

APPENDIX A
GLOSSARY

A

Architectural Features: The visual arrangement of the exterior of a structure, including but not limited to type, color, texture of materials, components, and finishes. The features include but are not limited to windows, doors, lights, and signs.

Architrave: In classical architecture, a horizontal element resting on columns or piers; in current usage, the trim elements around window and door openings.

B

Baluster: Vertical member, usually of wood or stone, which supports the railing of a porch or the handrail of a stairway.

Balustrade: Railing or parapet consisting of a handrail on balusters; sometimes also includes a bottom rail.

Bay: A spatial structural unit of a building, sometimes marked by fenestration or vertical elements such as columns or piers. A structure protruding out from a wall.

Bay Window: See Oriel Window.

Belt Course: A horizontal band around the exterior of a building, often of a contrasting material or finish.

Beveled Siding: Tapered wood siding that overlaps for weather protection. It is applied horizontally to buildings of frame construction.

Bond: The method of masonry construction which is used to hold multiwythe brick walls together (*Ex: Common bond, Flemish bond, English bond*).

Bracket: A projecting member, often decorative, which supports an overhanging element such as a cornice.

Bulkhead: The unit that occupies the lowest level of a storefront and can be described as the base which supports the display window.

C

Capital: The uppermost part of a column or other support.

Casement Window: A type of window with side hinges and a sash that swings outward.

Column: A supporting post consisting of base, shaft, capital; may be fluted or smooth.

Coping: The capping member of a wall or parapet, often consisting of masonry units.

Corbel: A bracket form produced by courses of wood or masonry that extend in successive stages from the wall surface.

Cornice: The projecting uppermost portion of a wall; often treated in a decorative manner with brackets.

D

Detail / Craft: The method of assembly of the building components and the quality of work and material used in the assembly of the building image.

Dormer: A structural extension of a building's roof intended to provide light and headroom in an attic space; usually contains a window or windows on its vertical face.

Double-Hung Window: (below) A window with two balanced sashes, with one sliding over the other vertically.

Dutchman: A repair to stone where a new piece of stone is fit to fill a void in an existing piece of stone. The new stone may be mortared into place and pinned.

E

Efflorescence: An unsightly crystalline deposit caused by evaporation of alkaline salts either in the building materials or transported by capillarity from the ground.

Entablature: The construction above the classical column, consisting of architrave, frieze, and cornice.

F

Fabric: A connotation relating to the physical aspects of a building, structure, or city, referring to an interweaving of its component parts.

Facade: The architectural "face" of a building, though it can be applied to all sides.

Fascia: A flat horizontal member used as a facing at the ends of roof rafters.

Fenestration: Pattern of window and door openings in a wall.

Finial: The decorative, pointed terminus of a roof or roof form.

Flashing: Flat metal or other material that is used to keep water from penetrating the joint between different surfaces and materials, such as around the chimney on a roof.

Form: The geometric shape of the building components and their interaction to create a whole image.

Frieze / Frieze Board: Board between soffit and sidewall of cladding brick, siding, or stucco. Alternatively, a component of classical entablature.

G

Gable: The triangular section of the end wall of a pitched roof.

Glazing: Glass fitted into windows or doors.

H

Hoodmold: Decorative, projecting element placed over a window; may extend down the sides of a window as well as surround the top.

I

Infill Buildings: A new building constructed on a site with one or more of its walls adjoining buildings on adjacent sites.

In-Kind: Replacement of one element of a building with another of the same material, design, size, and appearance.

J

Jamb: The side of a doorway or window opening.

L

Lites: Openings between the mullions and muntins of a window, usually glazed; an individual pane of glass.

Lintel: Horizontal structural element at the top of a window or door; it carries the load of the wall above and may be of wood, stone, or metal.

M

Maintenance: The repair of an existing product, finish, or material without making an alteration.

Massing: The interaction of height, width, depth, and proportion, thus forming a visual image of size.

Mullion: A vertical member that divides window sash, doors, or panels set close together in a series.

Muntin: The pieces that make up the small subdivisions in a multi-pane glass window.

O

Oriel Window: A projecting bay that forms an extension of the interior floor space. If curved, it is also called a bowfront. If the projection extends from an upper story, the proper term is oriel window.

Ornamentation: An applied and incorporated decoration used to embellish the building. Examples are cornices, window hoods, columns, and quoins.

P

Pane: A sheet of glass for a comparatively small opening in a window sash or door as opposed to a large sheet of plate glass, as in a display window.

Parapet: The portion of an exterior wall that rises entirely above the roof, usually in the form of a low retaining wall; the parapet may be shaped or stepped.

Pattern Book: An illustrated guide to architecture including measured drawings of a building's elevations, plans, sections, and details. Most popular in the United States during the 18th and 19th centuries, these books were utilized by carpenters, architects, and their clients, primarily in domestic design.

Pediment: The triangular face of a roof gable; or a gable which is used in porches, or as a decoration over windows, doors, and dormers.

Pier: A vertical structural member, more massive than a column, often square or rectangular in plan, which supports a load.

Pilaster: A member appearing to be an engaged pier or column with its base, shaft, and capital, but providing no support.

Plate Glass: A high-quality float glass sheet, formed by rolling molten glass into a plate that is subsequently ground and polished on both sides after cooling.

Portico: An entrance porch, usually supported by columns and sheltering the entry.

Preservation Professional: An individual trained in the practice of preservation and/or preservation architecture who meets one or more federal standards (36 CFR 61) for Architecture, Historic Architecture, Architectural History, History and/or Historic Preservation Planning. The State Historic Preservation Office for Ohio keeps a list of these professionals.

Prism Glass: Small panes of prismatic glass, usually set in wood or metal framework in the transom over a storefront or entrance, used to diffuse or direct natural light into a deep, poorly lit space.

Proportion: The relationship in size, dimension, scale, etc. of the various elements of the building to themselves and the image as a whole.

Q

Quoin: In masonry, a hard stone or brick used to reinforce an outside corner or edge of a wall: often distinguished by size, formal cutting, more conspicuous jointing, or difference in texture from adjacent masonry.

R

Repointing: The process of removing deteriorated mortar from the joints of a masonry wall and replacing it with new mortar.

Return: The continuation of a projection or cornice in a different direction, usually around a corner at a right angle.

S

Sash: The framework of the window that supports the glass. Sash may be fixed, sliding, hinged, or pivoted.

Sill: The framing member that forms the lower part of window or door opening.

Setback: The distance between the front of a land parcel and the facade of a building.

Sheathing: A subsurface material, usually wood, which covers exterior walls or roofs before application of siding or roofing materials.

Sidelight: A glass panel, usually of multiple panes, at either side of a door; often used in conjunction with a transom.

Soffit: A flat wood member used as a finished undersurface for an overhead exposed part of a building, such as a cornice. Commonly found on the underside of eaves.

Spalling: (right) A condition of brick or stone in which layers break off parallel to the plane of the building and fall away. This is usually caused by internal pressures due to trapped water or salt crystallization.

Spandrel: In frame construction, the spandrel is the blank space between windows in successive stories.

Style: The characteristic form, features, and elements during a specific period in history. Examples are Federal, Greek Revival, Italianate, Tudor, International, Moderne, etc.

T

Texture: The feel or shape of a surface visually created by shadows and tangibly created by physical characteristics.

Transom: A glass panel placed over a door or window to provide additional natural light and ventilation to the interior of the building. Used on both residential and commercial buildings.

Turret: A corbelled projection, usually located at a corner.

V

Vapor Barrier: A waterproof material that is used to prevent moisture from migrating from damp to dry areas, where it may condense and cause problems.

Vernacular: Architecture that draws more on folk traditions and forms, stressing basic functionalism, economy, and utility rather than the rules, principles, and ornamentation of high-style architecture. May contain secondary high-style design elements.

W

Wythe: A continuous vertical section of masonry one unit in thickness. A wythe may be independent of, or interlocked with, the masonry behind it.

APPENDIX B

RESOURCES FOR INFORMATION OR ASSISTANCE

OHIO HISTORY CONNECTION AND OHIO HISTORIC PRESERVATION OFFICE

Ohio History Connection

800 E. 17th Ave.
Columbus, Ohio 43211
www.ohiohistory.org
(614) 297-2300

LOCAL HISTORY RESOURCES

Portage County Historical Society

6549 N. Chestnut St.
Ravenna, Ohio 44236
<https://www.pchsohio.org/>

CITY OF RAVENNA

City of Ravenna

Design Review Commission

Engineer / Building Department
530 N. Freedom St.
Ravenna, Ohio 44236
<https://www.ravennaoh.gov/departments/boards-commissions/>

WHY AND HOW TO HIRE AN ARCHITECT

<https://aiapa.org>

To obtain a building permit, a building owner must submit construction documents signed and sealed by a Registered Architect (RA) in the State of Ohio. Most RAs are members of the American Institute of Architects (AIA), an advocacy organization for the architecture field. The AIA maintains an informative website (www.aia.org). The Ohio Chapter AIA website details the benefits of hiring an Architect, as well as providing a directory of Registered Architects.

WEBSITES

Ravenna Ohio History / Facebook Group:

The administration of this group, Ravenna Ohio History, limit its use to sharing history, memories, photos, stories, and similar about Ravenna Ohio. Advertising and sales are not permitted. <https://www.facebook.com/groups/332706354017738/announcements>

Ohio History Connection, Ohio Historic Preservation Office

www.ohiohistory.org/preserve/state-historic-preservation-office

This website includes information about the Ohio Historic Preservation Office, the National Register program, and a searchable database of National Register properties in Ohio. By clicking on “Resources for Historic Buildings” the user can download copies of the National Park Service’s Preservation Briefs. A list of the briefs is included in this appendix.

Heritage Ohio

www.heritageohio.org

This website connects interested parties to information on programs and services such as pilot project Save Ohio’s Treasures Fund, historic conservation easements, and Ohio Main Street Program. There is also a knowledge database and training and workshop information.

National Park Service, U.S. Department of the Interior

This site has information about the Technical Preservation Services offered by the National Park Service, including information about programs such as the Federal Historic Tax Credit, preservation legislation/standards/guidelines, and training. Through the Education & Training tab, there is access to webinars, online training modules, and printed publications designed for use by historic owners, architects, contractors, developers, and members of design review boards.
www.nps.gov/tps/

The National Park Service site also provides a list of free and links to Preservation Briefs publications that can be ordered online. These briefs provide information on preserving, rehabilitating, and restoring historic buildings.
www.nps.gov/tps/education/print-pubs.htm

Preservation Trades Network

ptn.org

This website connects practitioners of the traditional building trades (slate and metal roofers, stone masons, timber framers, window and door restoration craftsmen, and ornamental plasterers for example), but is open to anyone interested. Individual membership is for a nominal annual fee, but provides access to member directories and educational content.

PreserveNet

www.preservnet.cornell.edu

This website contains information about conferences, educational programs, and an extensive list of links to other preservation websites.

APPENDIX C

INDEX TO INTERPRETING THE STANDARDS (ITS) BULLETINS

ITS Bulletins assist building owners in applying the Standards to rehabilitation projects. Each Bulletin references the relevant standards.

The bulletins are case-specific and are provided as guidance only; they are not necessarily applicable beyond the unique facts and circumstances of each case.

<https://www.nps.gov/orgs/1739/its-bulletins.htm>

1. Interior Plan: Changes to Shotgun Interior Plan
2. Garage Door Openings: New Infill for Historic Garage Openings
3. New Additions: New Additions to Mid-Size Historic Buildings
4. Exterior Doors: Inappropriate Replacement Doors
5. Exposed Interior Brick: Removing Interior Plaster to Expose Brick
6. Significant Spaces: Preserving Historic Church Interiors
7. Interior Finishes: Painting Previously Unpainted Woodwork
8. Interior Alterations: Interior Alterations to Detached Residences to Accommodate New Functions
9. Porches: Inappropriate Porch Alterations
10. Stair Tower Additions: Exterior Stair/Elevator Tower Additions
11. School Buildings: Interior Alterations to School Buildings to Accommodate New Uses
12. School Buildings: Rehabilitation and Adaptive Reuse of Schools
13. Storefronts: Repair/Replacement of Missing or Altered Storefronts
14. Adding New Openings: New Openings in Secondary Elevations or Introducing New Windows in Blank Walls
15. Industrial Interiors: Treatment of Interiors in Industrial Buildings
16. Loading Door Openings: New Infill for Historic Loading Door Openings
17. Interior Parking: Adding Parking to the Interior of Historic Buildings
18. New Additions: New Additions to Mid Size Historic Buildings
19. Interior Finishes: Deteriorated Plaster Finishes
20. School Buildings: Converting Historic School Buildings for Residential Use
21. Adding New Openings: Adding New Openings on Secondary Elevations
22. Adding New Openings: Adding New Entrances to Historic Buildings
23. Windows: Selecting New Windows to Replace Non-Historic Windows
24. Corridors: Installing New Systems in Historic Corridors
25. Interior Finishes: Altering the Character of Historically Finished Interiors
26. Entrances and Doors: Entrance Treatments
27. Awnings: Adding Awnings to Historic Storefronts and Entrances
28. Corridors: Corridors in Historic Highrise Apartment Buildings and Hotels
29. Garage Doors: Adding Vehicular Entrances and Garage Doors to Historic Buildings
30. New Entries: New Entries on Mill Buildings
31. Interior Features: Retaining Distinctive Corridor Features
32. Roofing Materials: Slate Roof Treatments
33. Secondary Elevations: Alterations to Rear Elevations
34. Additions: Completing Never-Built Portions of a Historic Building
35. Interior Plans: Changes to Shotgun Interior Plan
36. Rooftop Additions
37. Rear Additions: Rear Additions to Historic Houses
38. Alterations Without Historical Basis
39. Site and Setting: Changes to Historic Site
40. Corridors: Corridors in Historic School Buildings
41. Incompatible Alterations to the Setting and Environment of a Historic Property
42. Industrial Bridges in Mill Complexes
43. Converting Fire Escapes to Balconies in Mill Complexes
44. Subdividing Significant Historic Interior Spaces
45. Adding or Modifying Fly Lofts on Historic Theaters
46. Modifying Historic Interior Railings to Meet Building Code
47. Rooftop Additions on Mid-Size Historic Buildings
48. Replacement of Missing or Altered Storefronts
49. Designing Compatible Replacement Storefronts
50. Reusing Special Use Structures
51. Installing New Systems in Historic Buildings
52. Incorporating Solar Panels in a Rehabilitation Project
53. Designing New Additions to Provide Accessibility
54. Installing Green Roofs on Historic Buildings
55. Retaining Industrial Character in Historic Buildings
56. Alterations Without Historical Basis

APPENDIX C

OVERVIEW OF FUNDING SOURCES AND OTHER ASSISTANCE

LOCAL SOURCES

Community Reinvestment Area (CRA): Businesses located within the boundaries of the City's prescribed Community Investment Area may be eligible to receive tax abatements on the improved value of a property, helping a business making qualified investments to potentially save thousands of dollars annually.

<https://www.ravennaoh.gov/wp-content/uploads/2019/10/CITY-OF-RAVENNA-CRA-APPLICATION-2019.pdf>

Enterprise Zones enable existing businesses to expand or renovate the existing facilities. The program also provides opportunities for new companies seeking to establish a home within the region. For businesses seeking to expand or locate their business to Ravenna, the Enterprise Zone Program, offers up to 100% real estate tax savings/abatement for up to 10 years for real estate development projects that meet the job creation criteria as approved by the State of Ohio. The program is a collaborative effort between the City of Ravenna, the State of Ohio, and Ravenna Schools.

<https://www.ravennaoh.gov/wp-content/uploads/2019/10/ENTERPRISE-ZONE-APPLICATION-2019.pdf>

Portage County Treasurer's Office: Offers a program called Portage GrowLink designed for residential and commercial businesses to help remodel/renovate or expand their existing structures. It also helps farmers purchase products. Currently (2024) offering loans at up to 3% below bank rates.

<https://www.ravennaoh.gov/wp-content/uploads/2022/11/Portage-GrowLink-Brochure-2022-Rev-11-22.pdf>

Ravenna Economic Development Department: partners with Neighborhood Development Services to offer a variety of solutions in the areas of financing and job creation. This full-service community development agency is involved with downtown revitalization, economic development, financing, job creation, revolving loan fund administration, project administration, grant administration and real estate development.

<https://www.ravennaoh.gov/business/financing-and-incentives/>

OVERVIEW OF THE NATIONAL REGISTER OF HISTORIC PLACES

The National Register of Historic Places is the nation's list of properties recognized by the National Park Service (U.S. Department of the Interior) as being worthy of preservation for their local, state, or national significance. They must be significant in areas of American history, architecture, archeology, engineering, or culture. The program in Ohio is administered by the Ohio Historic Preservation Office of the Ohio Historical Society (Ohio History Connection).

In general, properties eligible for the National Register should be at least 50 years old, retain their historic integrity, and meet at least one of the four National Register criteria. Benefits of listing in the National Register include recognition of its significance which can lead to greater awareness and appreciation for the property; eligibility for

use of the 20% Historic Rehabilitation Tax Credit; and a certain level of protection through reviews of federally funded or assisted projects that might have an adverse impact on the property. Additionally, many public and private funding programs use the National Register listing as a prerequisite for funding.

Listing in the National Register does not prevent the owner of the property from maintaining, repairing, altering, selling, or even demolishing the property with other than federal funds. It does not obligate the owner to make repairs or improvement to the property, nor does it automatically make it subject to local design review.

For more information about the National Register program, contact the Ohio Historic Preservation Office.

OVERVIEW OF THE OHIO HISTORIC PRESERVATION TAX CREDIT (OHPTC)

The OHPTC is available for historic buildings listed (1) in the National Register of Historic Places, either individually or as part of a registered historic district; (2) with a Certified Local Government, either as a local landmark or as part of a local historic district. To use the credit, a building must be “income-producing,” just as it is required for the federal historic tax credit.

The OHPTC program, administered jointly by the Ohio Development Services Agency and Ohio Historic Preservation Office, chooses awardees of a 25% credit (with a cap of \$5 million) during two competitive rounds of applications each year. When combined with the federal historic tax credit, the credit may be worth as much as a 45% discount on the cost of rehabilitation. Applications are accepted in March and September, and consists of a detailed application that includes description of the proposed rehabilitation, anticipated budget, secured investors, and estimated income derived from the project. For this award, it is essential that a building owner work with the local government to secure support for the project.

The award of a OHPTC must be a “major factor” in the project’s viability or the applicant’s ability to “increase the level of the investment” in the project. The same restrictions apply to the OHPTC as the federal credit. Staff members of the Ohio Historic Preservation Office can answer questions on the certification process. Consultation with a tax advisor is also recommended.

THE HISTORIC REHABILITATION TAX CREDIT (FEDERAL)

The Historic Rehabilitation Tax Credit is available for historic buildings listed in the National Register of Historic Places, either individually or as part of a registered historic district. To use the credit, a building must be “income-producing;” that is, used for industrial, commercial, office, or residential rental purposes. The rehabilitation must be “substantial;” the project cost is at least as much as the adjusted basis in the property (the value of the property without the land) or \$5,000, whichever is greater. The rehabilitation work must be “certified” as complying with the Secretary of the Interior’s Standards for Rehabilitation.

The Historic Rehabilitation Tax Credit is a credit of 20% of the cost of the building’s rehabilitation and is taken as a credit against federal income taxes owed by the building’s owner. Therefore the tax credit is the same as a 20% discount on the cost of rehabilitation. The acquisition cost of the building cannot be counted as part of the amount on which the credit is taken, nor may the cost of additions or enlargements to the building be counted. When rehabilitation is complete, the depreciable basis of the property must be reduced by the amount of the credit.

Because of the tax situations of building owners can vary, anyone considering use of the Historic Rehabilitation Tax Credit shall consult a tax advisor before proceeding. Staff members at the State Historic Preservation Office (SHPO) are available to answer questions regarding the certification process.

APPENDIX D

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