retained and maintained.



Patterned slate roofs are a character-defining feature in the Port Norfolk Historic District.



Overhanging eaves accented by brackets are a hallmark of the Craftsman style.

C. Roofs *continued*

7 Terne-Coated Stainless

This relatively new material consists of stainless steel to which a zinc-tin alloy has been applied. This product does not need painting and can be worked in a manner to approximate historic standing-seam metal roof profiles. Keep the roof clear of debris and rinse annually. Longevity: 50-100 years.

8 Elastomeric Roof Coatings

These products can extend the life expectancy of a metal or built-up roof by reducing the roof's surface temperature and the harmful effects of solar radiation. These products should not be used to repair leaks. Leaks should be repaired using the original roofing material, roofing cement and reinforcing fabric. When used, an elastomeric coating should either match the paint color of the roof or a clear coating should be used with a matte finish. Longevity: 3-7 years.

Inappropriate Treatments

- 1 Do not add dormers if not a part of the original design.
- 2 Do not add vents and skylights unless placed inconspicuously on the rear of buildings.

- 3 Do not replace a deteriorated historic roof with a material that does not have the same visual qualities as the original.

Guidelines

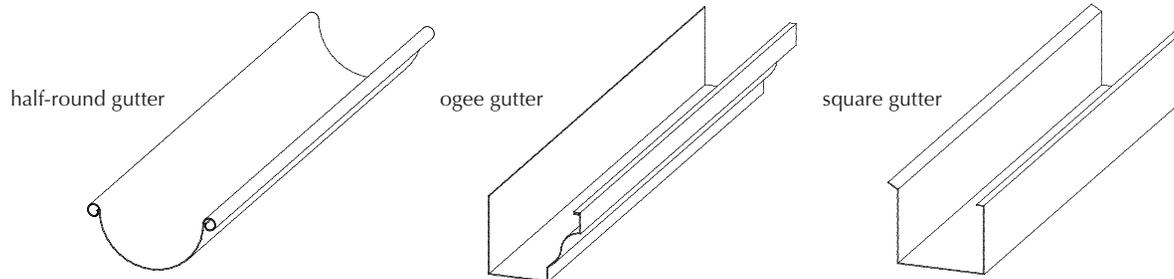
- 1 Retain original or early roof materials, such as slate, clay tile, or standing-seam metal whenever possible.
- 2 Preserve original roof shapes.
- 3 Retain architectural features including roof cresting, finials, dormers, cornices, exposed rafter tails, and chimneys.
- 4 Repair of roof materials and elements should be made in-kind with materials that duplicate the original materials.
- 5 Keep as much of the original material as possible. Consolidate original roof materials to the most visible areas and use replacement materials on areas not in view from public ways.
- 6 Replace roof coverings when necessary, using new material that matches the original roof covering in composition, size, shape, color, and texture.



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Proper gutter placement helps to ensure adequate drainage away from the house, therefore, reducing moisture-associated problems.



D. Gutters

Gutters and downspouts provide a path to direct water away from your building and its foundation. The shape, size and materials of gutters and downspouts may contribute to or detract from the historic character of your building.

Maintenance

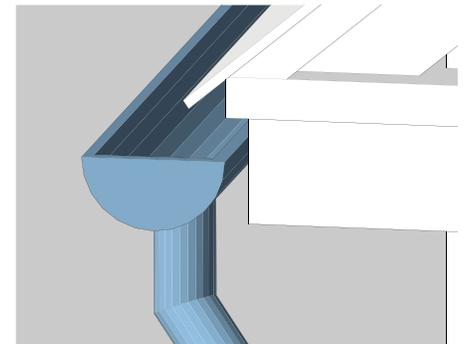
Check and clean gutters on a regular schedule to avoid clogging which can lead to moisture damage.

Inappropriate Treatment

Avoid the removal of historic fabric from the building when installing gutters and downspouts.

Guidelines

- 1** Retain existing metal gutters and downspouts. They should not be removed from the structure.
- 2** Repair existing gutters and downspouts and provide ongoing maintenance to prevent their deterioration.
- 3** Replace gutters and downspouts according to the illustrations provided. In most instances, the historic profile of the gutter is a half-round rather than an ogee, “k,” square, or rectangular shape.
- 4** Make certain new metal gutters and downspouts are of the appropriate size and scale. Some types are finished with an enamel or baked-on coating.
- 5** Ensure that the finish color is compatible with the overall color scheme for the building.



Gutters should be placed partially underneath the roof edge to be most effective.



E. Windows

Windows add light to the interior of a building, provide ventilation, and allow a visual link to the outside. The window sash, framing, and architectural detail surrounding the window play a major part in defining the style, scale and character of a building.

Windows are one of the major character-defining features on most buildings and can be varied by different designs of sills, panes, sashes, lintels, decorative caps, and shutters. They may occur in regular intervals or in asymmetrical patterns. Their size may highlight various bay divisions in the building. All of the windows may be the same in one building or there may be a variety of types that give emphasis to certain parts of the building.

Because of the variety of architectural styles and periods in the historic district, there is a corresponding variation of styles, types, and sizes of windows.

Openings are arranged consistent with the architectural style of the structure with an asymmetrical yet visually balanced arrangement most common in the district. Queen Anne, and vernacular houses of the period, display windows with larger uninterrupted panes of glass, while later Colonial Revival and Bungalow examples have smaller, multiple panes in one or both sashes.

Prior to any replacement of windows, a survey of existing window conditions is required. By noting the number of windows, whether each window is original or replaced, the material, type, hardware and finish, the condition of the frame, sash, sill, putty, and panes, you may be able to more clearly gauge the extent of rehabilitation or replacement necessary.

Consolidation of existing original windows of the same type and size to the most visible sides of the house is also required.

The replacement of historic wooden windows with new wooden or wood-composite windows that closely replicate the characteristics of the originals may be approved by the Planning Staff. Aluminum- or vinyl-clad wood windows and fiberglass windows require approval of the Historic Preservation Commission and vinyl windows are not allowed in the district.

Representative photographs showing their condition should be submitted with your COA application so that the Planning Staff can gain a clear picture of your project scope.

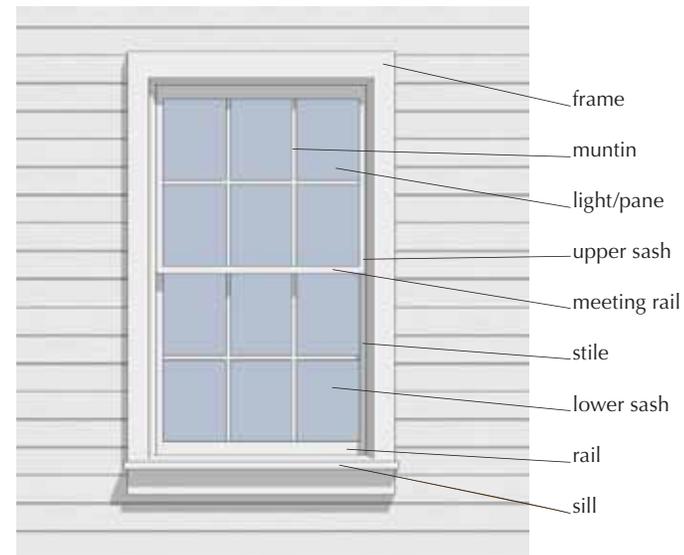
1. History and Benefits of Historic Wooden Windows

- a. Double-hung windows, the first form of air conditioning, date back to the 1400s.
- b. The first growth wood, from which many original windows are fabricated, has dense growth rings that may provide for better resistance to water and insect damage.
- c. Properly restored and cared-for wooden windows should last another 100 years before full restoration is needed again.



A double-hung sash allows both the upper and lower sash to move, increasing the movement of air in and out of the house.

ELEMENTS OF A DOUBLE-HUNG WINDOW





Preservation Brief #03: Conserving Energy in Historic Buildings

www.nps.gov/history/hps/tps/briefs/brief03.htm

2. Energy Conservation and Heat Loss

Historic elements, such as plantings, porches, transoms, shutters, cupolas, and awnings, play a role in energy conservation and should be retained and maintained.

By understanding the way in which your house loses heat, you may be able to reduce your energy costs without a large investment of time or money.

Listed below are a number of projects to reduce heat loss that can easily be completed by most homeowners and result in significant energy savings.

a. Insulation

Most heat loss occurs through the attic, not through windows.

Adding 3.5 inches of insulation to the attic has three times the impact of replacing single pane windows with the most energy-efficient replacement windows.

b. Weatherstripping

Heavy solid wood doors are good insulators if they fit tightly and are weatherized. Install weatherstripping of spring bronze, felt, or new vinyl beading around the edges of the doorway.

Metal strips/plastic spring strips can be installed on rails, and when space allows, between sash and jamb.

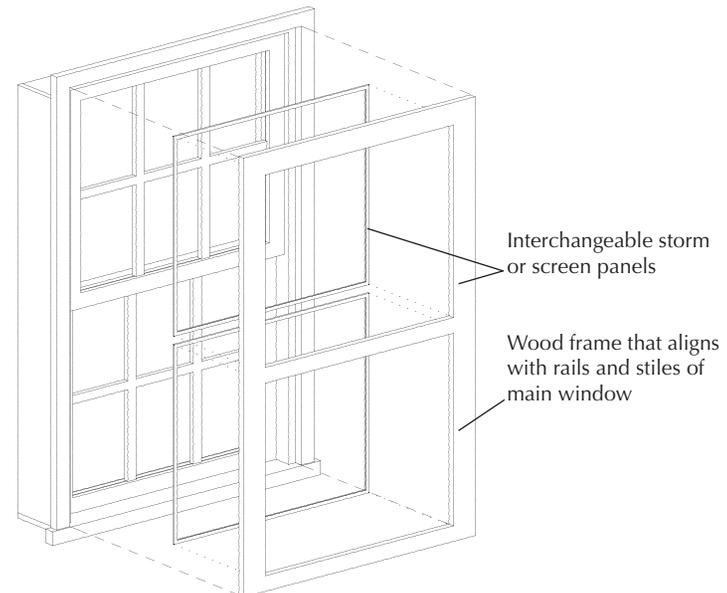
c. Sash Locks

Install locks on the meeting rail to assure a tight fit between the upper and lower sashes.

d. Caulking and Putty

- i. Caulk joints/seams around the edges of window frames to avoid moisture penetration.
- ii. Replace deteriorated glazing putty and repaint to create a weathertight seal.

ELEMENTS OF A STORM WINDOW





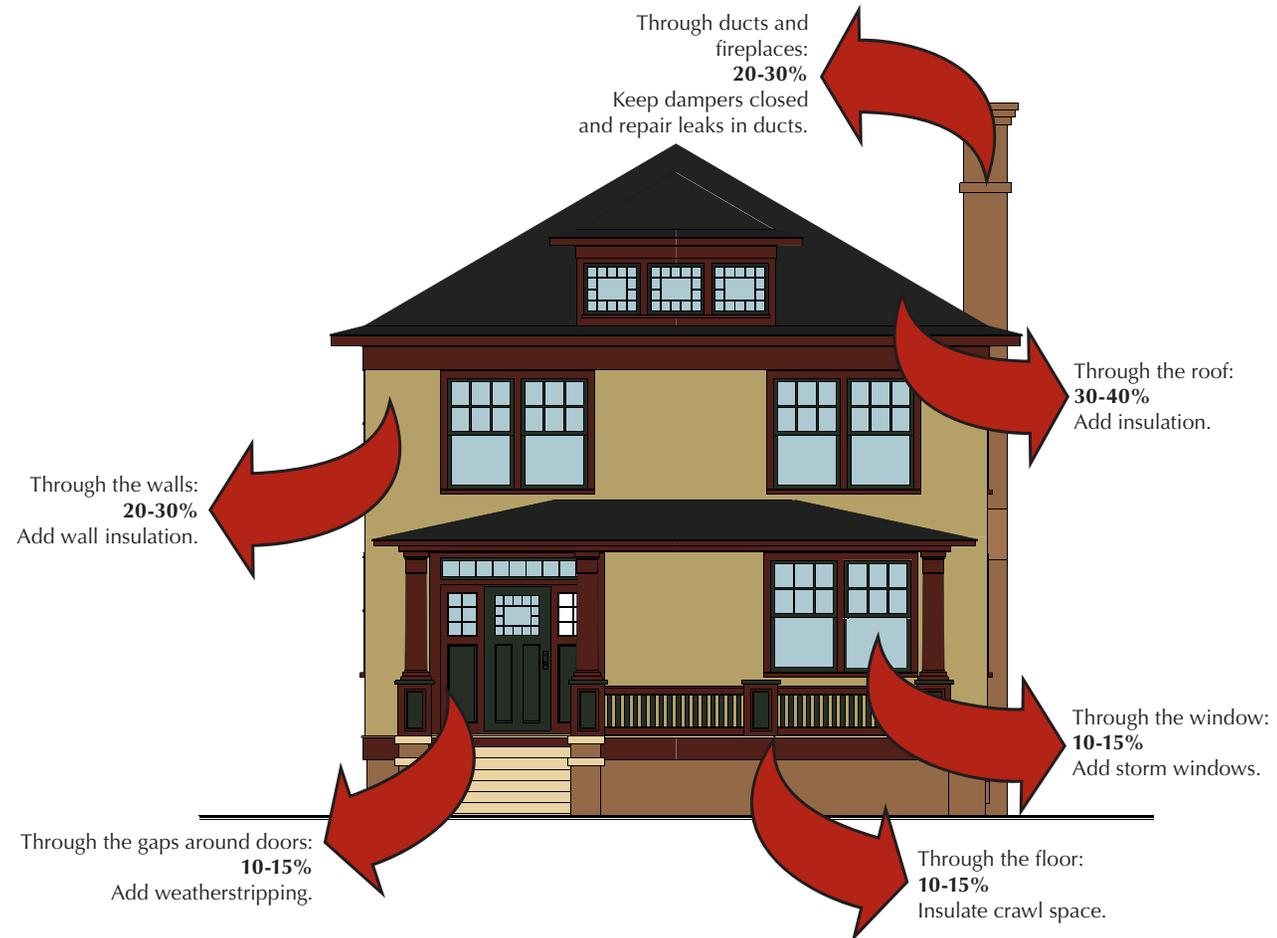
e. Storm Windows

Storm windows and doors can save energy and provide increased comfort by reducing air leakage. Storm windows also provide an insulating air space between the storm and primary window.

A well-maintained original wooden window with an exterior storm window may provide as good of if not better insulation than a double-paned new window. A Certificate of Appropriateness (COA) is required for installation of exterior storm windows. When choosing an exterior storm window follow the guidelines later in this section.

Storm windows made for interior use are more energy efficient than exterior storm windows. Choose models with:

- i. no mullions, muntins or wide frames visible from the exterior of the building,
- ii. clear glass or other transparent material,
- iii. airtight gaskets, and
- iv. ventilation holes and/or removable clips to ensure proper maintenance and avoid condensation damage.



This graphic shows the percentage range of heat loss in different areas of your house with general suggestions to reduce that loss.



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E. Windows *continued*

3. Replacement Window Fact Sheet

a. Background Information

You should figure that approximately 36% of your total energy cost comes from heating your home, according to the U. S. Department of Energy. By figuring out what your actual heating costs are you can more accurately assess the cost savings and payback associated with the purchase of storm windows or replacement windows.

Window replacement means replacing both the frames and the sash. Sash replacement means replacing just the movable parts of the window and may be a less costly alternative to full window replacement.

Thirty percent of windows being replaced each year are less than 10 years old.

Some replacement windows must be fully replaced if any part fails due to modern construction techniques and materials.

Single-seal replacement windows may fail in two to six years.

Jamb-liners for tilt-in windows often fail in six to ten years.

PVC/vinyl is toxic, can't be recycled, and may only last 16-18 years.

Metal-clad wood (especially finger-jointed) may trap moisture, leading to rot.

| | | | |
|--|--|---|--|
| | | | |
| Existing single-pane wooden window with storm window | Replacement of existing single-pane historic wooden window with double-pane thermal window | Replacement of existing single-pane historic wooden window with double-pane window with low-e glass | Replacement of existing single-pane historic wooden window and storm window with double-pane window with low-e glass |
| \$0 for existing window and \$50 for storm | \$450 for new window | \$550 for new window | \$550 for new window |
| Annual savings per window: \$13.20 | Annual savings per window: \$11.07 | Annual savings per window: \$16.10 | Annual savings per window: \$2.29 |
| Payback on investment: 4.5 years | Payback on investment: 40.5 years | Payback on investment: 34 years | Payback on investment: 240 years |

This graphic compares the expenditure and the energy savings for typical new windows versus keeping your existing windows and adding an inexpensive storm window.



b. Common Terms

i. U-Value:

Many homeowners are familiar with R-value as applied to home insulation. The higher the R-value, the more insulating properties of the material. When considering the U-value of a replacement window the energy savings result from the lowest available number – just the opposite of insulation. The illustration on the preceding page shows the relative U-value of historic wooden windows with storm windows, as well as a number of replacement options.

ii. Double-Pane Thermal Window:

A window that is glazed with two layers of glass separated by an air gap that may or may not be filled with argon gas to further reduce heat transfer.

iii. Low-E Glass:

The glass of choice for many replacement windows, low-e glass has a metal or metallic coating that reduces the heat transfer between inside and outside without noticeably diminishing the light coming into the building.

c. What Does All This Mean?

The most cost-effective method to reducing your heating costs and the method that you are most likely to see a payback from during your ownership of the property is to add storm windows to your existing wooden single-pane windows. You may also want to look at a more efficient boiler/heat pump/furnace as well as insulating your attic space.

As shown in the chart on the previous page, the payback time for replacement windows is in the 30-40 year range. Many of the replacement windows being manufactured today do not have warranties beyond 20 years.



Palladian windows were often used as a decorative accent in the gable end of vernacular Victorian houses.



A decorative multi-light upper sash over a single lower sash was adapted for use in various architectural styles popular in the early twentieth century including this American Foursquare.



A Colonial Revival style window uses eight rectangular panes over a single lower pane.



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Preservation Brief # 09: The Repair of Historic Wooden Windows

www.nps.gov/history/hps/tps/briefs/brief09.htm

E. Windows *continued*

Maintenance

- 1 Ensure that all hardware is in good operating condition.
- 2 Ensure that caulk and glazing putty are intact and that water drains off the sills.
- 3 See *Energy Conservation and Heat Loss* on the previous pages for steps to take to improve the performance of existing windows.



This replacement window does not fit the historic window opening. The original wooden window trim appears to have been covered in vinyl which may trap moisture and lead to future maintenance issues.

Inappropriate Treatments

- 1 Do not install replacement windows that do not fit the opening.
- 2 Do not use materials or finishes that radically change the sash, depth of reveal, muntin configuration, reflective quality of color of glazing, or the appearance of the frame.
- 3 Avoid using clip-in/false muntins and removable internal grilles as they do not present a historic appearance.
- 4 Do not change the number, location, size, or glazing pattern on the primary elevation(s) visible from the street.
- 5 Do not install horizontal, picture, round or octagonal windows not appropriate to the architectural style of house.
- 6 Avoid cutting new opening(s).
- 7 Do not block in existing windows.
- 8 Avoid covering or obscuring wood sills and exterior frames during the installation of replacement siding.
- 9 Do not use muntins for storm windows.
- 10 Do not use raw metal finishes.



These replacement windows represent a historic number of panes but do not convey the same three-dimensional qualities as the original window, due to the false flat muntin bars. It also appears that the original wooden window frame has been removed or covered by replacement siding.



An example of an inappropriate treatment, this window was not sized to fit the existing opening which was then filled in with a painted board.



✓ Guidelines

- 1** Retain and preserve windows that contribute to the overall historic character of a building, including their functional and decorative features such as frames, sash, muntins, sills, trim, surrounds, and shutters.
- 2** Retain the glass if the window is no longer needed and screen or shutter the backside so that it appears from the outside to be in use.
- 3** Repair original windows by patching, splicing, consolidating or otherwise reinforcing. Wood that appears to be in bad condition because of peeling paint or separated joints often can, in fact, be repaired rather than replaced.
- 4** Uncover and repair covered-up windows and reinstall windows with their original dimensions where they have been blocked in.
- 5** Use interior storm windows if possible.

- 6** Exterior aluminum storm windows, if used, should meet the following criteria:
 - a.** Match divisions to sash lines of the original windows. Use meeting rails only in conjunction with double-hung windows and place them in the same relative location as in the primary sash.
 - b.** Size exterior storm windows to fit tightly within the existing window openings without the need for a subframe or panning (a filler panel) around the perimeter.
 - c.** Match the color of the frame with the color of the primary window frame.
 - d.** Use only clear glass.
 - e.** Set storm sash as far back from the plane of the exterior wall surface as practicable.
- 7** Replace only those features of the window that are beyond repair.
- 8** Replace entire windows only when they are missing or beyond repair.
- 9** Consolidate original windows on the most visible side(s) of the house. If a window on the front of the house must be replaced and an original window of the same style and size is identified on a secondary elevation, place the historic window in the opening on the primary facade.

STORM WINDOW MATERIALS

Wood

- a. Insulates better than metal
- b. Can be painted to match trim
- c. Easily repaired
- d. Available with glass and screen inserts

Aluminum

- e. Lighter weight than wood
- f. Integrated glass and screen panels
- g. Should be prepainted to match the color of the window frame



Large-paned windows, such as these one-over-one wooden sash, were made possible by advances in glass manufacturing during the latter part of the nineteenth century.



Two-over-two windows were also popular during the period of Port Norfolk's development.

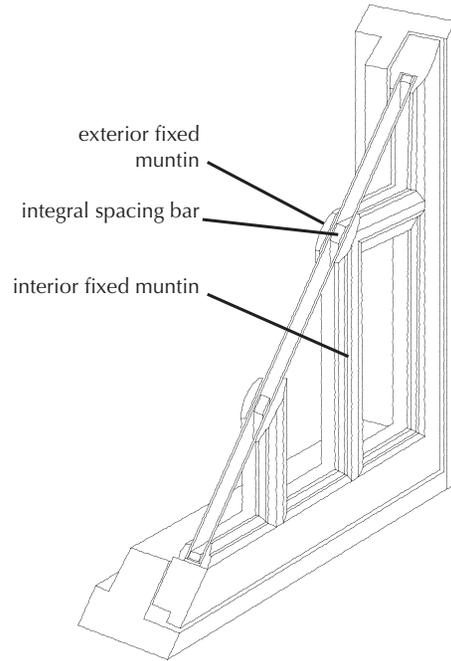


These highly detailed dormers surround windows in which the upper sash have Gothic arches over a single-paned lower sash.



IV. GUIDELINES FOR EXISTING STRUCTURES: ELEMENTS

ELEMENTS OF A THREE-PART SIMULATED DIVIDED LIGHT WINDOW



The three-part construction illustrated at right uses a spacer bar between two layers of glass with fixed muntins to approximate the depth and overall appearance of a traditional single-pane wooden window.

E. Windows *continued*

- 10** Retain existing wood window frames when replacing windows. This reduces damage to the interior and exterior historic materials. Use sash replacements where wood windows are badly deteriorated.
- a.** By placing a track and a new sash in the old frame no trim is removed so there is no need to repaint woodwork or adjacent walls.

- 11** Replace the unit in-kind if replacement of a deteriorated window is necessary, by matching the:

a. Design and Dimension of the Original Sash

- i. Maintain the original size and shape of windows. Thin sash frames rarely maintain the overall appearance of historic sash.
- ii. Fit full window replacements to the height and width of the original openings.
- iii. Retain the appearance of a double-hung window whether one or both sashes are operable.
- iv. Do not reduce the glass surface area.

b. Pane Configuration

- i. Maintain the original number and arrangement of panes.
- ii. Give depth and profile to windows by using true divided lights, or three-part simulated divided lights with integral spacer bars and interior and exterior fixed muntins.

c. Detailing

Small variations such as the width and depth of the muntins and sash may be permitted if those variations do not significantly impact the historic characteristics of the window design.

Finish windows in a historically appropriate paint color.

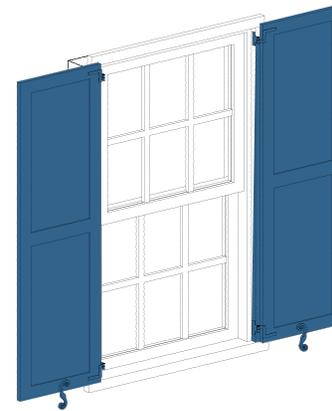
d. Materials

- i. Replace a wood window with a wood window when possible.
- ii. In Port Norfolk, you may consider using wood-resin composite, aluminium- or vinyl-clad wood, or fiberglass windows that meet these guidelines. However, make sure you understand the limitations of some of these newer products as discussed earlier in this section.
- iii. Use translucent or low-e glass.

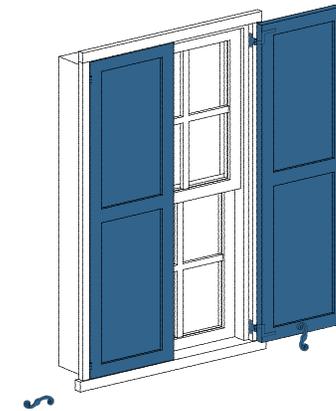
- 12** Base reconstruction of missing windows on old photographs and drawings and similar examples in the neighborhood.



Colonial Revival shutters mixed solid panels, sometimes featuring a decorative cutout, with louvers.



Properly mounted shutters have upper and lower hinges and are kept open with shutter dogs.



When shutters are properly sized they cover the window and fit closely within the frame when closed.

F. Shutters

Shutters originally functioned as a means to control the amount of light and air entering a structure, as well as providing privacy and protection from the elements. Operational shutters can work with double-hung sash windows to provide you with a variety of options for controlling the interior temperature of your home without air conditioning.

Shutters in the Port Norfolk Historic District were originally paneled or louvered and hinged to the window frames. Most homes no longer have their original shutters and replacement shutters are rarely operational.

⊘ Inappropriate Treatments

- 1 Do not use vinyl and aluminum shutters or exterior blinds for any historic structure.
- 2 Avoid shutters on multiple or bay windows.
- 3 Do not nail, screw, or permanently secure a shutter open and eliminate its hardware.

✓ Guidelines

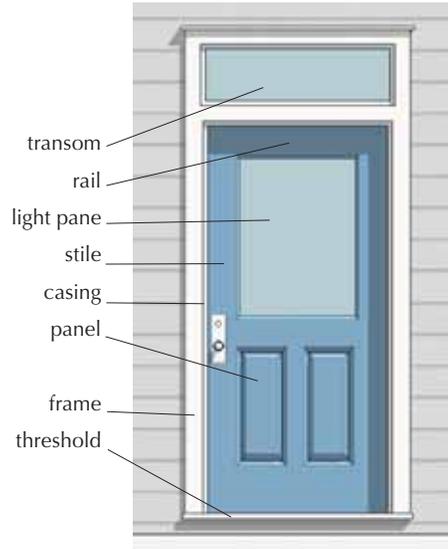
- 1 Retain original shutters and hardware.
- 2 Repair existing historic shutters following the guidelines for wood found in *Chapter V: Guidelines for Existing Structures: Materials*.

- 3 Replace shutters that are beyond repair in-kind according to the following criteria:
 - a. Shutters should be constructed of wood or a composite material that retains the characteristics of wood and is able to be sawn and painted.
 - b. Shutters should be sized to fit the window opening and result in the covering of the window opening when closed.
 - c. Mount shutters on hinges to give them the appearance of being operable.
 - d. Replace original hardware with non-rusting metal in the same design.



IV. GUIDELINES FOR EXISTING STRUCTURES: ELEMENTS

ELEMENTS OF A DOOR



A glass panel storm door should be large enough to reveal the basic panel design of the door beyond.



G. Doors

The front door of a house defines public from private space. It also provides security for the inhabitants and is a necessary element in providing natural ventilation, through cross-breezes, to aid in the cooling of the house.

A variety of door styles were chosen for Port Norfolk houses to complement and complete the overall architectural character of these historic facades. Over time, some of these original doors have been replaced, detracting from the character that defines the historic district.

Inappropriate Treatments

- 1 Do not use generic or “stock” doors with details that provide a false sense of historical accuracy.
- 2 Do not replace original trim with trim that conveys a different period, style, or theme.

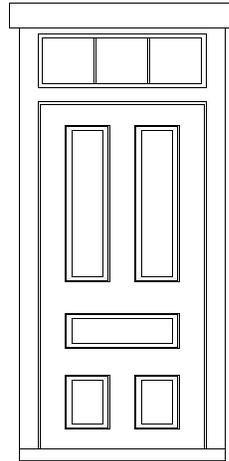


A Craftsman style door is capped by a fanlight in this hybrid entry design for a Colonial Revival house in Port Norfolk.

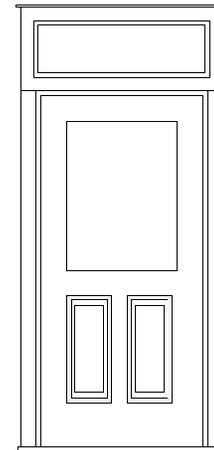


✓ Guidelines

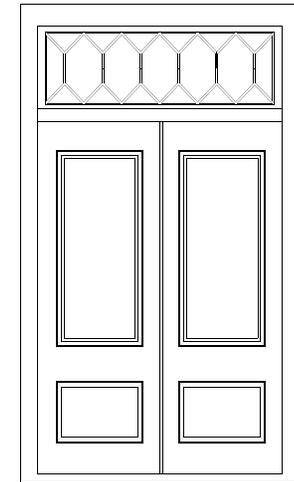
- 1** Retain and repair existing historic or original wooden door(s) and surrounding wood trim.
- 2** Replace historic doors that are beyond repair with a new or salvaged door(s) of the same size, design, material and type as used originally, or sympathetic to the building style, including number and orientation of panels and location and size of any glass.
- 3** A storm door, if used, should meet the following guidelines:
 - a.** Construct storm doors of wood or a composite material that can be sawn and painted.
 - b.** Relate openings for screen or glass panels to the proportions of the door.
 - c.** Use the same overall dimensions for the storm door as the existing door.
 - d.** Paint the storm door the same color as the main door.



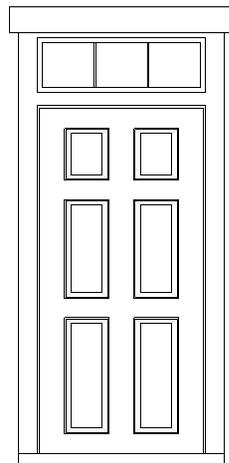
Doors on vernacular Victorian houses often featured long narrow panels with a transom above, and may have been capped by a lintel as shown here.



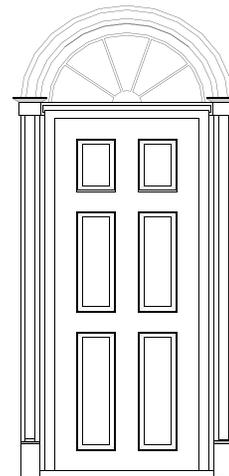
Single doors on vernacular Victorian houses were often partially glazed.



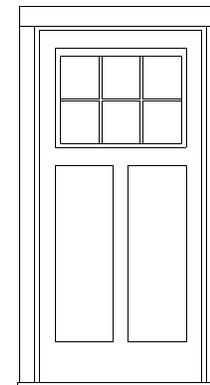
Paneled double doors with a transom above are a common feature of the Italianate and Queen Anne styles.



The six-panel door is closely associated with the Colonial Revival style. It is shown here with a three-light transom.



Another variation of the Colonial Revival is a fanlight over the door and pilasters to either side to accentuate this six-panel door.



The small-paned divisions at the top of this door allow light into the house and are indicative of the Craftsman style.



IV. GUIDELINES FOR EXISTING STRUCTURES: ELEMENTS



The Queen Anne style popularized the wraparound porch, seen here with Colonial Revival details.



The wraparound porch could be adapted to other styles such as the Craftsman example seen above.



On more narrow lots, a full-width porch often extends across the facade.



Colonial Revival residences are often characterized by covered entries or porticos rather than front porches.



The low pitch of Bungalow roofs often allowed the porch to be included under the main roof line.

H. Porches and Porticos

Entrances and porches are quite often the focus of historic buildings, particularly when they occur on primary elevations.

Together with their functional and decorative features such as doors, steps, balustrades, pilasters, and entablatures, they can be extremely important in defining the overall historic character and style of a building. Their retention, protection, and repair should always be carefully considered when planning rehabilitation work. Porches have traditionally been a social gathering place as well as a transitional area between the interior and exterior.

Perhaps the most repeated detail found in Port Norfolk is the porch. House by house, block by block, porches with turned columns, simple balustrades, and decorative scroll-sawn millwork engage the houses with the sidewalk and street beyond and the residents with their neighbors.

⊘ Inappropriate Treatments

- 1 Avoid stripping porches and steps of original materials and architectural features such as handrails, balusters, and columns.
- 2 Do not enclose porches on primary elevations.
- 3 Avoid enclosing porches on secondary elevations in a manner that radically changes the historic appearance.

✓ Guidelines

- 1 Retain porches that are critical to defining the design and integrity of the historic district.
- 2 Repair and replace damaged elements of porches by matching the materials, methods of construction, and details of the existing original fabric.
- 3 Keep porches open to provide shade and reduce heat gain during warm weather.

This block view illustrates the rhythm established by front porches in Port Norfolk.





I. Trim and Cornices

Trim related to doors, windows, porches or other elements is an important character-defining feature of the Port Norfolk Historic District. By painting the trim a color that contrasted with the siding, the trim became a character-defining feature of these houses.

The junction between the roof and the wall is formed in many ways. A cornice with classical moldings or brackets may provide visual interest.

Maintenance

Inspect your trim and cornice for loose or missing pieces, signs of water damage, overall sagging and separation from the building.

Inappropriate Treatments

- 1 Do not remove elements that are part of the original design of the structure without replacing them in-kind.
- 2 Do not replace original trim with material that conveys a different period of construction or architectural style.



The photograph above shows a Victorian style house complete with its original trim and painted to highlight the detailed woodwork.



The same house as pictured above, however, the majority of the trim has been removed and the house and trim have been painted white.



IV. GUIDELINES FOR EXISTING STRUCTURES: ELEMENTS



This graphic shows locations of various house trim elements that help define Port Norfolk's unique architecture.



Advances in manufacturing and delivery via the railroads meant that detailed wooden trim was within reach of those with a modest income.

The ornate designs of the Victorian styles were replaced with classically inspired details as the Colonial Revival movement gained popularity.



I. Trim and Cornices *continued*

✓ Guidelines

- 1 Retain original cornices, porch, window, and door trim that define the architectural character of the historic building.
- 2 Repair rather than replace existing historic trim. Match original materials, details, and profiles.
- 3 Match deteriorated trim with new as closely as possible in material, details and profiles.
- 4 Replace missing trim based on physical evidence.
- 5 New cornices and eaves should be properly flashed and sloped to ensure against water entry. Proper ventilation is also important to protect against moisture buildup.