MAYWOOD HOMEOWNER'S HANDBOOK: DESIGN GUIDELINES

Approved by the Arlington County Board: November 2005
Amended by the HALRB: April 2011
Amended by the Arlington County Board: March 2020
Amended by the HALRB: June 2022

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Neighborhood Services Division, Historic Preservation
2100 Clarendon Boulevard, Suite 700
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ARLINGTON
VIRGINIA

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Executive Summary

On July 7, 1990, the Arlington County Board established the Maywood Local Historic District to protect and enhance the historic character of the neighborhood. By means of a historic district zoning overlay, the local historic district is protected from unmanaged change by a review process based on historic district design guidelines. The Historical Affairs and Landmark Review Board (HALRB) oversees the design review process. The *Maywood Homeowner's Handbook: Design Guidelines* (referred to as the design guidelines) illustrate how the Arlington County Zoning Ordinance (§11.3 Historic Preservation Overlay District and §15.7 Certificate of Appropriateness) applies to all properties within the community.

On March 21, 2020, the County Board amended the design guidelines to shift many projects that previously required a Certificate of Appropriateness (CoA) from the HALRB to an Administrative CoA (ACoA) from County Historic Preservation Program staff. This will allow for an expedited review of many applications.

The document is organized as follows: "When is a CoA or ACoA Required?," *Maywood Homeowner's Handbook: Design Guidelines* (approved in 2005; amended in 2011), "Appendix G: Administrative Certificate of Appropriateness" and "Appendix H: In-Kind Window Replacement Guidelines." **Unless marked as void, all aspects of the Maywood Homeowner's Handbook: Design Guidelines (approved in 2005; amended in 2011) remain effective.**

When is a CoA or ACoA Required?

COA NOT REQUIRED - RENOVATION, REHABILITATION, NEW CONSTRUCTION

1. Any interior modifications or renovations.
2. Repair, replacement, and ordinary maintenance of exterior features, using like material and like design (including emergency repairs).
3. Placement or replacement of gutters.
4. Exterior painting of, and paint colors on, surfaces previously painted including wood, brick, or stucco.
5. Movable items and accessories such as window air conditioners and storm windows and doors.

COA REQUIRED - RENOVATION, REHABILITATION, NEW CONSTRUCTION

1. Removal or demolition of part or all of a building or structure, including outbuildings.
2. Any new construction or enlargement, addition, modification, or alteration of the exterior of an existing building.
3. Any other action which is not ordinary maintenance but which modifies, alters, or otherwise affects the exterior features of a building, structure, site, or other feature within the historic district.
4. Change in or alteration of materials including installation of siding, shingles, or masonry facing.
5. Repair or replacement of roofs, siding, external doors and windows, awnings, trim, and other features with different materials and/or a different design.
6. Removal, replacement, or enclosure of porches.
7. Permanent removal of shutters.
8. Painting of previously unpainted brick, or the removal of paint on masonry.
9. Re-pointing of brick with different material, texture and/or design; exterior sandblasting.
10. Installation of solar panels on historic buildings.
11. Installation of skylights visible from the public rights-of-way and/or that negatively affect character-defining features of the dwelling.
12. Installation of roof vents visible from the public rights-of-way.
13. Installation of mechanical, electrical, plumbing, and other equipment on the front elevation of buildings or if visible from the public rights-of-way.

ACOA REQUIRED - RENOVATION, REHABILITATION, NEW CONSTRUCTION

1. Removal of asbestos shingle siding per the requirements outlined in Appendix G.
2. Installation of solar panels on new construction or additions to historic buildings, new or non-historic accessory buildings, or existing non-historic additions to historic buildings.
3. Installation of two or fewer skylights not visible from the public rights-of-way and that does not adversely affect character-defining features of the building.
4. Installation of roof vents not visible from the public rights-of-way.
5. Replacement of three-tab asphalt shingle roofs with architectural asphalt shingle roofs.
6. Installation of mechanical, electrical, plumbing, and other equipment on the side or rear elevations of buildings.

COA NOT REQUIRED - SITE ELEMENTS

1. General landscaping, preparation, and maintenance of lawns, shrubbery, flower beds, and gardens.
2. Movable items and accessories such as outdoor furniture, temporary swimming pools, mailboxes, house numbers, outdoor light fixtures, and outdoor toys.
3. The removal of fences.
4. Ordinary repair and maintenance to existing driveways or parking pads.
5. Removal of trees less than 15" in diameter at 4' in height.
6. The removal of satellite dishes.
7. Emergency tree removal (fallen tree or imminent danger from tree) of any size tree.
8. Providing temporary disabled access (in place up to three months).

COA REQUIRED - SITE ELEMENTS

1. Installation of fence types that fail to meet the criteria in Appendix G.
2. Installation of concrete, concrete block, brick, and stone retaining walls greater than 3' tall.
3. Installation of timber retaining walls that fail to meet the criteria outlined in Appendix G.
4. Expansion, installation, or replacement of new driveways and parking pads that fail to meet the criteria in Appendix G.
5. Installation of new patios greater than 200 square feet.
6. Installation of walkways greater than 36" wide.
7. Installation of air conditioning units/heat pumps in the front half of side yards.
8. Non-emergency removal of healthy trees greater than or equal to 15" in diameter at 4' in height.
9. Installation of satellite dishes greater than 18" in diameter and visible from the public rights-of-way.
10. Installation of outdoor fireplaces or fire pits that fail to meet the criteria in Appendix G.
11. Construction of sheds or garages that fail to meet the criteria in Appendix G.
12. Removal, installation, or modification of permanent signs.
13. Providing permanent disabled access (in place over six months).

ACOA REQUIRED - SITE ELEMENTS

1. Installation of fence types that meet the criteria in Appendix G.
2. Installation of concrete, concrete block, brick, and stone retaining walls less than or equal to 3' tall.
3. Installation of timber retaining walls that meet the criteria outlined in Appendix G.
4. Expansion, installation, or replacement of new driveways and parking pads that meet the criteria in Appendix G.
5. New paving or modification of paving materials that meet the criteria in Appendix G.
6. Expansion or installation of new patios less than or equal to 200 square feet that meet the criteria in Appendix G.
7. Replacement of patios with a different material that meets the criteria in Appendix G.
8. Installation of walkways less than or equal to 36" wide that meets the criteria in Appendix G.
9. The installation of air conditioning condenser units, heat pump units, generators, and similar mechanical equipment in the rear half of side yards and rear yards.
10. Non-emergency removal of dying/diseased trees (measuring at least 15" in diameter at 4' in height).
11. Installation of satellite dishes less than or equal to 18" in diameter and not visible from the public rights-of-way.
12. Installation of outdoor fireplaces or fire pits that meet the criteria in Appendix G.
13. Construction of sheds and garages that meet the criteria in Appendix G.
14. Providing temporary disabled access (in place up to six months).

Special Conditions

Tree removal: A CoA is not required for any tree under 15" diameter at 4' in height. For trees above 15" in diameter at 4' in height, a CoA is required. All trees proposed for removal need to be inspected by the County's Urban Forester. The process used depends on whether the tree poses an immediate hazard, is dying but not immediately dangerous, or is healthy.

If the tree is fallen or otherwise is of imminent danger, the owner should contact County Historic Preservation staff. If during business hours, the staff will immediately send a preservation inspector and urban forester to inspect the tree. If a tree creates an immediately dangerous situation outside of business hours, the owner may remove the tree, but should contact HP staff as soon after as possible to have staff inspect the site and issue an ACoA.

For non-emergency removal of large trees, the owner should contact the Historic Preservation staff, who will send an inspector and an urban forester. The urban forester will determine whether the tree is dying or healthy. If it is dead or dying, the staff can issue an ACoA. If the tree is healthy, then the owner must apply for a CoA from the HALRB in order to remove the tree.

Any trees removed for any reason must be replaced with a tree that will be similar size at maturity. The County's urban forester can suggest appropriate varieties.

Access for the disabled: Modifications to homes to allow access for disabled persons are permitted. When emergency access is required, short term temporary facilities, such as a ramp, may be provided for a period of three months without a CoA. At the end of the three month period, owners should request an extension to keep the temporary modification in place for an additional three months. After six months, a CoA is required to replace the temporary modification with a permanent modification.

MAYWOOD

Homeowner's Handbook: Design Guidelines

Maywood Neighborhood Historic District
Arlington, Virginia

Arlington County Historical Affairs and Landmark Review Board
2100 Clarendon Boulevard, Suite 700, Arlington, Virginia 22201
703-228-3830

Approved: November 2005
Amended: April 2011, March 2020 and June 2022

Contents

1 INTRODUCTION

Maywood is a special neighborhood. It is one of the oldest of Arlington's residential districts. Its distinctive appearance is the result of a pleasing mixture of architectural styles and tree-lined streets. Front porches, steep roofs, wood siding, shingle patterns, and abundant landscaping all help contribute to the unique character that is Maywood. While there is a rich variety of details that adds visual interest to the neighborhood, there is an overall consistency of scale, form and materials in Maywood.

The "Maywood Homeowner's Handbook: Design Guidelines" was created to clarify and explain the requirements of the Arlington County Historical Affairs and Landmark Review Board (HALRB). The Maywood Homeowner's Handbook includes guidelines for rehabilitation of historic buildings, and construction of new buildings, within the Historic District under Arlington County Zoning Ordinance 31.A (see http://www.arlingtonva.us/web/CountyCode.aspx; click on 'Zoning Ordinance' then do a search on '31A').

The Maywood Guidelines are patterned after the U.S. Secretary of the Interior's Standards for Rehabilitation, http://www2.cr.nps.gov/tps/index.htm,with some minor changes to better protect Maywood's historic character. The Maywood Guidelines are intended to help home owners, preservation professionals, and the Historical Affairs and Landmark Review Board preserve and protect Maywood's heritage.

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

The Secretary of the Interior's Standards for Rehabilitation for historic houses which are applicable to Maywood are listed below:

1. A property should be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property should be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property should be avoided.
3. Each property should be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, should not be undertaken.
4. Changes to a property that have acquired historic significance in their own right should be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property should be preserved.

6. Deteriorated historic features should be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature should match the old in design, color, texture, and, where possible, materials. Replacement of missing features should be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, should be undertaken using the gentlest means possible. Treatments that cause damage to historic materials should not be used.
8. Archeological resources should be protected and preserved in place. If such resources must be disturbed, mitigation measures should be undertaken.
9. New additions, exterior alterations, or related new construction should not destroy historic materials, features, and spatial relationships that characterize the property.

The Maywood Guidelines are not intended to dictate architectural style or to require particular architectural features. Rather, they identify a range of design options which will encourage preservation and new development compatible with the existing character of the Maywood Historic District. In the design review process, economic feasibility, durability, design integrity and harmony of proposed improvements are all important concerns.

There is an important point to remember when using the guidelines: every house is unique. Even houses that look identical at first glance have details or characteristics that set them apart from others. This means that what is appropriate for one building may not be appropriate for another. Each building must be looked at on an individual basis both by the property owner and by the review board.

These guidelines were developed with the recognition that buildings are not static, but continue to evolve over time. These guidelines are not intended to prohibit changes, but rather to ensure that such changes are respectful of and compatible with the existing historic fabric and character of the neighborhood.

2 HISTORY OF MAYWOOD

The Maywood Historic District lies on a hilly site between Lee Highway and Lorcom Lane, bounded on the east by I-66 and on the west by North Nelson Street. Located in Arlington County, just north of the earlier crossroad community of Cherrydale, Maywood is among the best remaining examples of early trolley suburbs. In 1906 the Great Falls and Old Dominion Railway opened a line through Cherrydale, making it possible for workers to live in what was then the country and commute easily to their jobs in the city. A second track was laid in 1908, and rapid growth soon followed.

The Conservative Realty Company was one of a number of development companies that quickly recognized the area's potential. The Company was organized in 1909 by John Harsha and Hugh Thrift. Mr. Thrift was married to Mr. Harsha's daughter Mary ("May") and local lore has it that Maywood was named for her. From 1909 until 1913, the Conservative Realty Company acquired some 73 acres of land and subdivided it to form Maywood.

Early ads for house lots in Maywood touted it as "one car fare to any part of the city." Convenient transportation, reasonable price and a more rural setting were the main selling points. Federal government employees and skilled workers, especially those in the building trades, were the principal buyers.

Most of the lots were developed by 1920. Community life was centered on the social and commercial buildings lining Lee Highway, especially the school (where, as of 2005, the

Camelot Hall nursing home is located) and the Cherrydale Volunteer Fire Department, the first in the County. By 1928, Maywood had some 400 residents.

Maywood's early houses, particularly those built in the first three decades of development, reflect the trend toward simple, practical, unpretentious styles. Most were made of wood with concrete or brick foundations and metal roofs. Although the houses take a variety of forms, they share certain basic features such as repeated shapes, similarity in size, width, covered porches, steep roofs, raised foundations and vertical windows. The lots are narrow and deep with houses set close to the street.

Maywood's houses reflect popular vernacular forms and styles of early-twentieth century architecture, including the bungalow, gable-front farmhouse, American foursquare, and various revival styles. Few, if any, of Maywood's houses were architect-designed. Many were constructed by local builders, two of whom built homes for themselves in Maywood: John Smithdeal (2100 N. Irving Street) and Lachlan MacPherson (3210 23rd Street, N.).

The 1960s saw demolition of a number of houses in the east end of the neighborhood to make way for I-66 and also brought apartment development along the neighborhood's southern edge. In response to these intrusions, Maywood residents worked together to formulate one of the first Neighborhood Conservation Plans in Arlington, approved by the County Board in 1965. Today, compared with other early-twentieth century Arlington neighborhoods such as Ballston, Courtlands, and Fort Myer Heights, Maywood has remained remarkably intact.

Maywood owes its birth and early development to the coming of the railroad and electric streetcar in the early-twentieth century. It derives its historical significance from the fact that it is one of the earliest and most intact of Arlington County's trolley car suburbs. While changing with the times, it has managed to retain its sense of identity, community, and architectural character throughout its history.

Maywood was designated an Arlington Historic District in 1990, and was added to the National Register of Historic Places in 2003.

The information on this page is void. Please see "When is a CoA or ACoA Required?," page ii-iii, towards the front of this document.

3 APPLICATION PROCESS

In order to preserve the special qualities of Maywood, certain changes to the exterior of properties will require the preliminary step of having a homeowner's plans reviewed and approved by the Historical Affairs and Landmark Review Board (HALRB) through a design review process in which a Certificate of Appropriateness (CoA) is obtained. For certain more routine changes, approval can be given directly by Historic Preservation Program staff through the Master Certificate of Appropriateness (ACoA) process (please see Appendix B: ACoA for details).

Below are charts showing the conditions requiring a CoA or ACoA, as well as an overview of the approval process. An Application Form and Checklist are provided as Appendices D and E.

When is a CoA or ACoA required?

Proposed project	CoA *not* required	CoA required	ACoA required	Building permit required
Repair, replacement, and ordinary maintenance of exterior features, using like material and like design (including emergency repairs).	X			
Any interior modifications or renovations.	X			X
General landscaping, preparation, and maintenance of lawns, shrubbery, flower beds, and gardens.	X			
Paving repair using like material of like design.	X			
Exterior painting of, and paint colors on, surfaces *previously painted* including wood, brick, or stucco.	X			
Movable items and accessories such as window air conditioners, storm windows and doors, outdoor furniture, temporary swimming pools, mailboxes, house numbers, outdoor light fixtures, and outdoor toys.	X			
Placement or replacement of gutters.	X			
Repair or replacement of roofs, siding, external doors and windows, awnings, trim, and other features with different materials and /or a different design.		X		X?
Removal or demolition of part or all of a building or structure, including outbuildings.		X		X
Any new construction or enlargement, addition, modification, or alteration of the exterior of an existing building.		X		X
Removal, replacement, or enclosure of porches.		X		X

The information on this page is void. Please see "When is a CoA or ACoA Required?," page ii-iii, towards the front of this document.

Proposed project	**CoA *not* required**	**CoA required**	**ACoA required**	**Building permit required**
Change in or alteration of materials including installation of siding, shingles, or masonry facing.		X		X
Permanent removal of shutters.		X		
Painting of previously unpainted brick, or the removal of paint on masonry.		X		
Re-pointing of brick with different material, texture and/or design; exterior sandblasting.		X		
New paving or modification of paving materials.		X		
Installation of fences of types described in Appendix B: Master Certificate of Appropriateness process.			X	X
Installation of fences of types *other than those* described in Appendix B: Master Certificate of Appropriateness Process.		X		X
Removal of fencing.			X	
Removal or installation of retaining walls in yard.			X	
Removal, installation, or modification of permanent signs.		X		X
Any other action which is not ordinary maintenance but which modifies, alters, or otherwise affects the exterior features of a building, structure, or site, or other feature within the historic district.		X		X
Removal of tree less than 15" in diameter at 4' in height.	X			
Emergency tree removal (fallen tree or imminent danger from tree) of any size tree	X			
Non-emergency removal of dying/diseased tree (measuring at least 15" in diameter at 4' in height)			X	
Non-emergency removal of healthy tree (measuring at least 15" in diameter at 4' in height)		X		
Providing *temporary* disabled access (in place up to *three* months)	X			X
Providing *temporary* disabled access (in place up to *six* months)			X	

The information on this page is void. Please see "When is a CoA or ACoA Required?," page ii-iii, towards the front of this document.

Proposed project	CoA *not* required	CoA required	ACoA required	Building permit required
Providing *permanent* disabled access (in place for over six months)		X		X
Construction of outbuildings or accessory structures		X		
Construction of driveway (if one does not exist)		X		
Installation of air conditioning condenser and heat pump units			X	

Special Conditions

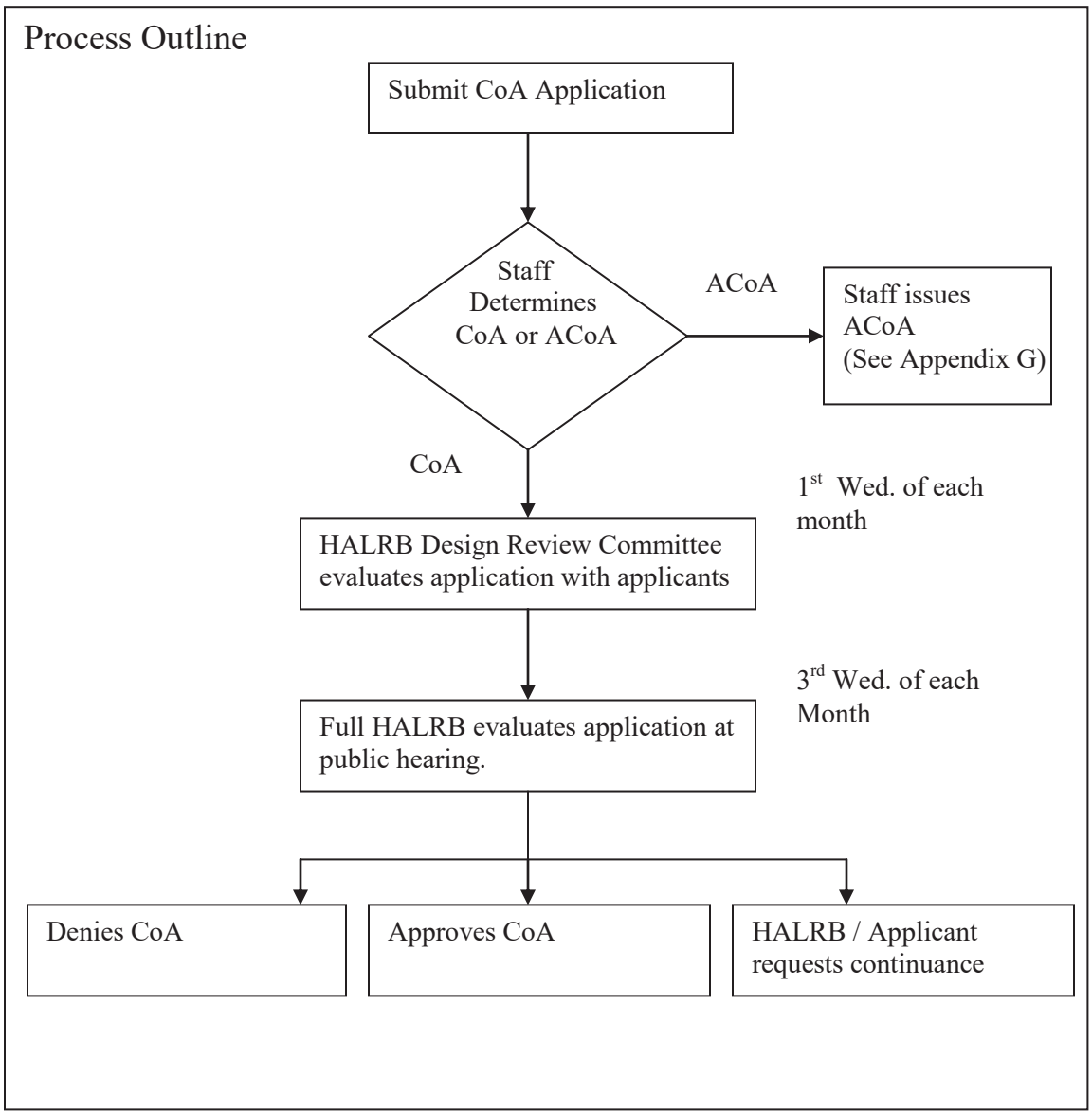
Tree removal: A CoA is not required for any tree under 15" diameter at 4' in height. For trees above 15" in diameter at 4' in height, a CoA is required. All trees proposed for removal need to be inspected by the County's Urban Forester. The process used depends on whether the tree poses an immediate hazard, is dying but not immediately dangerous, or is healthy.

If the tree is fallen or otherwise is of imminent danger, the owner should contact County Historic Preservation staff. If during business hours, the staff will immediately send a preservation inspector and urban forester to inspect the tree. If a tree creates an immediately dangerous situation outside of business hours, the owner may remove the tree, but should contact HP staff as soon after as possible to have staff inspect the site and issue an ACoA.

For non-emergency removal of large trees, the owner should contact the Historic Preservation staff, who will send an inspector and an urban forester. The urban forester will determine whether the tree is dying or healthy. If it is dead or dying, the staff can issue an ACoA. If the tree is healthy, then the owner must apply for a CoA from the HALRB in order to remove the tree.

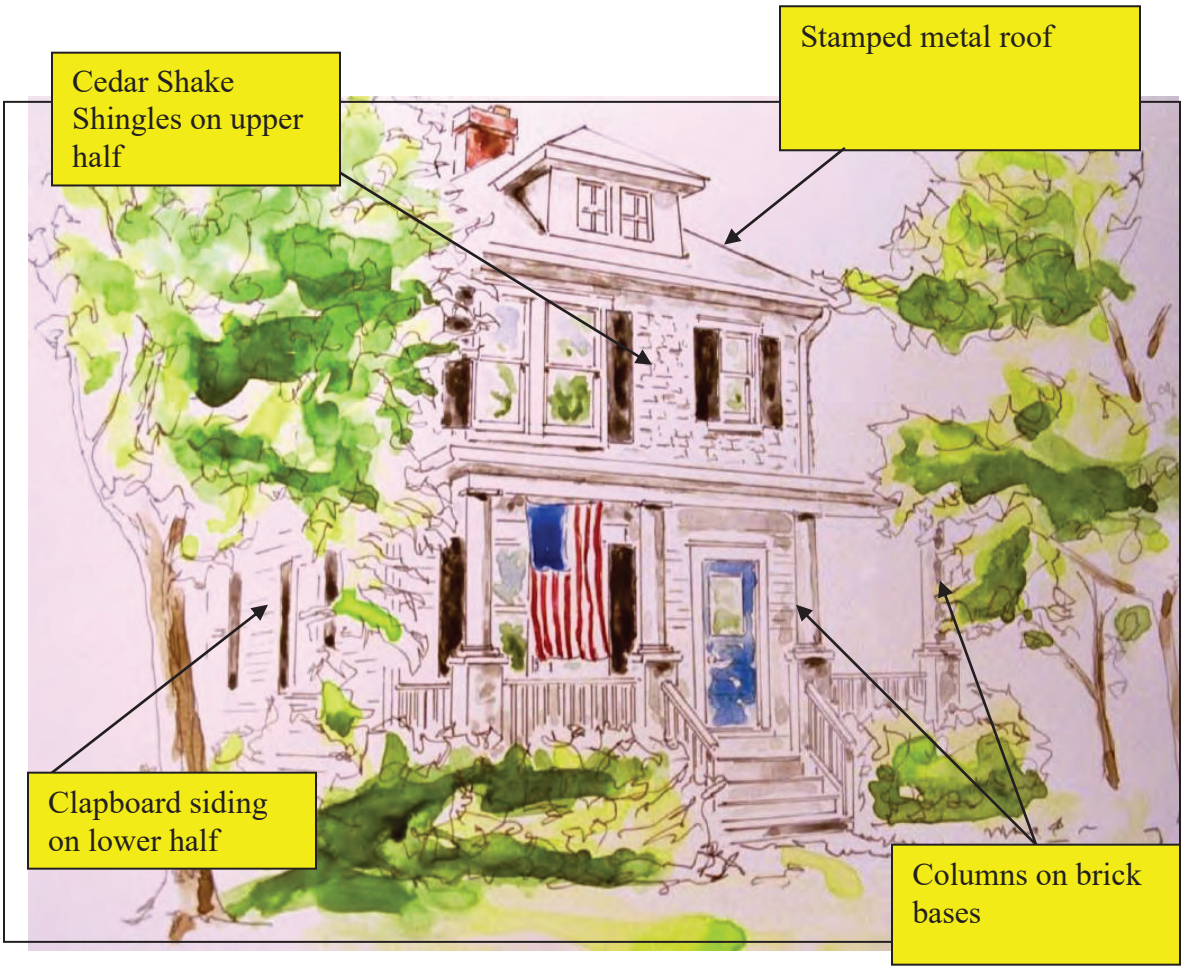
Any trees removed for any reason must be replaced with a tree that will be similar size at maturity. The County's urban forester can suggest appropriate varieties.

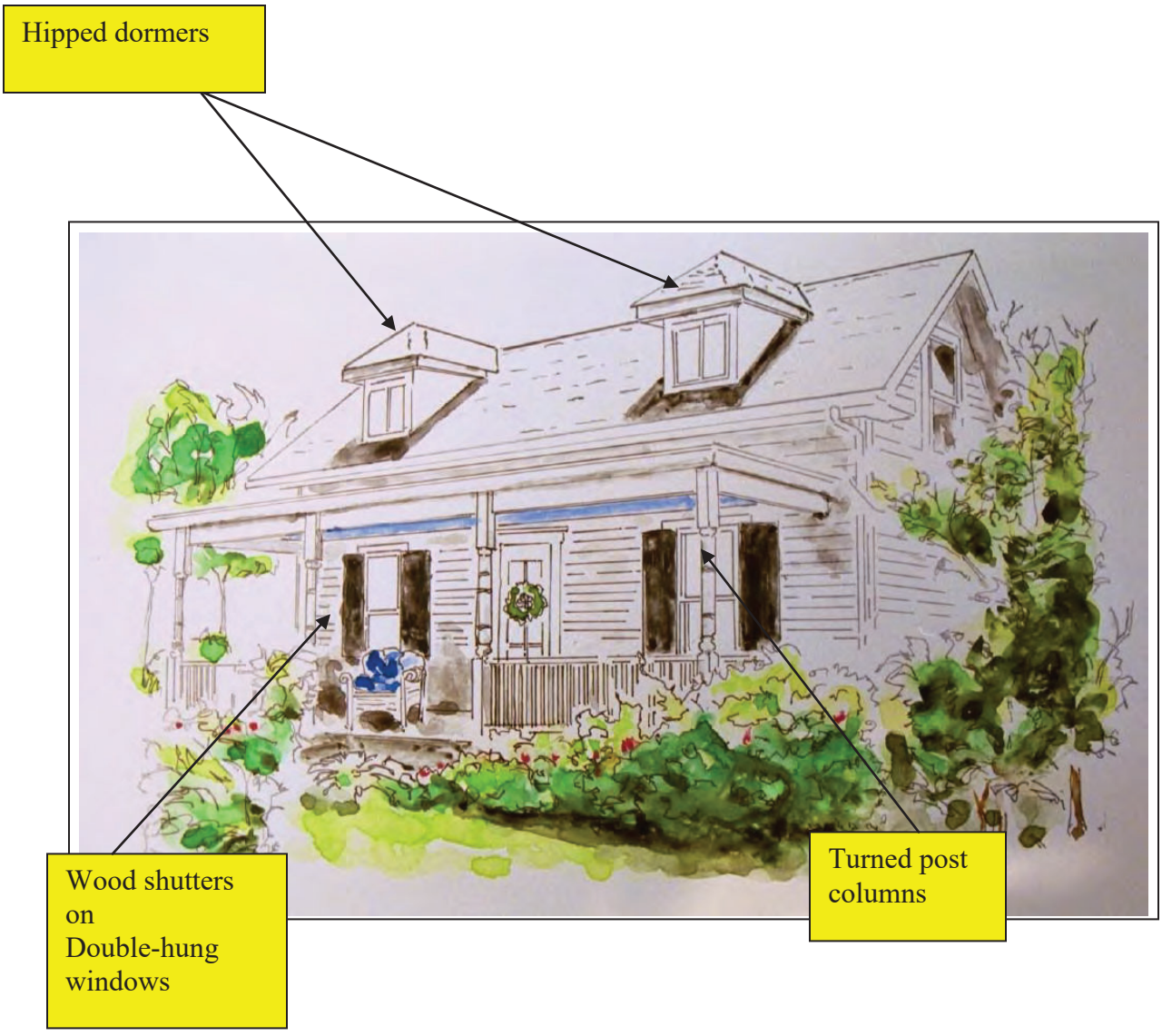
Access for the disabled: Modifications to homes to allow access for disabled persons are permitted. When emergency access is required, short term temporary facilities, such as a ramp, may be provided for a period of three months without a Certificate of Appropriateness. At the end of the three month period, owners should request an extension to keep the temporary modification in place for an additional three months. After six months, a Certificate of Appropriateness is required to replace the temporary modification with a permanent modification.


Process Outline
Submit CoA Application
Staff Determines CoA or ACoA
ACoA
Staff issues ACoA (See Appendix G)
CoA
1st Wed. of each month
HALRB Design Review Committee evaluates application with applicants
3rd Wed. of each Month
Full HALRB evaluates application at public hearing.
Denies CoA
Approves CoA
HALRB / Applicant requests continuance

4 LOOKING AT YOUR HOUSE

In order to better understand the distinctive architecture of Maywood, it is important to identify the individual elements that make up a typical house. While there are many different styles of houses in Maywood, the following two drawings show various architectural features found throughout the neighborhood. Also see Secretary of Interior Preservation Brief: 17: **Architectural Character** - Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character.




Hipped dormers
Wood shutters on Double-hung windows
Turned post columns

5 EXTERIOR RENOVATION

As one of Arlington's oldest neighborhoods, Maywood consists of many homes eighty or more years old, as well as newer homes. Therefore, much of the design review in the neighborhood will be focused on renovation and rehabilitation of existing structures.

Preservation of homes in Maywood often begins with a good maintenance program. The lack of adequate care often creates problems that become progressively worse through time. Most normal maintenance items do not require a Certificate of Appropriateness, nor do any interior modifications or renovations.

No design review is necessary for the repair or replacement of exterior elements using like materials of like design. The following sections describe building elements and recommended treatments for retaining design integrity and original character when renovating homes in Maywood.

There are several homes in Maywood that are of more recent construction and of a more contemporary design. It is not the intent of these guidelines to encourage owners of these post-historic-period properties to renovate them to look like earlier architectural styles.

The design of any proposed change should respect and relate to the character of the house being worked on and the context of the neighborhood.

Maywood houses display a rich variety of distinguishing architectural features that give houses their unique character and contribute to the visual interest in the district. These architectural features should be maintained and preserved.

Materials

Maywood houses generally are built with a single dominant façade material such as wood siding, brick, stucco, or shingle, occasionally using smaller contrasting accents such as brick porch piers or shingles on upper floors. Introduction of new materials should normally be avoided. If the original material is no longer available, a compatible material with similar appearance should be used.

Changing, altering, or using compatible, substitute materials – including installation of siding, shingles, or masonry facing – requires a Certificate of Appropriateness as does the repointing of brick with different material, texture, and/or design and exterior sandblasting.

Repair or replacement of siding with different materials and/or different design requires a Certificate of Appropriateness.

Replacement siding should not cover or result in the removal of window, door, and corner trim members, nor should siding of a different width replace original siding.

The following siding materials should ***not*** be used in the Maywood Historic District:

- Aluminum siding;
- Vinyl siding;
- Vertical siding;
- Imitation brick or stone;
- Reflective glass or tinted glass (stained glass is acceptable);
- Unpainted, brushed, or clear anodized aluminum finishes;
- Stainless steel finishes; or
- Artificial stucco, such as exterior insulating and finishing system (EIFS).

For more information see Secretary of the Interior's Preservation Brief: 16: The Use of **Substitute Materials** on Historic Building Exteriors.

Siding

On Contributing Houses:

Original siding on the main portion of historic buildings and their historic additions should remain. Original siding in these areas should be repaired and/or replaced in kind as needed. Substitute or alternative materials should not be used when replacing historic siding on the main portion of historic buildings and their historic additions. There are however several exceptions to this rule.

Original intact wood or other historic siding material may have been concealed by a layer(s) of modern substitute materials (aluminum, vinyl, asbestos, Permastone, etc.). If the exposed, original siding material is sound, it should be repaired and/or replaced in kind as needed. Please consult with Historic Preservation staff.

If the removal of modern substitute materials reveals that the original siding material no longer remains, then replacement with wood siding is preferable, with requests for replacement with alternative materials considered on a case-by-case basis (excluding vinyl and aluminum siding and any simulated wood grain product).). Smooth cement fiberboard may be used in certain circumstances (see Appendix C: Siding Materials).

If asbestos shingles are the original or historic siding material, then alternative products for asbestos shingles can be suggested (excluding vinyl and aluminum siding and any simulated wood grain product).

On Existing, Non-Contributing Houses and Later Additions to Contributing Buildings:

Original siding on existing, non-contributing houses and later additions ton contributing houses may be replaced with substitute and alternative products, excluding vinyl and aluminum siding and any simulated wood grain product. Consideration of smooth cement fiberboard will be used in certain circumstances (see Appendix C: Siding Materials).

Owner Procedures:

When contemplating any work on existing siding other than simple repair, please contact the Historic Preservation Office for more detailed guidance (see Appendix C: Siding Materials).

Additional guidance on siding materials can be found in the following Secretary of the Interior's Preservation Briefs:

02: **Repointing Mortar Joints** in Historic Masonry Buildings

07: The Preservation of Historic Glazed Architectural **Terra-Cotta**

10: Exterior **Paint Problems** on Historic Woodwork

16: The Use of **Substitute Materials** on Historic Building Exteriors

22: The Preservation and Repair of Historic **Stucco**

Roofing

Repair or replacement of roofs with different materials and/or a different design requires a Certificate of Appropriateness. The HALRB strongly supports replacing metal roofs with the same materials. See the Secretary of the Interior's Preservation Brief 04: **Roofing** for Historic Buildings. Repair or replacement using like materials does not require a CoA.

Professional advice will be needed to assess the various aspects of replacing a historic roof. With some exceptions, most historic roofing materials are available today, though it sometimes may require some creative thinking and research. If they are not easily found, an architect or preservation group who has previously worked with the same type of material may be able to recommend suppliers. Special roofing materials, such as standing seam metal or embossed metal shingles, can be produced by manufacturers of related products that are commonly used elsewhere, either on the exterior or interior of a structure.

Inappropriate: Heavily textured composition shingles are not appropriate.

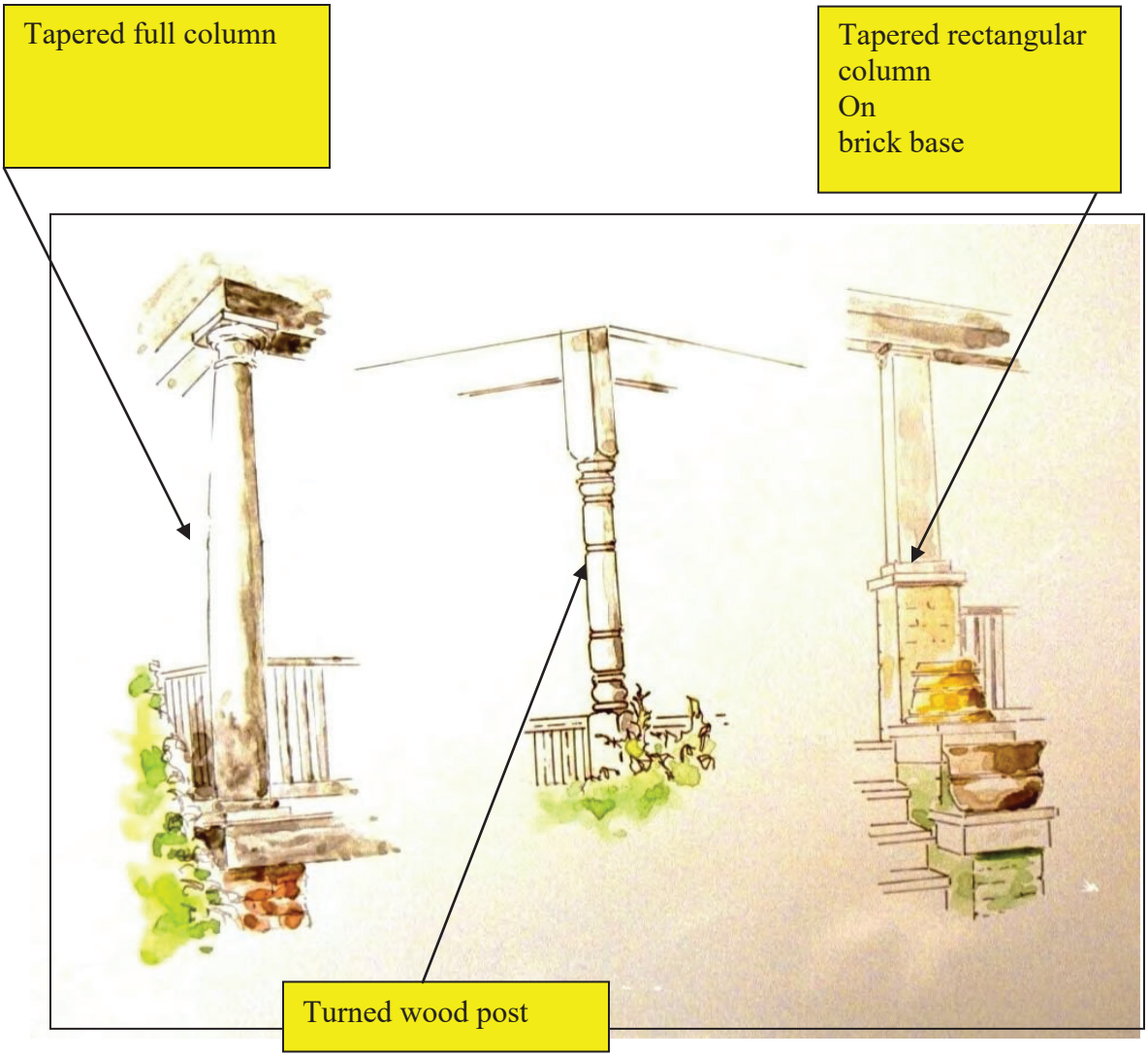
Porches

Porches provide an important element of uniformity that ties together the architectural diversity of the neighborhood. Moreover, porches act as transition elements of scale between the building and the sidewalk. Broad porches are characteristic of the majority of Maywood's homes and should be retained.

Removal, replacement, enclosure, or construction of porches requires a Certificate of Appropriateness. Enclosure of front porches is not appropriate for Maywood houses. The design and materials selected for porch railings should be appropriate to the style of the house. Specific features that should be retained include brick or stone piers, various types of wood railings, column bases and capitals, and traditional porch floor and ceiling materials.

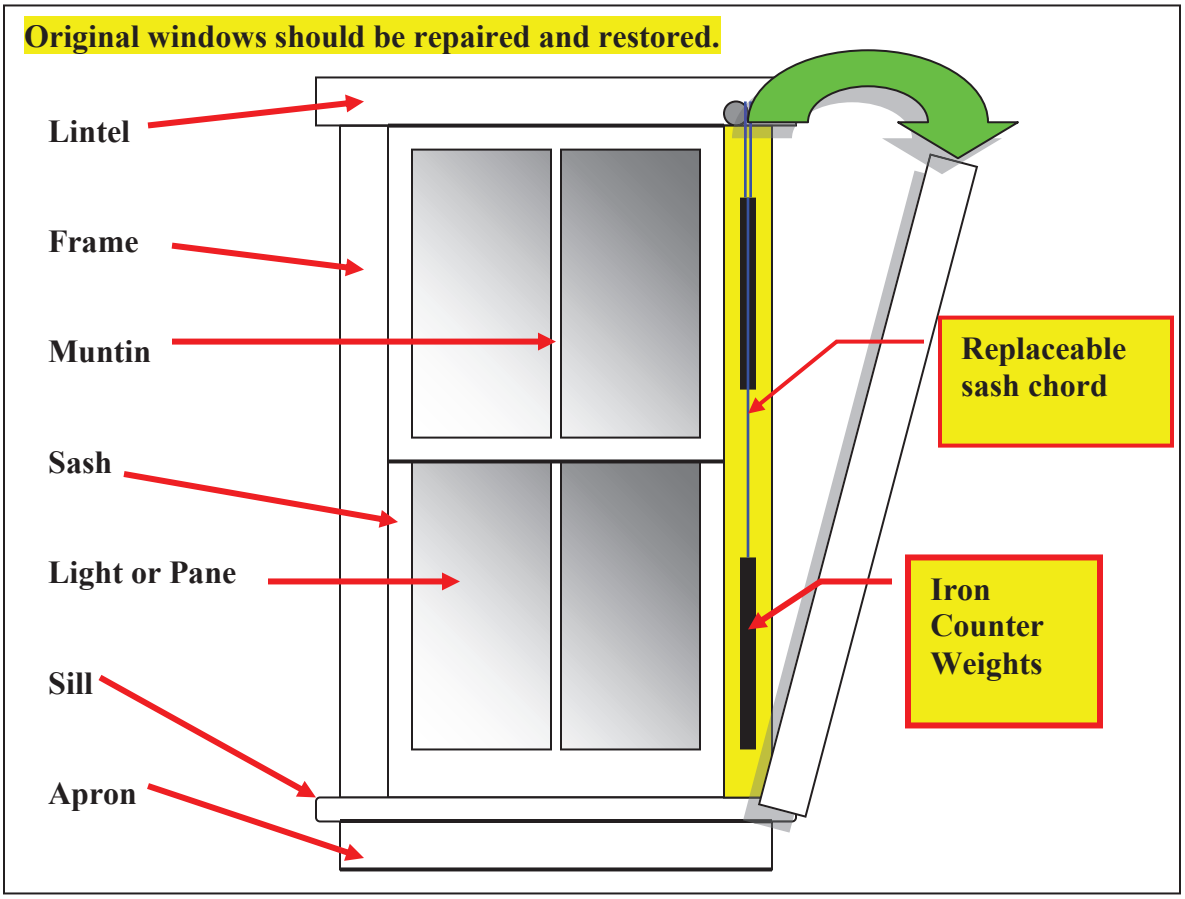
Columns

A variety of columns exist in Maywood and may be appropriate for new construction.



Windows

Most Maywood houses have a single type and size of window for major openings, with smaller windows used as accents in gables, attics, and staircases. Repair or replacement of windows with different materials, a different design and/or a different size, requires a Certificate of Appropriateness. Vinyl or aluminum (or vinyl- or aluminum-clad) windows are inappropriate to Maywood. See the Secretary of the Interior's Brief: 09: The Repair of Historic **Wooden Windows**

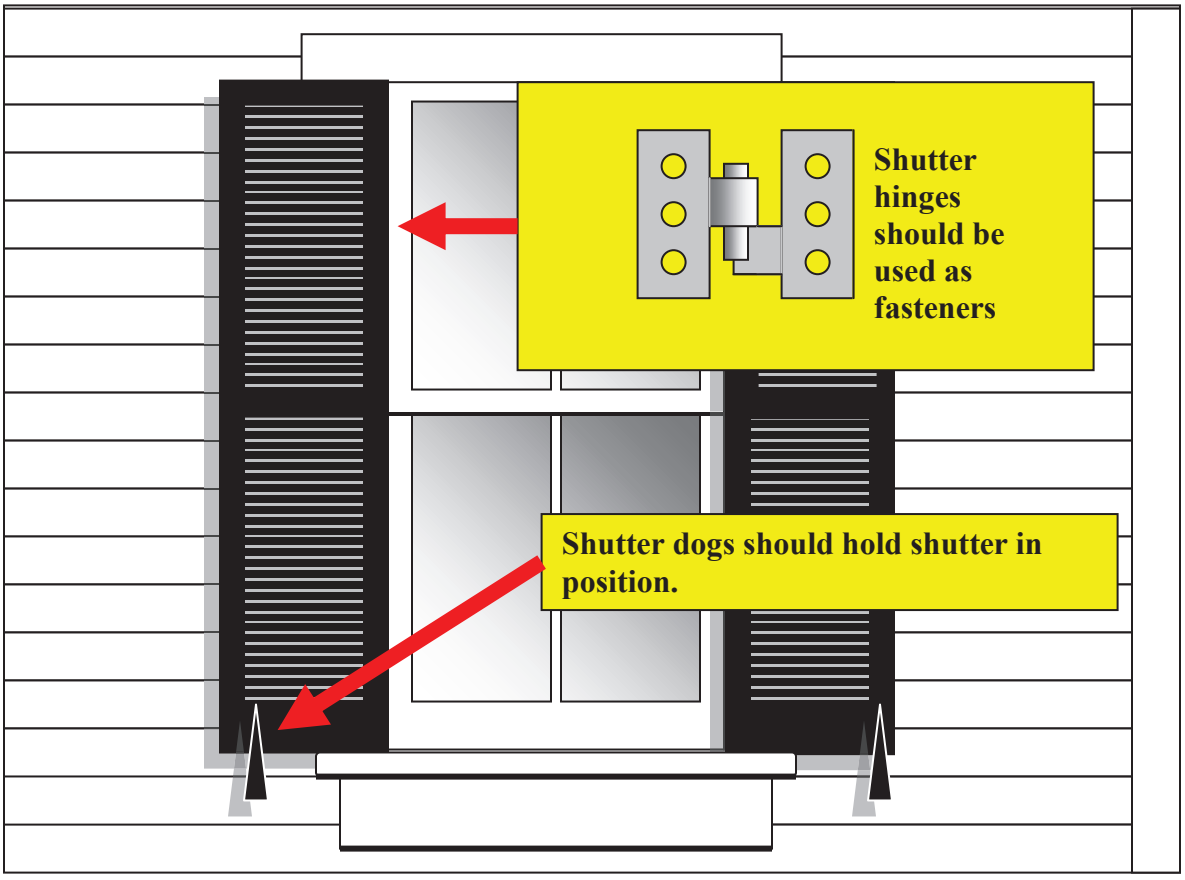


Compatible window types ordinarily should be used in the same elevation. For renovations a similar type and size window should be installed. Filler panels to accommodate smaller windows in existing openings are inappropriate.

Special rooms such as sun rooms should be designed in a manner compatible with the neighborhood and if possible, placed on an elevation not visible from the street.

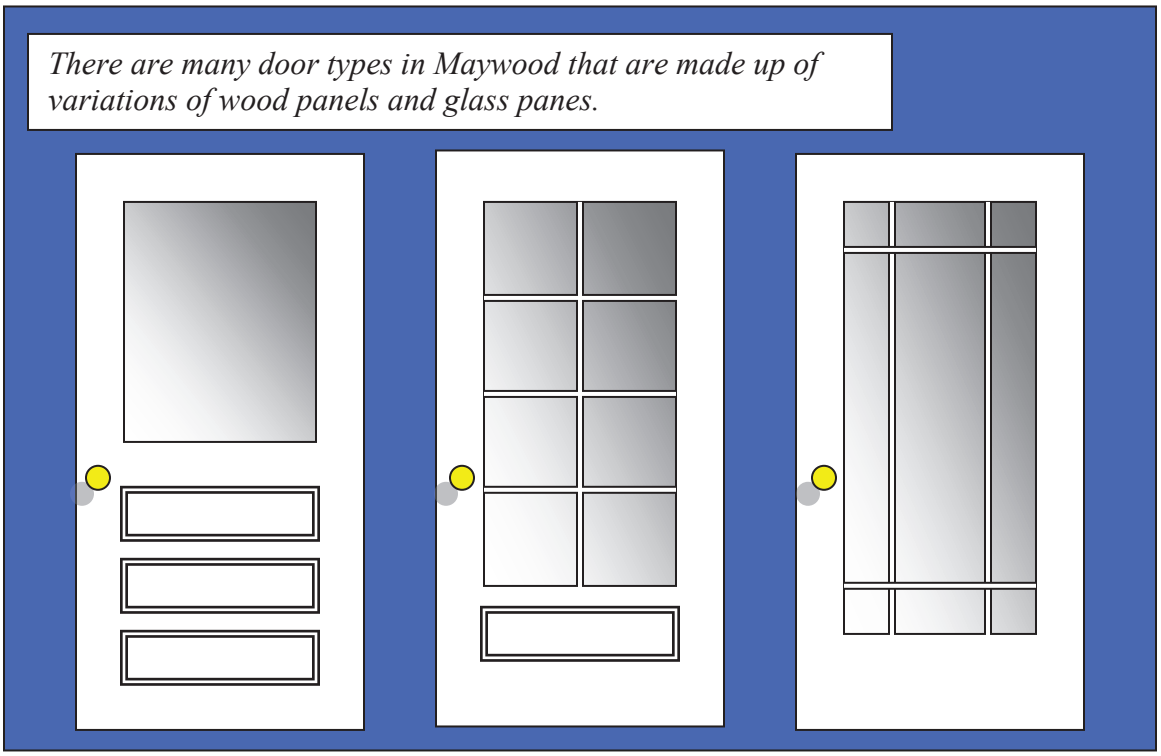
Shutters

Shutters should be an appropriate size to cover the window when closed. They should fasten to the window casing and should not be mounted to the wall next to the window. Traditional painted wooden shutters with horizontal slats or flat panels are appropriate in most Maywood homes. Permanent removal of shutters requires design review.



Doors

Original entry features such as sidelights, transoms, pediments, and canopies are important elements in defining the sense of entry and should be retained. If an entry door is relocated, or a second entry created, it should be carefully placed and designed to avoid losing the primary sense of entry. Repair or replacement of external doors with different materials and/or a different design requires a Certificate of Appropriateness.



Trim

Repair or replacement of trim with different materials and/or a different design requires a Certificate of Appropriateness. Vertical corner boards, sill boards, and door and window trim are critical elements and should be retained when making alterations, replacing siding, and the like. Projecting eaves, eave brackets, lintels and cornices are typical Maywood details and should be retained. Applied trim or moldings not compatible with the original design are discouraged.

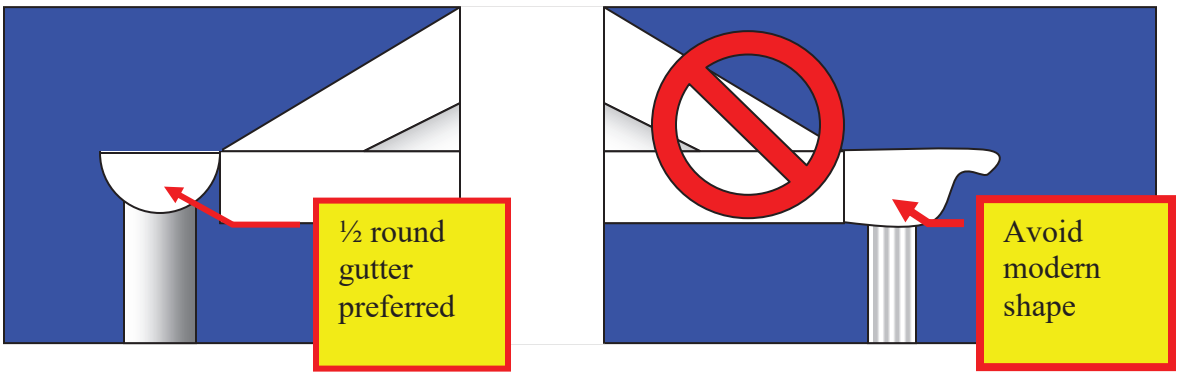
Gable Ends

Gable ends provide a variety of distinctive features such as diamond or fish scale shingles, three-part windows, arched windows, and different types of louvers, which should be preserved.

Typical shingle patterns found in gable ends of Maywood house should be retained in any renovation work.

Gutters

The placement or replacement of gutters does not require a Certificate of Appropriateness, but care should be taken when replacements or repairs are sought. These items should be incorporated unobtrusively in a style or color complementary to the house and neighborhood.



Painting

Exterior painting of surfaces previously painted, including wood, brick or stucco, does not require a design review. The selection of paint color is not subject to design review. Painting on previously unpainted exterior surfaces or the removal of paint on masonry **does** require a Certificate of Appropriateness.

Also see Secretary of the Interior's Brief: 10: Exterior **Paint Problems** on Historic Woodwork.

Window Air Conditioner Units

Installation of a window air conditioner in a window does not require a design review, because it is a temporary change to the structure. Installation of a window air conditioner through the building wall ***does*** require a Certificate of Appropriateness. Units should be installed through a side or rear wall of the structure if possible.

Storm Windows and Doors

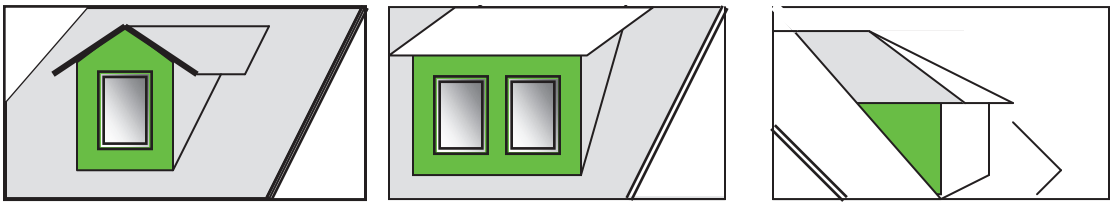
A Certificate of Appropriateness is not required for the installation of storm windows and doors. However, the use of designs, materials, and styles compatible with the house and original windows and doors is encouraged. Storm windows should mimic the existing sash pattern in size.

Dormers and Skylights

Dormer windows are a traditional and often visible architectural element in Maywood. Because of their importance in helping to define the character of the neighborhood, their original design should be maintained. Dormers are generally more compatible with Maywood houses than skylights. If skylights are used, they should be located on the rear of the house if possible, so as to be less intrusive to the character of the neighborhood. The addition of dormers or skylights requires a Certificate of Appropriateness.

Note that some skylights may be approved with an Administrative Certificate of Appropriateness. Please see Appendix G: Administrative CoA, page G-1 to G-34, at the end of this document.

There are several types of dormers found in Maywood houses.



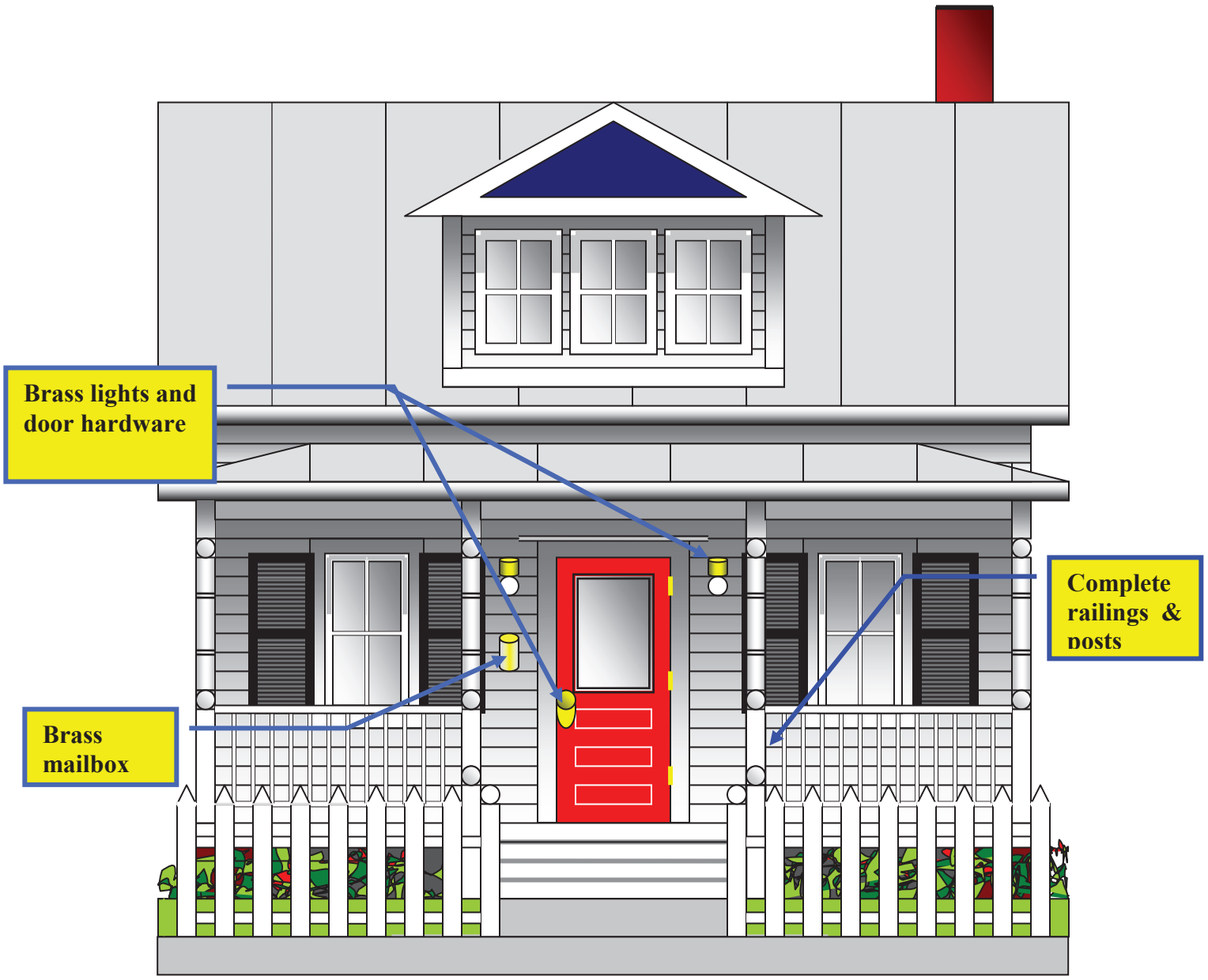
Gable **Shed** **Hipped**

Awnings

The addition of awnings or repair or replacement of awnings with different materials and/or a different design requires a Certificate of Appropriateness.

Accessories

Some accessories, although not actual architectural features, may affect the appearance of your home. These elements, including exterior lights, house numbers and mail boxes, do not require a Certificate of Appropriateness, but should receive careful consideration when replacements are chosen. Designs, styles and materials in keeping with the scale and style of the original house are encouraged.



6 NEW ADDITION / BUILDING

Any new construction, enlargement, addition, modification or alteration of the exterior of an existing building requires a Certificate of Appropriateness. Additions are treated as new construction for the purposes of relating to the existing character of the original house and surrounding neighborhood. For more detail, see the Secretary of the Interior's Preservation Brief: 14: New **Exterior Additions** to Historic Buildings: Preservation Concerns.

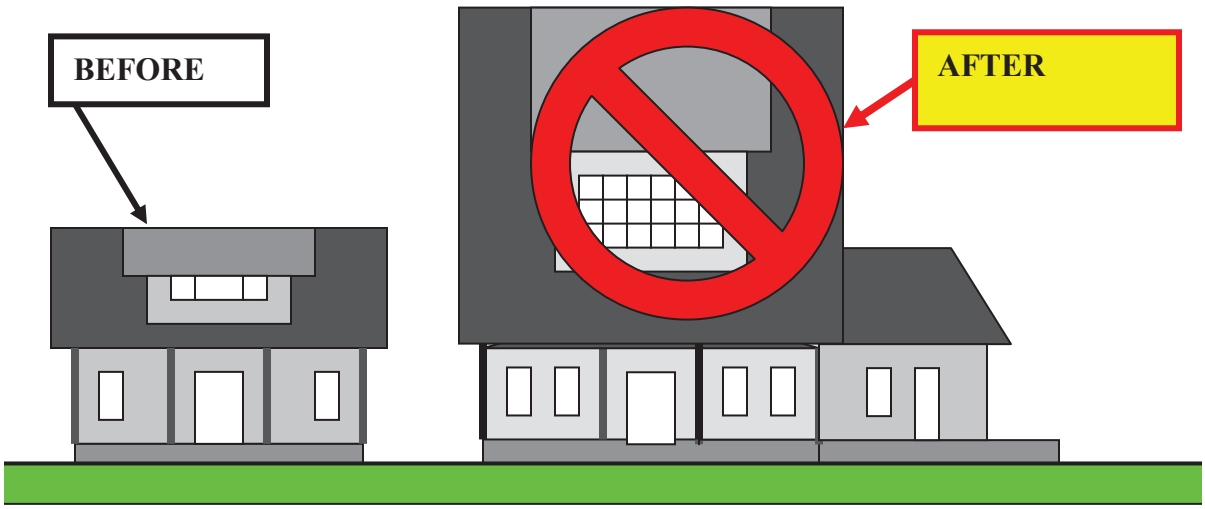
In most cases, the new addition should not be prominently visible from the street and should be located to the rear of the house, if possible.

Many factors help define the overall character of Maywood and contribute to its distinctive appearance. In order to respect the architectural character of the neighborhood, the following criteria should be considered in planning new exterior additions in Maywood:

- Size of addition or building;
- Location;
- Massing;
- Scale;
- Openings; and
- Architectural features.

Size of Addition

Most houses in Maywood have been altered or increased over the years. In general, additions should not be larger than and should be visually secondary to the original house. The HALRB will look extremely carefully at larger additions to ensure that they meet all the requirements for scale and massing outlined in this chapter.

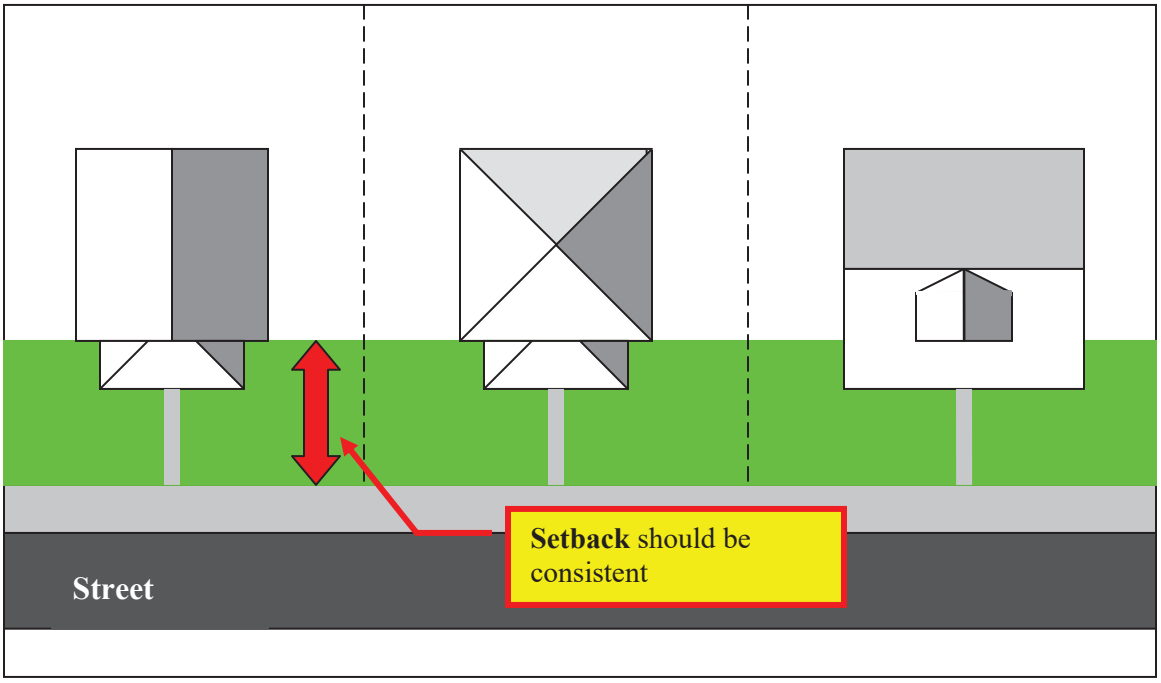


Location and Spacing

Placing a new building on a lot is the first step in making sure your new house respects the architectural character of the street. The two critical dimensions are how far back the new house is placed from the street front (front setback), and how much space there is between the new house and the existing houses on each (side setback).

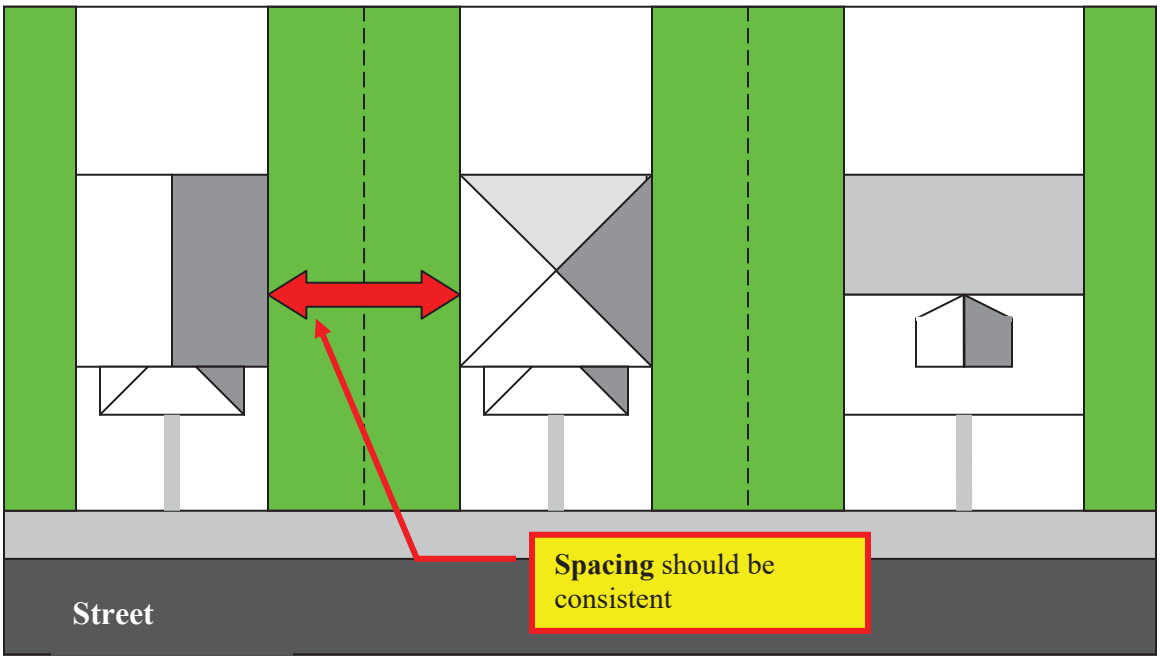
Setback

Existing setbacks vary within the historic district, but are generally consistent along individual streets. To the extent possible within zoning requirements, setbacks for new houses and accessory buildings should respect the existing prevailing setback dimensions of the block on which they will be located. Setbacks for porches as well as for the main façade should be consistent within individual blocks.



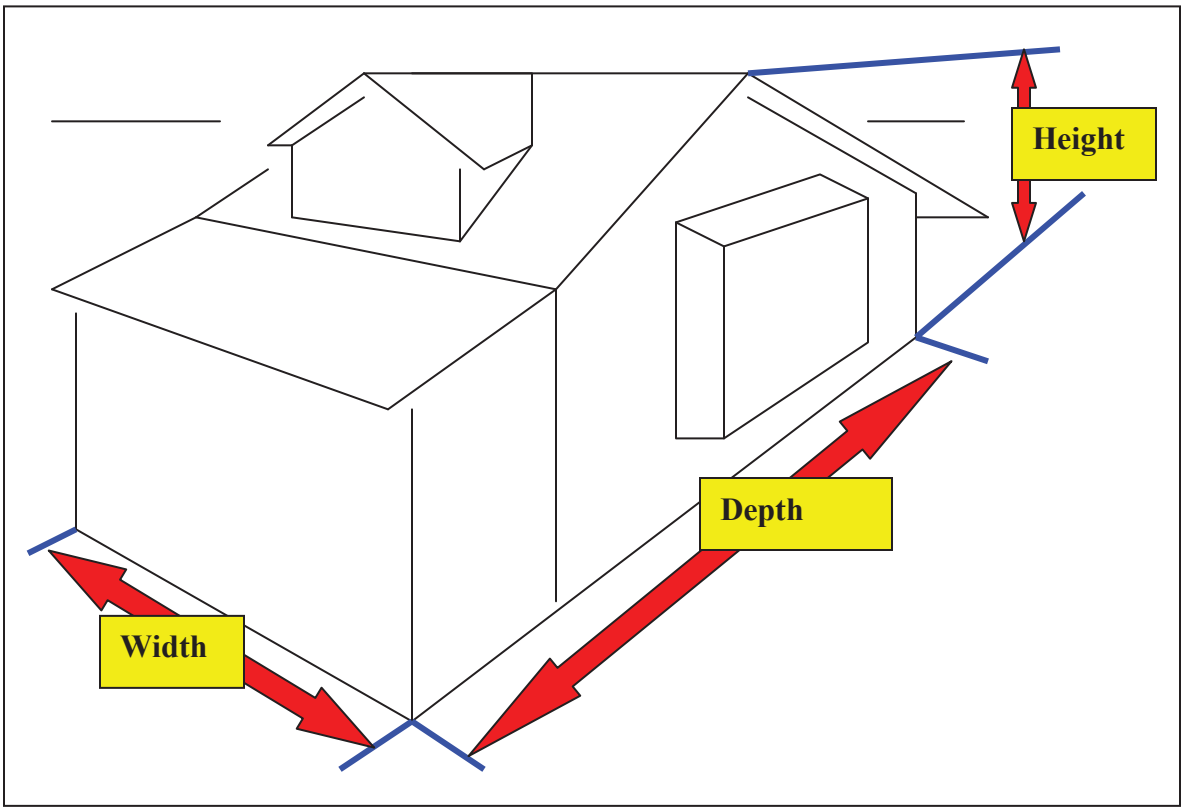
Spacing Between Buildings

In Maywood, there is no uniform pattern of spacing between buildings. However there is often continuity or similar rhythm of spaces created within individual blocks. Along some blocks houses are close together, while in others, the open space of side yards is the predominant feature. To the extent possible within zoning requirements, new buildings or additions should reflect the existing spacing pattern of block in which they will be located.



Massing

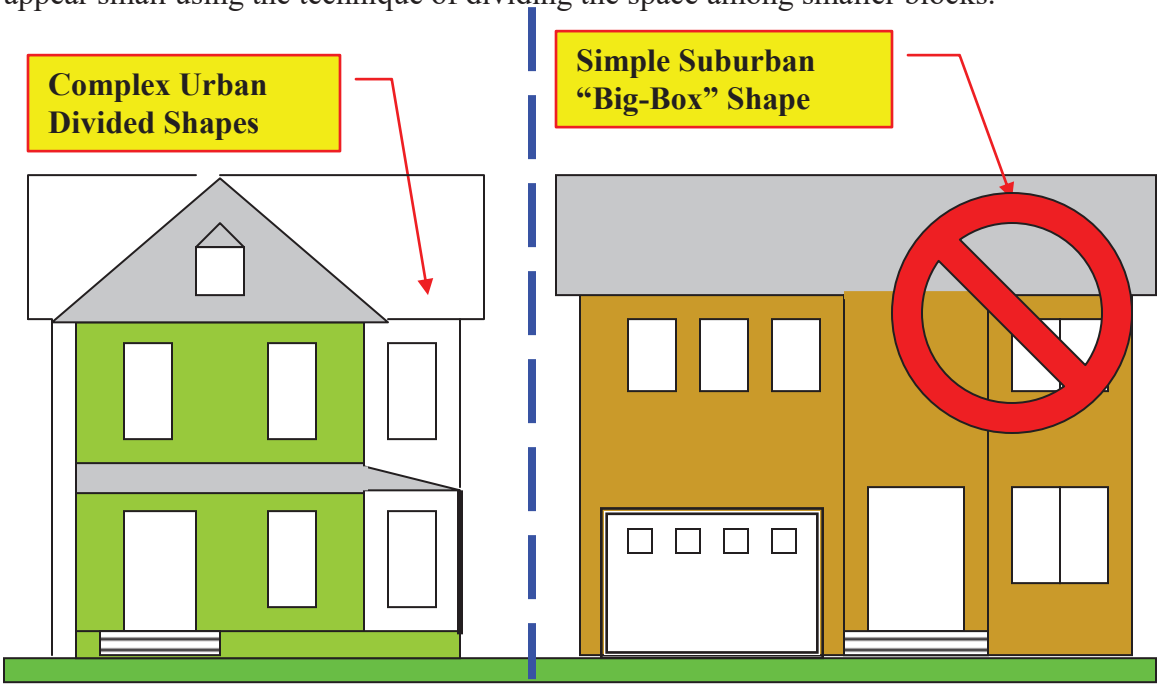
The mass of a building relates to its overall form and area. Massing is defined as the relationship of a building's width, height, and depth. It is affected by the existence of porches, bay windows, and significant projections or recesses from the primary walls.



There are numerous massing variations found in Maywood houses because there is a wide variety of architectural styles and because many of the houses have later additions. New construction or significant additions to existing houses in Maywood should be compatible with the prevailing massing characteristics of neighboring buildings. The key elements related to massing are described in the following sections.

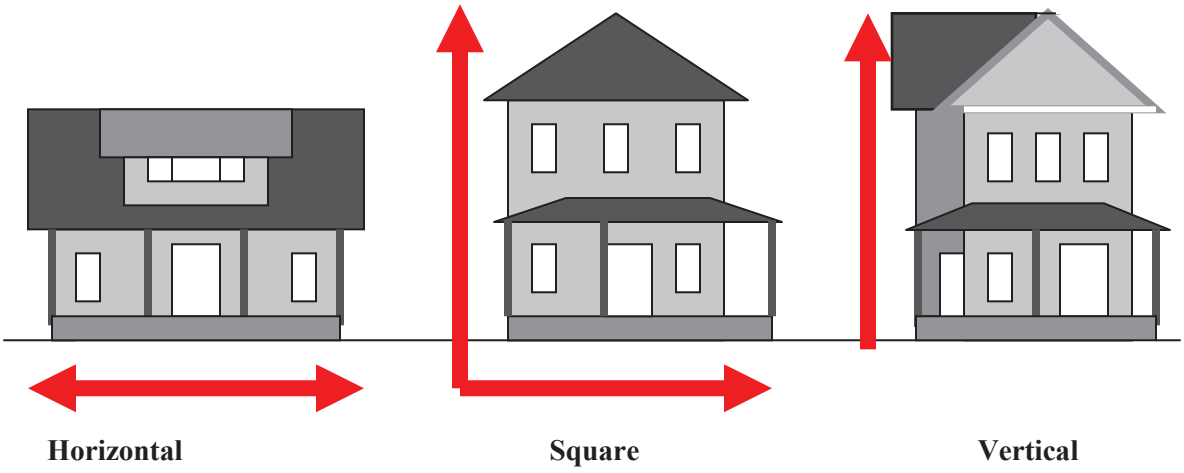
Simple / Complex Form

[R. DUDKA TO SUGGEST NEW TEXT HERE] While one style of house may present a simple box-like image, another may appear as a complex group of attached smaller building blocks. In some cases of new construction, the floor area of a large house can appear small using the technique of dividing the space among smaller blocks.



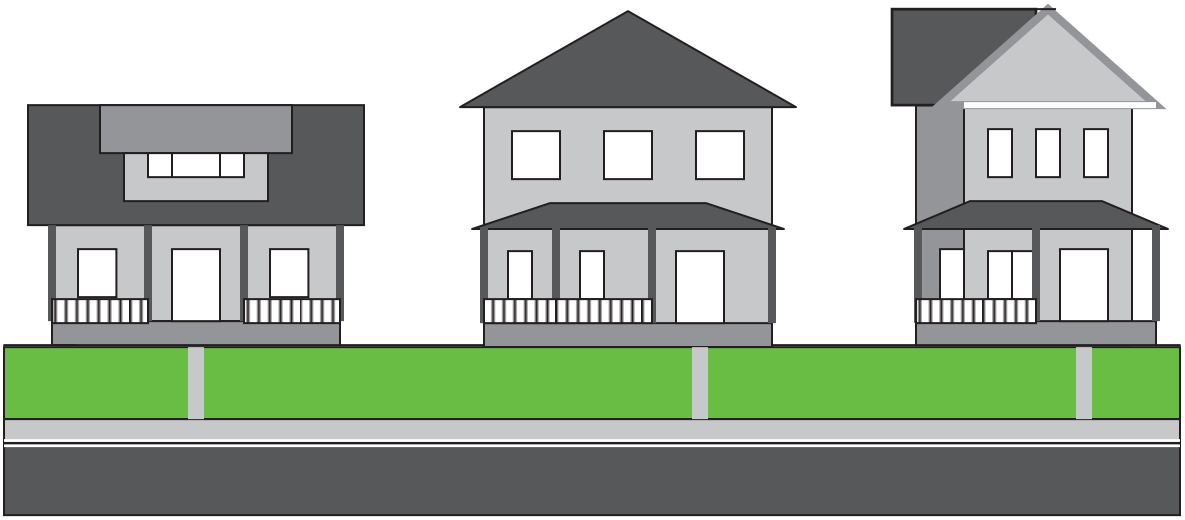
Directional Expression

The relationship of the width of the house to its height may give the façade of the house a vertical, horizontal, or square image. A new structure should be compatible with the historic character of Maywood, but special attention should be given to the prevailing image within the immediate surroundings.



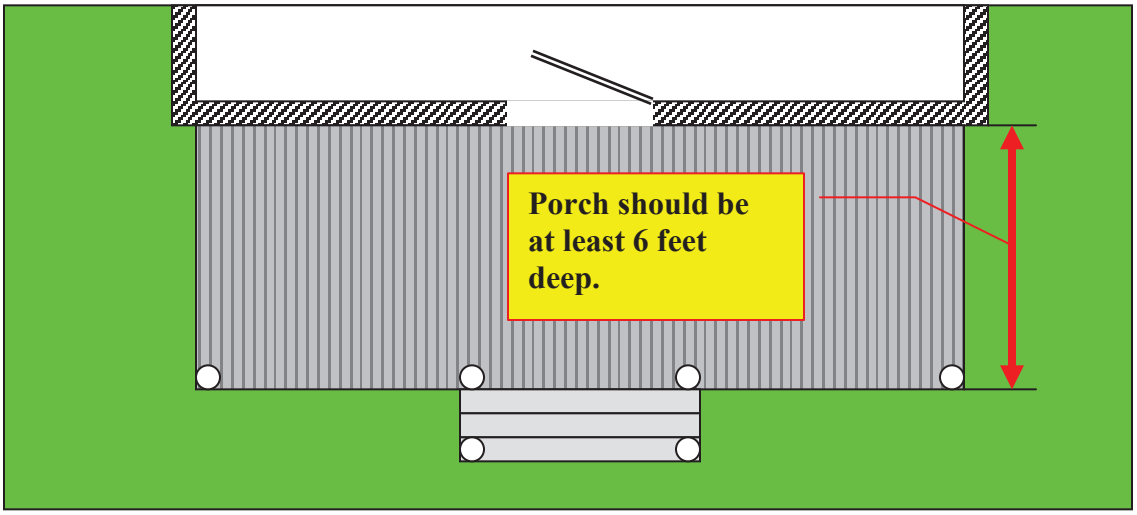
Porches

Porches are one of the most important architectural features that create Maywood's special character. Porches and porch roofs help define massing by breaking up the flat plane of the façade and adding depth to the appearance of the house from the street. They also help unify Maywood's diverse architectural styles. Additions and new structures should respect the use of porches in Maywood and be compatible in overall design, depth, height, and roof shape with other homes on the block.



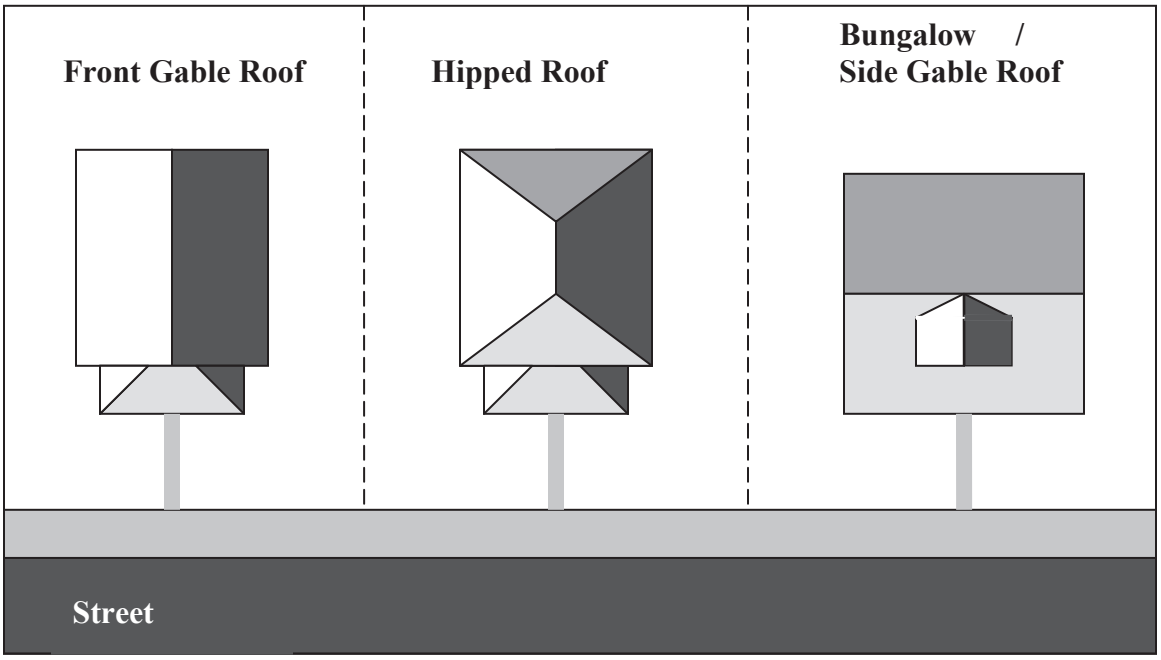
Porch Depth:

Maywood front porches are functional, not merely decorative, therefore should be at least 6 feet or more deep in order to encourage their use by residents.



Roof Form

The type and complexity of the roof design also help to define massing. A roof pitch or degree of slope, its height, and the number and relationship of gable and hipped forms are important in establishing the mass of a building.



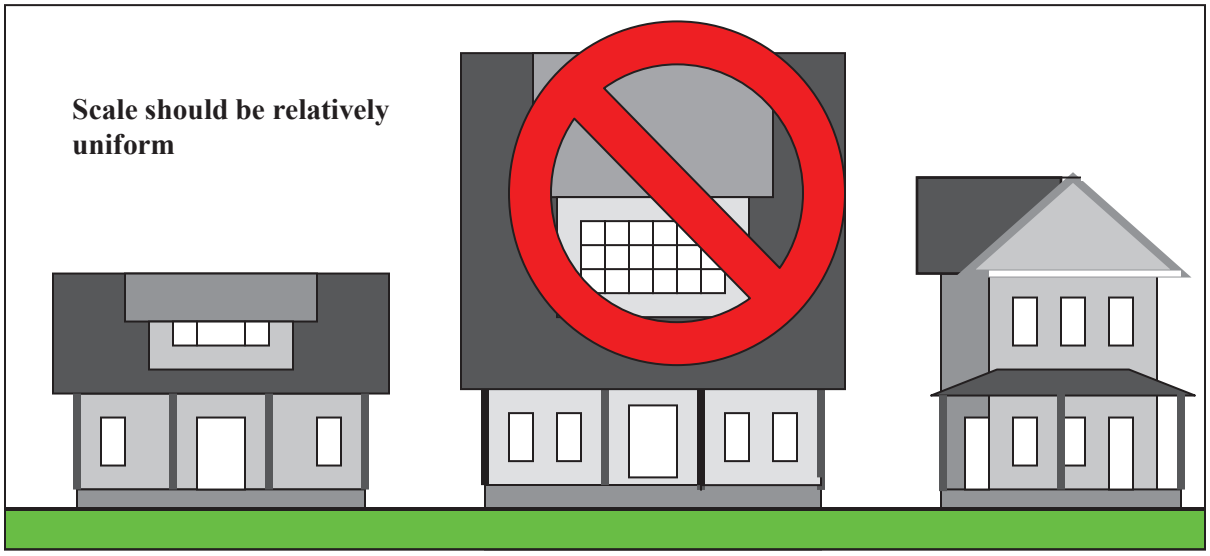
Also, the size and shape of dormers and overhangs are factors which help define the roof's appearance. The massing becomes more complex with the addition of secondary roofs over porches, stoops, dormers, bay windows, or building projections.

New structures and additions should be consistent with existing structures in design of the main roof (pitch, hips, and overhangs) as well as the design of roofs enclosing the building projections. Roof material and roof edge details should be compatible with nearby roof materials details.

Scale

Relative Size of Addition

In Maywood, the relatively uniform ***scale*** of houses is one of the most important elements that contribute to the overall character of the neighborhood. What is scale? It is the relative proportion and size of a building to a pedestrian observer, of a building to neighboring buildings, and of a building to its surroundings in general.



Consistent Rhythm

The sense of scale in a neighborhood is also established in part by the size of spaces around an individual house on a particular block. When scales of spaces and houses are similar, a consistent rhythm is established along a typical neighborhood street and should be respected by new construction, to the extent possible under zoning requirements.

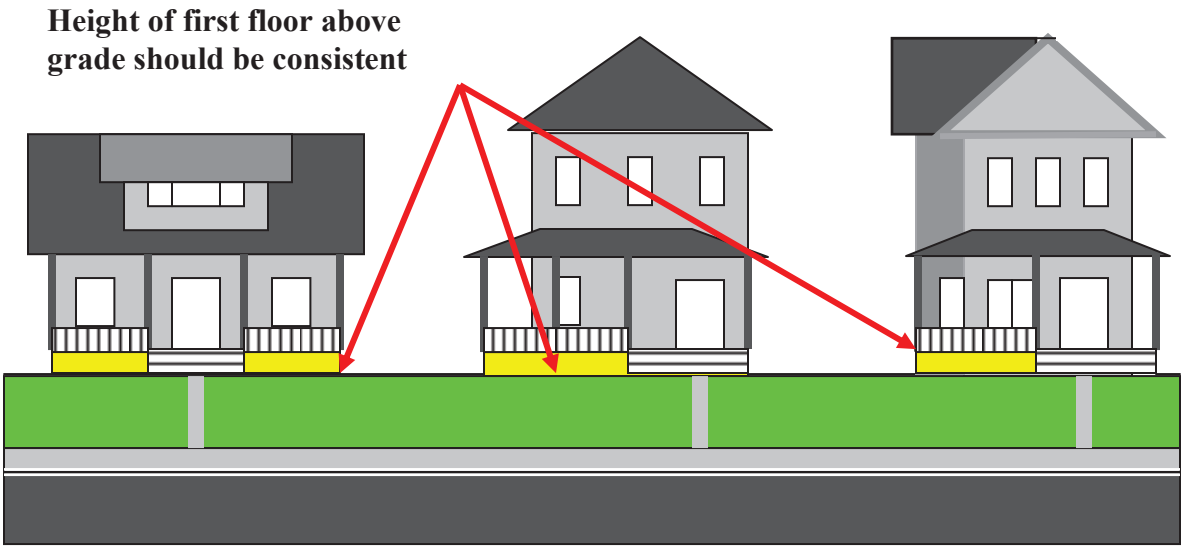
In Maywood, several dimensions of houses also help establish a consistency of scale along a street. These are described below.

Number of stories

Within Maywood, the majority of houses consist of two story structures with an attic, although some blocks have significant variations. New houses in Maywood should be compatible with their neighbors in terms of number of stories.

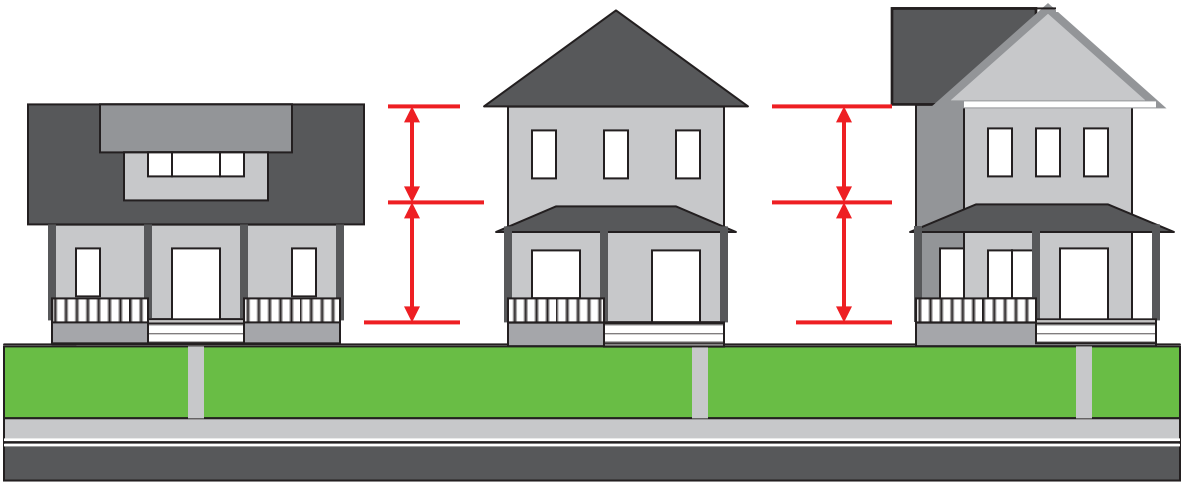
Height of first floor

Most houses in Maywood raised foundations, with the first floor several feet above grade. New houses or additions should repeat this characteristic and clad the raised foundation with materials compatible with those of their neighbors.



Floor-to-Floor Heights

The height of each floor above the ground or above the floor below also affects the scale of buildings and will often be evident through the size of windows and doors. Floor-to-floor heights in additions or new construction should be compatible with floor heights in neighboring houses as well as be consistent with the existing house.



Porch Heights

Porches play an important role in establishing the scale of individual houses, as well as neighborhood streets. The presence of a one-story porch on the façade of a two-story house helps reduce the overall scale of the structure and relate the scale to the human figure. New construction in Maywood should be compatible with these scale-making elements of the existing neighborhood.

Openings

Although a wide variety of window and door types are found in Maywood's architecture, the majority of openings within an individual house are usually similar in design. Openings in a new house should relate to the neighboring buildings, and additions should relate to the building to which it is attached, in the following ways:

Solids and Voids

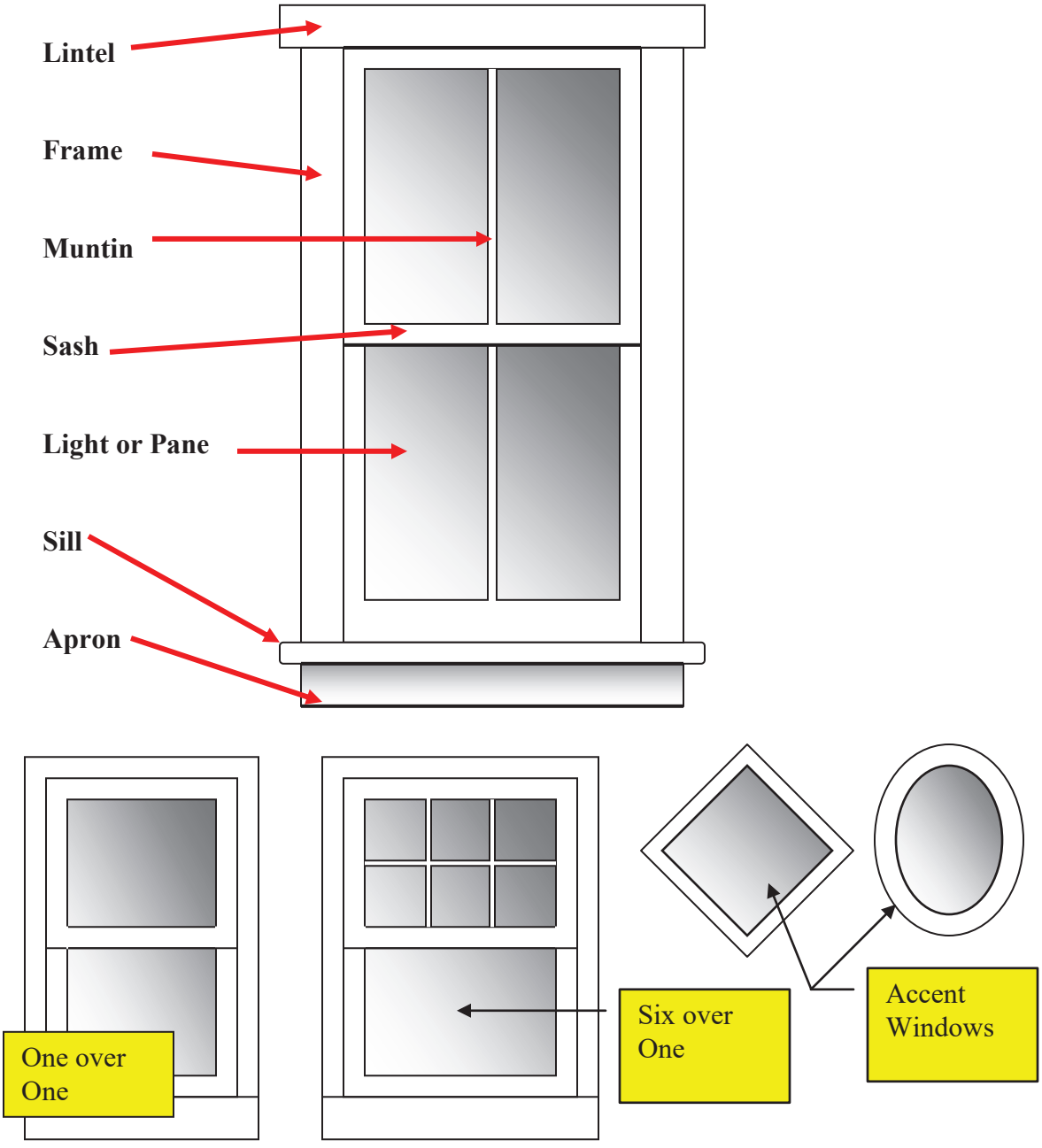
In older homes, the overall amount of solid wall area is normally greater than the area of the voids (window and door openings). This ratio should generally be respected in planning new construction, particularly on primary facades that face the street.

New structures or additions also should be compatible with the spacing of the solid walls and the window and door openings of surrounding buildings.

Special rooms, such as sun rooms or greenhouse rooms, which require a higher ratio of window to wall, should be designed in a manner compatible with the neighborhood or by placing them on elevations that are not visible on the street.

Windows

The types and proportions of windows often vary with architectural period and style of houses. The early-twentieth century styles found in Maywood have many different examples of window designs, though the majority are wood, double-hung windows. New construction should take clues from surrounding buildings. For example, most Maywood houses have a single type and size window for major openings with smaller accent windows used for attics, stairs, and the like. Different window types generally should not be used in the same elevation.



Roof Dormer

Roof dormer windows are generally more compatible with houses in Maywood than skylights. The design of dormers in a new construction project should relate to dormer types of neighboring buildings and to the style of the new house. If skylights are used, they should be placed on a roof elevation that is not visible from the street and should be flat to the roof.

Doors

There is a variety of entrances and doors found in the architecture of Maywood. In general, the primary architecture of a house is highlighted by a special treatment that can include a transom, sidelights, or a more ornately designed door. Such treatments should be considered in the design of new construction and clues to this element can be found on neighboring houses.

Materials

Houses are generally built with a single dominant façade material (wood siding, brick, stucco, or shingles), with the occasional use of small contrasting accents (such as brick porch piers or patterned shingles on upper floors), on top of a basement foundation wall, typically depression block or parged concrete masonry units (CMU). This approach should generally be followed in any additions or new construction. For more information see Secretary of Interior's Preservation Brief: 6: The Use of **Substitute Materials** on Historic Building Exteriors.

When deteriorated, damaged, or lost features of a historic building need repair or replacement, it is almost always best to use historic materials. In limited circumstances substitute materials that imitate historic materials may be used if the appearance and properties of the historic materials can be matched closely and no damage to the remaining historic fabric will result.

In general, four circumstances warrant the consideration of substitute materials: 1) the unavailability of historic materials; 2) the unavailability of skilled craftsmen; 3) inherent flaws in the original materials; and 4) code-required changes (which in many cases can be extremely destructive of historic resources).

In dealing with exterior features and materials, it must be remembered that moisture penetration, ultraviolet degradation, and differing thermal expansion and contraction rates of dissimilar materials make any repair or replacement problematic. To ensure that a repair or replacement will perform well over time, it is critical to understand fully the properties of both the original and the substitute materials, to install replacement materials correctly, to assess their impact on adjacent historic materials, and to have reasonable expectations of future performance.

Substitute materials must meet three basic criteria before being considered: they must be compatible with the historic materials in appearance; their physical properties must be similar to those of the historic materials, or be installed in a manner that tolerates differences; and they must meet certain basic performance expectations over an extended period of time.

Several materials are not appropriate to the traditional character of Maywood Historic District. Please see the section on page 14 for a complete list.

Under certain conditions, the HALRB will consider approving the use of cement fiberboard products on non-historic existing buildings and outbuildings, new buildings and outbuildings, and additions to historic buildings and outbuildings. Please see Appendix C for more information.

Porch Flooring and Decking Materials

Artificial materials may be considered for decks or porch flooring, if the above conditions are present.

Architectural Details

Chimneys are often distinguishing elements on a house. They should be compatible with the height, size, and style of the house. Typically chimneys are masonry, either brick, depression block, or parged CMU. Siding-clad metal flues are no appropriate. If metal flues are to be used, an interior location (not on an outside wall) should be considered.

Gable ends provide a variety of distinctive features such as diamond or fish scale shingles, three part windows, arched windows, and different types of louvers which should be considered in the design of new construction projects.

Bays are also distinguishing elements on a house and are found throughout Maywood. Bays could be considered in the design of new construction.

Projecting eaves, eave brackets, lintels and cornices are typical Maywood details and should be considered in the design of new construction.

Awnings, if used, should be of a scale and type compatible with the neighborhood. Canvas awnings are usually appropriate; other materials may be used in some cases.

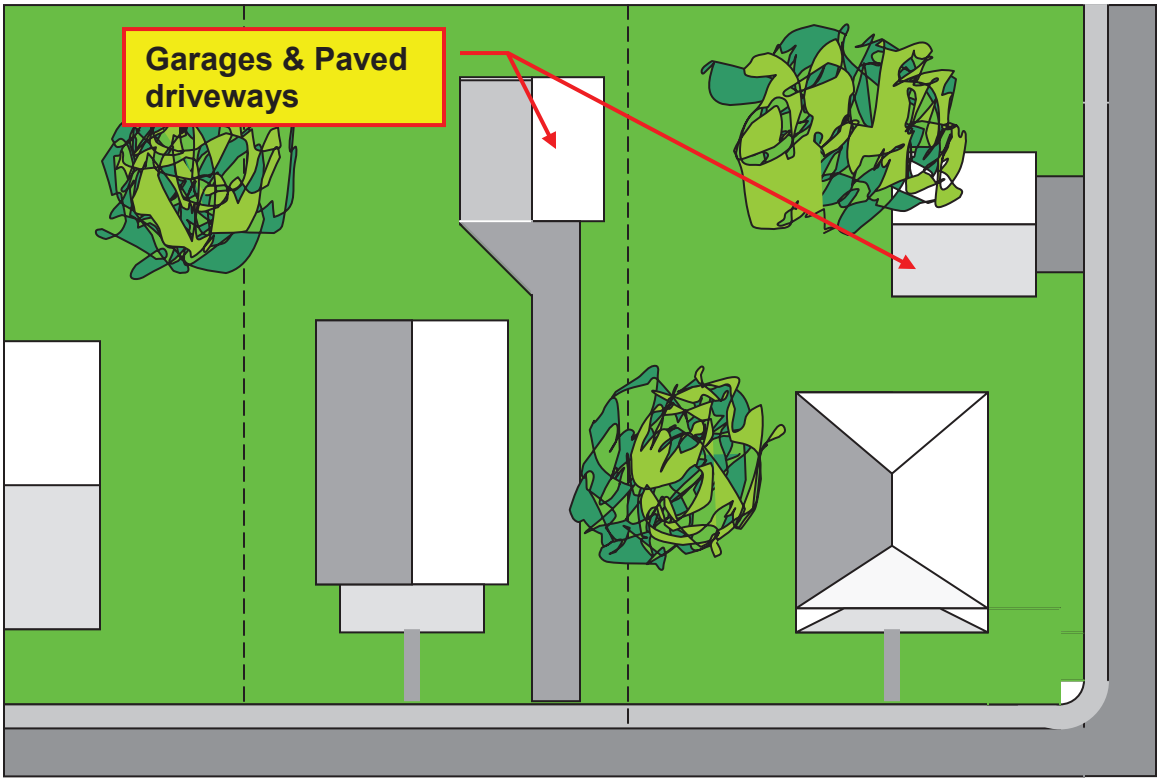
Steel pipe railings are inappropriate for porches or steps.

Accessories, although not actual architectural features, may affect the appearance of the house. While these elements such as exterior lights, house numbers and mailboxes, do not require design review, their selection should receive careful consideration. Designs, styles, and materials in keeping with the scale and style of the new structure are encouraged.

7 SITE ELEMENTS

Landscaping and site elements contribute to the setting of the individual properties in the neighborhood. Collectively they have a major impact on the overall appearance of the historic district. The following elements are not subject to design review:

- Temporary yard or garden fixtures, such as children's play equipment, planters and birdbaths; and
- Plant materials, such as flowers and shrubs.

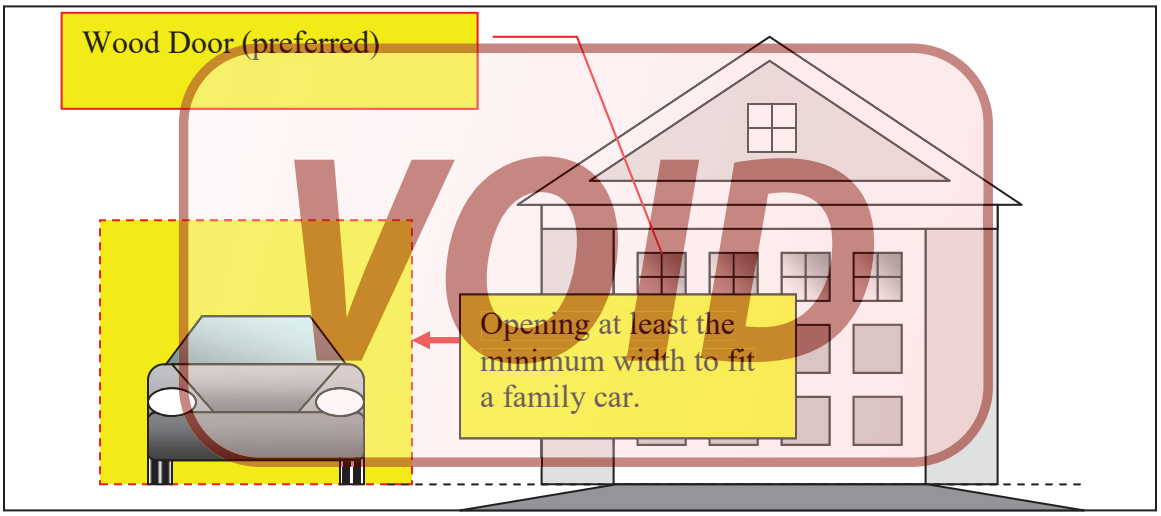


Discussed below are landscaping and site improvement elements which are subject to design review and which require a Certificate of Appropriateness.

The majority of information on this page is void. Please see Appendix G: Administrative CoA, page G-1 to G-34, at the end of this document. The list of permanent outbuildings subject to the design review process (highlighted below) remains in effect.

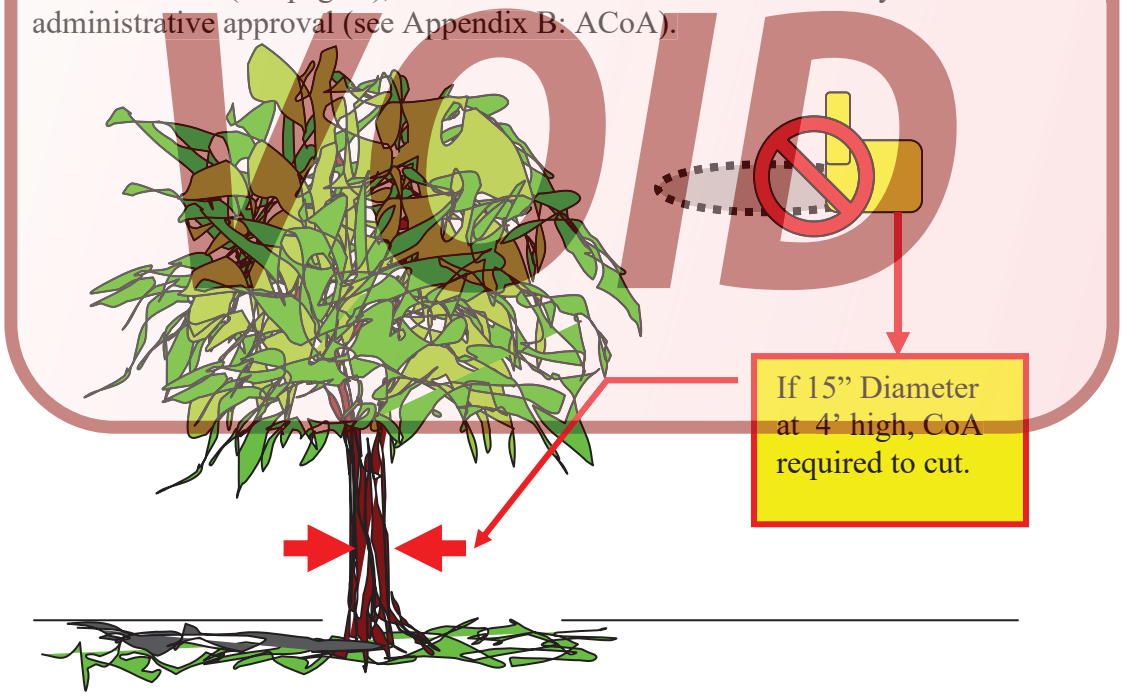
Garages and Outbuildings

Permanent outbuildings are subject to the design review process. These include garages, storage sheds, decks, gazebos, above-and in-ground swimming pools, ponds and fountains, and exterior mechanical equipment. The massing, height, and slope of the garage roof should be consistent with that of a house.



Large trees

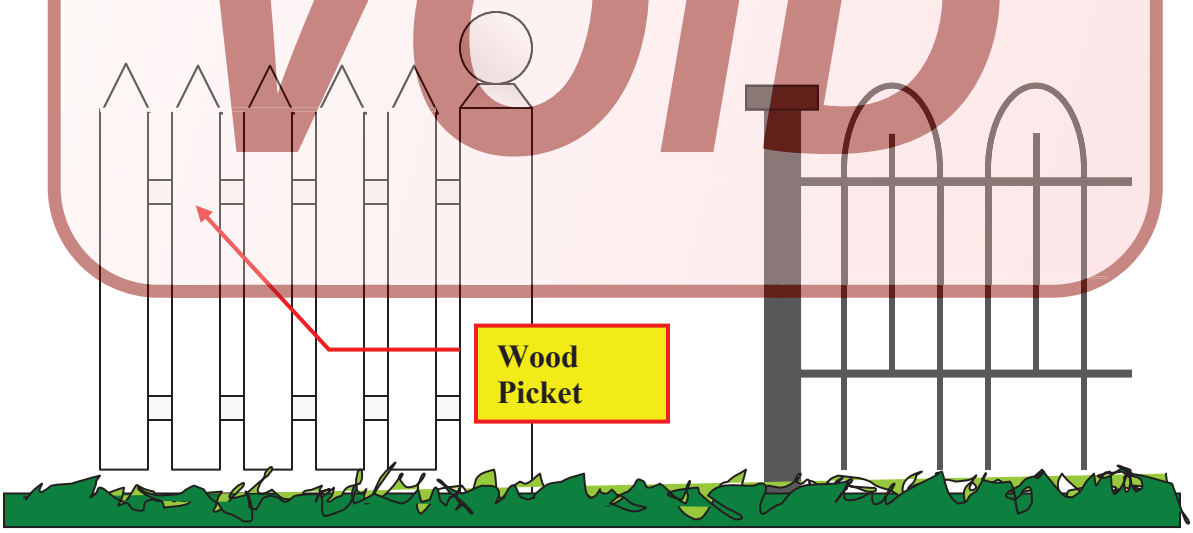
Large trees measuring at least 15 inches in diameter should be retained. Ordinary maintenance of mature trees does not require a Certificate of Appropriateness, however, removing a large tree does require one. In emergency situations, trees may be removed without a CoA (see page 8), and in certain circumstances trees may be removed with administrative approval (see Appendix B: ACoA).



The information on this page is void. Please see Appendix G: Administrative CoA, page G-1 to G-34, at the end of this document.

Fences

In many cases, fence changes or placement of a new fence can be simply approved by the Historic Preservation staff through the ACoA process (see Appendix B), provided that the fence type is among those that have been pre-approved by the HALRB. Fences facing a public street should be wood picket or ornamental metal. Wood fences may be painted, stained, or unfinished. Chain link fences are not appropriate.



Parking Area

Ordinary maintenance to existing driveways does not require a CoA. Driveways may be added to existing properties or to lots with new construction. This action requires a Certificate of Appropriateness. The use of front yards for parking or storing vehicles detracts from the appearance and character of the neighborhood and is discouraged.

Paving Materials

Gravel, concrete, stone, brick and paving blocks are all appropriate for walks, patios and drives and driveways. Asphalt should be limited to driveways only. The finish surface should be compatible with surrounding paving materials. Except for replacement in kind, the choice of paving materials will require a Certificate of Appropriateness.

Retaining Walls

The installation or removal of a retaining wall or repair of a retaining wall with different material, style, design or texture will require a design review. Concrete, brick, masonry, stone and wood are appropriate materials for a retaining wall. The finish surface should be compatible with the surrounding buildings.

The majority of information on this page is void. Please see Appendix G: Administrative CoA, page G-1 to G-34, at the end of this document. The section regarding Electrical and Telephone (highlighted) remains in effect.

Electrical and Telephone

Electrical and telephone connections from overhead service lines should be made at the side or rear of the house if at all possible. Exterior conduit should be avoided. If this is not possible, conduit should be placed along eaves, corner boards or trim members to be as inconspicuous as possible.

Air Conditioner / Heat Pump (See Appendix B: ACoA)

The placement of new air conditioning condenser units and heat pumps is subject to design review. These units should be located on the side or rear of the property, to the extent possible under existing zoning. Landscaping may be used to screen them.

Satellite Dishes (See Appendix B: ACoA)

Modern satellite dishes are small and can be easily mounted on a window frame without damaging historic building fabric. Small satellite dishes should be less than 18" in diameter, and should be installed unobtrusively, preferably in a location not visible from the public right-of-way. Dishes of this type may be approved administratively through the ACoA process.

8 STREETSCAPE

Public improvements and alterations within the Maywood Historic District will undergo design review. All public improvements should be designed in a manner which enhances and reinforces the architectural character of the district and should be consistent with the Neighborhood Conservation Plan. Ordinary maintenance and replacement with like materials of like design and emergency repairs are not covered by the design review process.

Street Paving

Public streets should be paved.

Curbs and Gutters

Curbs and gutters should be concrete.

Sidewalks and Crosswalks

Sidewalks and crosswalks should be concrete or brick pavers.

Signs

Street, directional, and information signs should be painted metal or wood.

Street Lighting

For replacement of existing street lights, use of low level blue mercury vapor illumination on existing wood or concrete poles is preferred. Installation of new street lights should be consistent with neighborhood lighting standards.

Street Furniture

Designs that reinforce the historic district character should be selected.

Parks and Open Space

Sidewalk and street improvements should be designed to retain existing mature trees. A tree replacement program is encouraged in all public spaces. Grounds, facilities, and equipment should be maintained at a level that preserves the historic character of the area. Future development should be in keeping with the character of the site and neighborhood.

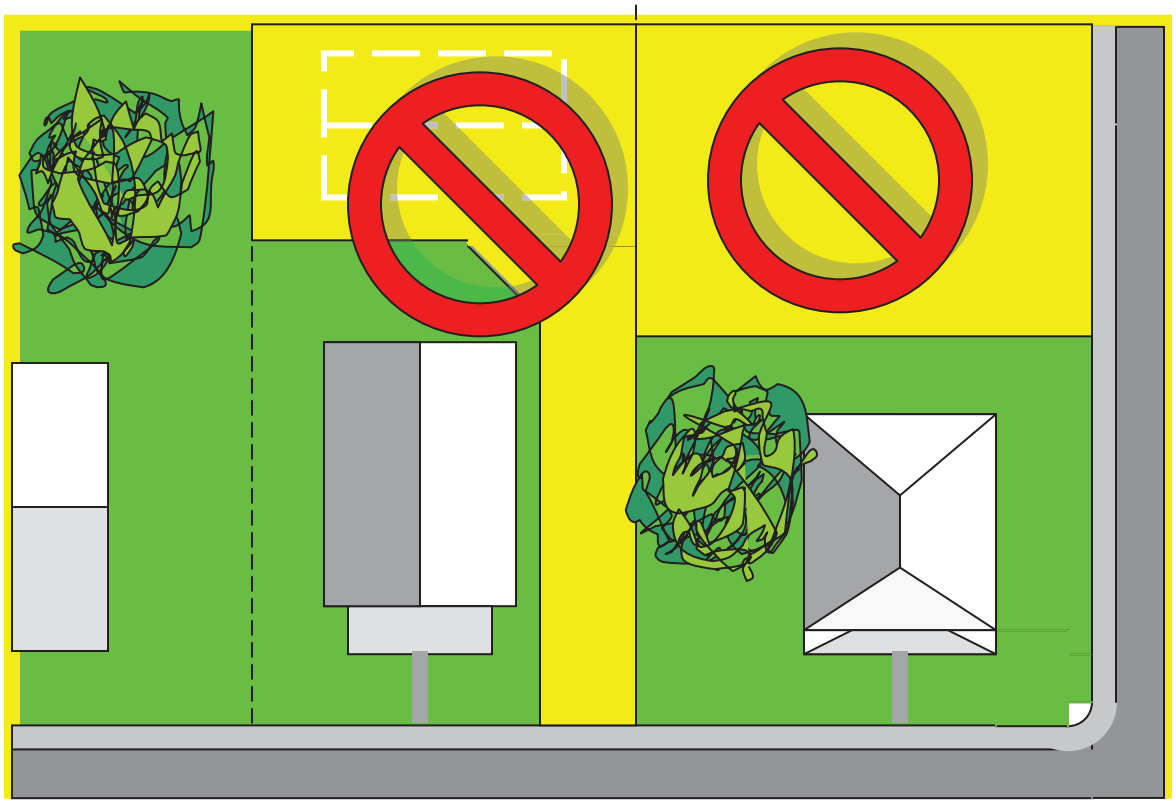
9 DEMOLITION, RELOCATION OR SUBDIVISION

It is the policy of the Historical Affairs and Landmark Review Board to maintain historic buildings on their original sites. In rare instances, the relocation of buildings to sites within the historic district will be considered in lieu of demolition. In those cases, the relevant parts of these guidelines should be considered so that buildings moved to such sites are compatible with the surrounding buildings and are suitably situated on the lot. Removal or demolition of part or all of a building or structure, including outbuildings, requires a Certificate of Appropriateness. See the Secretary of the Interior's Preservation Brief 36: Protecting **Cultural Landscapes**: Planning, Treatment and Management of Historic Landscapes.

Demolition of any structure listed on historical plats (regardless of foundations) requires a CoA in order to preserve the historic record of the structure.

Relocation of contributing historical structures for the purpose of infill development is highly undesirable because it disturbs the historic vernacular landscape.

Subdivision of Maywood lots for the purpose of infill development is highly undesirable from a historical perspective because it disturbs the historic vernacular landscape.



Appendix A: Glossary

The terms for this glossary were compiled from several sources and were chosen because they describe elements commonly found in Maywood buildings.

American Four-square – An early twentieth-century style of American residential architecture that can be identified by its square shape, two stories, and hipped roof.

Balustrade – A railing that is composed of a hand railing resting on vertical members or balusters; often part of a porch installed between the porch supports.

Bay – A part of a building that projects or recedes, and often incorporates windows or windows and doors that are related horizontally or vertically.

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

Canopy – A projection or hood over a window, door, or entrance.

Capital – The top part or crowning feature of a column, pier, shaft, or pilaster.

Casement – A window, the sash of which is hinged on the side or jamb of its frame.

Certificate of Appropriateness – A permit that must be applied for and received from the Historical Affairs and Landmark Review Board before certain changes can be made to a house or other structure within a neighborhood historic district. It lasts for one year but may be renewed with the consent of the HALRB.

Column – A supporting pillar.

Corner boards – The vertical trim elements used to cover the horizontal siding elements at each building corner.

Cornice – A projecting ornamental molding along the top of a wall and beneath the roofline of a house.

Dormer – A structure projecting from a sloping roof with a window or ventilating louvers.

Eaves – The edge of a roof that projects over an outside wall.

Elevation - A drawing of one face or façade of a building.

Fascia – A flat board or surface that is part of the cornice under the roof eave.

Fenestration – The arrangement of doors and windows on a building.

Filler panels – Materials other than glass which are used to fill in window openings to make them smaller.

Fish scale shingles – shingles with rounded edges which when placed in rows are reminiscent of fish scales.

Gable – Triangular wall segments at the end of a double porch or gable roof.

Hipped roof, hip roof – A roof with slopes on all four sides.

Large tree – A tree that is at least 15 inches in diameter at 4 feet height.

Light – A pane of glass, a window, or a compartment of a window.

Lintel – A horizontal structure member (similar to a beam) over an opening which carries the weight of the wall above it; usually of steel, stone or wood.

Louvers – One of a series of overlapping boards to admit air and exclude rain; often used in shutters or vents.

Mullion –

Muntin – A secondary framing member to hold panes within a window, window wall, or glazed door, also called a glazing bar or sash bar.

Outbuildings – Permanent outbuildings include garages, storage sheds and other accessory structures built before the creation of the Maywood local historic district. Other structures also requiring a Certificate of Appropriateness include decks, gazebos, above- and in-ground swimming pools, ponds and fountains and exterior mechanical equipment.

Pedestal – A base for a column or shaft.

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

Piers – A solid masonry support commonly used as a foundation element under porches and houses.

Pitch – Degree of angle or slope.

Repointing – Process by which replacement mortar is applied to existing masonry walls in places where old mortar has eroded.

Sash – The framework in which panes of glass are set in a window or door.

Shed dormer – A dormer window whose eave line is parallel to the eave line of the main roof.

Shed roof, pent roof – A roof shape having only one sloping plane.

Side light – A framed area of fixed glass alongside a door or window opening.

Sill – A horizontal timber, at the bottom of the frame of a wood structure, which rests on the foundation. The horizontal bottom member of a window frame or other frame.

Streetscape – The combined visual image that is presented by all the physical elements found from building front to building front along the street.

Stucco – An exterior finish, usually textured; composed of Portland cement, lime, and sand, which are mixed with water.

Transom – A small, often hinged, window above another window or door.

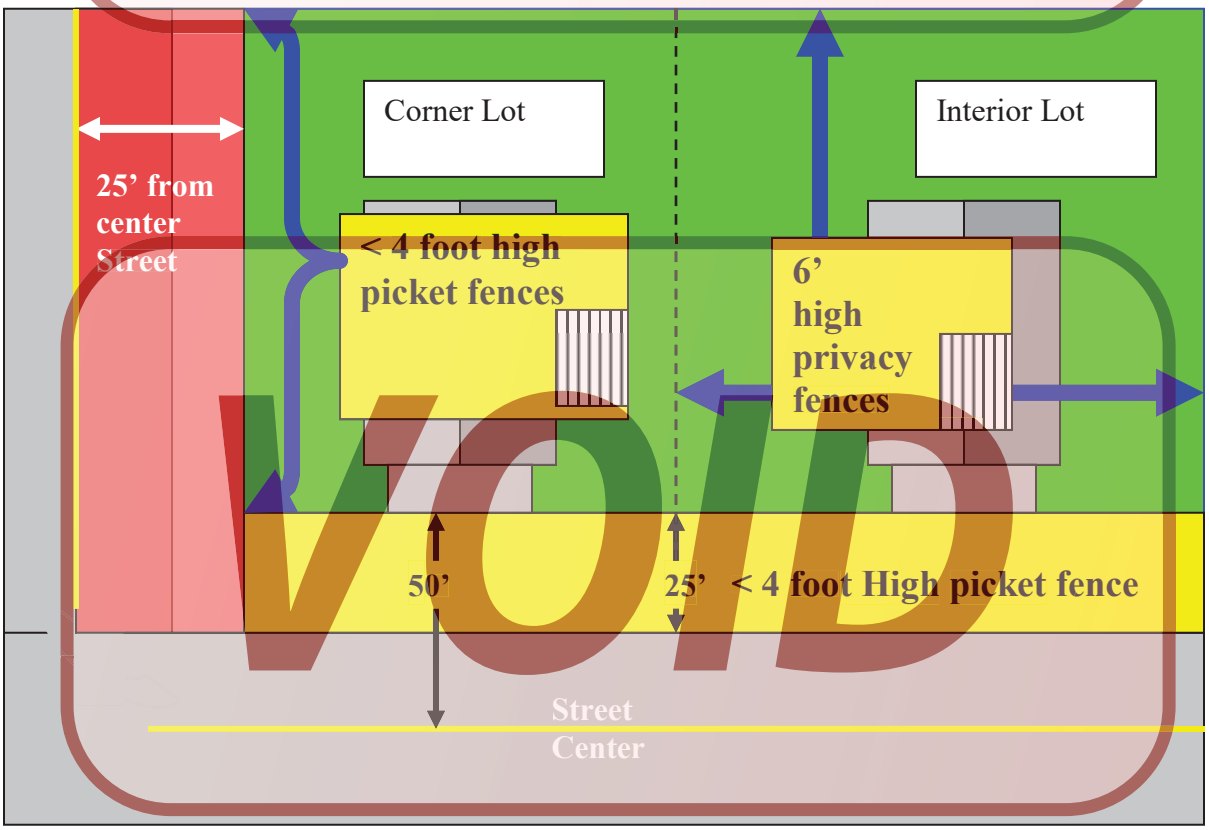
Vernacular – Popular building style which evolved naturally according to common usage.

Appendix B: Administrative Certificate of Appropriateness (ACoA)

An "Administrative Certificate of Appropriateness" (ACoA) is a streamlined process to review and approve simple exterior changes that meet definite specifications. Under the ACoA process, these changes can be approved by the Historic Preservation Program staff, who can be reached at (703) 228-3830.

Fences

Only wood fences with repeated vertical boards will be considered under the ACoA process. The setbacks and heights of fences installed under the ACoA process must comply with relevant Arlington County Codes and Ordinances, Section 32, D3a /e. See Figure 1 below.



Privacy fences are defined as wood fences without spaces between the vertical boards. The installation of privacy fences may be approved for side and rear yards in heights allowed by the Codes and Ordinances of Arlington County and provided the fence is similar to the designs illustrated below.

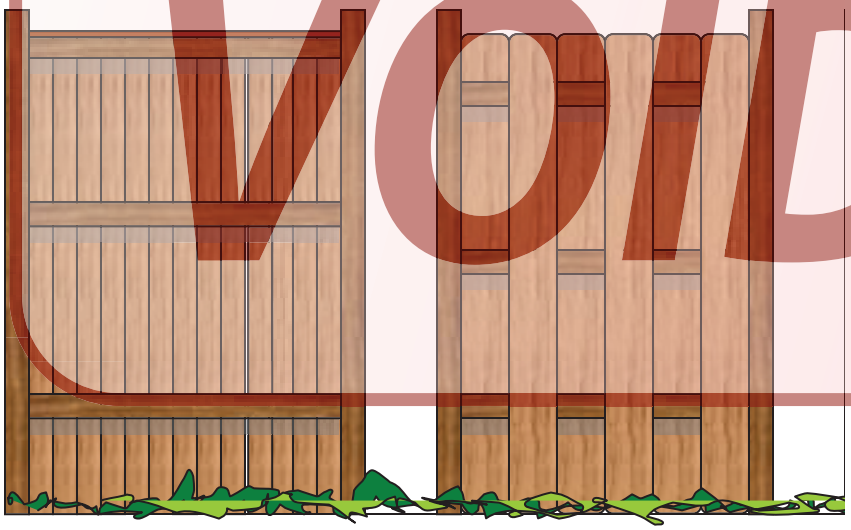


Figure 2. Wood privacy fences approved under ACoA Process

Picket fences are defined as wood fences which consist of boards vertical in orientation, with spaces between the vertical boards. The installation of picket fences may be approved under the ACoA process for placement in front, back or side yards as shown in Figure 1 providing the fence design is one of those shown in Figure 3.

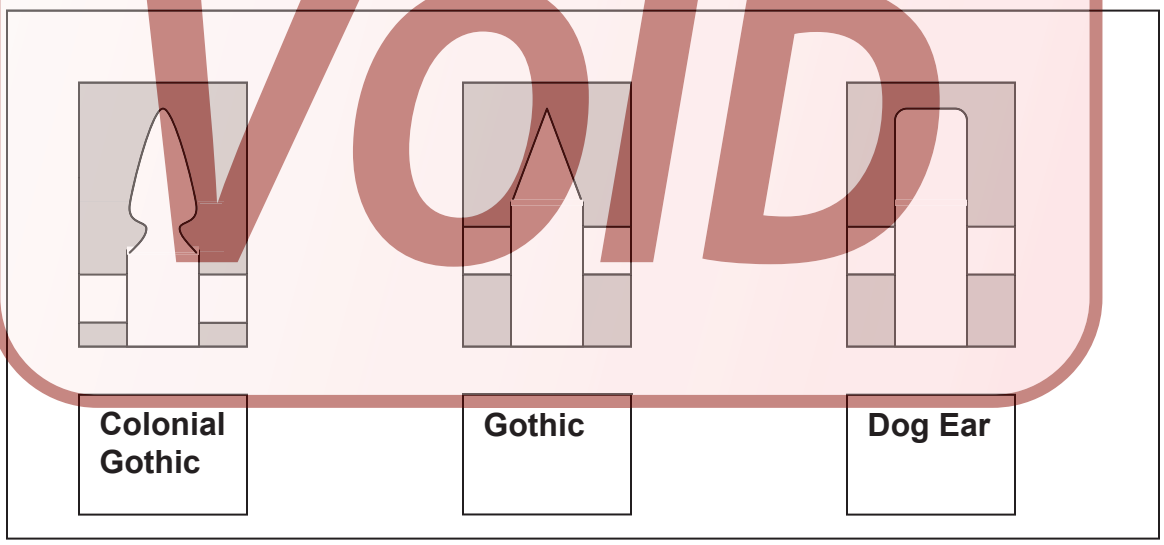


Figure 3. Wood Picket Fences Approved under ACoA Process

Fence Removal

Fences of all designs and materials may be removed under the ACoA process.

Fence Painting

Wood fences approved under a ACoA may be painted or unpainted. However, the choice of paint color is not reviewed under the ACoA or CoA processes.

Air Conditioning Condenser and Heat Pump Units

The installation of air conditioning condenser units and heat pump units will be considered under the ACoA process. To qualify for the ACoA process, the units must be placed within the shaded portion of the side and rear yards as shown in Figure 4, and behind an imaginary line dividing the side length of a dwelling into two equal parts. Appropriate screening may be required for the unit to be installed.

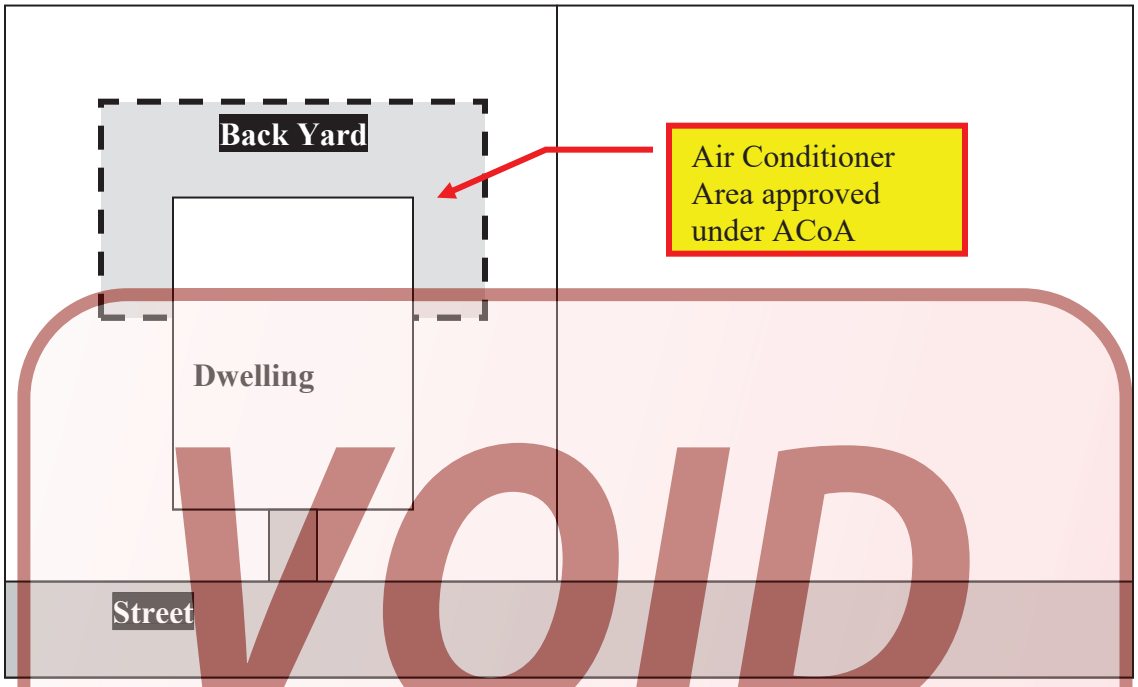


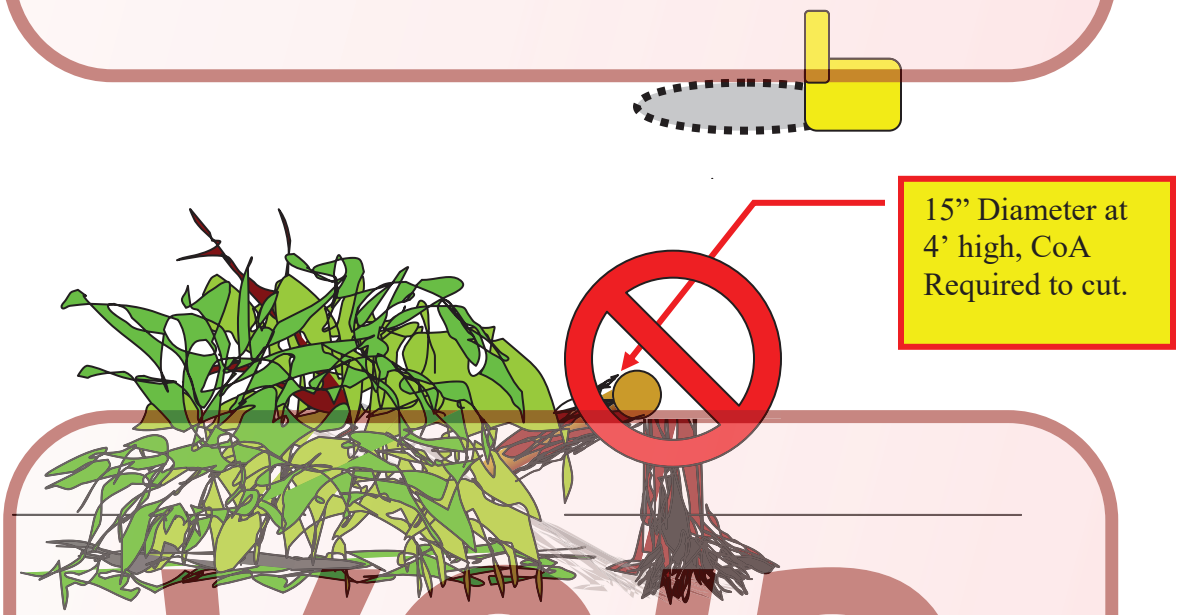
Figure 4. Air Conditioner Area Approved under ACoA.

Satellite Dishes

Modern satellite dishes are small and can be easily mounted on a window frame without damaging historic building fabric. Small satellite dishes should be less than 18" in diameter and should be installed unobtrusively, preferably in a location not visible from the public right-of-way, and can be approved administratively through the ACoA process.

Large Trees

Unhealthy large trees may be removed under the ACoA process, provided the ACoA application is accompanied by a report from a certified arborist that states that the tree's condition is independently verified by the County arborist.



Appendix C: Cement Fiberboard Siding Materials*

Cement fiberboard is not appropriate as the primary siding material on existing historic buildings. Under certain circumstances, the HALRB may permit the use of smooth cement fiberboard on non-historic structures, new construction, and new additions to historic buildings.

- **Form of application.** All applications requesting consideration of cement fiberboard products must include sufficient information and specifications on the proposed product to permit full consideration of the application by the HALRB and its Design Review Committee. If requested by the HALRB, the Design Review Committee or the County staff processing the application, the applicant shall provide a product sample.

- **Primary siding.** Cement fiberboard may be used only as primary siding; it may not be installed over any other siding material, historic or otherwise.

- **Lap siding.** All cement fiberboard lap siding must have a smooth finish. No pre-finished or wood grain finishes will be considered. The exposed face of fiberboard lap siding may not exceed five inches in width (height when installed).

- **Shingle siding.** Cement fiberboard shingles with wood grain finishes will be considered for approval as shingle material.

- **Trim**. All trim elements to be used in conjunction with cement fiberboard must be wood or a high quality polyvinyl chloride (PVC) that meets the requirements stated in Appendix D. Trim elements include, but are not limited to, door trim, window trim, corner boards, cornice, fascia, etc.

- **Additions to historic buildings.** When used on an addition to an historic building with wood siding or shingles, the cement fiberboard must match the existing siding or shingles in size, exposed face profile, scale, finish, and articulation. The HALRB may require a distinct visual break between existing wood siding or shingles and cement fiberboard where an appropriate distinction needs to be made between the existing building and the addition.

*Amended by HALRB April 20, 2011.

Appendix D: Cellular Polyvinyl Chloride (PVC) Trim*

PVC is not appropriate as a trim material on existing historic buildings and should never be considered for siding. Under certain circumstances, the HALRB may permit the use of PVC trim on non-historic structures, non-contributing structures, new construction, and new additions to historic buildings. Trim elements include, but are not limited to, door trim, window trim, corner boards, cornice, fascia, etc.

- **Form of application.** All applications requesting consideration of cellular PVC products must include sufficient information and specifications on the proposed product to permit full consideration of the application by the HALRB and its Design Review Committee. If requested by the County staff, the Design Review Committee, or the HALRB, the applicant shall provide a product sample.

- **PVC specifications.** Any PVC material must meet the following requirements listed below to be considered appropriate:

    1. Solid through the core.

    2. Millable, or able to be milled in a manner similar to wood to match profiles of historic trim if required by the HALRB for design compatibility.

    3. Similar in density to wood.

    4. PVC must have a smooth finish. No pre-finished or faux wood grain finishes will be considered.

- **PVC must be painted.** All PVC trim must be painted similar to wood trim.

- **PVC must be at least 5/4 inch thick, unless otherwise deemed appropriate by the HALRB.** When used in conjunction with cement fiber board siding, trim elements must maintain a historically appropriate profile in order to create a visual depth consistent with early 20th century construction. The DRC and HALRB will review thickness of trim material as part of design review.

- **PVC must be able to be milled.** All PVC must be able to be milled to match profiles of historic trim if required by the HALRB for design compatibility.

- **Additions to historic buildings.** Any polyvinyl chloride (PVC) trim material must be appropriate to the existing trim in size, exposed face, profile, scale, finish, and articulation.

*Approved by HALRB April 20, 2011

Appendix E: Application Checklist

In order to facilitate the Applicant's review by the DRC, it is helpful to use the Application Checklist provide below.

General

____ Application Form (see Appendix D)
____ Vicinity / Plat Plan
____ Existing Condition Photographs

Site Plan

____ Outline of adjacent buildings
____ North Arrow / Names of adjacent streets
____ Required zoning setbacks
____ Location / type of existing trees of 15" caliper or greater
____ Location / type of new / replacement trees

Elevations

____ Elevations Scale (1/8" = 1' min)
____ Existing versus new construction
____ Dimensions of new work
____ Height of floors and roof ridge

Windows

____ Type (e.g., double hung)
____ Size (e.g., 30" wide x 42" high
____ Style (e.g., 6 over 1)

Exterior Cladding

____ Type (e.g., wood lap siding)
____ Size (e.g., 6" weather)
____ Trim Dimensions

Miscellaneous

____ Historical Photos / Drawings
____ County Arborist Report
____ Perspective Drawings / Renderings
____ Model

Plans (Optional)

____ Floor Plan Scale (1/8" = 1' min)
____ North Arrow
____ Existing versus new construction
____ Dimensions of new work
____ Area of existing new work

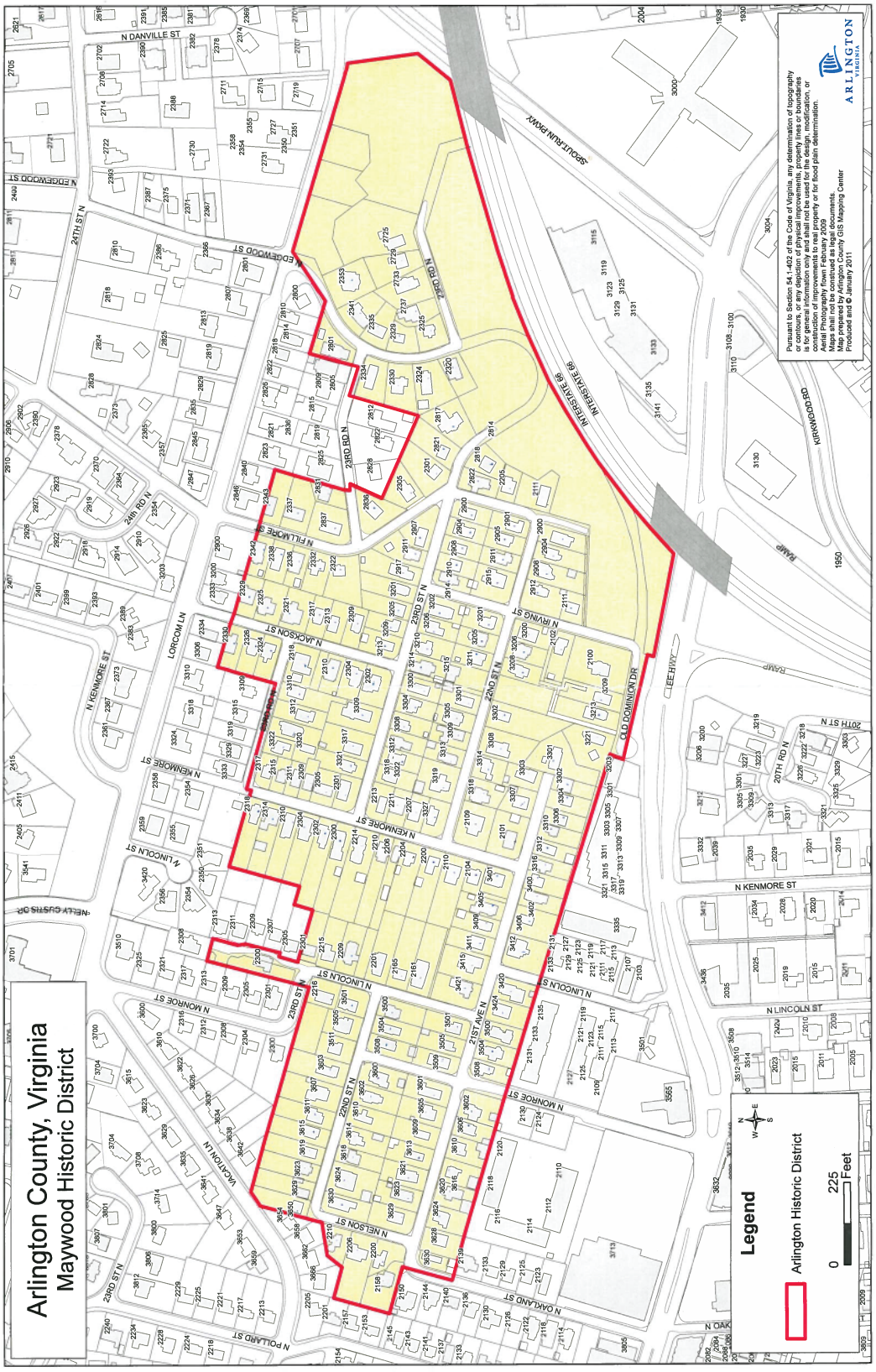
Drawing Details

____ Porch rail details (refer to standard)
____ Wall Section Detail
____ Eave Detail
____ Other

Catalog Information (Samples and Specifications)

____ Doors and Windows
____ Cladding / Siding Materials
____ Roofing Materials
____ Other

Appendix F: Map of Maywood



Appendix G: Administrative Certificate of Appropriateness

An Administrative Certificate of Appropriateness (ACoA) is a streamlined application to review and approve exterior changes that meet definitive requirements. The Historic Preservation staff will review submitted applications within one to three business days to ensure they meet the requirements outlined in this section.

Staff may refer any ACoA to the HALRB when the application justifies a public review. Any such referral shall be made within one to three business days of receiving the application and the case shall be placed on the next available Design Review Committee (DRC) agenda.

IN THIS SECTION

Exterior Renovation

Asbestos Shingle Siding

In Maywood, it is not uncommon to have asbestos shingle over the original wood siding. The HALRB encourages property owners to consider the removal of such asbestos siding to restore the historic finish and appearance of the dwelling, but it is not required.

There are homes in Maywood where the asbestos shingle siding may have been the original material on the dwelling. In these cases, the asbestos shingle should be retained. If it has deteriorated or poses a health hazard (often evident when it is crumbling), it may be removed and replaced with wood as outlined below.

Under the ACoA process, staff will review the removal of asbestos shingles if the project meets all building code requirements and design criteria outlined in this subsection:

- The original asbestos shingle is in poor condition and poses a health hazard;
- The asbestos shingle is a non-historic siding that potentially covers the original wood siding; or
- The asbestos shingle is a non-historic siding and no original siding remains underneath.

If the asbestos shingle siding is removed and there is no underlaying siding, the use of wood lap siding with an exposed face of five inches or less will be reviewed though the ACoA process.

If the asbestos shingle siding is removed and there is existing historic siding underneath, the proposed restoration of the existing wood siding (to the greatest extent possible) and any new wood siding of a matching design and profile will be reviewed though the ACoA process (Figures 1-2). Proposals to replace the existing wood siding entirely due to concerns regarding the material's integrity must be considered by the HALRB.

Under the ACoA process, proposals must either restore remaining wood trim elements or include installation of any missing trim (such as corner boards). All requests for alternative siding materials (cementitious fiberboard) or different materials will be considered by the HALRB through the CoA process.

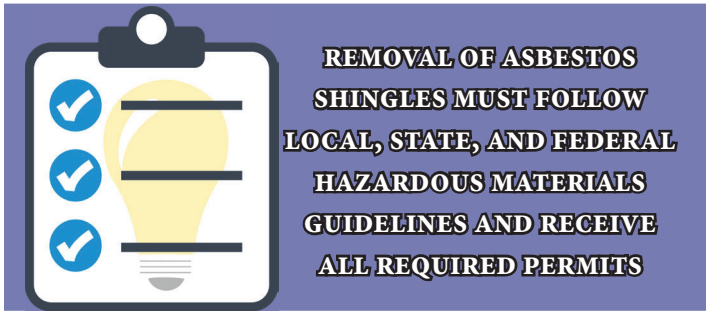


Figure 1: The house at 3511 22nd Street North prior to the removal of its non-historic asbestos shingle siding.

Figure 2: The house at 3511 22nd Street North after the removal of its non-historic asbestos shingle siding. The property owners exposed and refinished the existing wood lap siding and decorative diamond shingles in the upper gable end.

Solar Panels

In many cases, the preservation and rehabilitation of historic buildings can accommodate solar energy installations. While the primary objective of the local historic district overlay is the preservation of historic resources, the HALRB encourages projects that meet solar access requirements while maintaining the integrity of historic features, materials, and spatial relationships. The two main objectives of the following subsection are to protect the historic character of the buildings and reduce visual impacts of solar panels as seen from the public rights-of-way.

CoA Process (HALRB Review) for Solar Panels

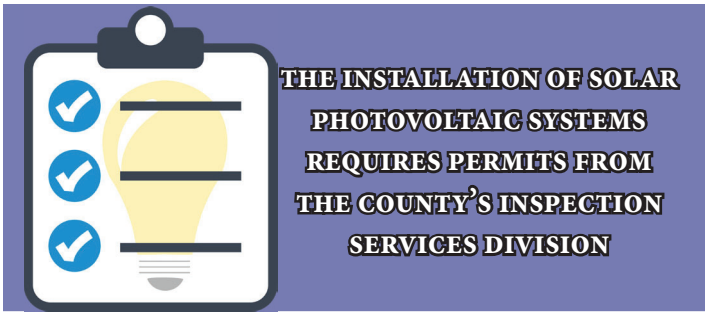
The installation of traditional solar panels or alternative photovoltaic technology on primary building elevations that are highly visible from the public rights-of-way requires review by the HALRB to ensure compatibility with the historic district and to provide an opportunity for public comment. As solar technology progresses, this section of the design guidelines will be updated accordingly to incorporate compatible solar installations into the ACoA process.

The installation of ground-mounted solar arrays will be considered by the HALRB on a case-by-case basis. The use of such arrays is unlikely due to the size of the typical lot and the number of trees in the historic district. In addition, the size and scale of the array in the rear yard would vary from property to property. The HALRB would need to consider any trees required for removal on the property as well.

ACoA Process (Staff Review) for Solar Panels on the Roof of New Construction or Additions to Historic Buildings, Non-Historic Additions, or New or Non-Historic Accessory Buildings

The following option can be reviewed through the ACoA process for both contributing and non-contributing buildings. Any applications that fall outside of these parameters would need to be reviewed by the HALRB.

Under the ACoA process, solar panels and alternative solar photovoltaic technology (such as thin-film



solar panels or shingles) could be placed on new construction, new additions to historic buildings, new or non-historic accessory buildings in the rear of the property, and non-historic additions to dwellings that have limited visibility from the public rights-of-way.

Staff will process applications for solar panels in these locations on both contributing and non-contributing buildings when the majority of panels is obscured from the street. Applications may require photographic renderings depending on the proposed location of the solar panels.

To be considered under the ACoA process, solar panels shall:

- Have a low profile;
- Be mounted less than or equal to six inches above the surface of the roof (to the face of the panel);
- Be set at angles consistent with the slope of the supporting roof;
- Be hidden behind architectural elements (such as dormers, cross-gables, etc.);
- Be arranged in an organized configuration;
- Avoid disjointed and multi-roof solutions;
- Blend with the surrounding features of the historic resource with respect to color of the panels, support structures, and conduits; and
- Locate any inverters, storage units, or hardware on the rear half of the dwelling or areas with limited visibility from the public rights-of-way.

To be considered under the ACoA process, solar panels shall not:

- Be placed on the primary facade of the building;
- Require alterations to character-defining features of a historic resource such as roof materials, roof configuration, dormers, or chimneys; and
- Obstruct views of significant architectural features.

Example of a Rooftop Solar Panel Array considered under the ACoA Process

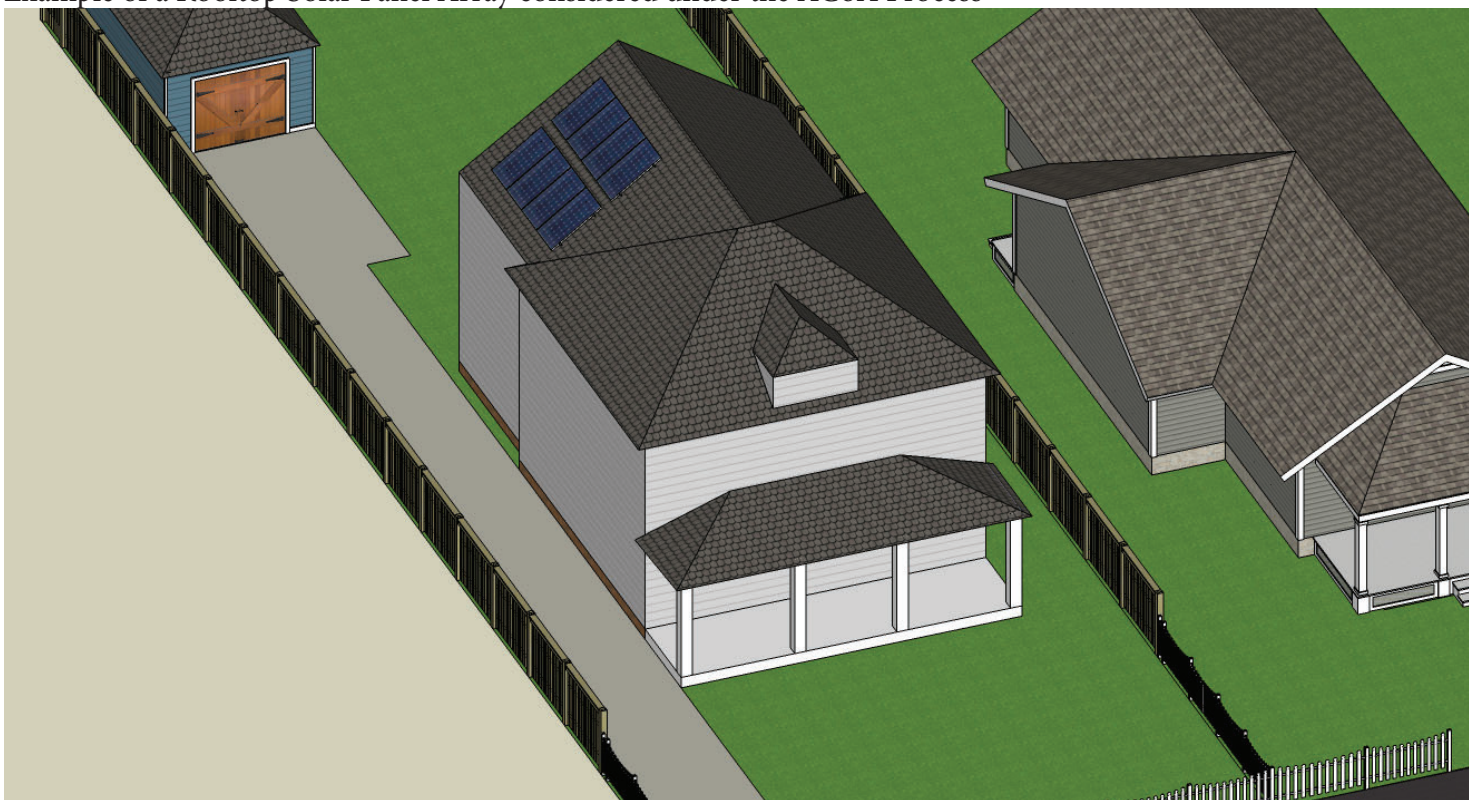


Figure 3: An example of a solar panel array placed on a gable roof addition to a dwelling. The array would have limited visibility from the public rights-of-way and is located on an addition, and therefore, could be considered under the ACoA process. Any solar technology placed on the historic massing of the dwelling must be reviewed by the HALRB though the CoA process.

Figure 4: An example of a solar panel array placed primarily on an addition to the dwelling at 3321 23rd Street North. The array has limited visibility from the public rights-of-way as shown in the photographs. Solar technology placed on the historic massing of the dwelling must be reviewed by the HALRB though the CoA process.

Skylights

The installation of two skylights or fewer (with a maximum size of eight square feet per skylight) can be reviewed under the ACoA process for both contributing and non-contributing buildings under the following conditions:

- Located on roof slopes that are not visible from public rights-of-way (including historic and non-historic sections of the building);
- The framing of the skylight should be dark and non-reflective to the greatest extent possible;
- The design of the skylight should be flush with the roof line or lay flat with a low profile (less than or equal to 6 inches tall) and mounted as close to the roofing as possible;
- No convex designed skylights;
- Avoid loss or damage to historic features; and
- Minimize the impact on the historic character of the property.

The HALRB will review proposed skylights that are visible from the public rights-of-way, impact character-defining building elements, or are of a design outside of the elements listed above.

Figure 5: An example of skylights that could be approved on a house on a corner lot. The skylights are located on a non-visible roof slope/elevation and placed behind a cross-gable. The skylights have a low profile and do not affect the character-defining features of the dwelling.

Roof Vents

Modern rooftop elements, such as plumbing stack vents, exhaust vents, attic vents, and combustion vents, can be reviewed under the ACoA process for both contributing and non-contributing buildings under the following conditions:

- Located on roof slopes that are not readily visible from the public rights-of-way;
- Vents should be painted to match the color of the existing roofing material when possible; and
- Installation should result in minimal damage to historic fabric.

Asphalt Shingle Roof Replacement

The replacement of three-tab asphalt shingles or rolled asphalt (sheets) with architectural asphalt shingles will be reviewed under the ACoA process. Applications should include a sketch roof plan showing the material on each roof plane, photographs of the existing roof, and specification sheets for the proposed architectural shingle. The replacement architectural shingle must be generally rectangular. Other proposed shapes would require a CoA from the HALRB. Rolled asphalt shall only be replaced with asphalt shingles if the pitch is greater than 4/12.

Figure 6: A comparison of three-tab asphalt shingles (left) and architectural asphalt shingles (right).

Mechanical, Electrical, Plumbing and Other Equipment/Vents

The installation of mechanical, electrical, and plumbing equipment/vents that pierce the walls of the side or rear elevations will be considered under the ACoA process. The elements shall minimally alter exterior elevations and not destroy or obscure historic fabric of dwellings. Exterior gas and electrical meters owned by utility companies are exempt from HALRB review and do not require a CoA/ACoA.

Site Elements

Fencing

Only vertical-board wood fences will be considered under the ACoA process. The setbacks and heights of fences installed under the ACoA process must comply with relevant Arlington County Zoning Ordinance (ACZO) Section 3.2.6.A 3(a) and (e). See Figure 8 for the allowed placement and heights of fences.

Picket Fences

Picket fences consist of evenly spaced vertical boards attached to horizontal rails. The installation of picket fences may be approved under the ACoA process for placement in front, rear, or side yards (see Figure 8). Appropriate designs for pickets are shown in Figure 7, but other similar designs will be considered in the ACoA process.

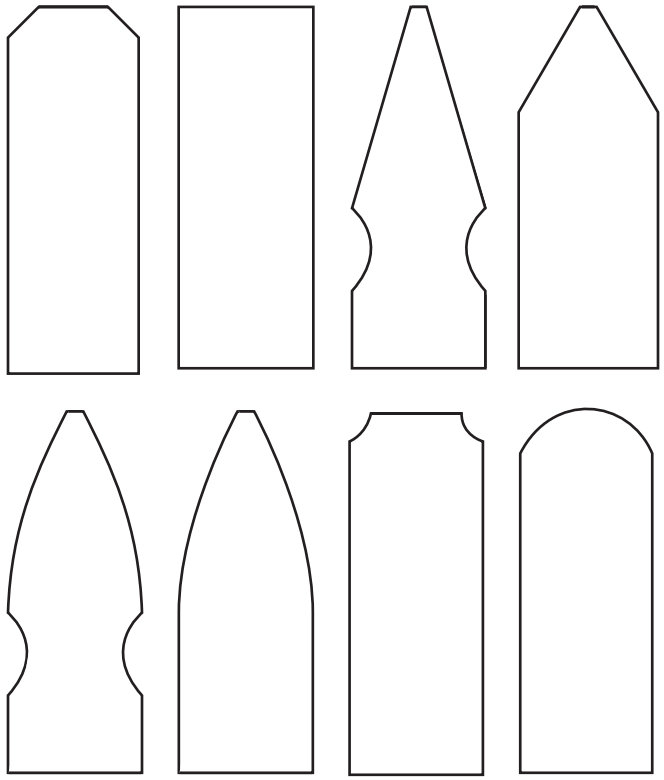


Figure 7: Examples of the types of wood pickets approved under the ACoA process.

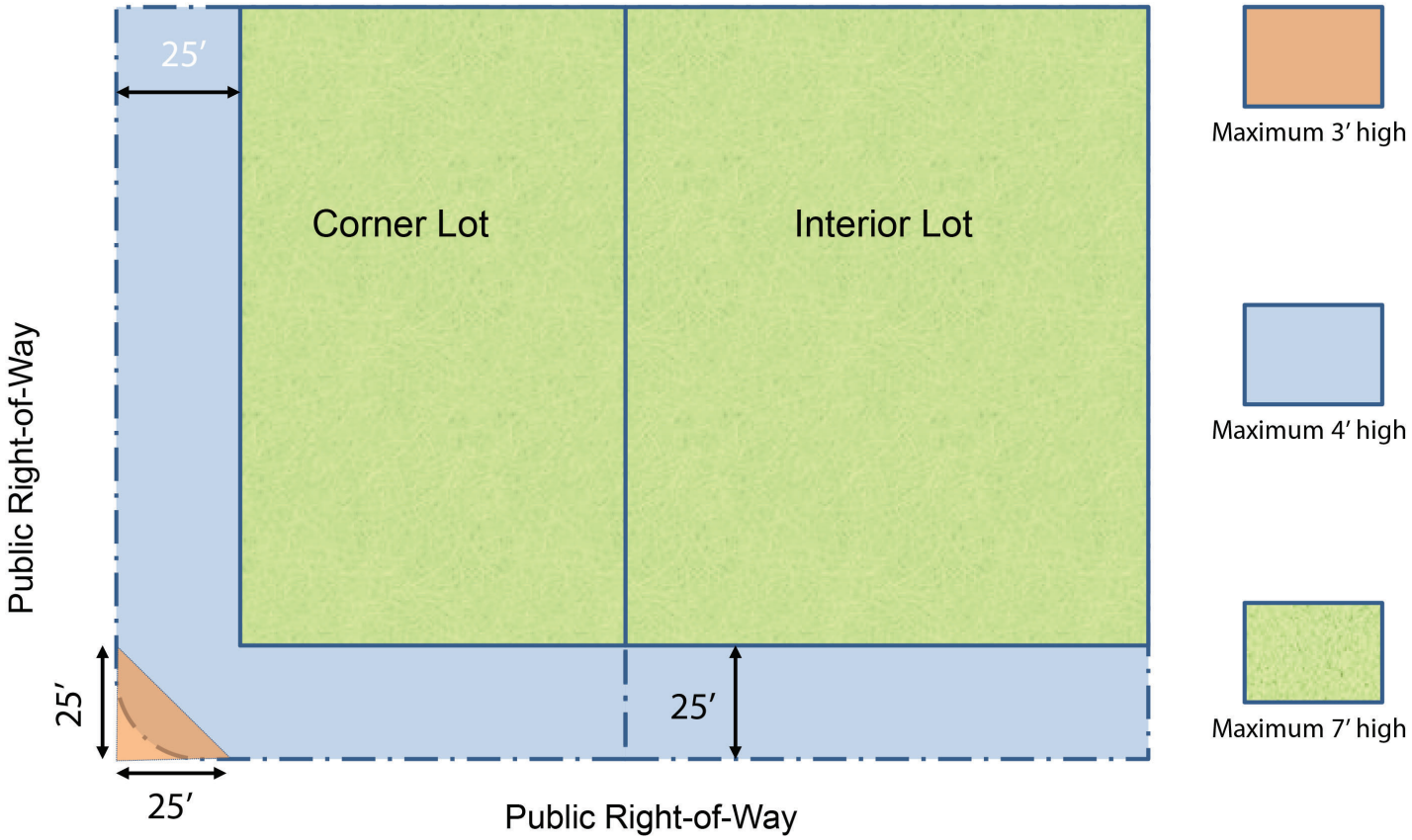
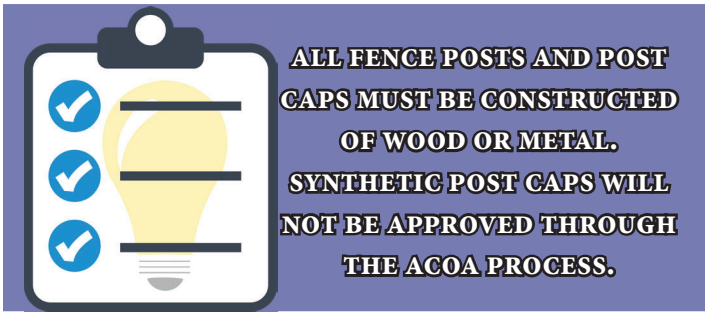


Figure 8: Placement and height of fences allowed on interior and corner lots. The orange, blue, and green shaded areas can all have picket fences. Privacy fences are limited to the green shaded areas.

Privacy Fences
Privacy fences are solid without spaces between the vertical boards. The installation of privacy fences may be approved under the ACoA process for placement in the side or rear yards. The designs for privacy fences are shown in Figures 10-12. Please note that 7'-tall privacy fences require the top 1'-foot to be constructed of wood lattice (Figure 12). All other privacy fences must be less than or equal to 6' tall.

Removal of Fencing
The removal of fencing does not require a CoA or an ACoA.

Fence Painting
Wood fences approved under the ACoA process may be painted or unpainted. The choice of paint color, however, is not subject to the ACoA or CoA process.



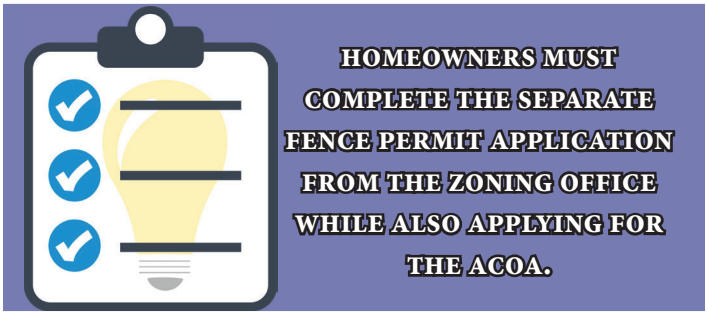


Figure 9: Typical examples of a wood and metal pyramidal fence post cap. Other design variations will be considered under the ACoA process.

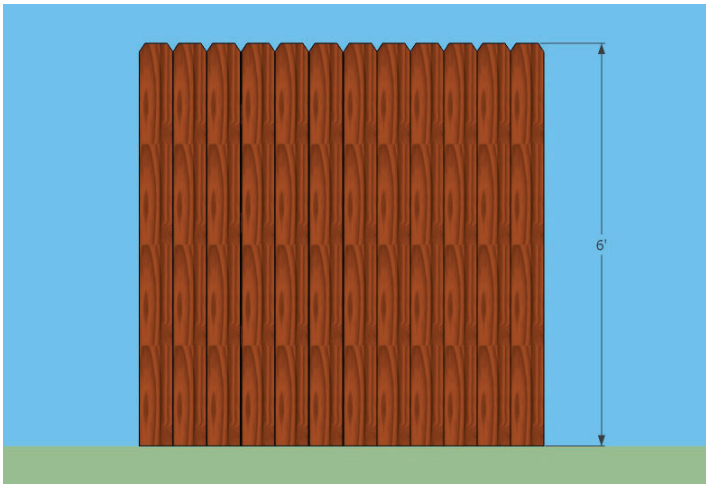


Figure 10: Example of dog ear privacy fence. These fences can only be 6' tall.

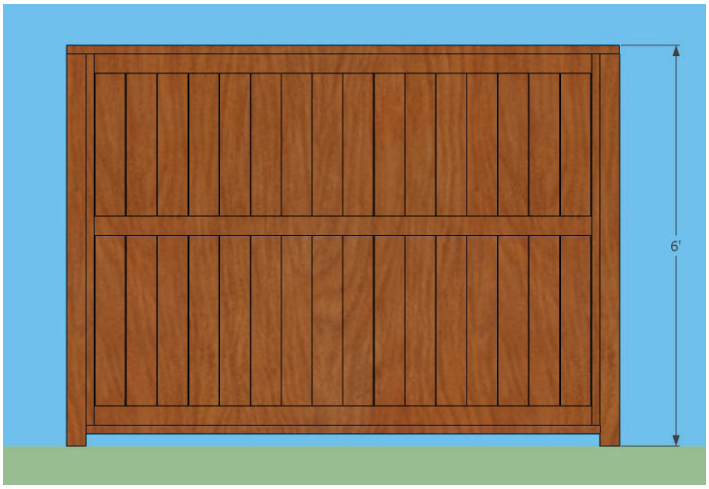


Figure 11: Example of a traditional flatboard privacy fence with cap. These fences can only be 6' tall.

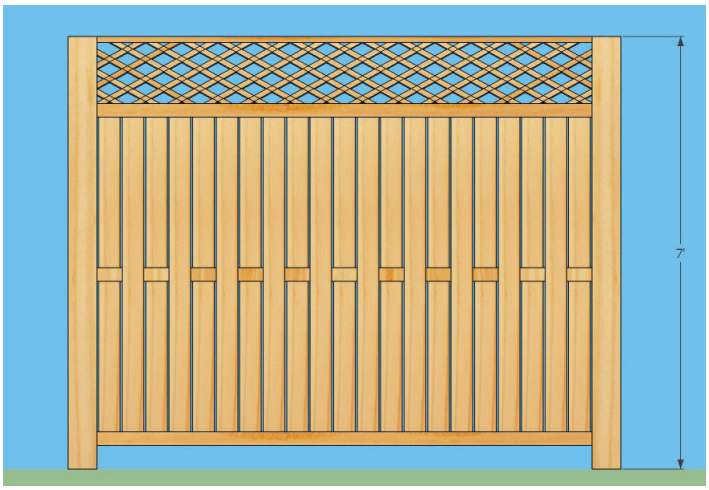


Figure 12: Example of a traditional flatboard privacy fence with lattice. These fences can be 7' tall but the top 1' must be lattice.

Retaining Walls

The installation of retaining walls under 3' tall can be approved under the ACoA process. There are numerous construction methods and materials that will be considered for any location on the property. These include: 1) concrete block; 2) parged concrete; 3) brick; and 4) stone. ACoAs for timber (pressure treated lumber) walls are limited to particular locations.

Concrete Block (CMU) Retaining Walls
There are three basic types of concrete block retaining walls: standard concrete block, split-face/rusticated block, and retaining wall system units.

Standard concrete block does not complement the landscape of the historic district. This material alone will not be approved through the ACoA process. For the material to be considered, the proposal must include a stone (either natural or cast) veneer, brick veneer, or be parged with concrete.

Split face/rusticated block is a standard concrete block with a finished texture on one side. This allows the block to function as both a structural and aesthetic unit and eliminates the requirement of a veneer. In Maywood, numerous building foundations utilize rusticated block (locally known as "Cherrydale Block").

Figure 13: Example of a split face block retaining wall.

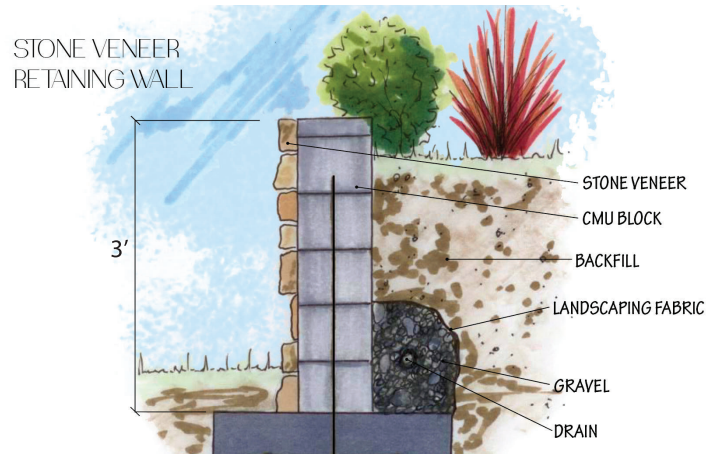


Figure 14: A section of a typical concrete block retaining wall with a stone veneer.
Source: Landscaping Network

Figure 15: Example of a stone veneer concrete block retaining wall.

Figure 16: Example of a Cherrydale Block retaining wall.

Retaining wall system units provide a structural unit with a stone-like face that eliminates the need for a standard concrete block core. These units can be irregular in size, color, and texture to better imitate a masonry or stone wall. The construction of the walls is dependent upon the specifications of the individual manufacturers.

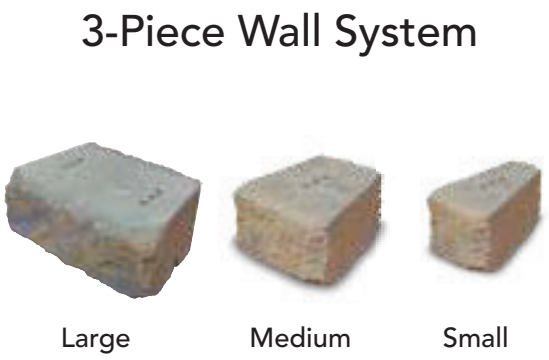


Figure 17: An illustrative example of a 3-piece retaining wall system.
Source: Keystone Walls

Concrete Retaining Walls
Poured concrete walls must be parged to be approved under the ACoA process. Another alternative is a standard concrete block wall with a parged face to emulate the look of a poured concrete wall. These walls must feature a stone cap or a convex top depending on the design. Either option will be considered under the ACoA process.

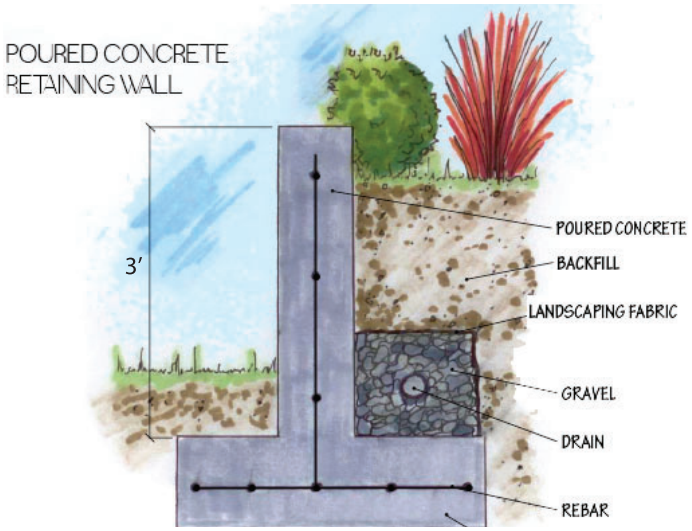


Figure 18: An illustrative section of a poured concrete retaining wall. The wall must be parged to be considered under the ACoA process.
Source: Landscaping Network

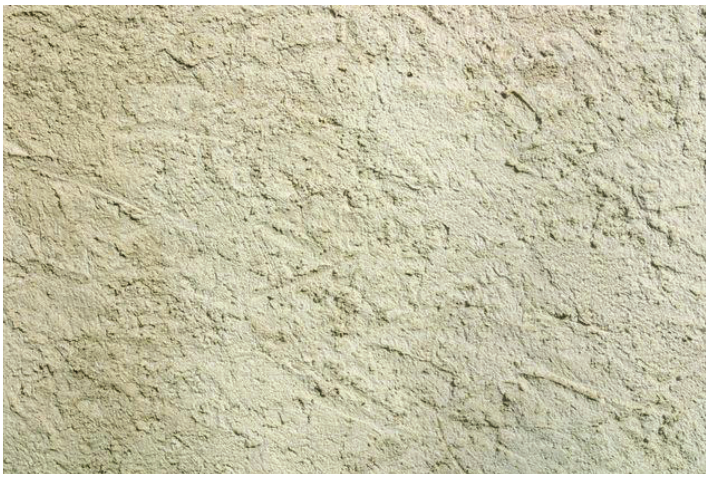


Figure 19: Example of the technique of parging a poured concrete wall.

Brick Retaining Walls
There are three types of brick retaining walls that will be considered under the ACoA process: double-wythe brick walls, cavity brick walls, and brick-veneered concrete block walls.

Double-wythe brick construction utilizes header units to bond separate wythes together for structural strength. This traditional building method has been supplemented largely by new construction methods that seek to emulate the bond patterns.

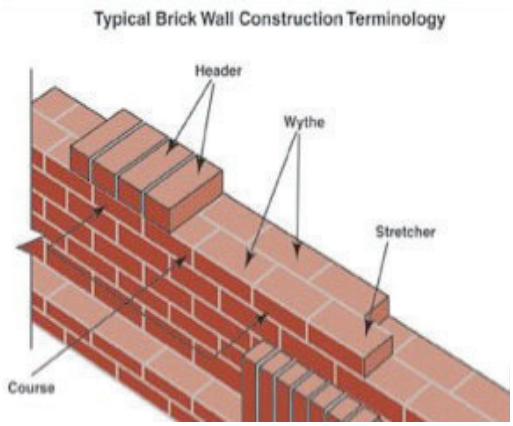


Figure 20: The drawing illustrates brick wall construction terminology.

Cavity brick walls feature two single-wythe brick walls separated by a few inches. Metal ties provide support between the two walls and the cavity is filled with concrete.

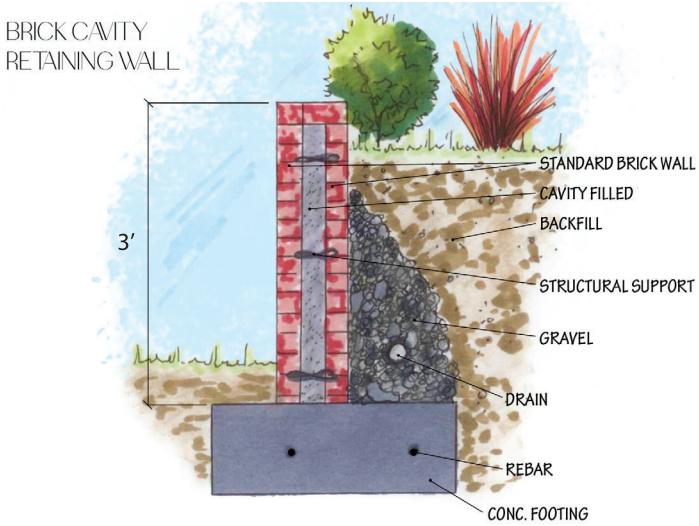


Figure 21: An illustrative section of a brick cavity wall.
Source: Landscape Network

Brick-veneered concrete block retaining walls require less brick than traditional brick walls or cavity walls as brick is laid only on the exposed surface. The concrete blocks can be covered with whole bricks, half bricks, or thin brick veneers that are similar in appearance to tile.

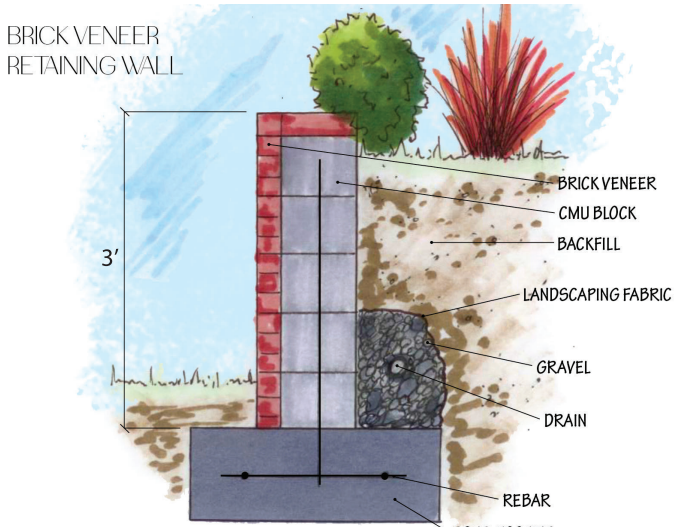


Figure 22: An illustrative section of a brick-veneered concrete block wall.
Source: Landscape Network

Timber Retaining Walls

Timber retaining walls (pressure treated lumber) considered under the ACoA process may be located primarily in the rear yard. A CoA will be required for any timber retaining walls in the front yard for interior lots or the front or side yards (facing the street) for corner lots. See Figures 24 and 25 for drawings showing the locations requiring a CoA.

The use of actual creosote-soaked railroad ties for retaining walls or other landscape use is prohibited in the historic district.

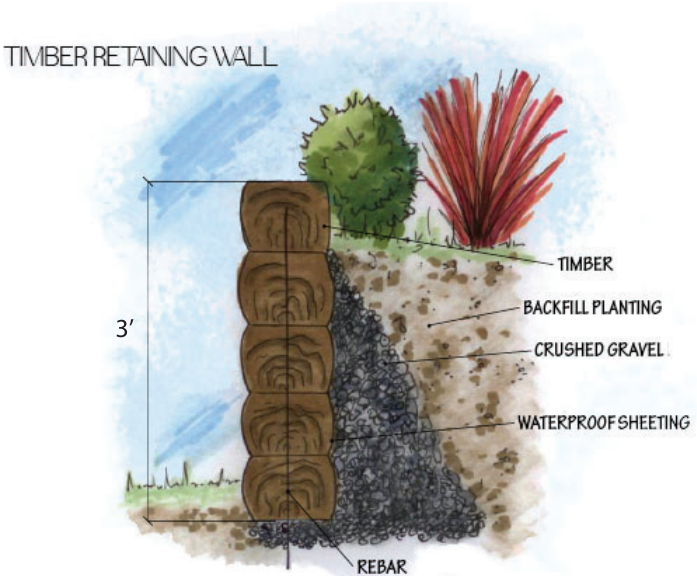


Figure 23 An illustrative section of a timber retaining wall.
Source: Landscape Network

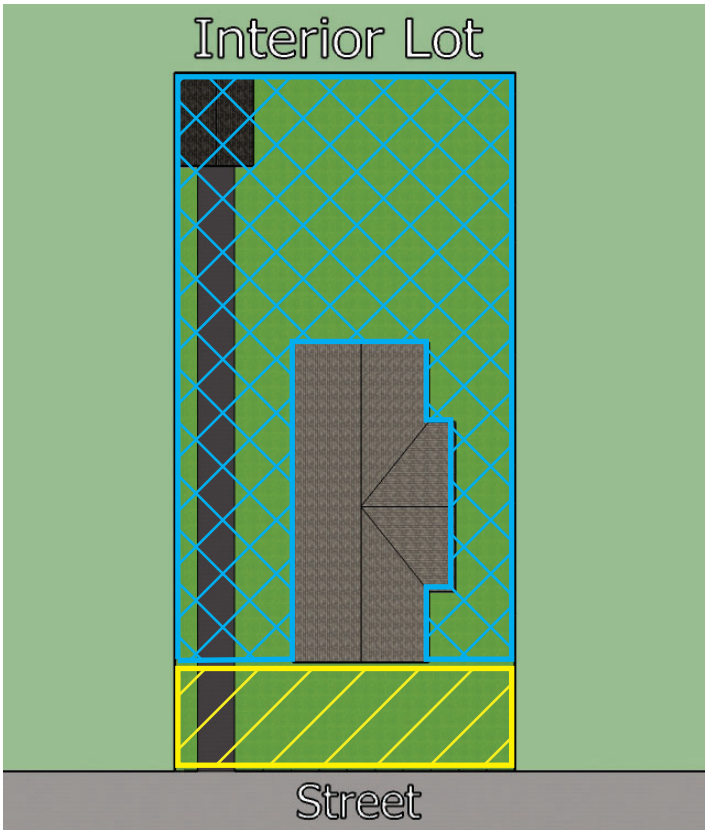


Figure 24: Any timber retaining walls located in the front of an interior lot (area shaded yellow) would require a CoA and any located to the rear of the facade (area hatched blue) would require an ACoA.

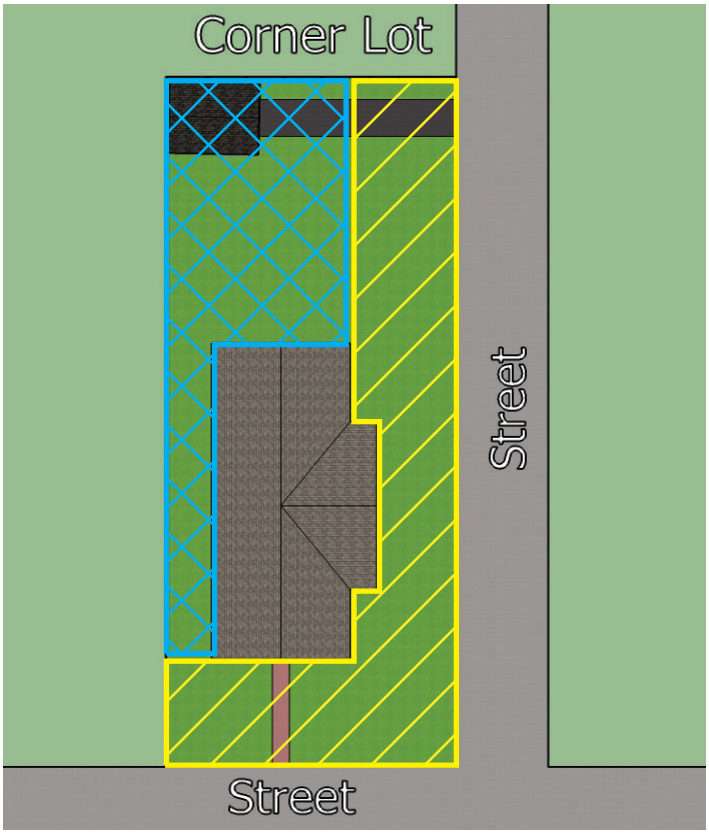


Figure 25: Any timber retaining walls located in the front or side yard of a corner lot (area shaded yellow) would require a CoA and any located to the rear of the house (area hatched blue) would require an ACoA.

Stone Retaining Walls

There are two types of stone retaining walls that will be considered under the ACoA process: wet-laid (mortared) and dry-laid walls. The wet-laid walls use mortar that binds the stones together. The dry-laid stone walls depend on the weight and friction of the stones for stability.

Figure 26: An example of a wet-laid (mortared) stone retaining wall.

Figure 27: An example of a dry-laid stone retaining wall.

No CoA or ACoA Required

A single retaining wall under 12 inches in height anywhere on the property (see Figure 28) does not require a CoA or an ACoA. Terracing of the grade with multiple retaining walls under 12 inches is subject to the CoA process and HALRB-approval. Please refer to the below diagram to determine overall wall height.

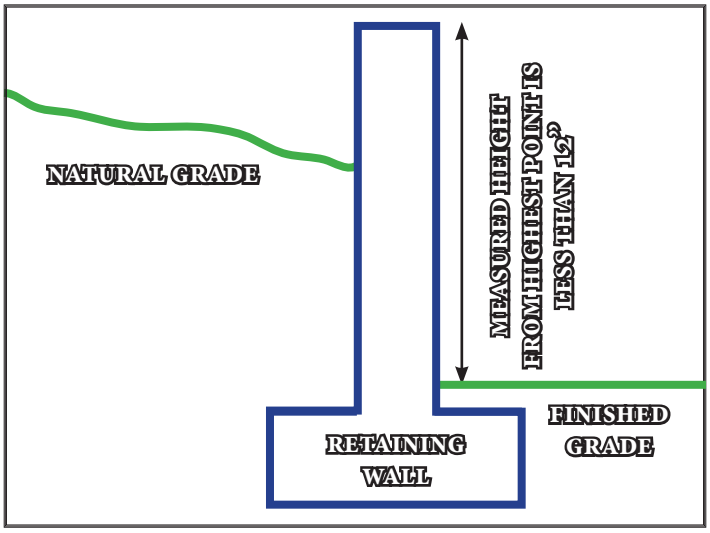


Figure 28: The height of a retaining wall is measured from the highest point of the retaining wall to the finished grade. Any retaining walls 12 inches or less will not require a CoA or ACoA.

Driveways and Parking Pads

Ordinary maintenance to existing driveways or parking pads does not require either a CoA or ACoA.

The construction of new driveways or parking pads, expansion of existing driveways or parking pads, and changing the materials of driveways or parking pads can be approved through the ACoA process.

New Driveways and Parking Pads

For consideration under the ACoA process, the construction of a new driveway or parking pad requires an existing curb cut and the removal of no healthy large trees (greater than 15" diameter at 4' height). Applications that include the addition of a new curb cut or that may damage trees require a CoA.

Figure 29: The house at 3616 21st Avenue North has an existing curb cut (right side of photograph) but no driveway or parking pad. A new driveway could be approved as an ACoA provided that it meets the criteria listed in this section.

New and Expanded Driveway and Parking Pad Requirements

The ACoA process for driveways and parking pads must meet the following requirements for interior and corner lots:

1. Driveways will not have any circular or curved routes.
2. Driveways should be no greater than 10'- or 11'-wide depending on the relationship between the driveway and house (see Figures 30-35).
3. Driveways terminating at a parking pad may not continue into the rear yard. (Figure 31).
4. A driveway or parking pad should not be located directly in front of the dwelling.
5. Driveways and parking pads will meet the material specifications outlined on pages G-15 to G-17.

Typical Scenario #1: Interior Lot Driveway and Garage

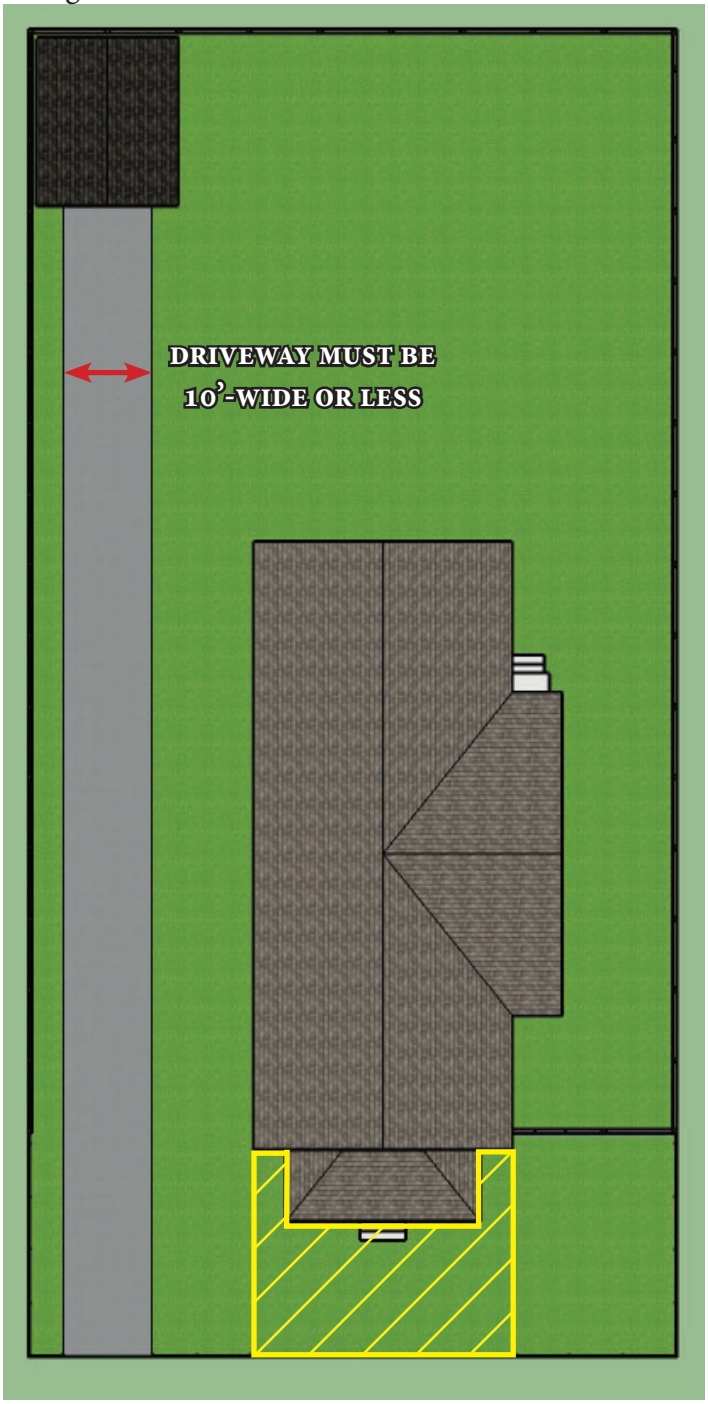


Figure 30: For interior lots, driveways that are not adjacent to the house and provide access to garages must be 10'-wide or less to be considered under the ACoA process. The driveway may be located on either side of the dwelling. Any parking areas directly in-front of the dwelling (area shaded yellow) would be inconsistent with the character of the historic district and require a CoA.

Typical Scenario #2: Interior Driveway and Parking Pad

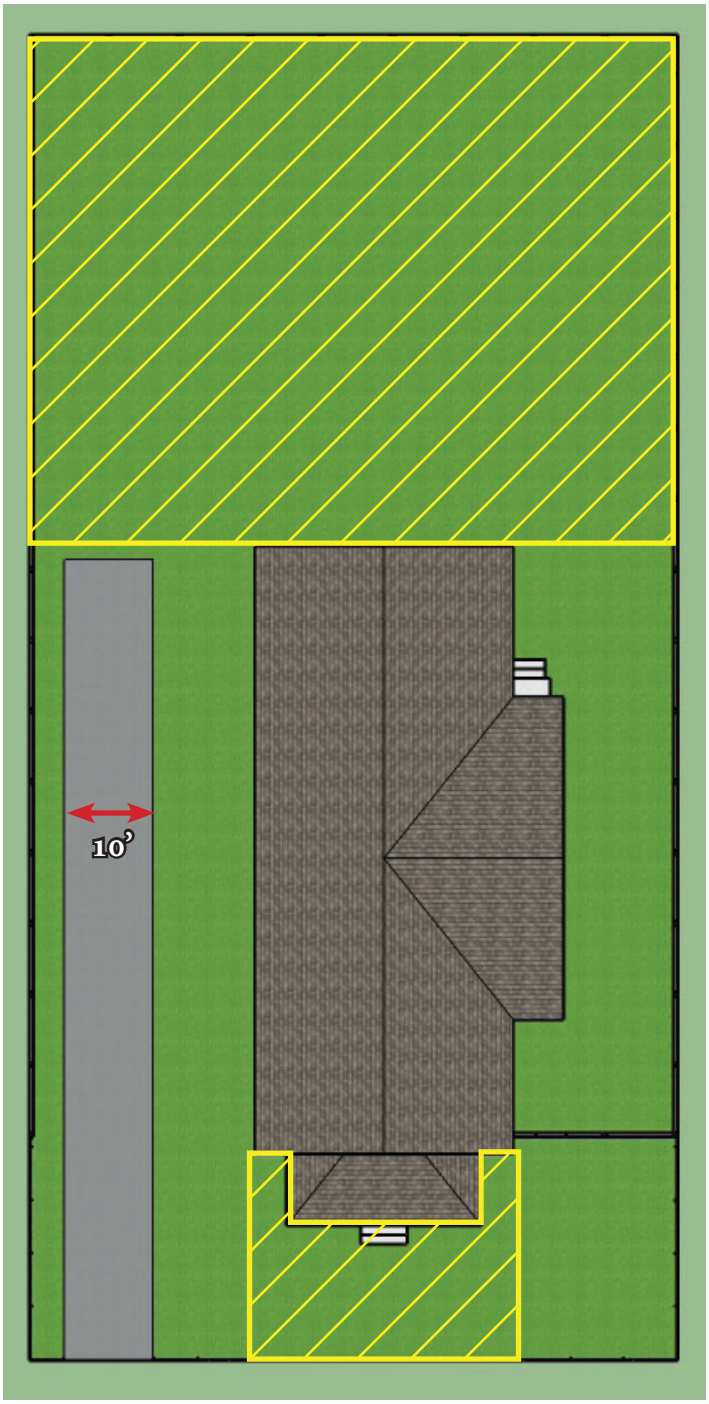


Figure 31: For interior lots, driveways that are not adjacent to the house and that terminate in parking pads must be 10'-wide or less to be considered under the ACoA process. The driveway and parking pad may be located on either side of the dwelling, but any elements directly in-front of the dwelling or rear yard (areas shaded yellow) would require a CoA.

Typical Scenario #3: Driveway (adjacent to house) and Garage

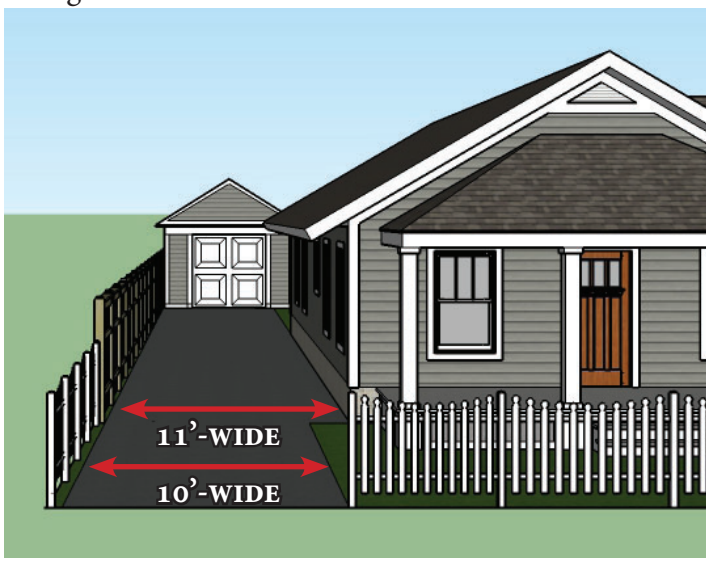


Figure 32: For interior lots, driveways adjacent to the house and accessing garages must be 10'-wide or less from the street to the front of the dwelling and then can expand to 11'-wide or less to be considered under the ACoA process. The driveway may be located on either side of the dwelling. Any driveways directly in-front of the dwelling would require a CoA.

Typical Scenario #4: Driveway (adjacent to house) and Parking Pad

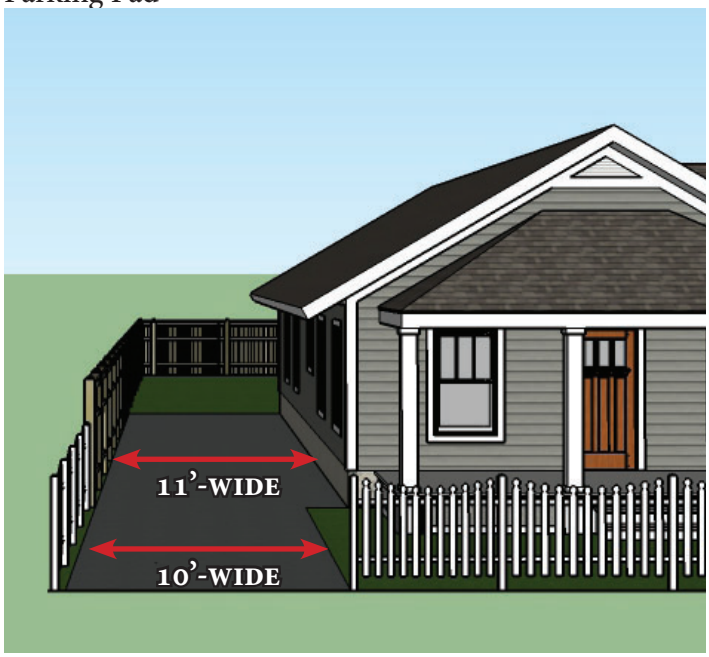


Figure 33: For interior lots, driveways adjacent to the house and terminating in parking pads must be 10'-wide or less from the street to the front of the dwelling and then can expand to 11'-wide or less to be considered under the ACoA process. The driveway and parking pad may be located on either side of the dwelling, but any elements directly in-front of the dwelling or in the rear yard would require a CoA.

Typical Scenario #5: Corner Lot Driveway and Garage

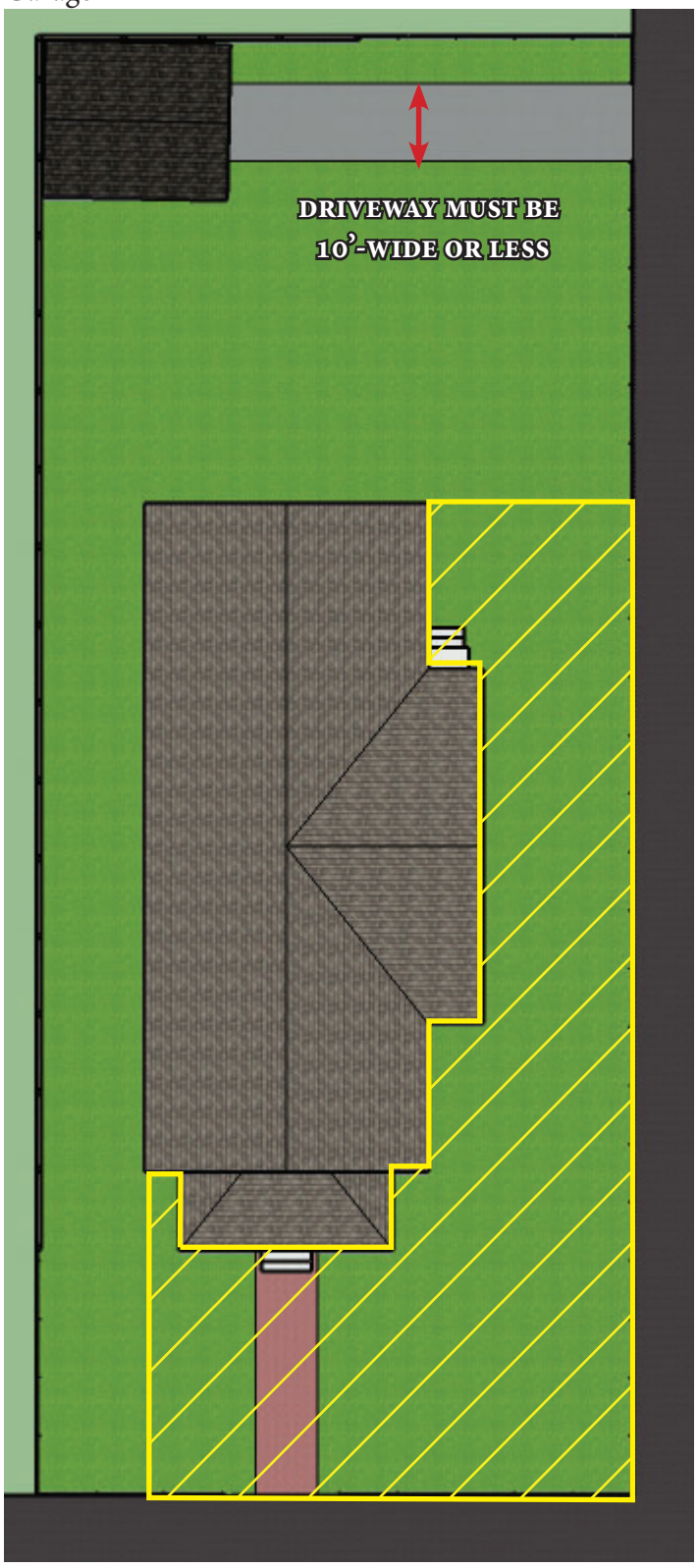


Figure 34: For corner lots, driveways accessing garages must be 10'-wide or less to be considered under the ACoA process. The driveway may be located to the side of the dwelling along the shared property line or to the rear of the dwelling. Driveways in the front or side yards facing the street (areas shaded yellow) require a CoA.

Typical Scenario #6: Corner Lot Driveway and Parking Pad

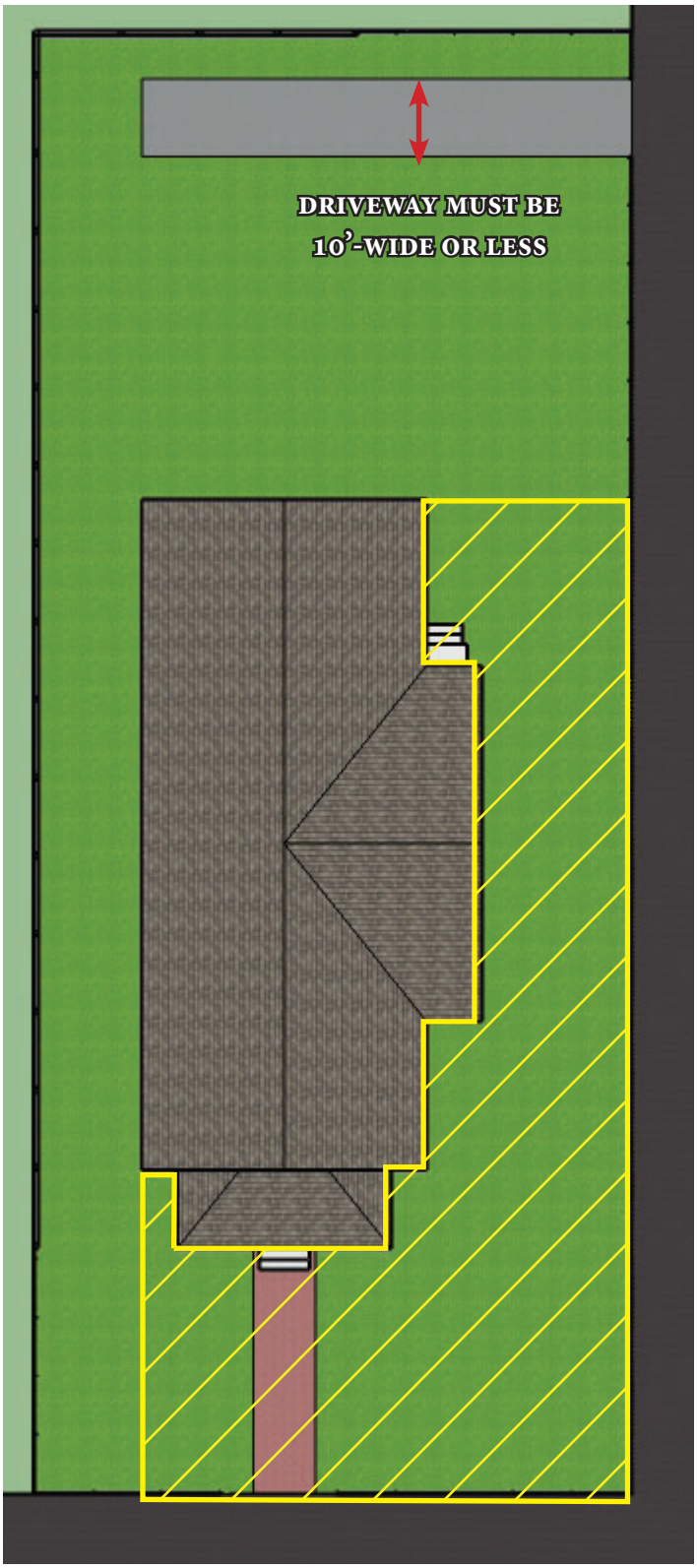


Figure 35: For corner lots, driveways terminating in a parking pad must be 10'-wide or less to be considered under the ACoA process. The driveway may be located to the side of the dwelling along the shared property line or to the rear of the dwelling. Driveways in the front or side yards facing the street (areas shaded yellow) require a CoA.

New and Replacement Driveway and Parking Pad Materials

The installation of the following driveway materials will be considered under the ACoA process (subject to meeting the other requirements outlined in this section): concrete, asphalt, gravel or crushed stone, brick, brick pavers, ribbon or paving strip driveways, and permeable pavers.

The replacement of an existing driveway with any of the materials listed below will be considered under the ACoA process.

Concrete: Standard concrete or exposed aggregate concrete driveways will be considered under the ACoA process. Simple edging (masonry or stone) may be included. All other types of concrete driveways (stamped or stained) will require a CoA.

Figure 36: Example of standard concrete driveways at 3210 and 3214 23rd Street North.

Asphalt: Driveways constructed of asphalt will be considered under the ACoA process. Simple edging (masonry or stone) may be included.

Figure 37: Example of an asphalt driveway at 3504 22nd Street North.

Gravel or Crushed Stone: Both pea gravel and crushed stone driveways will be considered under the ACoA process. Crushed stone can be made from various stones, including but not limited to, limestone, granite, gneiss, or marble. The size of the gravel or stones should be between 3/8" to 1 1/2". Both options require sufficient edging (metal, stone, or masonry) to contain the gravel or crushed stone. The color of the material is not subject to review.

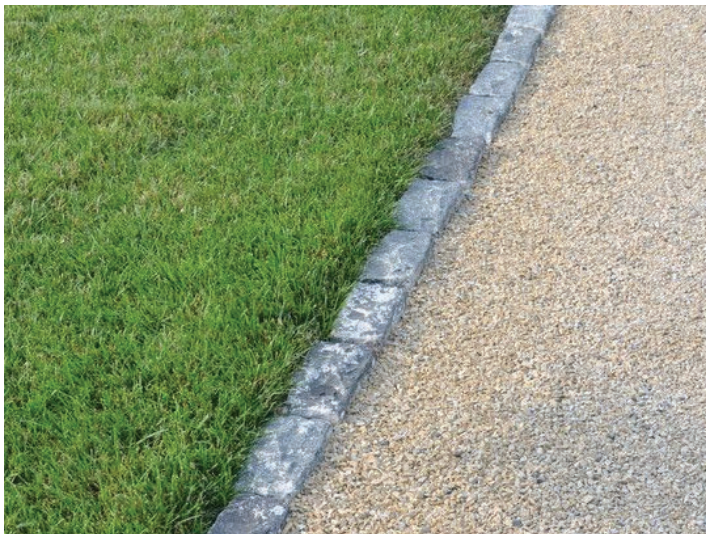


Figure 38: Example of a pea gravel driveway with a stone edging.

Figure 39: Example of a 3/8" crushed stone driveway with brick edging.

Brick or Brick Pavers: Clay brick paver driveways and concrete paver driveways mimicking brick will be considered under the ACoA process. Brick pavers are formed from clay that is cured in a kiln and concrete pavers are typically made from sand, gravel, Portland cement, and water. Simple edging (masonry or stone) may be included.

Figure 40: An example of a brick driveway at 3624 21st Avenue North.

Ribbon or Paving Strips: The use of ribbon (also known as paving strips) will be considered under the ACoA process. Ribbon or paving strip driveways must consist of two 18" to 24"-wide parallel strips of concrete, brick, or concrete pavers (mimicking brick), with grass or gravel in between. Popular in Maywood, these driveways allow for the retention of a greater portion of the landscape and are considered "greener" with respect to stormwater management due to the minimization of impenetrable hardscape.

Figure 41: Example of a concrete ribbon driveway at 2315 North Kenmore Street.

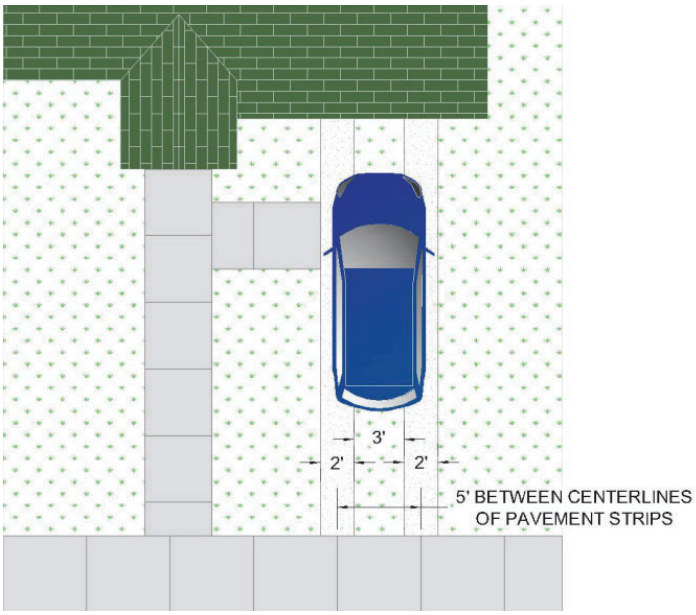


Figure 42: Example of a ribbon driveway with 5' between the centerline of the paving strips.
Source: Burlington Public Works

Permeable Pavers: The use of permeable surfaces will be considered under the ACoA process. This includes pervious asphalt, concrete, and pavers (mimicking brick).

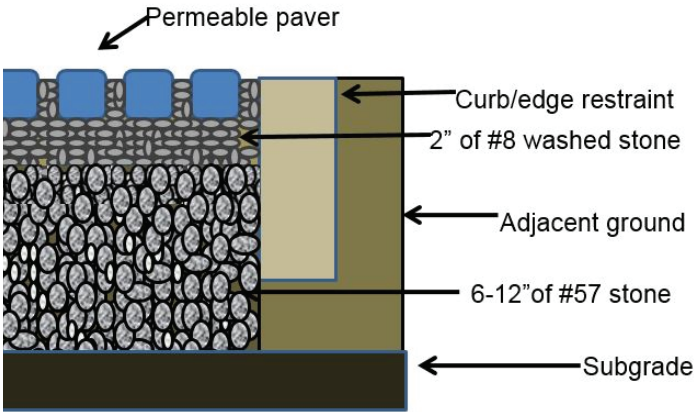
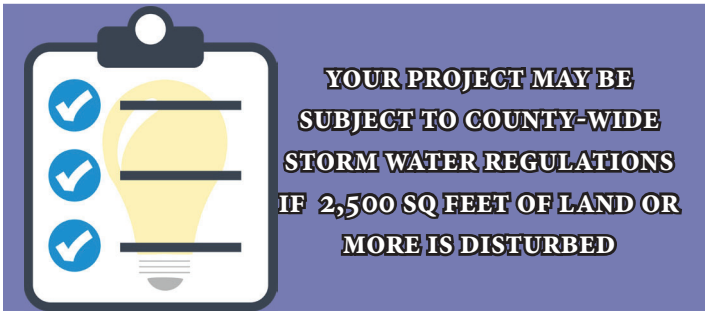


Figure 43: Cross-section of a typical residential pervious driveway.



Patios and Walkways

Patios and walkways will be considered under the ACoA process. There are different criteria for the installation of new patios or walkways and the replacement of materials for patios or walkways.

New Patios and Walkways
The installation of new patios and walkways must be located in the rear half of the side yard or rear yard to be considered under the ACoA process (see Figures 45 and 46). The relationship of a walkway or patio to the front of the property affects the overall streetscape and character of the historic district and requires a CoA.

Walkways must be constructed of concrete, stone, brick, concrete pavers, or gravel. Patios must be constructed of concrete, stone, brick, pavers, or patio tiles. Pervious materials also will be considered under the ACoA process.

New patios considered under the ACoA process may not be more than 200 square feet. Walkways may not be more than 36 inches wide.

The replacement of existing patios or walkways (with no increase in square footage) with new materials such as concrete, stone, brick, concrete pavers, or gravel (as listed above) may be approved under the ACoA process for any location on the property.

Figure 44: An example of a concrete paver walkway.

Interior Lot Requirements for New Patio or Walkway

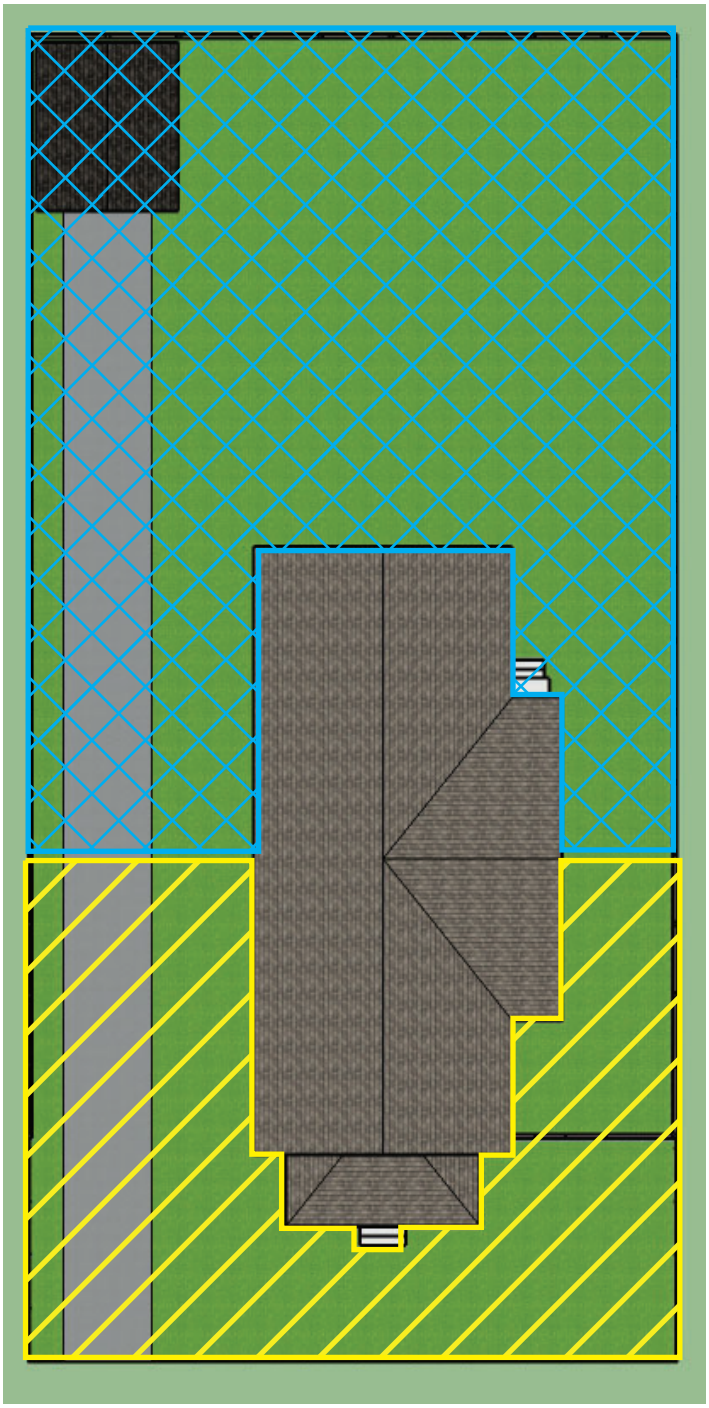


Figure 45: New patios or walkways in the shaded yellow sections require a CoA and in the hatched blue section an ACoA.

Corner Lot Requirements for New Patio or Walkway

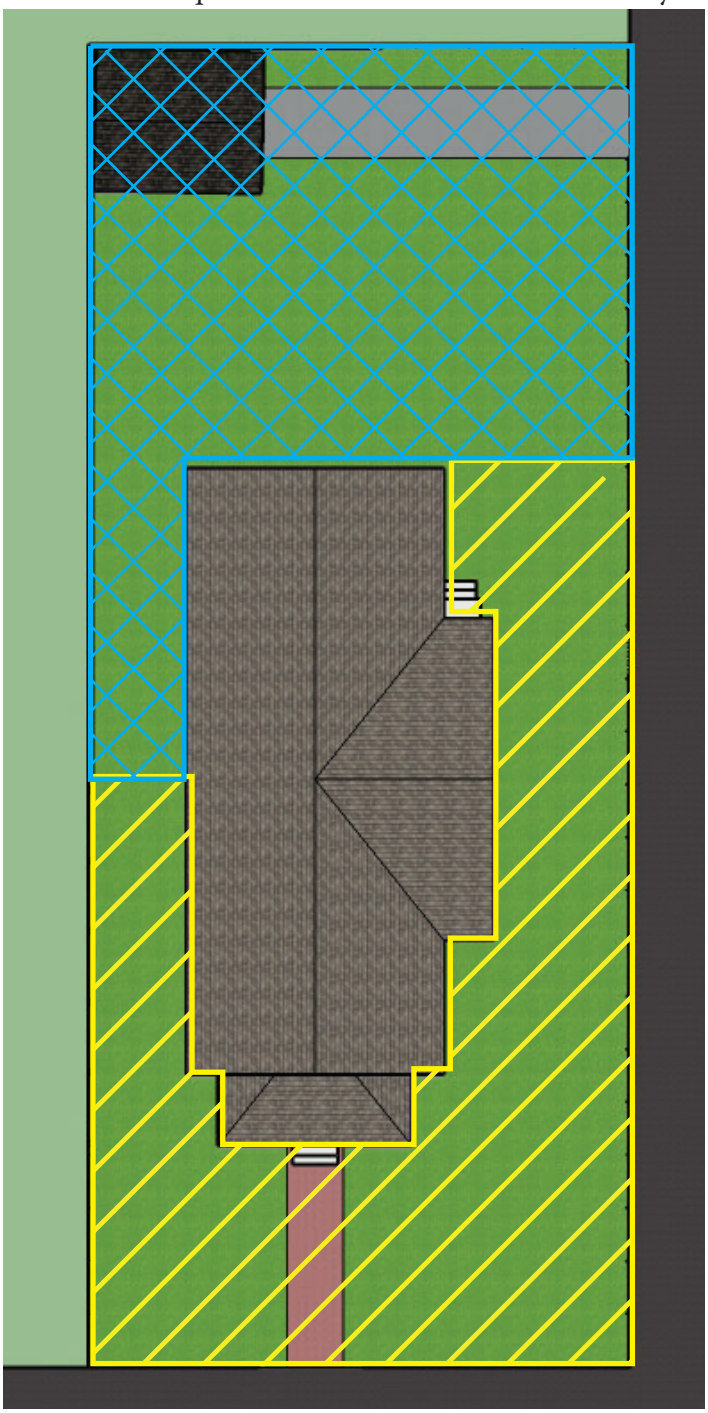


Figure 46: New patios or walkways in the shaded yellow sections require a CoA and in the hatched blue section an ACoA.

Stairs and Railings

The installation of stairs and/or railings associated with patios and walkways will be considered under the ACoA process. Stairs may be constructed of wood, concrete, brick, stone, or brick or stone veneers. Railings shall be of a simple design and constructed of metal or wood. Contact HPP staff for suggestions about material suitable to the style of the house.

Any stairs on the front elevation or street-facing elevation require a CoA.

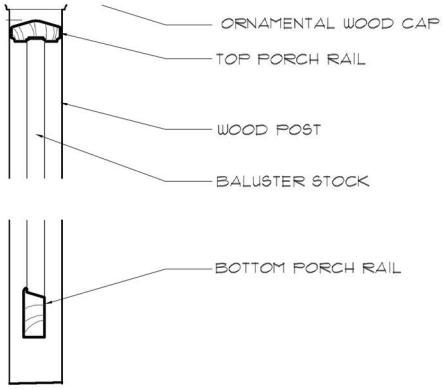


Figure 47: Standard wood railing in the Maywood Local Historic District.
Source: Historical Affairs and Landmark Review Board

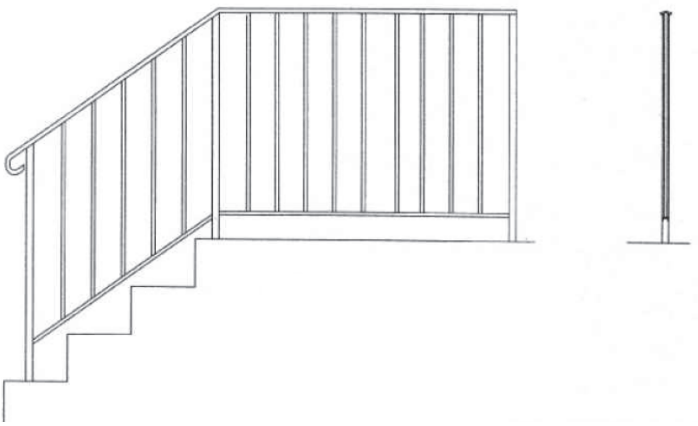


Figure 48: An example of a metal railing approved by the HALRB for use in the Maywood Local Historic District.
Source: Historical Affairs and Landmark Review Board

A/C Condensers, Heat Pumps and Generators

The installation of air conditioning condenser units, heat pump units, generators, and similar mechanical equipment will be considered under the ACoA process in the circumstances listed below.

Mechanical equipment is permitted in the rear half of side yards and the rear yard, provided that they are at a minimum 8' feet from any side lot line or 10' from any rear lot line.

Mechanical equipment, however, that is screened with a fence or vegetation may be located at a minimum 5' to any side lot line and 8' from the rear lot line. Appropriate screening will be required if the unit is visible from the public rights-of-way.

See Figure 49 for mechanical equipment locations to be considered under the ACoA process.

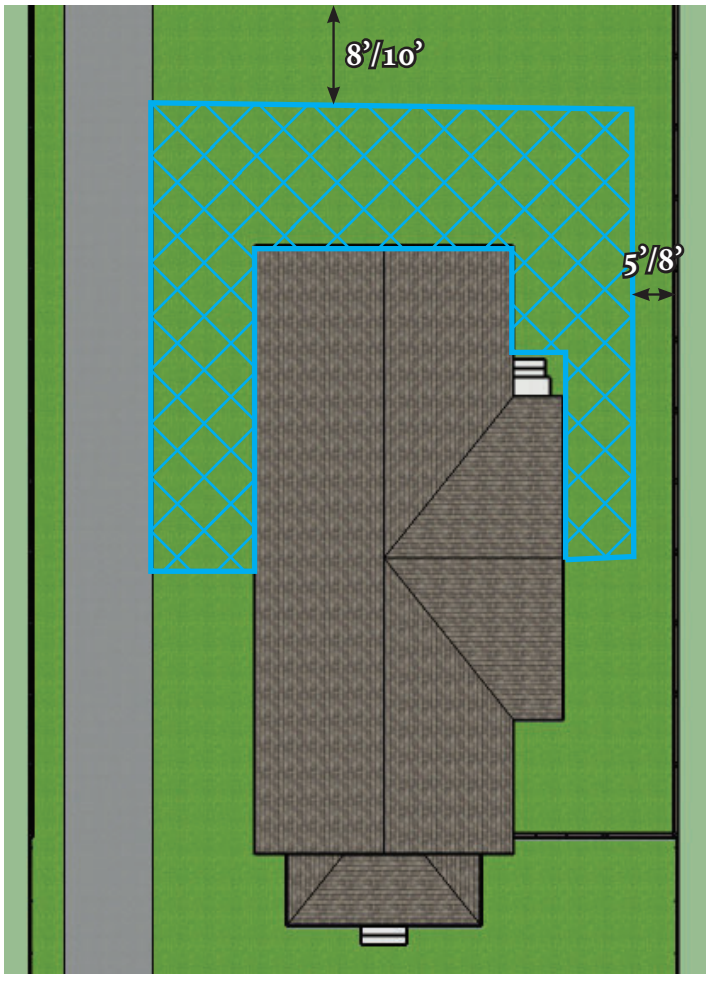


Figure 49: Mechanical equipment must be placed within the blue hatched area to be considered under the ACoA process.

Large Trees

Unhealthy large trees (at least 15-inch in diameter at 4') may be removed under the ACoA process provided that the application includes a written report from the County Forester verifying the tree's condition.

The County Forester may require the replacement of trees per the Arlington County Tree Replacement Guidelines that specify the number and type of tree(s) to be replanted. Any appeal to the number of replacement trees required per the County Forester's calculation must be made to the HALRB.

The County can make recommendations regarding appropriate trees to plant, if desired.

Satellite Dishes

Modern satellite dishes are small and can be mounted easily on a window frame without damaging historic building fabric. Small satellite dishes should be less than 18" in diameter and should be installed unobtrusively, preferably in a location not visible from the public right-of-way, and can be approved through the ACoA process.

The removal of satellite dishes does not require a CoA or an ACoA.

Outdoor Fireplaces and Fire Pits

The construction of permanent outdoor fireplaces and fire pits will be considered under the ACoA process. There are different criteria for the installation of fireplaces and fire pits, but both must be located in the rear yard of the dwelling. See Figure 53 for placement.

Outdoor fireplaces and fire pits must meet all required zoning setbacks for structures and Virginia Uniform Statewide Building Code. Outdoor fireplaces require a building permit. Outdoor fire pits 3' or less likely do not require a building permit unless it has a gas line.

Fireplaces

Outdoor fireplaces must be less than 7' tall excluding flues or vents and located at least 10' from any building to be considered under the ACoA process. The structures must be built with non-combustible materials and faced with stone, brick, or parged concrete.

Figure 50: Outdoor fireplaces may be a maximum of 7' tall to be considered under the ACoA process.

Fire Pits

Outdoor fire pits must be less than 3' tall and 25 square feet and located 10' from any building to be considered under the ACoA process. Built-in fire pits come in a range of shapes including circular, triangular, and rectangular. The structures must be built with non-combustible materials and faced with stone, brick, or parged concrete. The pits may or may not have a precast concrete, flagstone, or brick cap.

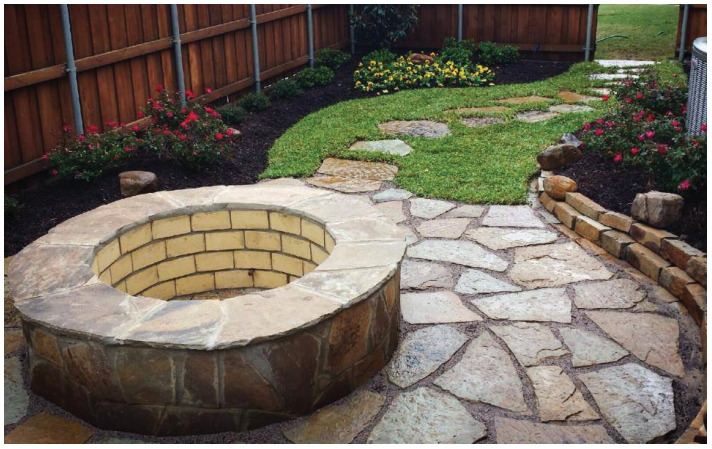


Figure 51: An example of an outdoor fire pit with a stone veneer. Source: Family Leisure.

Portable Outdoor Fireplaces

Portable outdoor fireplaces are defined as solid-fuel burning fireplaces that may be constructed of steel, concrete, clay, or other non-combustible material. These units are not anchored to the ground and can be moved (see Figure 52). Virginia Statewide Fire Prevention Code requires that portable outdoor fireplaces be used in accordance with the manufacturer-specific instructions. Portable units do not require a CoA or ACoA.

Figure 52: Examples of portable outdoor fireplaces that would not require a CoA or an ACoA.

Placement of Permanent Fireplaces and Firepits

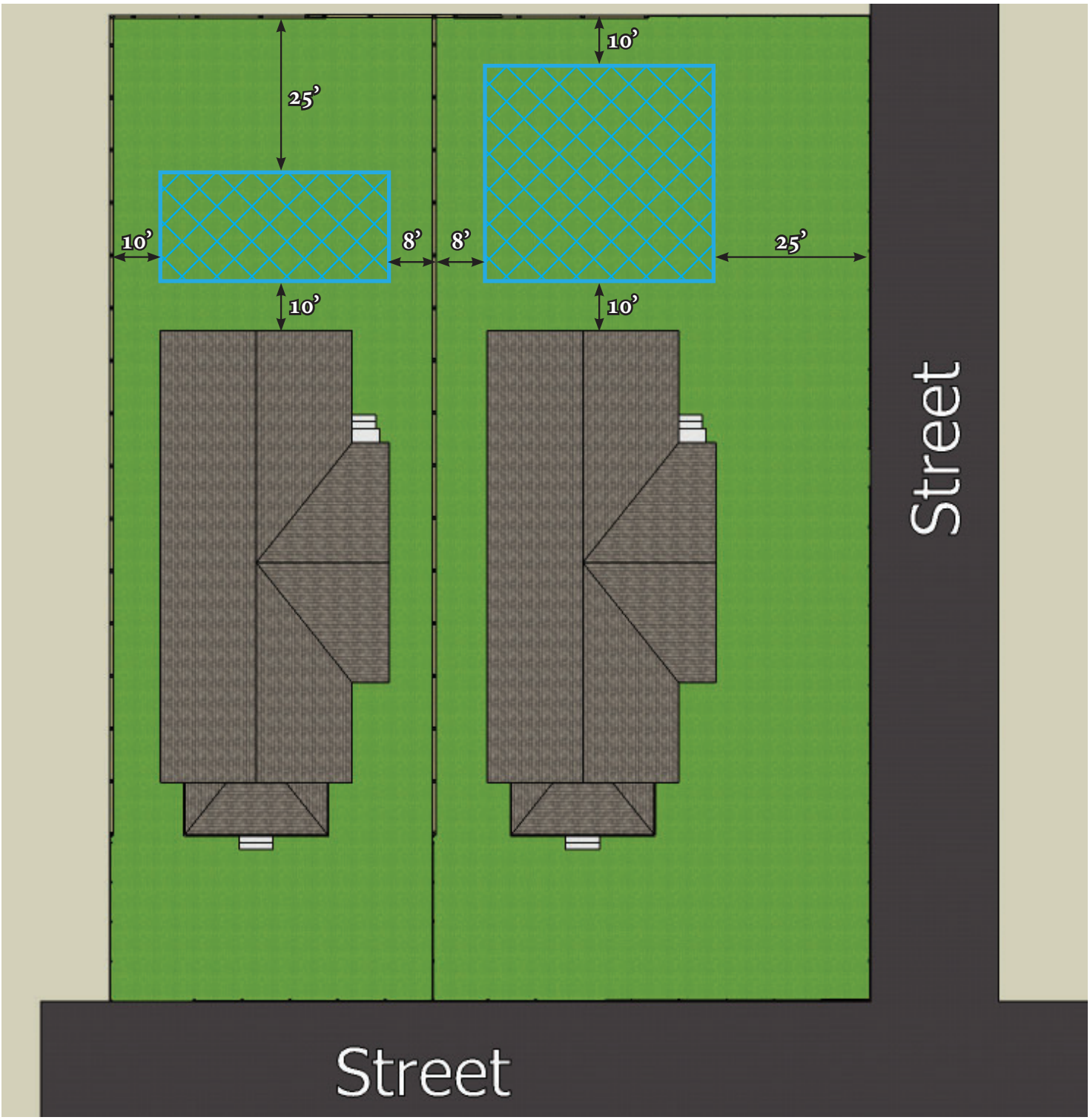


Figure 53: Permanent fireplaces and fire pits within the blue hatched areas may be considered for an ACoA. These locations correspond to necessary zoning setback requirements for structures.

Sheds

Sheds are categorized as either structures or accessory buildings in the ACZO (§18.2, General Terms Defined).

All sheds are structures, but sheds that are anchored to a foundation are typically considered accessory buildings. For example, a prefabricated shed resting directly on the ground without a foundation would be considered a structure. If the same shed is anchored to a concrete pad, it would be considered an accessory building. Identifying a shed as a structure or an accessory building impacts setbacks (see Figures 62 and 63) and other zoning regulations.

Under the ACoA process, staff will review both stick-built (site built) and prefabricated sheds classified as structures or accessory buildings if they meet all building and zoning requirements and design criteria outlined in this section. Otherwise, variations may be considered under the CoA process.

Location

Sheds must be located to the rear of the dwelling and conform to all setback requirements stipulated by the ACZO (see Figures 62 and 63). In addition, sheds or any associated foundations should not affect any surrounding trees of sufficient size to warrant protection under these guidelines.

Size

Sheds may be a maximum of 80 square feet to be considered under the ACoA process. Larger sheds must receive a CoA from the HALRB.

Materials

Sheds may be constructed of the following materials:

- Painted, stained, textured, or finished wood, all-wood plywood siding, oriented strand board (OSB) siding, hardboard faced siding, or cementitious fiberboard siding;
- Wood trim, cellular PVC trim, or smooth cementitious fiberboard trim;
- Wood, steel, or fiberglass doors;

- Wood, aluminum-clad wood, or vinyl windows;
- Wood shingle, asphalt shingle, or metal roofs; and
- All materials must have a finished appearance.

Design

The design of sheds shall not have a negative effect on the character-defining elements of the house and its surroundings. Sheds shall be simple in design and appear secondary to the main house. The design and materials selected for the shed shall correspond to the house.

Sheds may have the following design elements to be considered under the ACoA process:

- A foundation (gravel, paver, timber frame/pier, or concrete slab);
- Wood-frame;
- Vertical or horizontal siding (match house);
- Gable, hipped, or shed roof;
- Single or double-leaf door;
- Double-hung, casement, awning/hopper, or fixed windows; and
- Vents.

Sheds shall not have the following design elements under the ACoA process:

- Dormers (wall or roof);
- Paired or ribbon windows;
- Glass doors;
- Window or door transoms; and
- Decorative elements such as shingled upper gable ends, veneer foundations, cupolas, and shutters.

For examples of sheds that could and could not be processed for an ACoA see Figures 54-61.

Removal of Sheds

Sheds may be removed without a CoA or an ACoA if there is no foundation. Any shed with a foundation may be removed under the ACoA process under the following two conditions: 1) the foundation is demolished and the ground returned to its natural condition; or 2) the foundation is replaced with a site or landscape element that can be reviewed under the ACoA process (i.e., a new patio or replacement shed).

Examples of Sheds Considered under the ACoA Process

Figure 54: The wood-frame shed has cedar-shingle siding and an asphalt-shingle side gable roof. Fenestration consists of fixed multi-light windows and a double-leaf wood door. Other elements include wood corner boards.

Figure 56: The lean-to, wood-frame shed has wood siding and a cedar-shingle shed roof. Fenestration consists of a double-leaf wood door. If placed against the house, the shed would be considered an extension of the primary dwelling with respect to setback requirements.

Figure 55: The wood-frame shed has OSB siding and an asphalt-shingle hipped roof. Fenestration consists of operable double-hung, vinyl-windows and a double-leaf door. Other elements include wood corner boards.

Figure 57: The wood-frame shed has OSB siding and an asphalt-shingle front gable roof. Fenestration consists of a double-leaf door.

Examples of Sheds Not Considered under the ACoA Process

Figure 58: The wood-frame shed fails to meet the requirements for an ACoA. The shed has design elements outside of what would be considered under the ACoA process. The exposed rafter tails in this design are incompatible with the historic district. This shed would need to be reviewed by the HALRB for a CoA.

Figure 60: The wood-frame shed fails to meet the requirements for an ACoA. The shed has design elements (triangular dormer, shutters, and a door primarily of glass) outside of what would be considered under the ACoA process. This shed would need to be reviewed by the HALRB for a CoA.

Figure 59: The resin (plastic) shed fails to meet the requirements for a CoA or ACoA. Resin is a non-conforming material in the *Maywood Design Guidelines*.

Figure 61: The wood-frame shed has design elements (windows, skylight, decorative brackets, and cupola) outside of what would be considered under the ACoA process. This shed would need to be reviewed by the HALRB for a CoA.

Setback Requirements for Sheds Classified as Structures

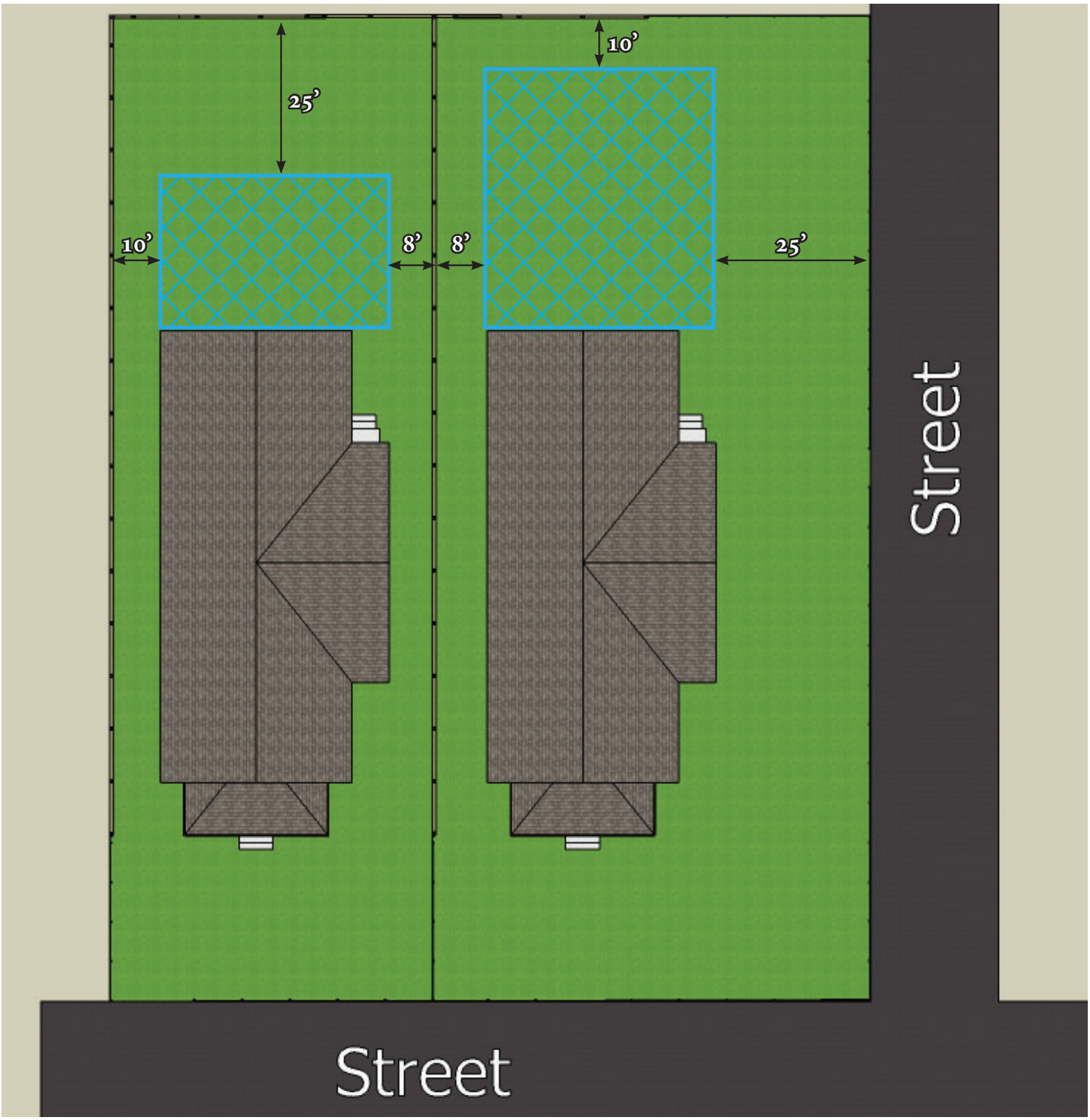


Figure 62: For interior lots, structures require a minimum 25’ setback from the rear property line and 8’/10’ setbacks from the side property lines. For corner lots, structures require a 25’ setback from the street, 10’ from the rear property line, and 8’ from the side property line. There are no required setbacks for structures from the main dwelling. All shed proposals classified as structures must meet these requirements. Neither the HALRB nor staff have the authority to direct the Zoning Administrator to modify the setback requirements for sheds.

*Lean-to sheds sited against the dwelling typically would be considered an extension of the house and are required to meet the setback requirements associated with the dwelling. Please check with the Arlington County Zoning Office to ensure setback compliance.

Setback Requirements for Sheds Classified as Accessory Buildings

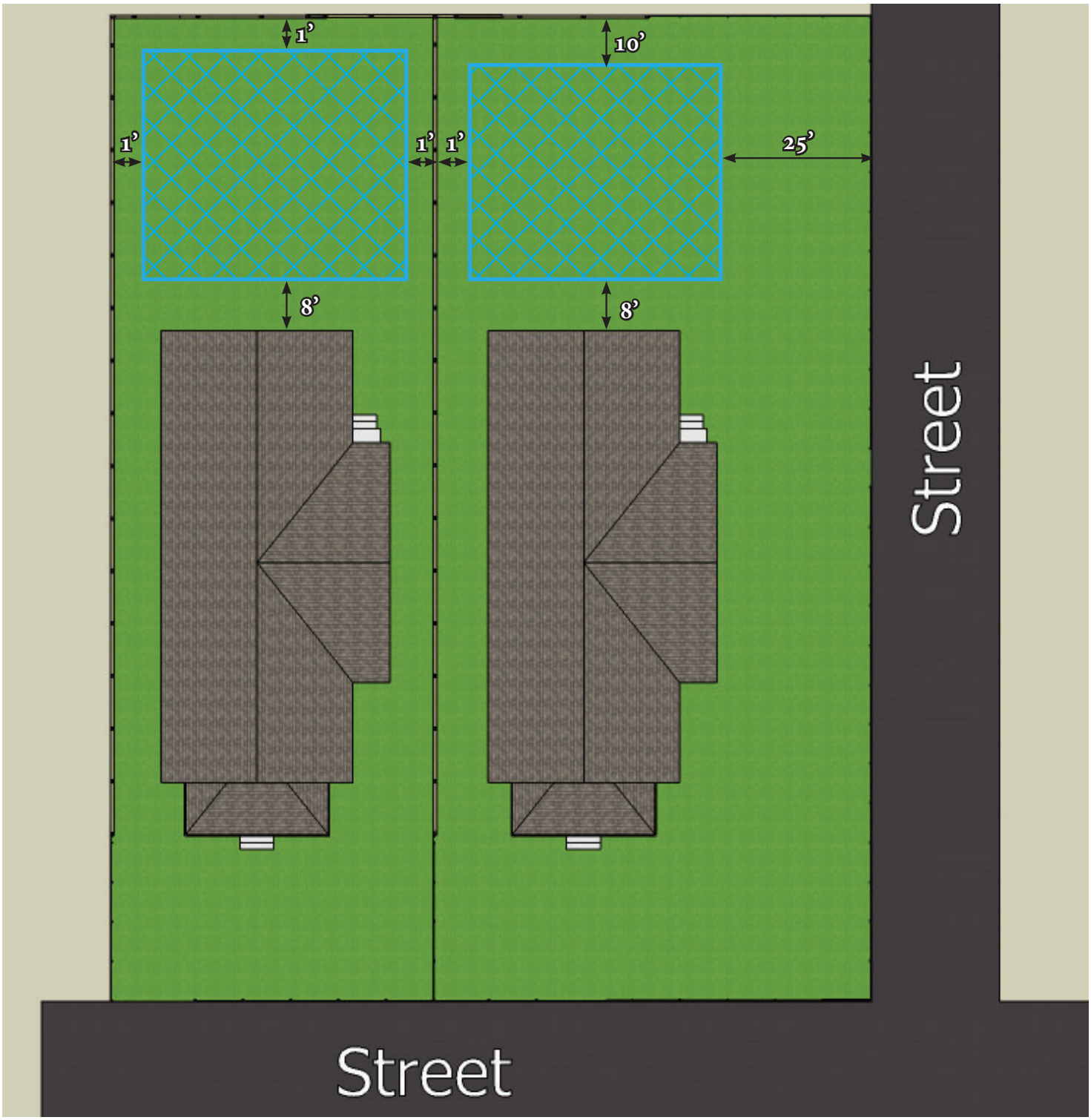


Figure 63: For interior lots, accessory buildings require a minimum 1' setback from the rear and side property lines and 8' setback from the main dwelling. For corner lots, accessory buildings require a 25' setback from the side property (street), 10' from the rear property line, 1' from the side property line, and 8' from the main dwelling. All shed proposals classified as accessory buildings must meet these requirements. Neither the HALRB nor staff have the authority to direct the Zoning Administrator to modify the setback requirements for sheds.

*Lean-to sheds placed against the dwelling would be considered an extension of the house and are required to meet the setback requirements associated with the dwelling. Please check with the Arlington County Zoning Office to ensure setback compliance.

Garages

Garages typically are categorized as accessory buildings in the ACZO (see §18.2, General Terms Defined).

Under the ACoA process, staff will review single-car detached garages classified as accessory buildings if they meet all building and zoning requirements and design criteria outlined in this section. For examples of single-car detached garages that could be considered for an ACoA see Figures 65-68. Other variations may be considered under the CoA process.

Location

Garages must be located to the rear of the main dwelling and conform to all setback requirements stipulated by the ACZO. See Figure 64 for locations considered under the ACoA process. In addition, garages and associated driveways should not affect any surrounding trees of sufficient size to warrant protection under these guidelines.

Size

Single-car detached garages may be a maximum of 13'-wide, 22'-long, and 9'-tall (eave height). Any larger garages or two-car garages will be reviewed through the CoA process and must be approved by the HALRB.

Materials

Garages may be constructed of the following materials:

- Wood or cementitious fiberboard siding (per the specifications noted in Appendix C);
- Wood trim or cellular PVC trim (per the specifications noted in Appendix D)
- Wood doors;
- Wood windows; and
- Asphalt shingle or metal roofs. Standing seam metal roofs must have a 1'-inch crimp.

Design

The design of garages shall not have a negative effect on the character-defining elements of the house and its surroundings. These buildings shall be simple in design, appear secondary to the main house, and blend with the surrounding landscape to the greatest degree possible. The design and materials selected for the shed shall correspond to the house.

Garages may have the following design elements to be considered under the ACoA process:

- Wood-frame;
- Horizontal siding;
- Shingled upper gable ends;
- Gable or hipped roof matching the roof pitch of the main house;
- Wood carriage-style or roll-up garage doors (see Figure 70 for examples);
- One wood single-leaf door on the side or rear elevation;
- Wood double-hung, casement, or fixed windows in the same style as the house on the side or rear elevation (no more than two per elevation); and
- Vents.

Garages must not have the following design elements: under the ACoA process:

- Dormers (wall or roof);
- Ribbon windows;
- Vinyl garage doors; and
- Decorative elements such as veneer foundations, cupolas, or shutters.

Setback Modifications

Staff may forward any single-car detached garage ACoA application to the HALRB if a setback modification would result in a building placement more in character with the historic district or if staff determines the details of the application warrant a public review process.

§15.7.4 of the ACZO permits only the HALRB to find that the proposed setback for buildings and structures is consistent with the existing streetscape and historic district design guidelines (even though such setback is inconsistent with the requirements of the underlying zoning district) and request the Zoning Administrator grant a modification to the underlying setbacks.

Setback Requirements for Garages Considered under the ACoA Process

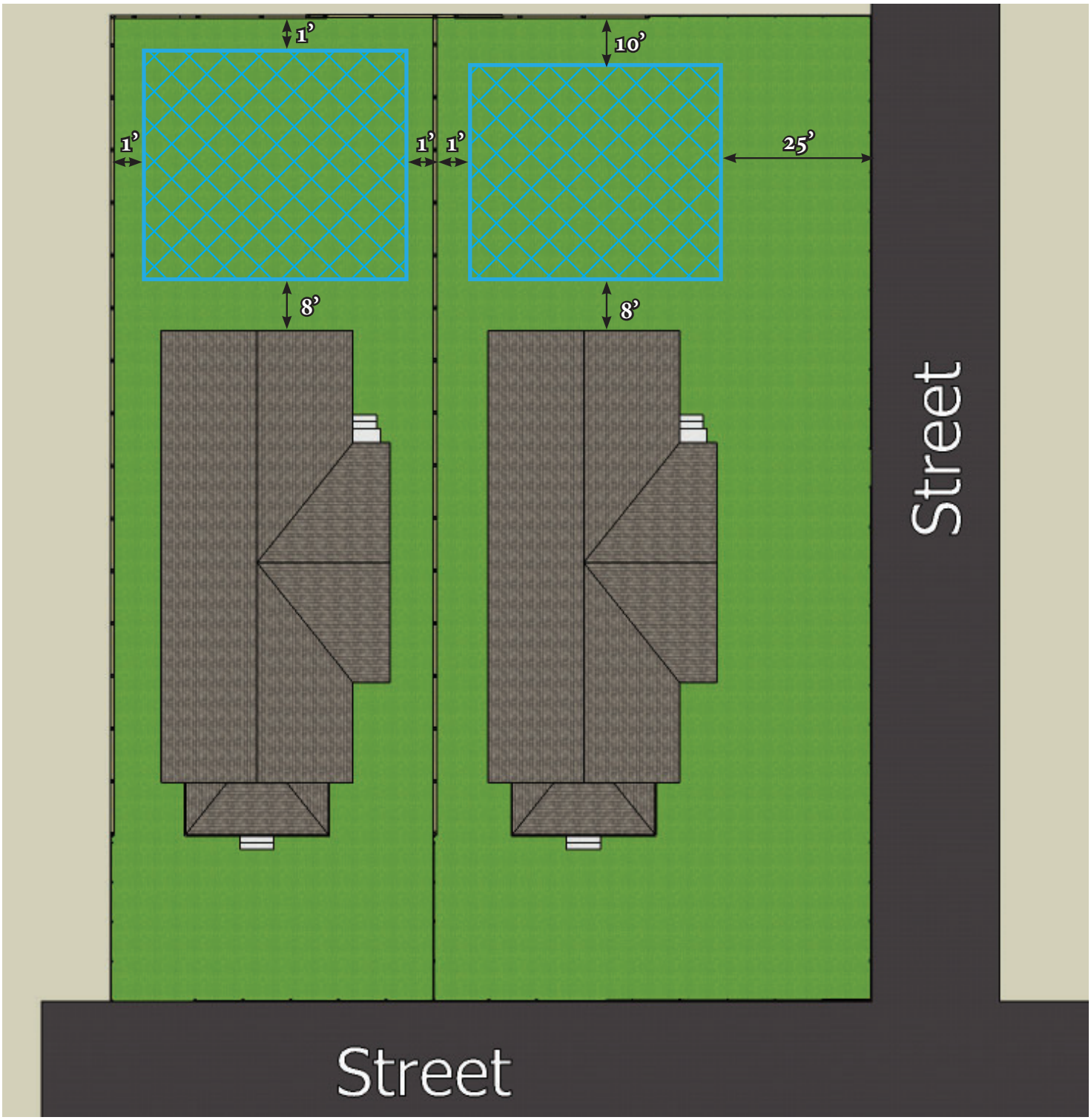


Figure 64: The maximum dimensions for single-car detached garages considered under the ACoA process are 13' x 22'. For interior lots, garages (accessory buildings) require a minimum 1' setback from the rear and side property lines and an 8' setback from the main dwelling. For corner lots, garages (accessory buildings) require a 25' setback from the side property (street), 10' from the rear property line, 1' from the side property line, and 8' from the main dwelling.

HPP staff may forward any single-car detached garage ACoA application to the HALRB if a setback modification would result in a building placement more in character with the historic district or if staff determines the details of the application warrant a public review process.

Example of a Garage on an Interior Lot

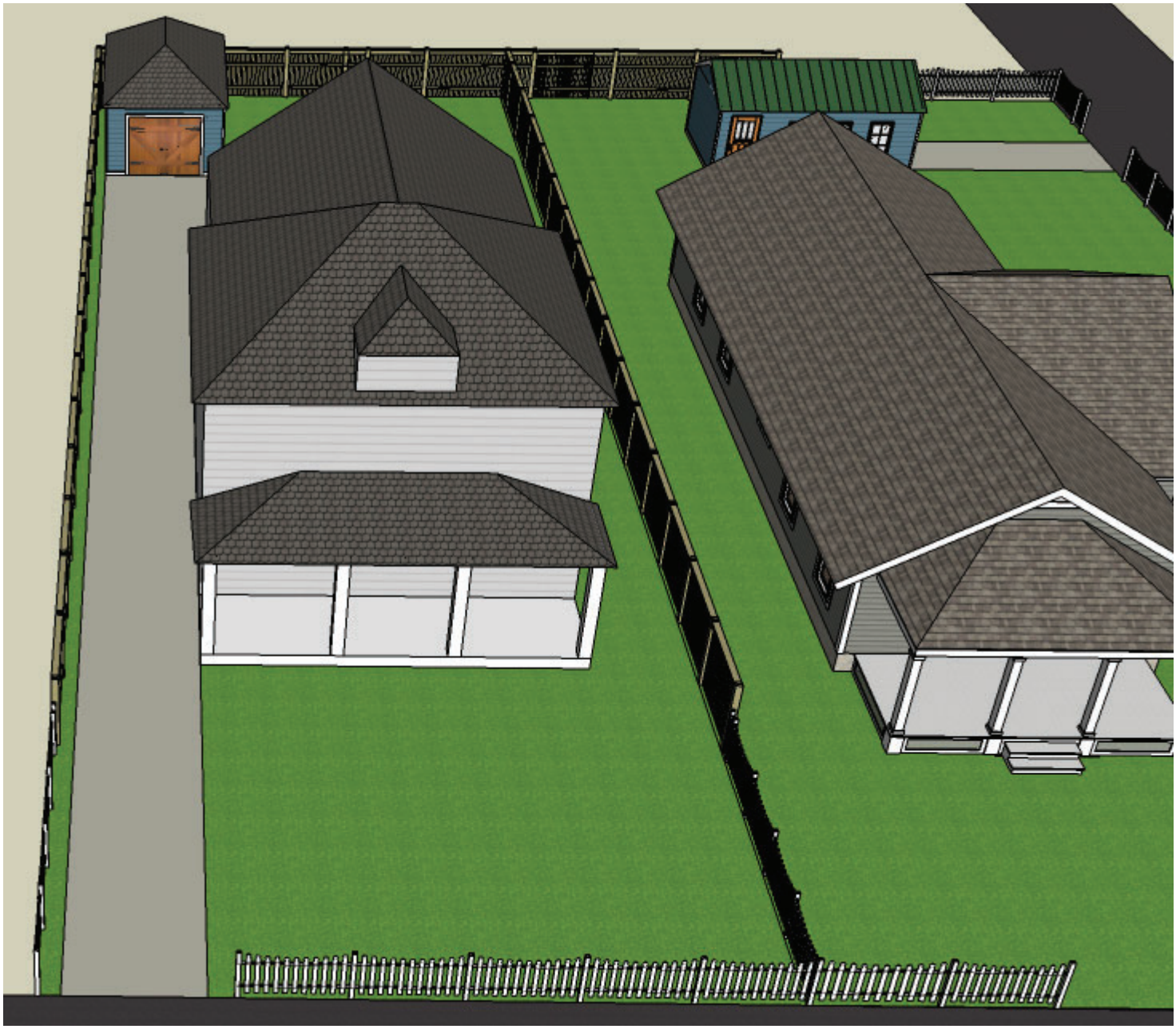


Figure 65: An example of an asphalt-shingled, hipped roof garage located on an interior lot that could be reviewed under the ACoA process. Note how the roof form and pitch of the garage match the main dwelling.

Example of a Garage on a Corner Lot

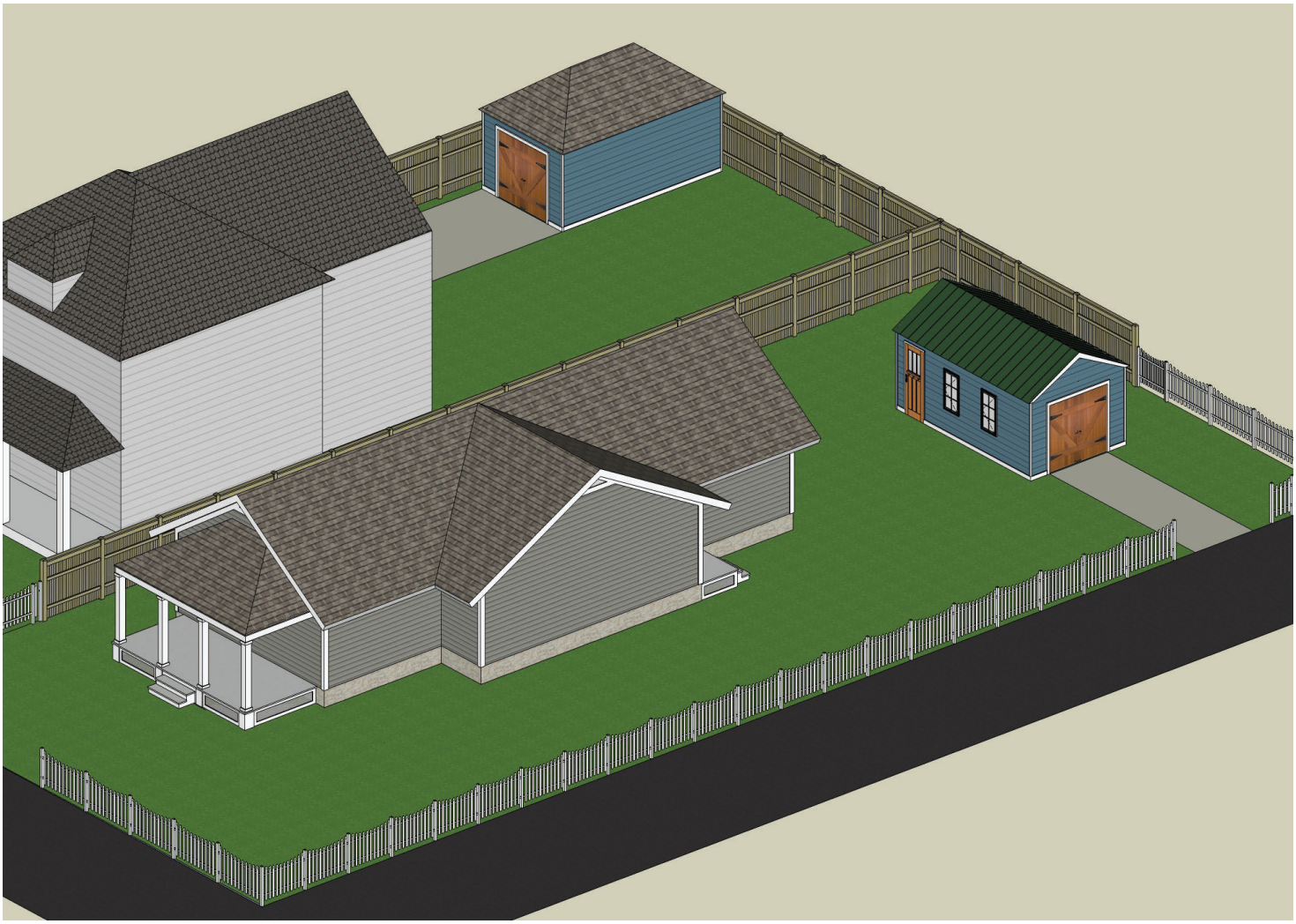


Figure 66: An example of a standing seam metal, gable roof garage located on a corner lot that could be reviewed under the ACoA process. Note how the roof form and pitch of the garage match the gable of the main dwelling.

Figure 67: An example of a hipped-roof garage located on an interior lot that could be reviewed under the ACoA process. Note how the roof form and pitch of the garage match the main dwelling.

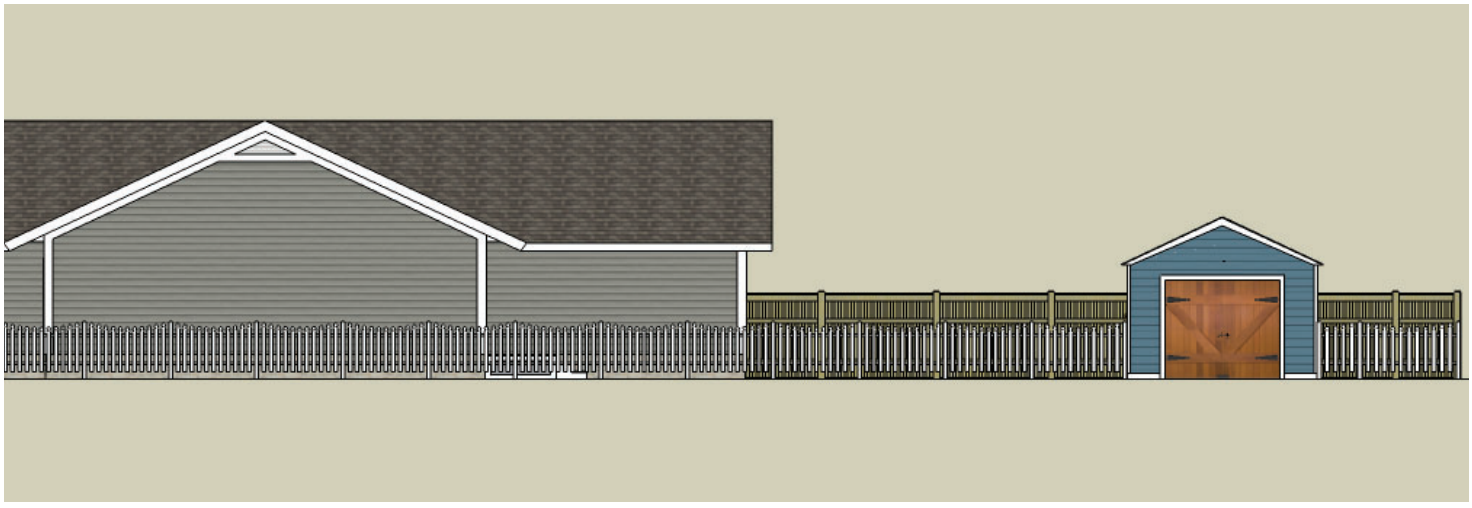
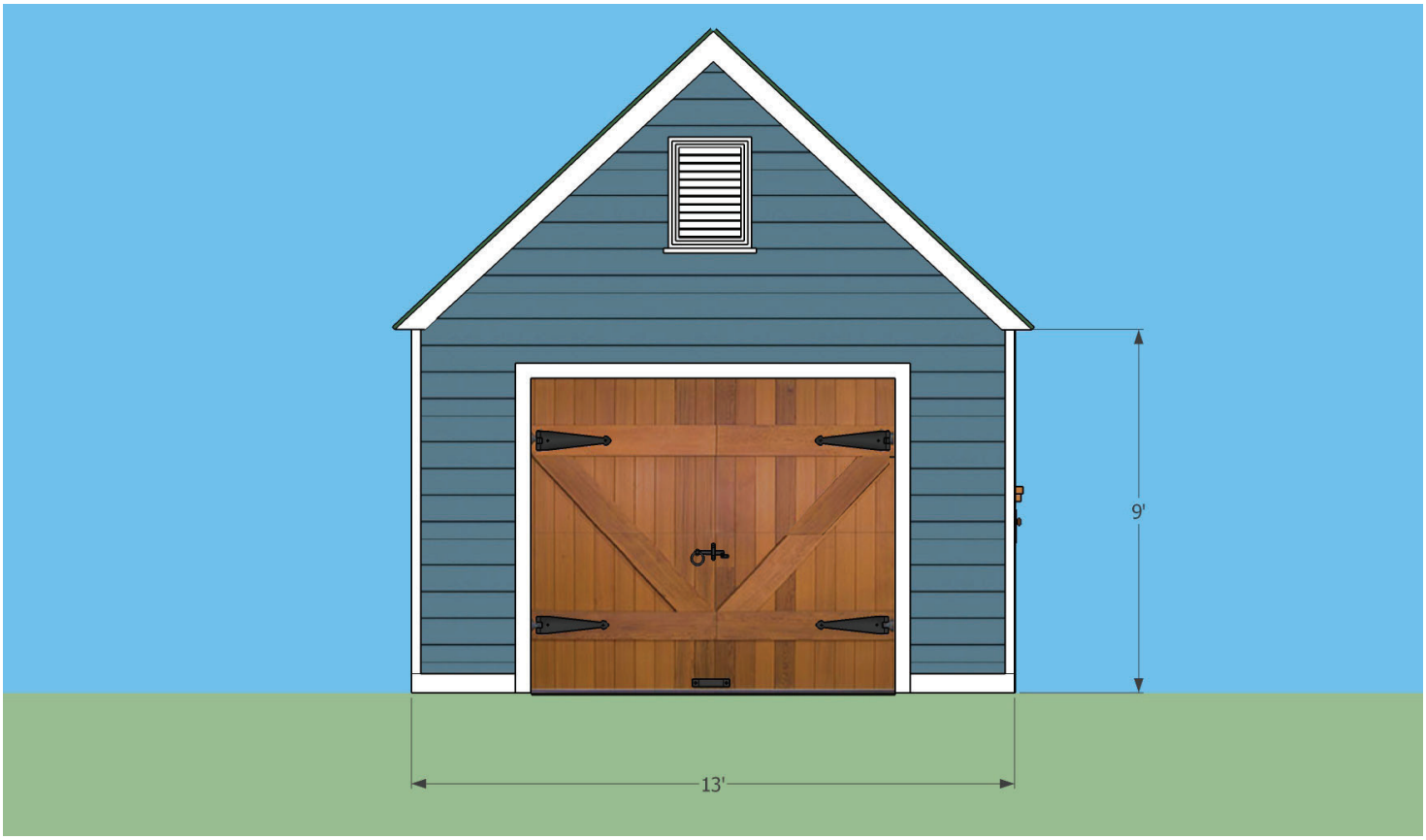


Figure 68: An example of a front gable garage located on a corner lot that could be reviewed under the ACoA process. Note how the roof form and pitch of the garage match the gable of the main dwelling.

Maximum Dimensions for a Garage Considered under the ACoA Process



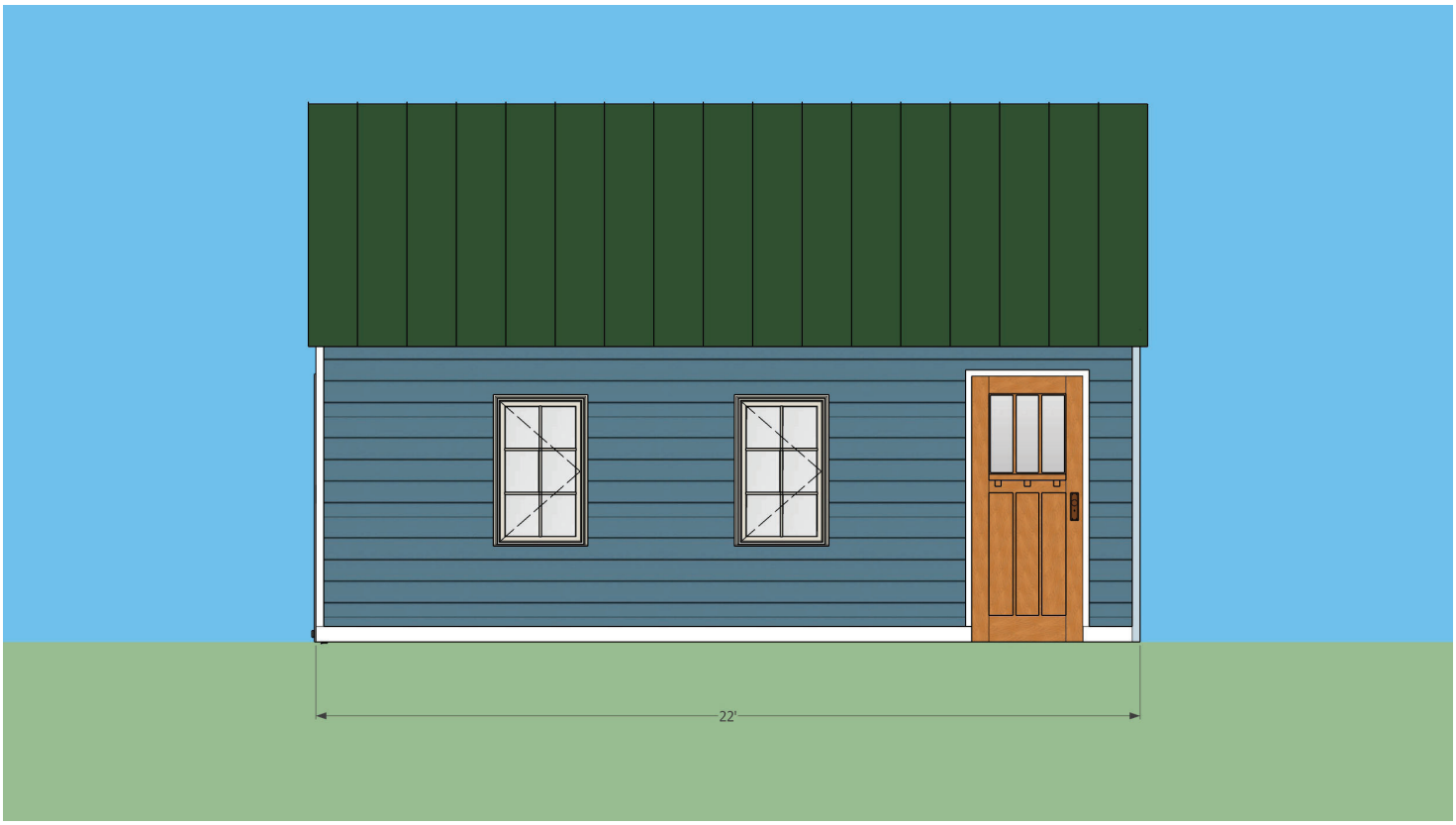


Figure 69: The maximum dimensions for single-car detached garages considered under the ACoA process are 13' (wide) x 22' (long) x 9' (eave height). Applications that exceed this size or vary from the design parameters in this section must be reviewed by the HALRB through the CoA process.

Example of a Garage Doors

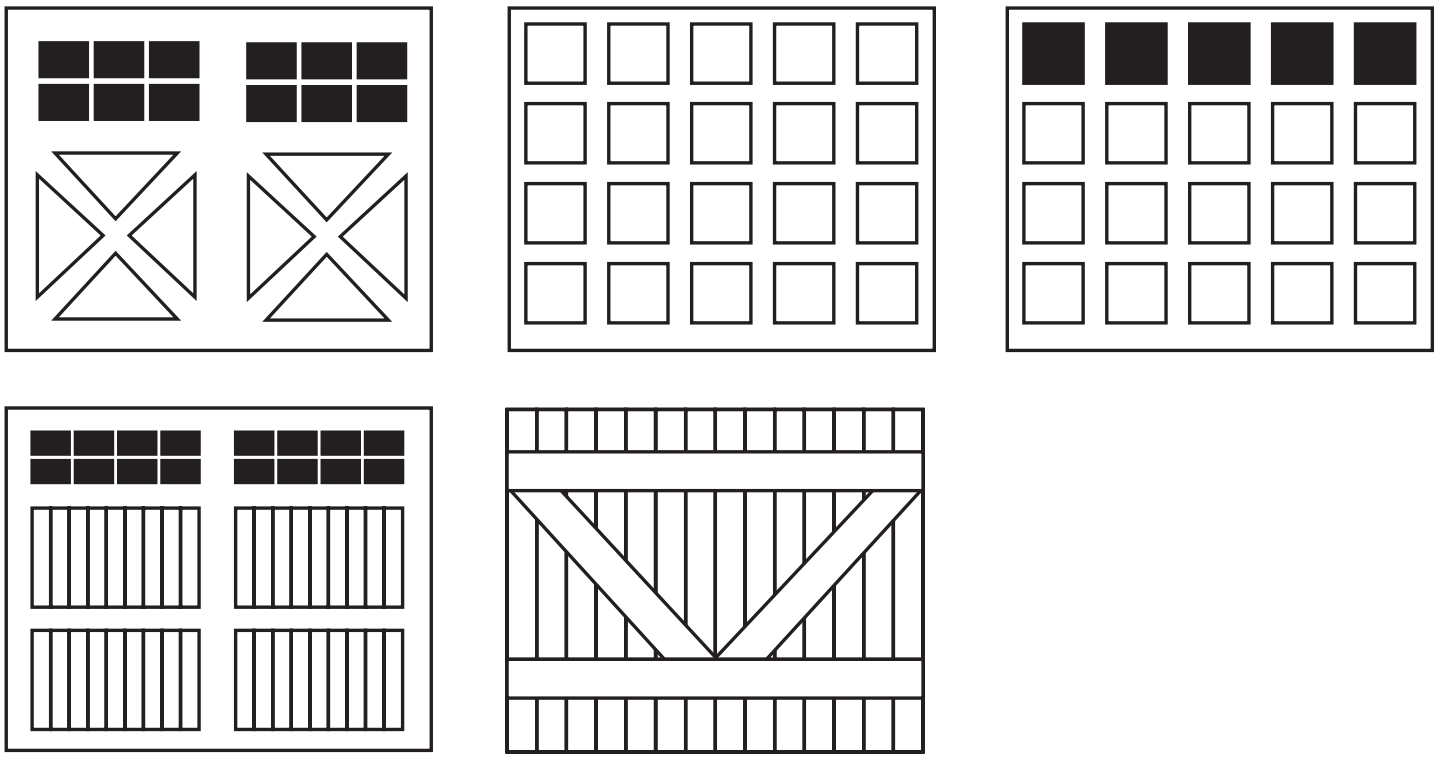


Figure 70: Examples of different roll-up and carriage-style garage doors that would be considered under the ACoA process. Variations of these basic designs would be considered as well.

Appendix H: In-Kind Window Replacement Guidelines*

These guidelines are intended to provide property owners information on the technical and aesthetic considerations for window replacement within the Maywood Local Historic District (LHD). They outline the preservation and design principles applied in the review of this type of work to ensure that changes are compatible with the character of the LHD.

Definitions

Typical windows: Typical sash configurations in the Maywood Local Historic District may include but not be limited to one-over-one, two-over-two, six-over-six, and six-over-one windows; single-pane casement windows; and square single-pane or four-light attic, dormer, and basement windows.

Special windows: Special windows in the Maywood Local Historic District may include but not be limited to stained or leaded glass decorative windows, non-standard dormer, gable or staircase windows, decorative transoms, and curved sashes.

Approval by the Historical Affairs and Landmark Review Board (HALRB) is required for all window replacement projects. The HALRB will permit in-kind, identical window replacements for typical windows in Maywood. New typical replacement windows must:

- Match the existing windows in material, design, dimension, profile, and appearance from the public right-of-way;
- Fit properly within the existing window openings;
- Replicate the existing pane configuration;
- Replicate the dimensions and profiles of the existing sash, framing elements, and muntins; and
- Match the finish and visual qualities of the existing windows.

Applicants will be required to submit photographs and measured drawings of the existing windows, plus product data sheets and dimensioned drawings for the proposed window replacements that clearly indicate exact size and details.

If the existing window material is inconsistent with the age and style of the house, the applicant may submit a material more appropriate for the LHD for the HALRB's consideration.

As Maywood is a residential LHD, tinted glass is not appropriate. However, insulated or double-glazed clear glass is permissible if it does not affect the visible profile and depth of the muntins from the public right-of-way. Muntins on multi-light windows must be integral (not removable) and have an exterior profile. False muntins located between two panes of glass and removable muntins are not appropriate.

Anything other than a "typical window" as defined above will be considered by the HALRB as a "special window" and will be considered on the HALRB's discussion agenda. Applicants and the HALRB shall make all reasonable efforts to preserve special windows in the LHD that are of a custom design with unusual shapes, details, configurations, and/or craftsmanship. A stricter standard, such as restoration before replacement, may be applied to ensure the preservation of these character-defining windows.

All proposed changes to material, design, dimension, profile, or appearance, to any window type (either typical or special), will be considered on the HALRB's discussion agenda.

*Approved by HALRB June 15, 2022.