

CITY OF
Elgin

DESIGN GUIDELINE MANUAL

for Landmarks and Historic Districts

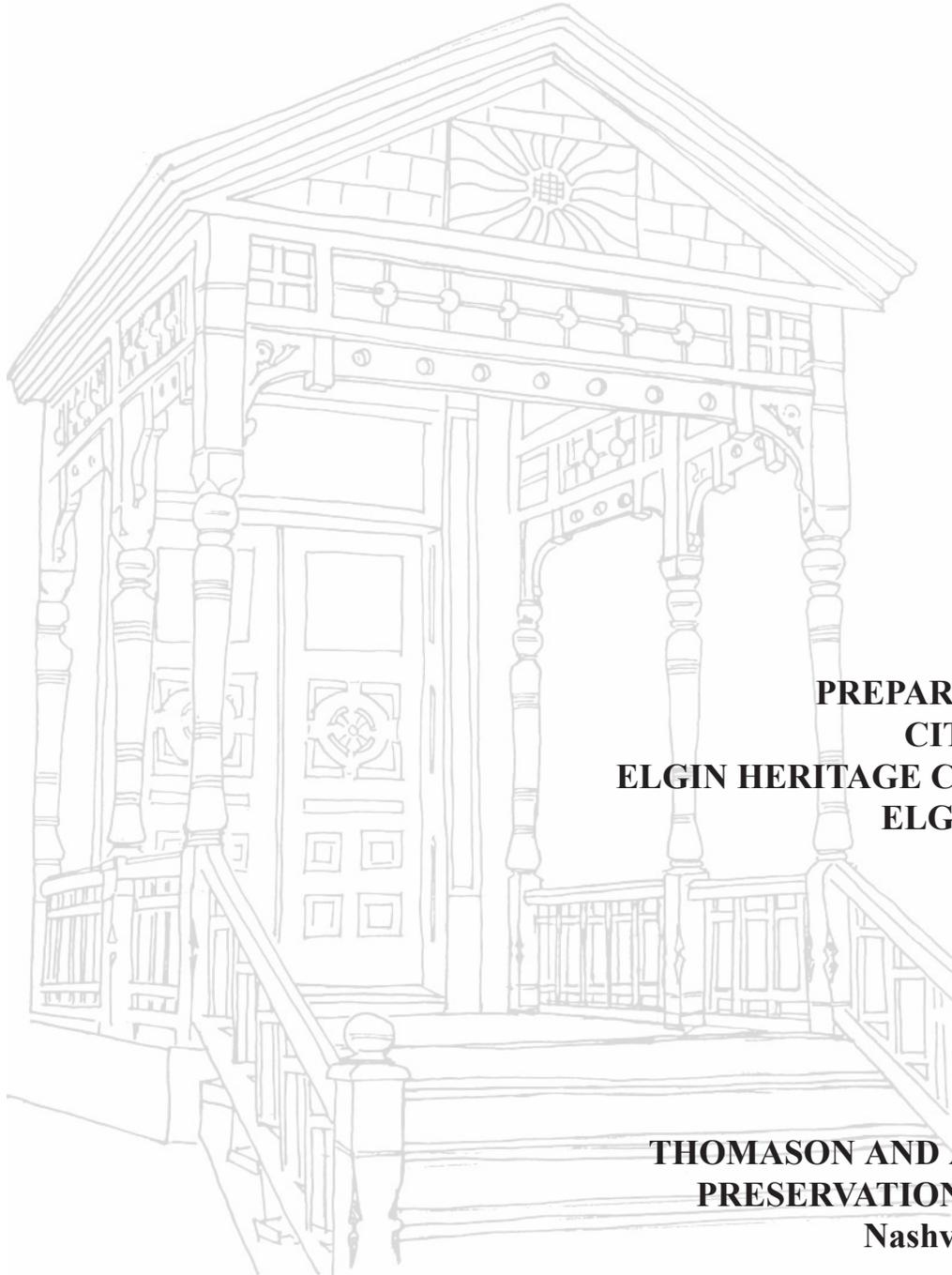


ELGIN HERITAGE COMMISSION



DESIGN GUIDELINE MANUAL

for Landmarks and Historic Districts



**PREPARED FOR THE
CITY OF ELGIN
ELGIN HERITAGE COMMISSION
ELGIN, ILLINOIS**

**THOMASON AND ASSOCIATES
PRESERVATION PLANNERS
Nashville, Tennessee**

**Prepared March 1997
Revised 2008**



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Revisions 2008 to the Elgin Design Guideline Manual were completed between 2003 and 2007 by members of the Elgin Heritage Commission and City Staff

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INTRODUCTION

The City of Elgin, Illinois is one of over 2,000 communities in America which has enacted measures to preserve and protect its historic resources. In 1981, the Elgin Historic District was designated by the Elgin City Council and in 1983 it was listed on the National Register of Historic Places. The following year, in 1984, the Elgin City Council passed a Historic Preservation Ordinance creating the Elgin Heritage Commission. This was followed by the approval of Title 20 of the Elgin Municipal Code - "Elgin Historic Preservation Ordinance" in 1989 which is an historic district overlay to protect the Elgin Historic District. In 1996, a similar overlay was created for the Spring/Douglas Historic District north of the downtown area. Elgin has many other areas which retain significant historic architecture and which have the potential to be designated as historic districts.

This design guideline manual provides information for property owners and the Elgin Heritage Commission on appropriate methods for preserving and maintaining the architectural character of the overall districts and individual buildings. Design guidelines outline the practical methods for building rehabilitation and new construction which are essential to preserving a district's sense of time and place. Design guidelines offer property owners protection against actions which could be harmful to their property values and the marketing of their dwellings or commercial buildings. Without design guidelines the qualities which make an area appealing for investment can easily be lost.

WHAT IS THE ELGIN HERITAGE COMMISSION?

The Elgin Heritage Commission is a citizen advisory board made up of nine members including an architect, a historian, a real estate agent, a licensed attorney, a representative of the local historical society appointed by the city council, and interested citizens as available. The Commission was created in 1984 with a broad range of duties and responsibilities including to "promote the education of property owners, local government agencies and the public at large regarding the protection, maintenance, and

preservation of Elgin's architectural, historic and cultural resources..." The Commission has an advisory role in matters pertaining to historic building surveys, nominations to the National Register, and other preservation planning efforts.

As part of the protection of the city's architectural and historic resources, the Commission's responsibilities also include the development of design guidelines and the issuance or denial of Certificates of Appropriateness for rehabilitation, new construction, and demolition in locally designated districts. The COA process applies to those who own property in locally designated districts. Locally designated districts are those which have been afforded protection through the efforts of residents, the Commission, and the action of the Elgin City Council.

WHAT ARE THE BENEFITS OF DESIGN GUIDELINES?

Through design review guidelines, the preservation ordinance protects the overall economic value of the historic districts. Properties in historic districts are affected by the actions of their neighbors and those around them. Decisions of one property owner have an impact on the property values of another. Design guidelines provide a level playing field for all property owners because they apply to everyone in the historic districts. **This way all property owner's rights are protected from the adverse economic impact which could result from the actions of another.**

GUIDELINES BENEFIT THE CITY

- Design guidelines in Elgin are part of overall city-wide efforts to promote and improve its older neighborhoods and quality of life. Revitalization of historic areas increases the city's tax base and promotes economic development. Design guidelines provide practical assistance and information to make sure that improvements are compatible with the goals and desires of property owners, the historic districts, and the city.

INTRODUCTION

GUIDELINES BENEFIT THE HISTORIC DISTRICTS

- Elgin's historic districts contain an excellent collection of historic buildings from the 19th and early 20th centuries. A large percentage of these are substantial two-story frame dwellings which retain their original architectural character. Design review guidelines assist in the preservation and maintenance of the unique appearance of these districts.

GUIDELINES BENEFIT PROPERTY OWNERS

- Historic district designation and the design guideline review process helps to ensure that our investment in historic districts will be protected from inappropriate new construction, misguided remodeling, or demolition. Historic district zoning and the use of design guidelines generally stabilizes or increases property values. Historic designation and design review helps not only existing residents of the historic districts but it often attracts new buyers since they know their investment will be protected.
- Guidelines benefit the owners of vintage homes citywide by providing information to maintain the original architectural character of their homes.

GUIDELINES DO NOT IMPOSE EXCESSIVE REQUIREMENTS

- Design guidelines **do not** affect the use of your property or its interior. Property owners may remodel the interior as they choose and these changes are not reviewed as part of the design review process.
- Design guidelines **do not** affect what color you paint your property. Paint colors are not regulated and are left to the preference of the owner. However, the guidelines provide recommendations for colors that would be appropriate for use on historic buildings.

- Design review **only occurs** when property owners propose actions to the exteriors of their property which may require a Building Permit or a Certificate of Appropriateness.
- Design guidelines **do not** prohibit new construction or additions to historic buildings. Design review ensures that new construction and additions are completed as compatible as possible to the historic districts.

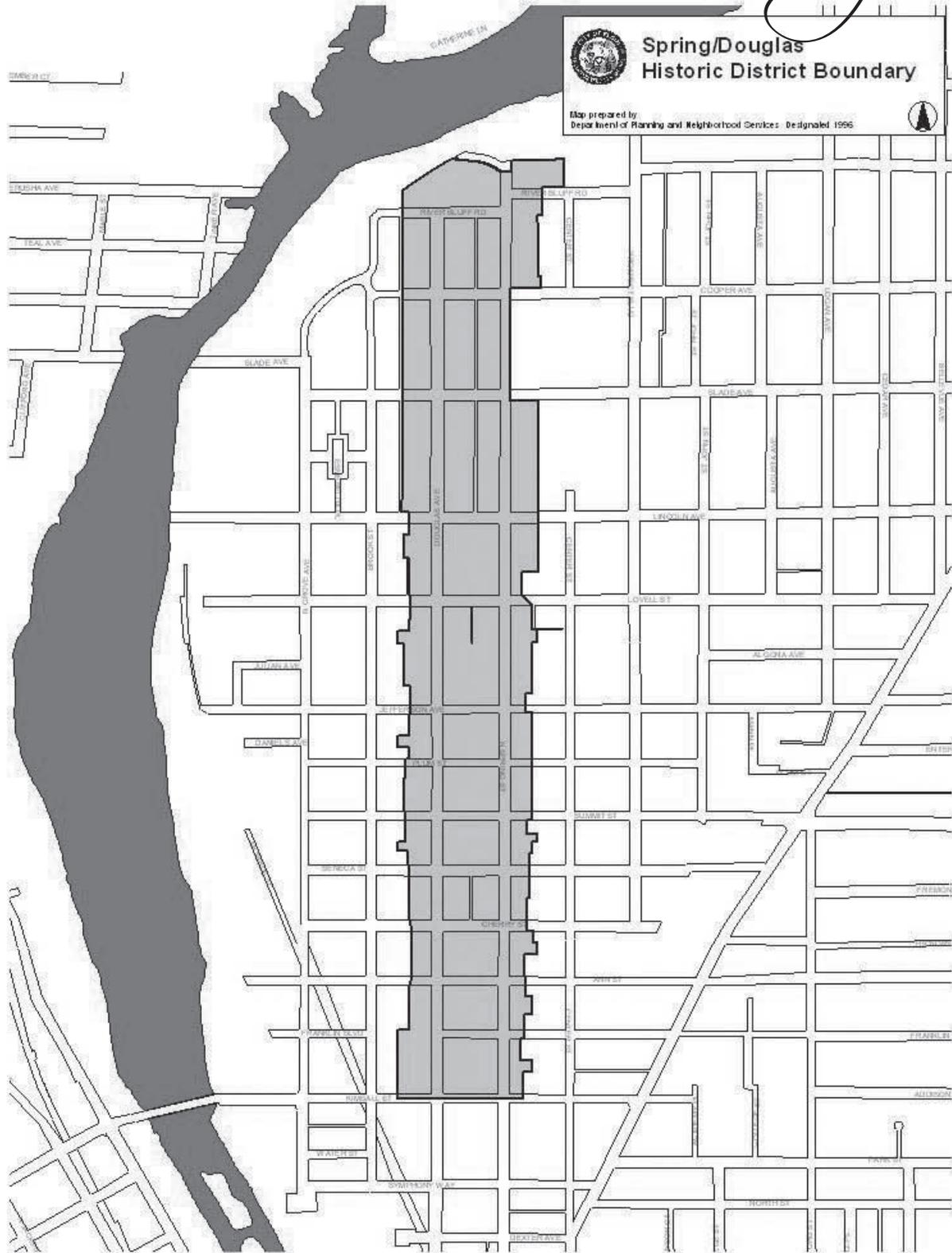
Historic Buildings Have Value

- Buildings in Elgin's historic districts are known for their quality of construction and craftsmanship. Many are over one hundred years old and if properly maintained will last indefinitely.
- Current law makes certain properties in Elgin's historic districts and locally designated landmarks eligible for property tax credits or deductions. For information on these tax incentives, call the Urban Design & Preservation Specialist at (847) 931-5943 or the Planning & Preservation Coordinator at (847) 931-6104.
- Properties in Elgin's historic districts and locally designated landmarks are also eligible for the city's Historic Architectural Rehabilitation Grant program. The Historic Architectural Rehabilitation Grant program is intended to emphasize the special architecture in the Elgin Historic District. The grants are for special work to highlight this uniqueness, not for compliance with the basic minimum property maintenance codes. Selected projects receive a fifty or seventy-five percent reimbursement for eligible work on the exterior of their property.
- Information on these programs can be obtained from staff at the City's Planning and Neighborhood Services Department (847-931-5910).

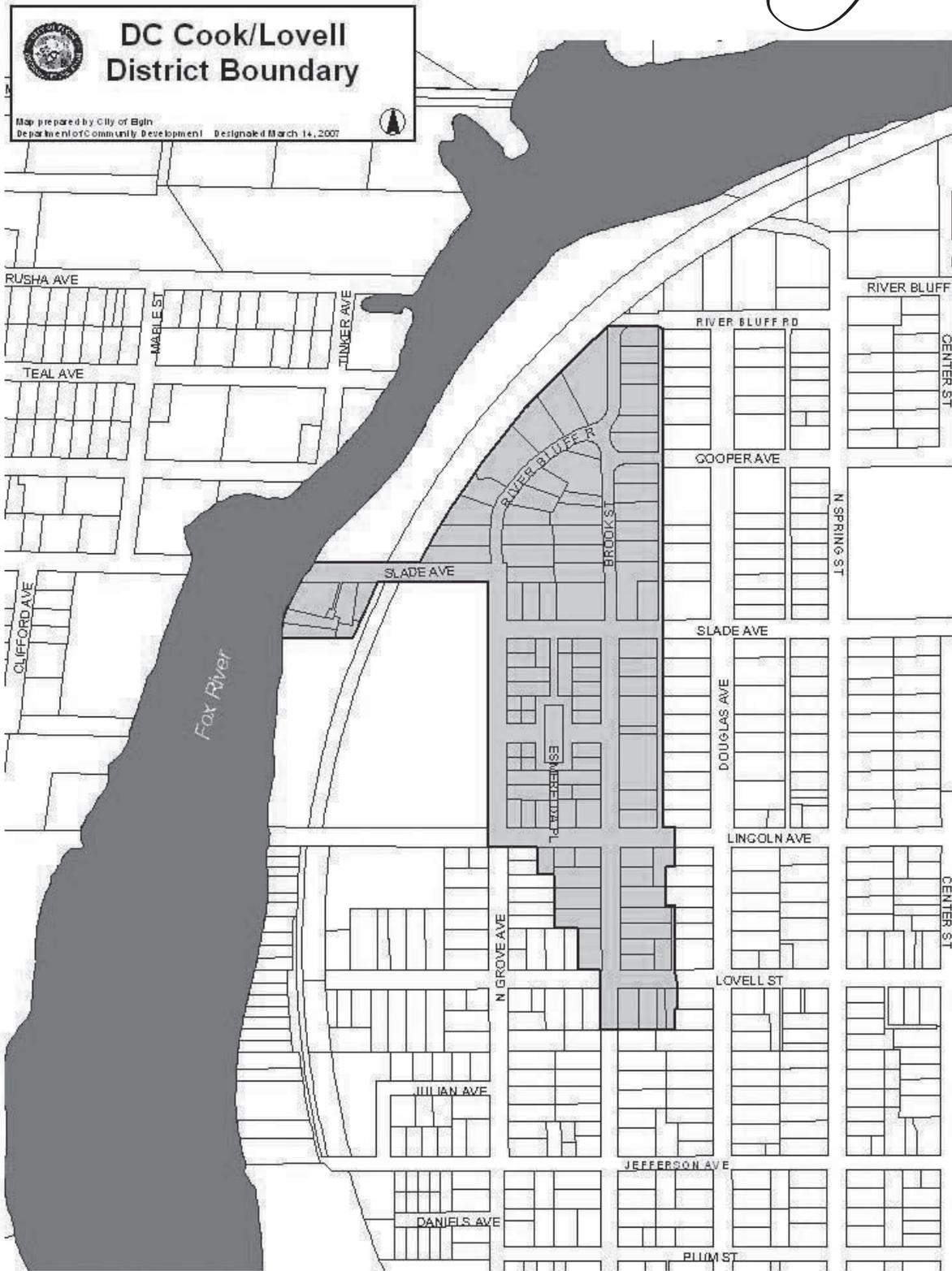
HISTORIC DISTRICTS IN ELGIN



HISTORIC DISTRICTS IN ELGIN



HISTORIC DISTRICTS IN ELGIN





DESIGN GUIDELINE MANUAL

for Landmarks and Historic Districts

INTENT & PURPOSE

APPROACH & FORMAT



I. INTENT AND PURPOSE OF THIS MANUAL

The purpose of this manual is to present architectural design guidelines to property owners, residents, contractors and others, relating to the type of rehabilitation work and new construction that may be approved by the City of Elgin in locally designated historic districts and to locally designated landmark structures. Additionally, the guidelines may be used as a reference source for the rehabilitation of vintage structures not located within a designated historic district.

The guidelines apply only to the exteriors of properties and are intended to protect the overall character of Elgin's locally designated historic districts as well as the architectural integrity of the district's individual buildings and locally designated landmark structures. The guidelines emphasize maintaining architectural styles, details and streetscape elements which collectively make up the unique character of the districts. For new construction, the guidelines provide information on the importance of relating new buildings and landscape elements to the existing historic streetscapes.

The Elgin Design Guidelines are based on the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for rehabilitating historic buildings. These federal standards provide a framework for the more detailed guidelines presented in this manual. The Elgin Design Guidelines state the generally appropriate and inappropriate treatments for rehabilitation work and preserving the architectural styles, details and streetscape elements which collectively make up the character of the designated districts or structures.

The Elgin Design Guidelines, as adopted by the Elgin City Council, shall be the official document used by the City to evaluate and approve applications for a Certificate of Appropriateness (COA).

II. DESIGN GUIDELINES - APPROACH AND FORMAT

HOW ARE THE GUIDELINES WRITTEN?

Design review guidelines emphasize preservation of existing building details, materials, and overall plan rather than complete remodeling. That is why terms such as repair, retain, maintain, and protect are widely used throughout the guidelines. To repair, retain and maintain original architectural features and materials is preferred to their replacement. To protect the overall character of the districts is the goal of the preservation ordinance and the guideline document.

Other common terms used in this manual are should and should not. The use of the terms should or should not signify that in most cases the Elgin Heritage Commission's staff will usually expect property owners to follow the meaning and intent of a guideline as written. These terms also provide guidance as to how the Commission will generally approve or disapprove a COA application. There may be instances where more flexibility or creative solutions are needed in applying the guidelines

WHAT IS THE PRIMARY FOCUS OF THE GUIDELINES?

The design guidelines are primarily concerned with the fronts and readily visible sides of buildings because buildings are most commonly viewed by the public from either the street or sidewalk in front of the property. The fronts and visible sides of a building usually contain its most defining features such as porches, main entrances, and decorative details. **The rears of buildings are usually reviewed with more flexibility since they are generally not readily visible due to the building's placement on the lot or screening by landscaping or fences.** The rears of buildings are the most appropriate locations for the construction of additional living space or other major alterations.

The design guidelines apply to all properties within the locally designated districts regardless of age or architectural style. For non-historic buildings (properties which are less than fifty years of age or which have been substantially altered), the Commission may apply the guidelines with more flexibility than for historic buildings. In reviewing work affecting non-historic buildings, the Commission's approach is to maintain or enhance their relationship and compatibility with adjacent historic buildings and streetscapes.

HOW TO USE THE MANUAL

Property owners are encouraged to refer to the guidelines when planning or designing new construction projects, planning exterior rehabilitations, and completing everyday maintenance. The manual lists guidelines in alphabetical order and includes information on common rehabilitation questions, recommendations for maintaining the site and setting of the neighborhood and guidance for new construction. Similar guidelines for commercial buildings are addressed in a separate section. Illustrated descriptions of the guidelines are included to familiarize property owners with typical features and characteristics. At the end of the guideline section are appendices which have a work review chart, sample Certificate of Appropriateness, definitions of terms, and a suggested bibliography.



II. DESIGN GUIDELINES - APPROACH AND FORMAT

WHAT ARE THE GUIDELINES BASED ON?

The Elgin Design Guidelines are based upon the U.S. Secretary of the Interior's Standards for Rehabilitation. These standards are used throughout the country by the majority of America's heritage or preservation commissions as a basis for local design review guidelines and for projects utilizing federal funds or tax credits. The guidelines presented in this manual are modeled after these standards. In the event of any conflict in this manual and the U.S. Secretary of the Interior's Standards for Rehabilitation, the provisions of the Elgin Design Guidelines shall control.

The standards that follow were originally published in 1977 and revised in 1990 as part of the U.S. Department of the Interior regulations. They pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The standards also encompass related landscape features and the building's site and environment as well as attached adjacent or related new construction.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken in the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



DESIGN GUIDELINE MANUAL

for Landmarks and Historic Districts

POLICIES

PROCESS

II. DESIGN GUIDELINES - APPROACH AND FORMAT

HISTORIC PRESERVATION DISTRICTS AND OVERALL ZONING

Historic preservation districts are overlays to the existing zoning within the City of Elgin. In addition to following the Certificate of Appropriateness (COA) process within the designated preservation districts, property owners must also follow the overall zoning for their property. Sections of the historic districts are zoned for residential use under RC2 and RC3 Conservation Districts. The purpose of these districts is to conserve the urban residential environment of neighborhoods which primarily developed prior to 1950 with single family dwellings.

Zoning issues within the Historic Preservation Districts will be significant primarily for any proposed changes in the use of a property, any new construction, the erection of signs, or proposed lot subdivisions. Property owners must follow the provisions of the zoning ordinance as well as the design guidelines for the Historic Preservation Districts.

Property owners must follow their overall zoning regulations in addition to following the design review process as historic preservation districts. The city's zoning ordinance and regulations are within a separate document and should be consulted on building issues such as setback and lot coverage. Site design regulations within the historic preservation districts shall be the same as the underlying zoning district. Planned Developments, Conditional Uses, and Variations are subject to provisions with the city's zoning ordinance and should be coordinated with prior review from the Elgin Heritage Commission regarding design guideline issues.

PREEXISTING NON-ORIGINAL CONDITIONS

Many non-historic and non-original features of buildings and their sites exist within the city's historic districts. Substitute siding materials, enclosed or altered porch design, decreased window size, and chain link fence are some of the most common and visible of these alterations.

Those alterations of historic structures which occurred before the area's designation as an historic district and subsequent enabling of the preservation ordinance overlay are considered to be preexisting non-original conditions.

Preexisting non-original conditions may continue in place throughout the useful life of the material. Generally, if a localized portion of a non-original material is damaged through fire, auto collision, vandalism, etc., that portion of the non-original material may be repaired or replaced with a similar material. However, if more than 50% of the non-original material fails due to neglect, lack of maintenance, wear and tear, or exceeding its useful life, or in the event an owner proposes to replace more than 50% of a non-original material, then the repair or replacement shall be considered within the context of the design guidelines as they apply to other structures within the historic districts. Repairs or replacements of non-original materials shall not be artificially or arbitrarily divided so as to avoid the requirements in this paragraph that the repair or replacement of more than 50% of a non-original material be considered within the context of the design guidelines as provided herein.

The above policy on preexisting non-original conditions also applies to work on architectural features located on the sides and rear of buildings.

MATERIALS AND WORKMANSHIP

All work completed under the historic preservation ordinance should be skillfully performed using appropriate materials approved by the city staff and the members of the Elgin Heritage Commission's Design Review Subcommittee, and be conducted, installed and completed in a workmanlike manner so as to secure the results intended by this document.

The City's staff has the authority to reject work not completed using the acceptable materials and standards of workmanship.

Upon verbal or written notice from the owner that the work is entirely complete, city staff will make an inspection and notify the owner of any incomplete or defective work or the use of non-approved materials. The property owner should then take immediate measures to remedy such deficiencies.

IV. THE COA APPLICATION PROCESS

How Does the Certificate of Appropriateness Process Work?

HISTORIC PRESERVATION DISTRICTS AND OVERALL ZONING

If your structure is in one of the locally designated districts or a local landmark and you want to make any changes to the exterior of your property, you have to obtain a Certificate of Appropriateness from the Planning and Neighborhood Services Department (PNS) in addition to the building permit from the Department of Code Administration and Development Services. A Certificate of Appropriateness (COA) is a form issued to ensure that the exterior work planned for a building's rehabilitation or new construction meets the criteria of the design guidelines. A building permit is a separate form and type of review which ensures the structural soundness and safety of the building. The COA needs to be obtained in addition to the regular building permit and in some cases where a building permit is not required. The city does not charge a fee for the COA.

If you are planning to do work on a property located within a locally designated district, call the Planning & Preservation Coordinator at 847-931-6104

A. COA is generally required for the following:

- Any construction, alteration, demolition, or removal within a locally designated district or to a landmark structure which requires a building or demolition permit such as construction of any additions to buildings, demolishing buildings, or moving buildings;
- Construction, alteration, demolition, or removal of structure(s) or appurtenances, any of which affect the exterior architectural appearance of a property within a locally designated district or to a landmark structure, but not requiring a building permit.
- Maintenance, such as porch repair, window/door repair, masonry repair like walls, chimneys, foundations, etc.

COAs are generally not required for:

- Minor maintenance; such as repairing a floor board on a porch, replacing a damaged siding board and repainting it;
- Exterior paint colors; however it is suggested that property owners consider following the recommendations for appropriate colors included in the guidelines. Note: a COA is required for the paint removal process and surface preparation before the paint application;
- Installation of plant material, however, construction of landscape features such as retaining walls, sidewalks and fences require a COA;
- Interior changes. Interior changes may need a regular building permit before being carried out.



IV. THE COA APPLICATION PROCESS

B. OBTAIN A COA

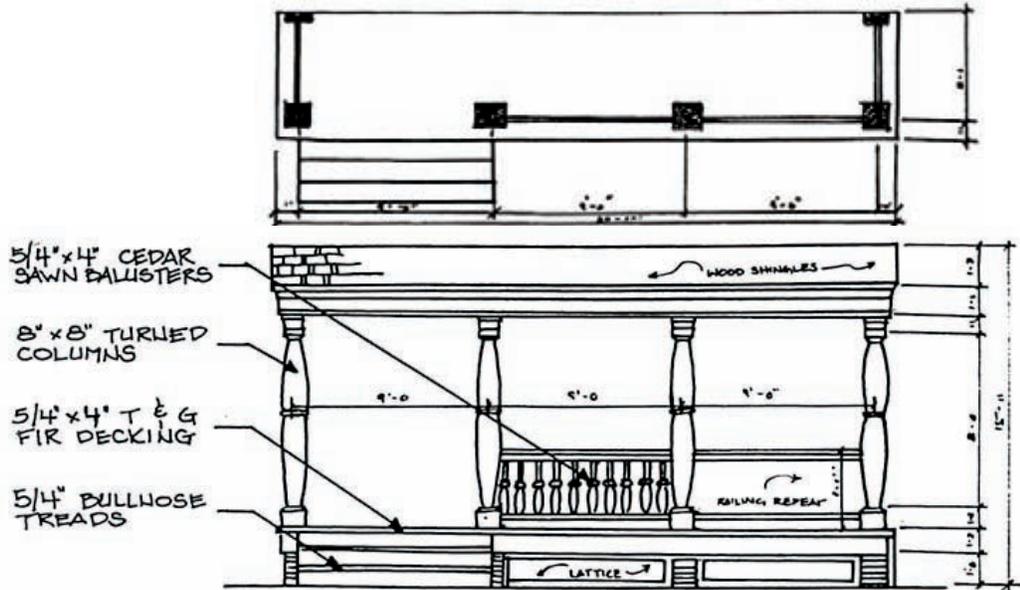
A COA must be obtained prior to beginning the work.

COA applications are available from the City's Department of Code Administration and Neighborhood Affairs. This office is located in City Hall at 150 Dexter Court, Elgin, IL 60120. A copy of the COA Application is located in Appendix B.

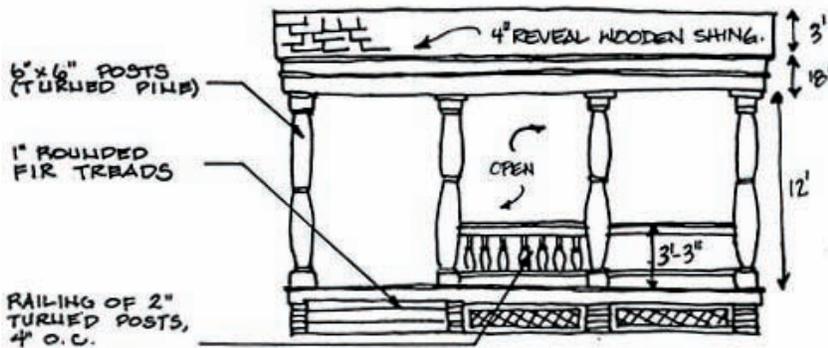
Required documentation for a COA includes:

- For **new construction (including garages) or extensive renovation**, a complete set of plans and specifications are required for the project. Plans shall be drawn to scale and shall include a site plan showing all existing and proposed improvements. Specifications and/or samples of exterior materials need to be provided such as siding, roofing, doors, windows, and ornamentation. Photographs are also needed of the lot and any existing buildings on the lot or adjoining lots;
- For **rehabilitation or repair**, detailed drawings are required of proposed modifications to the structure. Photographs of the existing building are required along with specifications and/or samples of exterior materials (such as siding, roofing, doors, windows, and ornamentation);
- For **paint removal**, a description is needed of the proposed methods for paint removal from the building material;
- For **fences**, scale drawings and a plat of the lot are required which show the proposed location of the fence, height, style, material, thickness or spacing and what the fence will look like. Photographs of the property on which the fence is proposed and a plat of survey are also needed;
- For **signs**, scale drawings of the sign are required to show the size of the sign and its lettering. Drawings or photographs are also needed showing the sign location on the building or site. Color samples should also be submitted;
- For **parking areas, driveways, or parking lots**, a plat of survey is required which show the location and layout of the parking lot and landscaping. The drawings shall clearly indicate the dimensions of the parking stall(s) drive aisles, and setbacks. Information on the plants proposed for the landscaping should also be submitted;
- For **demolition**, photographs of the building proposed for demolition are required along with a statement describing the reasons for demolition and proposed use of the site.

IV. THE COA APPLICATION PROCESS



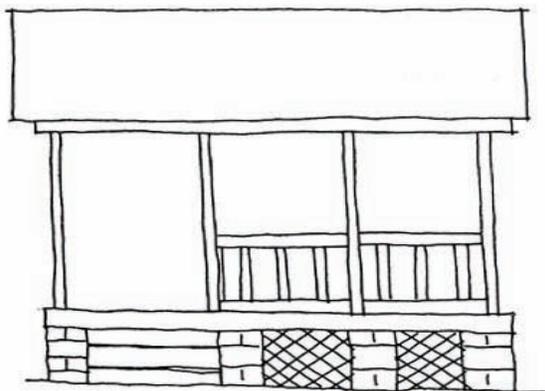
DOCUMENTATION FOR A COA SHOULD INCLUDE SCALED DRAWINGS PREPARED BY AN ARCHITECT OR CONTRACTOR.



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* FASCIA & TRIM OF 1X PINE

ALSO ACCEPTABLE ARE DRAWINGS WHICH ARE DRAWN TO SCALE AND DIMENSIONED.



DRAWINGS WHICH ARE OUT OF SCALE AND WITHOUT DIMENSIONS ARE UNACCEPTABLE.

Upon receipt of the COA, the Commission's staff or the Commission's Design Review Subcommittee will review the application. In most cases a COA can be obtained in one day depending on the nature of the proposed work. In some cases it may be necessary to schedule a site visit with the Commission's staff to discuss your project and answer any questions about the COA. The staff will advise you on whether or not your plans meet the design guidelines. If there is a conflict between your plans and the guidelines, the staff can offer advice on how to modify them to meet the guidelines.

If the Commission's staff feels the work requires additional review, the COA shall be presented before the Design Review Subcommittee of the Commission at the next scheduled meeting. The applicant will be notified of the date, time, and location of the meeting.

- Upon approval, the staff issues the COA which includes a list of approved work.
- **Applicants have the right and are invited to attend or be represented at the meeting, to present information, and to ask questions of the committee. In addition, applicants will receive written notification of the approval or denial of the application. A denied application may require additional information, clarification, or modification. The Planning & Preservation Coordinator may be able to assist you with design details. A modified Certificate of Appropriateness (COA) application may also be resubmitted at any time. There is no fee for re-submittal. The right to appeal the decision to the Commission or to the city council is also available. Appeals can be based on economic hardship or unusual or compelling circumstances.**

C. Obtain a Building Permit and Begin Work

Building permits (if required) are available at the Community Development Department in City Hall at 150 Dexter Court. If your plans change while work is in progress, contact the Program Manager (847-931-5924) **BEFORE** undertaking a change or departure from the COA. Undertaken work which is different from the original COA approval or beyond its scope requires approval from the Commission or staff. If a violation of the COA is discovered or reported to the staff, penalties may include fines or restoration of the building or site's appearance prior to the violation.

The guidelines are organized alphabetically according to type of work. To use them, applicants should list each type of work they plan to do on a building or property and check the applicable guidelines. Exceptions to the guidelines can be made by the Commission if applicants demonstrate that the proposed work will be appropriate based on historical evidence and documentation in the context of the particular structure.

Help is Available - Assistance is available to help owners or other applicants plan and design projects or improvements to meet the design guidelines. The Elgin Heritage Commission's staff is available for free consultations. Contact the office of the Program Manager at City Hall (847-931-5924).

And Thanks! - Improvements are constantly taking place in the locally designated districts thanks to the efforts of property owners and residents. This improves the quality of life for everyone and the City of Elgin. The Elgin Heritage Commission appreciates your good work.



DESIGN GUIDELINE MANUAL
for Landmarks and Historic Districts

HISTORY OF ELGIN



V. A BRIEF HISTORY OF ELGIN

OVERVIEW OF THE CITY

The City of Elgin (estimated 2005 population 102,163) is located on the Fox River in northeastern Illinois approximately 40 miles northwest of the city of Chicago. Elgin developed on gently rolling hills along both sides of the Fox River. Today, the city encompasses approximately 24 square miles and is considered part of the Metropolitan Chicago area.

The first Anglo-European settler in Elgin was Hezekiah Gifford who first arrived in 1834 and returned with his brother James Gifford in April of 1835 to permanently settle in the area. Other families soon followed and by 1837 a dam was built across the Fox River to provide power for grist mills. The original town plat was recorded by James Gifford in 1842. The town benefited from being along the major east-west route between Galena and Chicago. A stage coach line ran through Elgin between these two cities and the Galena and Chicago Union Railroad was completed through Elgin in 1850.

The coming of the railroad spurred growth and development in the community. One of the major industries of the city had its origin in these years as Elgin became a major dairy center for the region. Throughout the 1850s Elgin shipped train cars of milk into Chicago and in the 1860s Gail Borden opened a condensed milk plant in Elgin. During the late nineteenth century other creameries and butter manufacturers joined the Borden milk plant in Elgin.

In addition to the dairy industry, the coming of the Elgin National Watch Company had a major effect on the growth of the city in the late 19th century. This company founded its operations in Elgin in 1866 and produced its first watch in 1867. The company was the largest producer of watches in America and became the largest watch factory in the world. From the 1870s to the 1890s the growth of employment in the watch factory more than doubled as did the population of Elgin. By 1890 the city's population had risen to 17,823 residents.

By the early 20th century, Elgin was a prosperous community with a wide variety of industries and businesses. This prosperity was reflected in the many fine homes built during these years and the rapid expansion of Elgin on both sides of the Fox River. Limestone quarries located south of Elgin near the Fox River supplied much of the stone used in building construction at the turn of the century. Many dwellings in Elgin boast fine cut limestone foundations and accent and trim work. Clay deposits along the river also provided a readily accessible material for brick manufacturing.

In addition to the residential area, Elgin also boasted a busy commercial area and various industries adjacent to the Fox River. Although the Elgin National Watch Company complex was razed in the 1960s, many other important commercial and industrial buildings remain extant. In recent years, the city has promoted the revitalization of its downtown area and is now funding a variety of civic and historic preservation efforts.

THE ELGIN HISTORIC DISTRICT

The Elgin Historic District contains part of the original plat of Elgin which was laid out in 1842 by James Gifford. Land within the district was completely platted by 1859 with streets laid out in a modified grid pattern. The Elgin Historic District contains an excellent collection of late-19th and early 20th century residential architecture. Located to the east of the downtown area, lots were platted as early as the 1840s. Construction within this area was limited until after the Civil War. Many of the dwellings were erected during the boom years of the 1880s and 1890s when Elgin prospered as a result of the growth of the Elgin National Watch Company. Between 1879 and 1891, this company grew from 840 to more than 3,000 employees. Many of the company's foremen and managers built large two-story frame dwellings along the streets in the neighborhood. By 1892, more than 400 buildings had been constructed within the present boundaries of the historic district.

V. A BRIEF HISTORY OF ELGIN

In addition to the homes for the city's middle and upper class residents, the district was also the home to many of the factory workers and their families. A number of multi-family brick apartment buildings or "flats" were constructed in the district in the 1880s and 1890s. Most of these were built along E. Chicago and other streets in the western section of the district. These brick buildings are illustrative of the rapidly urbanizing character of Elgin at the turn of the century.

The west section of the historic district also became the home of several of the city's most prominent churches. At the northwest corner of Gifford and Fulton Street is St. Mary's Church constructed between 1896 and 1899 in the Gothic Revival style. When it was built, this was the most costly church constructed in Elgin. Another prominent church in the district is the Universalist Church at the corner of Villa and DuPage Streets. This brick church was completed in 1892 and was designed to resemble from above a pocket watch enclosed in a case. This church was listed on the National Register in 1980.

Gifford Park is the city's first public park and it was laid out by James Gifford in his 1844 addition. The park was later enlarged in the 1850s. The park has been an amenity in the district since the mid-19th century and it was landscaped and equipped as a playing area in 1980.

In the early 1850s the dream of building a school became a reality as a board of trustees laid the foundations for an academy in 1848. This building was completed in 1855-56 and became known as "Old Main." The three-story brick building was designed in the Greek Revival style with a large portico on the primary facade and a bell tower at the roofline. The building was damaged by fire in 1911 and the upper floor rebuilt. The building was used as a school until 1969 and in 1976 a fund drive to restore the building was initiated. Much of the building's original appearance was restored including the original roof form and bell tower. In 1987, the

building opened as a museum operated by the Elgin Area Historical Society.

Although much of the Elgin Historic District was developed by 1900, construction continued well into the early 20th century. Architectural forms such as American Foursquare and Bungalow dwellings were constructed in these years and by 1930 few vacant lots remained in the area. In recent decades demolition and new construction has been limited on most blocks and the district contains a remarkably homogenous collection of 19th and early 20th century dwellings. The significance of this area was recognized in 1983 when it was listed on the National Register of Historic Places. Many of the dwellings within the district have been well maintained and there is renewed interest in preserving the district's architectural character.

THE SPRING/DOUGLAS HISTORIC DISTRICT

The Spring/Douglas Historic District is located in the north section of Elgin on the east side of the Fox River. The district encompasses both sides of Spring Street and Douglas Avenue for a distance of twelve blocks. These two streets run parallel to each other northward from the downtown area. The district terminates north of River Bluff Road.

Like much of the city, this historic district developed during Elgin's boom years of the late 19th century. Much of this land was platted and subdivided in the 1840s and 1850s and the earliest remaining dwellings in the district date to just before the Civil War. The growth of the city's dairy industry and the establishment of the Elgin National Watch Company resulted in a dramatic increase in Elgin's population towards the end of the century. Housing construction moved northward from the downtown area and by 1890 an electric streetcar line ran up Douglas Avenue. Dozens of homes were built on these two streets which reflected the popular national architectural trends of the period including the Queen Anne and related styles.



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Douglas Avenue was called "Elgin's Fashionable Avenue" by a local newspaper in 1884 and it was home to many of the city's leading citizens. Numerous large dwellings were also built on Spring Street and this section of the city was one of the preferred residential areas of the turn of the century. In addition to the residential construction, the Sherman Hospital was built just east of Spring Street during the 1890s. This hospital complex greatly expanded in the next century and today is an important institutional landmark adjacent to the district.

The district continued to develop in the early 20th century and many fine Colonial Revival and Prairie style dwellings were built in the years just before and after World War I. Both streets were largely developed by 1930 and only a few buildings were constructed after this period. The Spring/Douglas Historic District continues to contain some of Elgin's finest historic architecture and it remains an attractive residential section of the city.

ELGIN NATIONAL WATCH HISTORIC DISTRICT

Just south of Elgin's downtown is the section of town most closely associated with the Elgin National Watch Company. The company established in 1864 built its factory on a 35 acre site on the east bank of the Fox River just south of downtown. Housing for watch factory workers was provided through land purchased by the company for the construction of cottages, and through the construction of National House, a boarding house for single workers. At its peak in 1919, it contained 350 rooms. The structure was unfortunately demolished in 1932.

With the doubling of the size of the company by 1880, many new houses were constructed around the factor by employees of the company. Most of these were simple vernacular house types such as Gable Front cottages, Gable Ells, or Upright and Wings. Of the high style buildings most were Italianate with some Greek Revival and Second Empire.

Construction reached its peak during the prosperous years of the company till 1920 when many new structures were built.

Notable structures within the district are the Watch Company Observatory, which set the time for clocks and watches by the stars, the Watch Factory Depot, already restored by the City of Elgin, Fire Barn #5, and the Illinois National Guard Armory.

THE D.C. COOK/LOVELL AREA HISTORIC DISTRICT

The D.C. Cook/Lovell Area Historic District comprises part of Home in the Woods Subdivision established in 1926, David C. Cook's Addition established in 1901, Lovell's Grove Addition established in 1893, Pillinger's Subdivision, Lovell's Subdivision of Lovell's Addition established in 1913, (Lovell's Addition was established in 1868) and Towner's Subdivision established in 1862.

The district is associated with David C. Cook who is credited with established the David C. Cook Publishing Company. The company was established in Chicago in 1875, moved to Elgin in 1882, and finally to its present 8 acre location along the Fox River in 1901. The company was a publisher of religious texts. The portion of David C. Cook's Addition within the district includes the residential lots and a park (Esmeralda Park) located opposite the publishing house.

The district is also associated with Vincent Lovell, an early settler in Elgin who owned lands North of Jefferson Avenue. Lovell, a merchant, came to Elgin in 1837 and bought 160 acres extending east from the Fox River. Lovell was one of the small group that was granted the charter for Elgin Academy in 1839. The school did not open until 1856, after Lovell's death. His wife Lucy, a teacher, became a benefactor of the Academy, and saw to it that her two sons were well educated. With her son Vincent S. (a later mayor of Elgin between 1887-1889), she began subdividing

V. A BRIEF HISTORY OF ELGIN

family lands in 1868, particularly those west of Spring Street and to the areas north and south of Lincoln Street.

The district embodies very fine examples of the Queen Anne, Craftsman and Craftsman Bungalow, Prairie, Tudor Revival, Colonial Revival, Dutch Colonial Revival, Classical Revival, Renaissance Revival, and Cape Cod styles. A few later examples in the Ranch and Split Level Raised Ranch also exist. The building types that existing within the proposed district include the Front and Side Gable Houses, the Mail-Order Bungalow, the Gambrel Cottage, and the American Foursquare.

CITY LANDMARKS

In addition to the locally designated districts, the design guidelines also apply to locally designated landmarks. These properties are as follows:

1. Lord's Park Pavilion, 100 Oakwood Boulevard - Dedicated in 1898, this frame park pavilion was constructed as a focal point for Lord's Park on the eastern edge of the city. The park was a gift from George P. and Mary E. Lord to provide outdoor enjoyment and recreation for the residents of Elgin. The building has been rehabilitated and well maintained by the city.
2. Fire Barn No. 5, 533 St. Charles Street - Commissioned in 1904, Elgin's last fire barn was designed by Smith Hoag in the Classical Revival style. The first floor housed the horses and fire fighting equipment while the second floor housed the firefighters. The building was decommissioned in 1991 and is presently used as a museum.
3. Lord Memorial Museum, 225 Grand Boulevard - Designed by D. E. Postle in the Neo-classical style, the museum was built in 1907. The museum is located in Lord's Park and was the final gift of George P. and Mary E. Lord to the people of Elgin.
4. Elgin National Watch Company Observatory, 312 Watch Street - Built in 1910, the observatory's purpose was to record and transmit precise time from the movement of the stars to the Elgin National Watch Factory. The building was deeded from this company to the city in 1960.
5. Fire Barn No. 3, 820 Dundee Avenue - Built for horse-drawn apparatus in 1896, this fire barn was also designed by Smith Hoag.
6. Teeple Barn, 1707 North Randall Road. Completed in 1885, this massive balloon-framed barn was designed for dairy farmer Lester Teeple by Elgin architect W.W. Abell. The only 16-sided barn recorded in Illinois, it was designated an Elgin historic landmark in May, 1998. It was destroyed by a wind storm in 2007.
7. The Professional Building, 164 Division Street. Completed in 1928, this Gothic Style building was designed as offices for doctors, lawyers, insurance agencies, and dentists. The eighth floor was originally occupied by the Union League Club, which maintained a luxurious dining facility and huge fireplace. The Professional Building was designated a local historic landmark in August, 1998.
8. The Elgin Tower Building, 100 East Chicago Street. Completed in 1929 by the St. Louis Bank Building & Equipment Company, this 15 story 186 foot Art Deco building was designed to house Home National Bank & Home Trust and Savings Bank. Gray granite and Bedford Indiana limestone are used on the exterior surfaces. The Elgin Tower Building was designated a local historic landmark in August, 1998.



V. A BRIEF HISTORY OF ELGIN

9. The Ora Pelton Residence, 214 South State Street. Designed and constructed in 1889 by local architect Gilbert M. Turnbull, this Stick Style home with Eastlake detailing was commissioned by Dr. Ora L. Pelton, Sr., a highly esteemed physician in both Elgin and Kane County. The house was designated a local historic landmark in September, 1998.
10. The Lovell House, 600 Margaret Place. Constructed in 1886 by local builder Henry Jensen, the Stick Style home with Eastlake characteristics was originally owned by Vincent Smith Lovell, former mayor of Elgin (1887-1889). The Lovell House was designated a local historic landmark in December, 2001.
11. The Charles and Louisa Bushe Home, 616 Park Street. Designed by two of Elgin's notable architects, Gilbert M. Turnbull and David E. Postle, the Queen Anne Free Classic Style home was constructed in 1892 by local builder Charles Giertz. The Charles and Louisa Busche Home was designated a local historic landmark in April, 2003.
12. The Thomas P. and Emma Matters Estate, 636 Park Street. Constructed in 1903, the Queen Anne Free Classic Style home was originally owned by Thomas P. Matters, the proprietor of the Matters Tubular Well Company. The Thomas P. & Emma Matters Estate was designated a local historic landmark in April, 2003.
13. The Alexander and Margaret McTavish House, 650 Park Street. Constructed in 1922, the Colonial Revival Style home was originally owned by Alexander McTavish, a local carpenter and contractor for Steven Smith who built many of the homes in the Lord's Park Neighborhood. The Alexander & Margaret McTavish House was designated a local historic landmark in April, 2003.
14. The Larkin Center, 1212 Larkin Avenue. Designed by Elgin architect, George Morris, the Colonial Revival Style building, originally known as the "Larkin Home for Children" was constructed in 1911. It is named in memory of Sarah A. Larkin, mother of Cyrus Larkin, a local politician and farmer, who first donated property to start the home. The property was designated as a local historic landmark in April, 2004.
15. The McClure Mansion, 770 West Highland Avenue. Built by Martin Bullard, a local carpenter and builder, the Shingle Style home was constructed in 1891 for Finla Lawrence McClure and later altered by noted Elgin architect, W. Wright Abell in 1901 for Willis L. Black. The McClure Mansion was designated a local historic landmark in January, 2005.
16. The Traub House, 625 Lillie Street. Constructed ca. 1892, the Colonial Revival Style house was originally built for Fred Traub, a local businessman credited with opening the first bakery in Elgin at 61 Douglas Avenue in 1889, and a second one at 8 North State Street. The Traub house was designated a local historic landmark in May, 2005.

[The primary sources for this information comes from: "The Elgin Historic District" by E.C. Alft, published by the Elgin Area Historical Society and Gifford Park Association in 1980; the "Elgin Historic District" National Register Nomination on file with the City of Elgin prepared in 1983, and; the "Completion Report for an Architectural/Historical Survey of Douglas Avenue/Spring Street Corridor, Elgin, Illinois, 1995" prepared for the City of Elgin by Charles Kirchner and Associates, and revised by Historic Certification Consultants; and "The Elgin National Watch Historic District, A Summary and inventory," by Historic Certification Consultants, 1998]



DESIGN GUIDELINE MANUAL

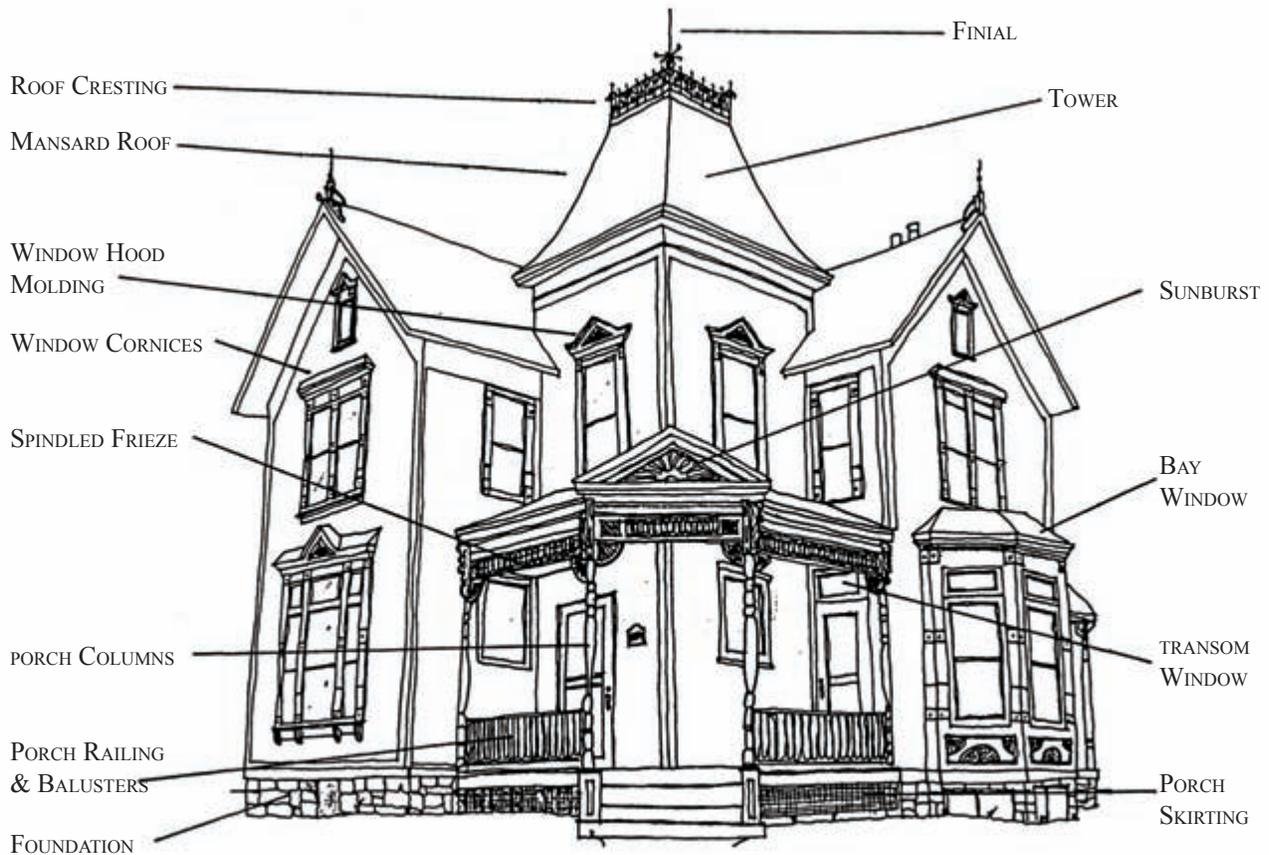
for Landmarks and Historic Districts

**ARCHITECTURE &
BUILDING STYLES**

VI. ELGIN'S ARCHITECTURE AND BUILDING STYLES

Elgin possesses an impressive collection of late 19th and early 20th century residential architecture. The city's rapid growth and development after 1860 led to intense construction efforts on both sides of the Fox River and the prosperity of the community is reflected in the many fine dwellings built during this period. The majority of homes built in these years are of frame construction and are two-stories in height. The architectural styles built in Elgin mirror those popular throughout the country including the Italianate and Queen Anne styles. Other dwellings were simpler in design such as the "Homestead" house which was attractive yet functional and economical. Early 20th century house styles such as the American Foursquare, Bungalows, the Prairie style and the Tudor Revival style were all built in Elgin.

Elgin's architectural legacy is not only impressive due to its large number of historic dwellings but in their quality of construction as well. The city's various industries supported a substantial middle- and upper-class who built many architect designed homes. Local architects such as Smith Hoag, W. W. Abell, Gilbert Turnbull, and Chicago based architectural firms provided many fine designs for buildings in the city. These dwellings set high standards and the overall approach to Elgin's construction from 1870 to the early 1900s emphasized substance, diversity of styles, and attention to detail. The following building types and styles are those most common in the locally designated districts. Architectural terms are defined for each building type as well as its characteristics and context. The illustrations present specific examples but variations of the same style may also exist.

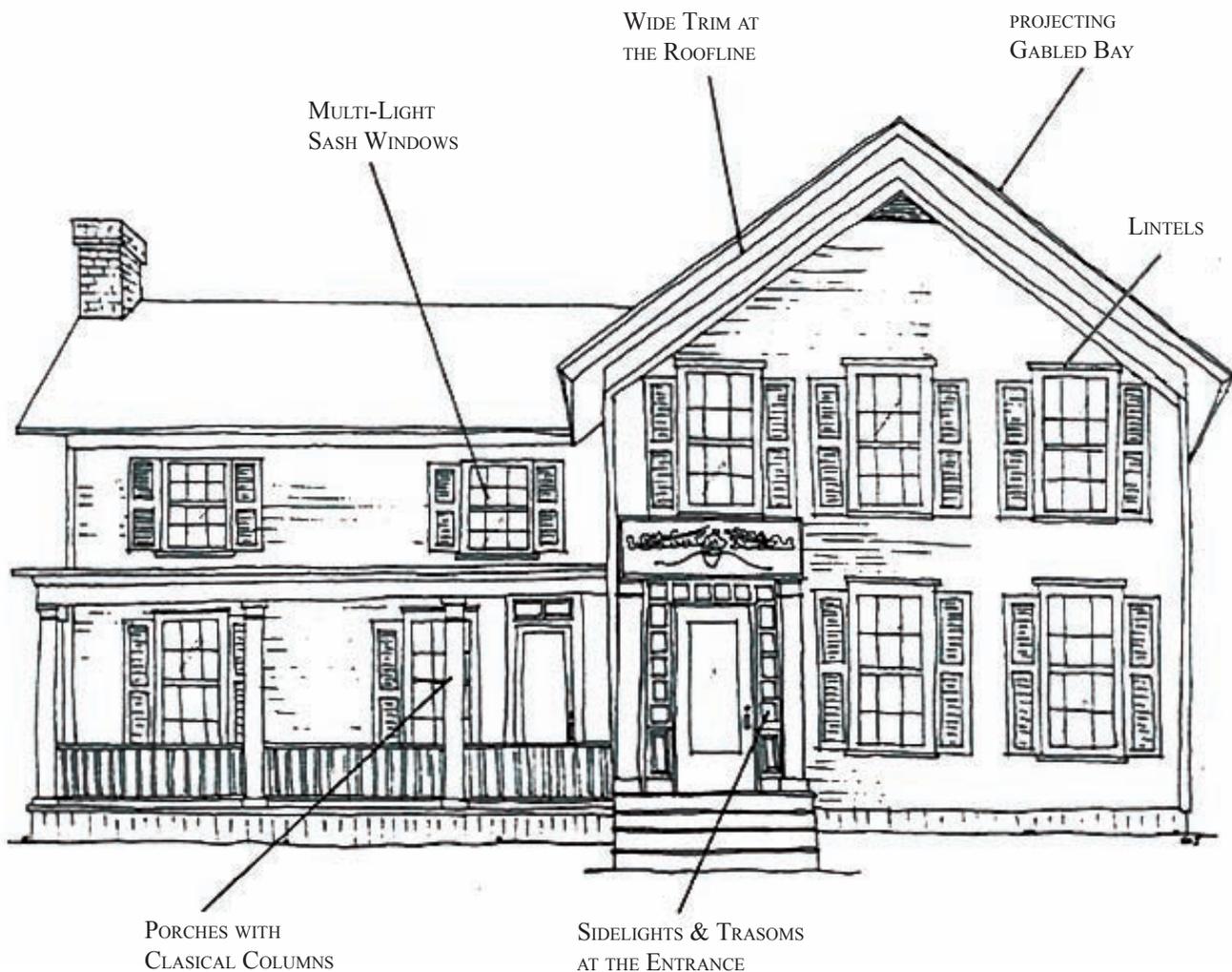


DWELLING AT 803 N. SPRING STREET AND COMMON ARCHITECTURAL TERMS

VI. ELGIN'S ARCHITECTURE AND BUILDING STYLES

GREEK REVIVAL STYLE, ca. 1850 - ca. 1865

The Greek Revival style was an important architectural style of the mid-19th century. The style reflected the influence of early Greek architecture which was felt to embody the idealism of democracy and classical beauty. Dwellings constructed in this style were built with symmetrical floor plans and with classical columns or pilasters. In Elgin, the most prominent examples were built with a side wing extending from the main gabled front section. Common details include multi-light sash windows with plain lintels, entrances with sidelights and transoms, and classically detailed columns or pilasters. In addition to the dwelling pictured below, other examples of this style are located at 443 E. Chicago Street, 140 N. Gifford Street, and "Old Main" at 350 Park Street.

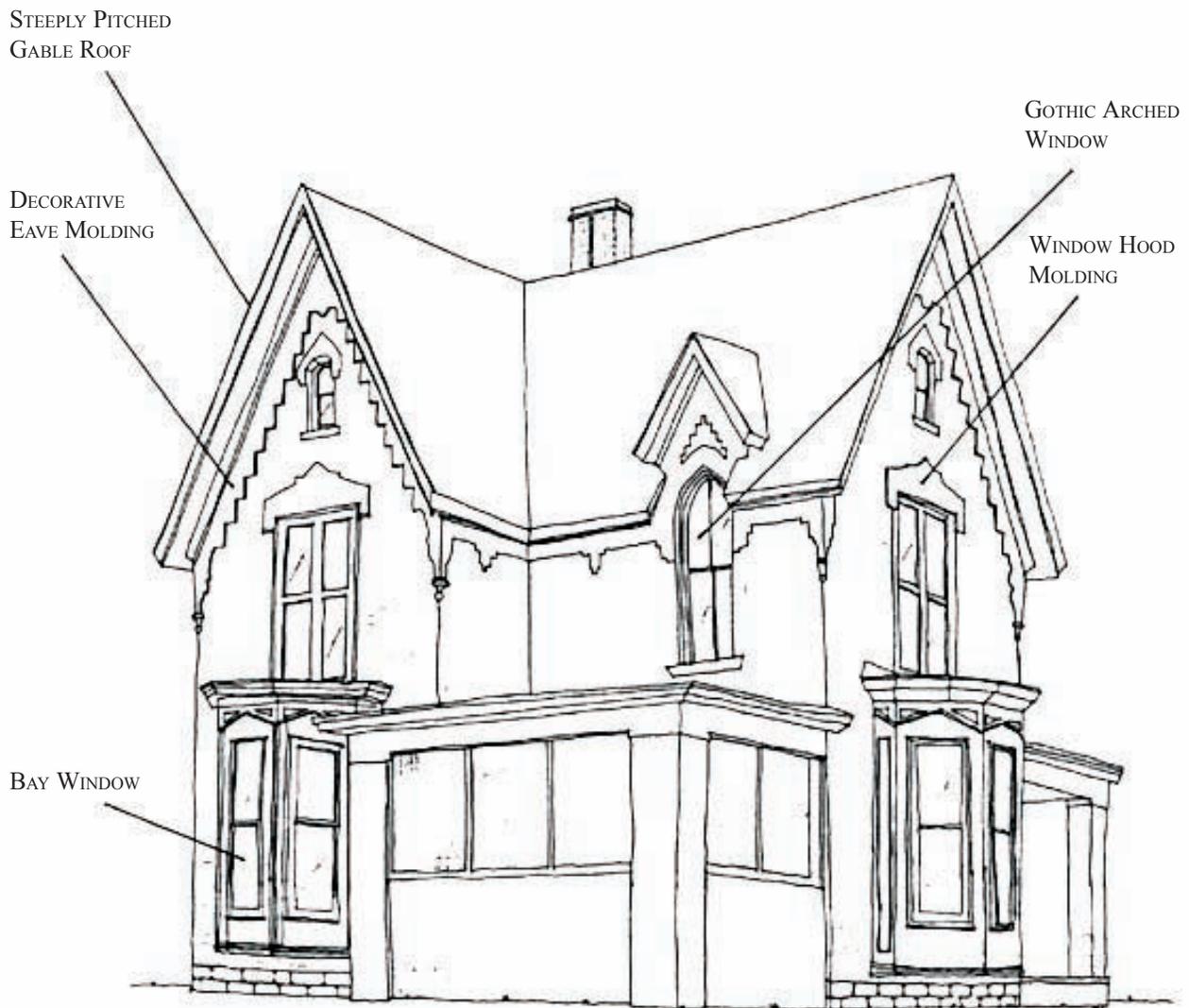


GREEK REVIVAL STYLE DWELLING AT 162 COLLEGE STREET

VI. ELGIN'S ARCHITECTURE AND BUILDING STYLES

GOTHIC REVIVAL STYLE, ca. 1850 - ca. 1880

The Gothic Revival style was influenced by the formal Gothic designs and forms of Europe. This style was especially popular for churches and civic buildings; however, it was also used to a limited degree for dwellings. This style is characterized by the use of pointed Gothic arches for window and doors. Roofs are steeply pitched and windows are often decorated with hood molding. Bay windows are common as is eave decoration and attached millwork. Other examples of this style are found at 306 N. Spring Street and 373 Park Street.

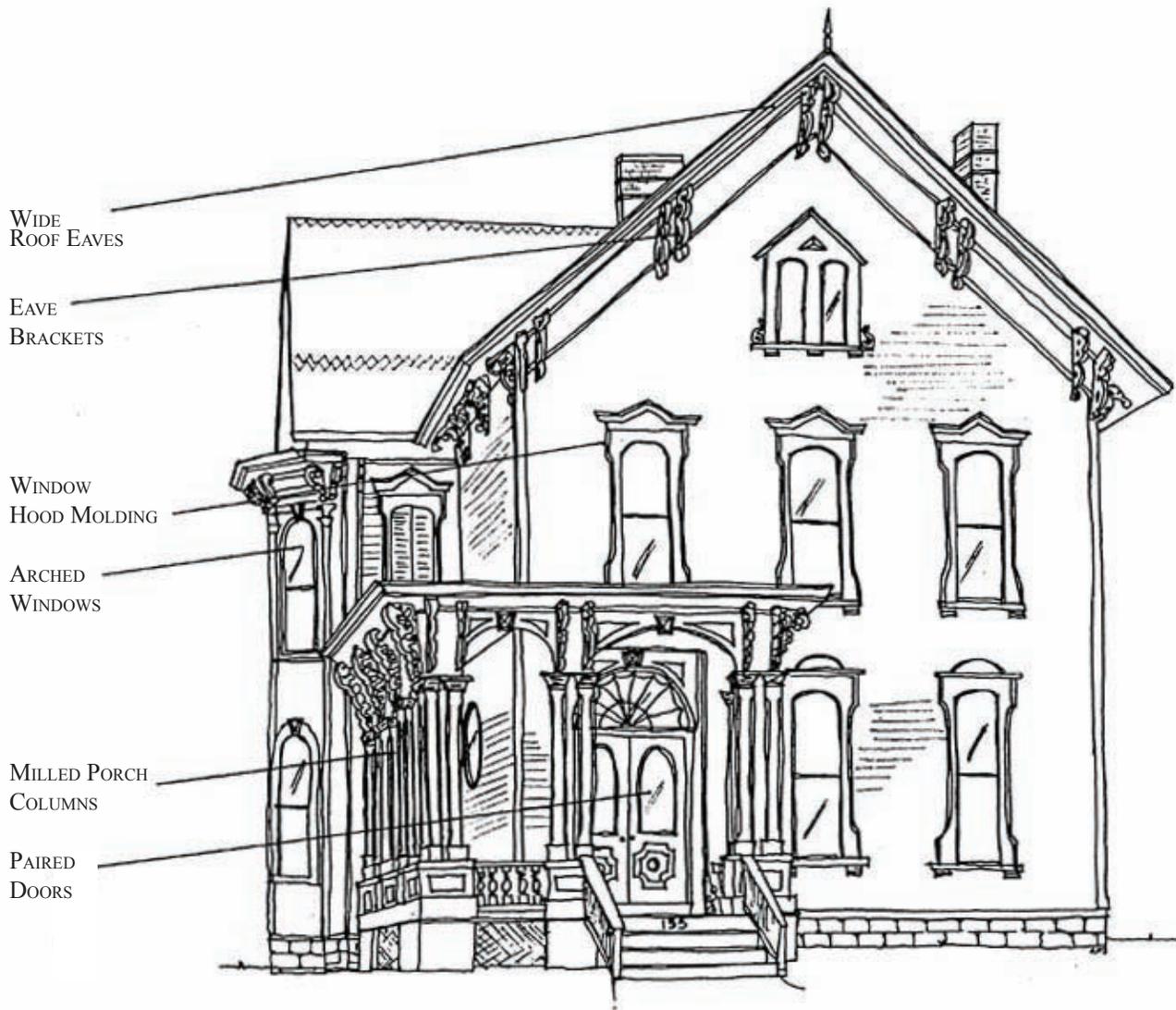


GOTHIC REVIVAL DWELLING AT 402 N. SPRING STREET

VI. ELGIN'S ARCHITECTURE AND BUILDING STYLES

ITALIANATE STYLE, ca. 1850 - ca. 1890

The Italianate style was a popular national style from the mid- to-late 19th century. The style was influenced by rural villas and urban architecture of Italy and promoted by a number of notable American architects such as Alexander Davis and Andrew Downing. Italianate dwellings in Elgin are generally two stories in height with low-pitched gable roofs and wide eaves. Characteristics of this style include elaborate eave brackets, segmental arched windows, and decorative hood molding. Porches with ornate milled columns and railing are also common on these dwellings. There are several fine examples of this style in both the Elgin and Spring/Douglas Historic Districts including 320 N. Spring Street and 469 Douglas Avenue.



ITALIANATE STYLE DWELLING AT 155 S. GIFFORD STREET

VI. ELGIN'S ARCHITECTURE AND BUILDING STYLES

SECOND EMPIRE STYLE, ca. 1865 - ca. 1890

The Second Empire style is related to the Italianate style in its design, detailing, and overall proportions. The primary distinguishing characteristic of this style is its mansard roof for its main roof line or attached tower. These mansard roofs can be concave (bow in), convex (bow out) or straight sided. Slate is a common material covering the mansard roofs. Second Empire style dwellings are usually ornate with bracketed eaves, arched windows with hood molding, and milled porch columns and railings. Several fine examples of this style are found in the locally designated districts including 117 Tennyson Court, and the "Stone Cottage" at 363/365 Prairie Street.

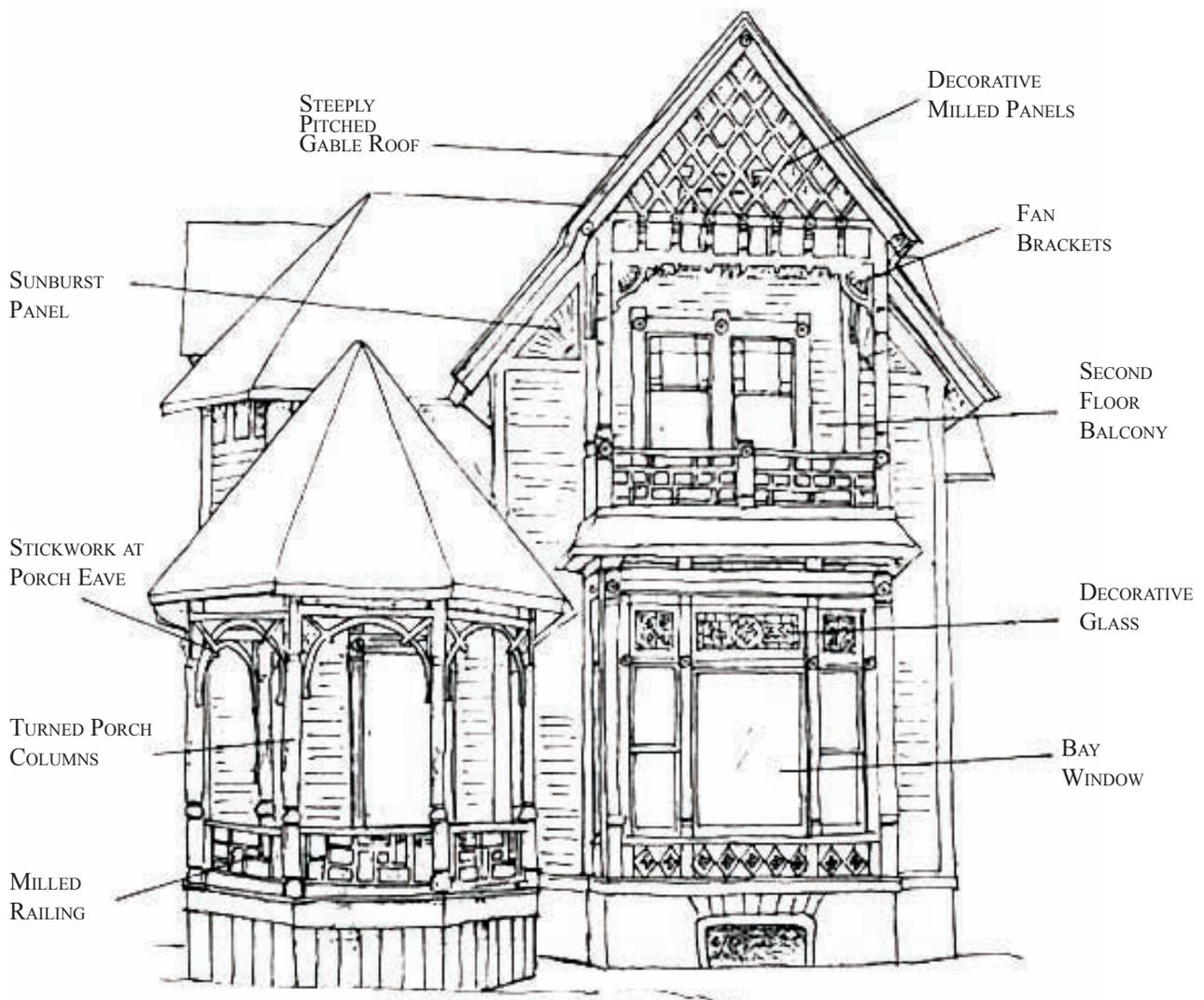


SECOND EMPIRE STYLE DWELLING AT 327 DUPAGE STREET

VI. ELGIN'S ARCHITECTURE AND BUILDING STYLES

STICK STYLE, ca. 1870 - ca. 1900

The Stick style is characterized by the widespread use of decorative milled detailing and varying uses of wood wall surfaces. These dwellings are similar in form to the Queen Anne style and generally have high pitched gable roofs and asymmetrical floor plans. Large porches are common with decorative railings, turned columns, and applied vergeboard or spindles. Second floor balconies and bay windows are also characteristics of this style. Windows and doors often have decorative glass and surrounds. Eaves are embellished with milled woodwork such as brackets, sunburst designs, and attached vergeboard. Other examples of this style are located at 126 Hill Avenue and 730 Douglas Avenue.

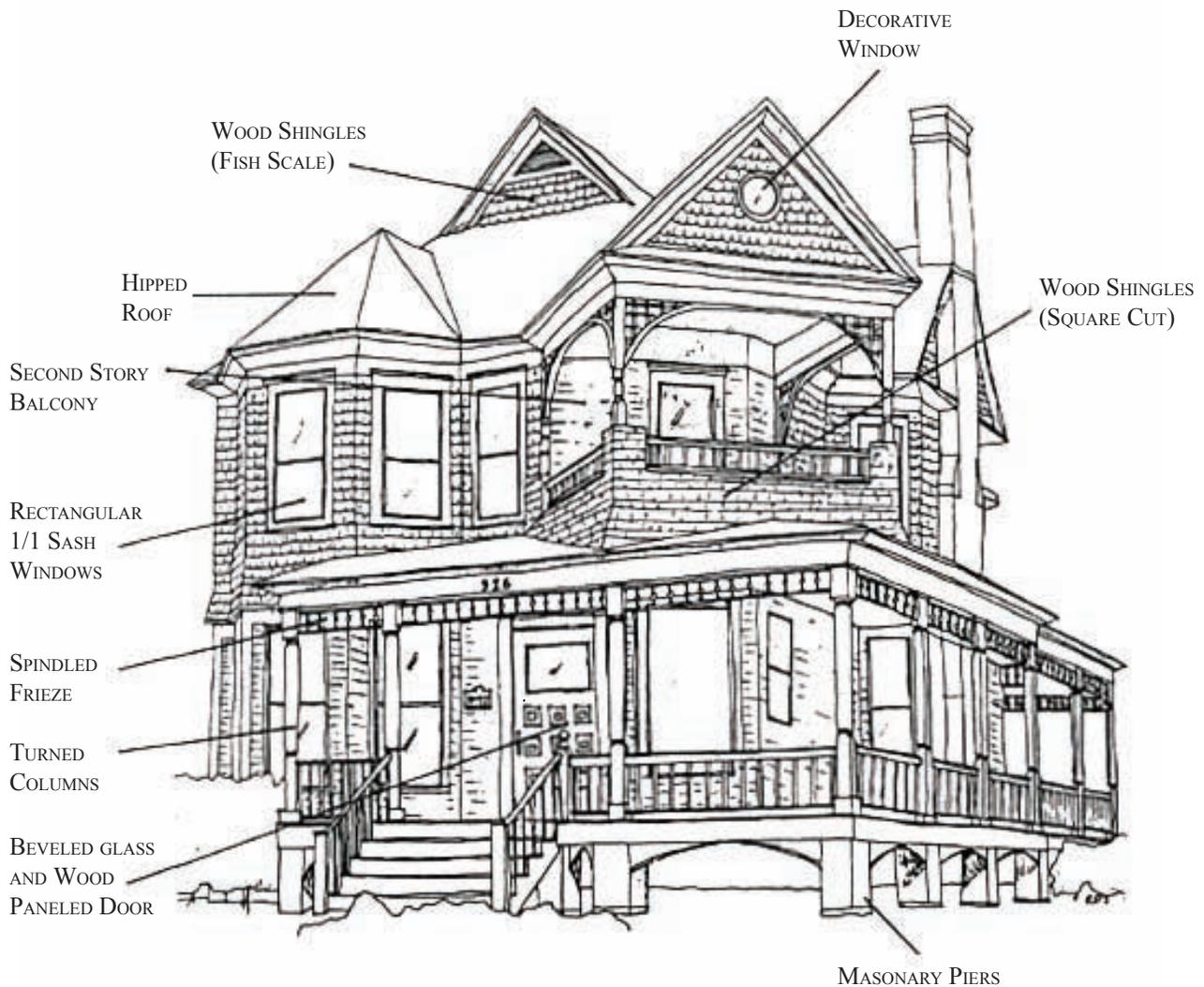


STICK STYLE DWELLING AT 470 E. CHICAGO STREET

VI. ELGIN'S ARCHITECTURE AND BUILDING STYLES

QUEEN ANNE STYLE, ca. 1880 - ca. 1910

The Queen Anne style was one of the most common American house forms in the late 19th century and featured an asymmetrical floor plan and extensive exterior detailing. This style is generally two-stories in height and often features corner towers, turrets, or projecting bays. Exterior wall surfaces are often varied with mixtures of brick, wood siding, stone, and wood shingles. Large wraparound porches with milled columns and balusters are usually present on the main facade. Windows are one-over-one sash or of small multi-light design. Brackets or decorative vergeboard are often found in the gables. The boom years of Elgin's late 19th century growth coincided with the popularity of the Queen Anne style and hundreds of excellent examples of these dwellings were built throughout the city. Representative examples of this style include 711 Douglas Avenue and 600 E. Chicago Street.

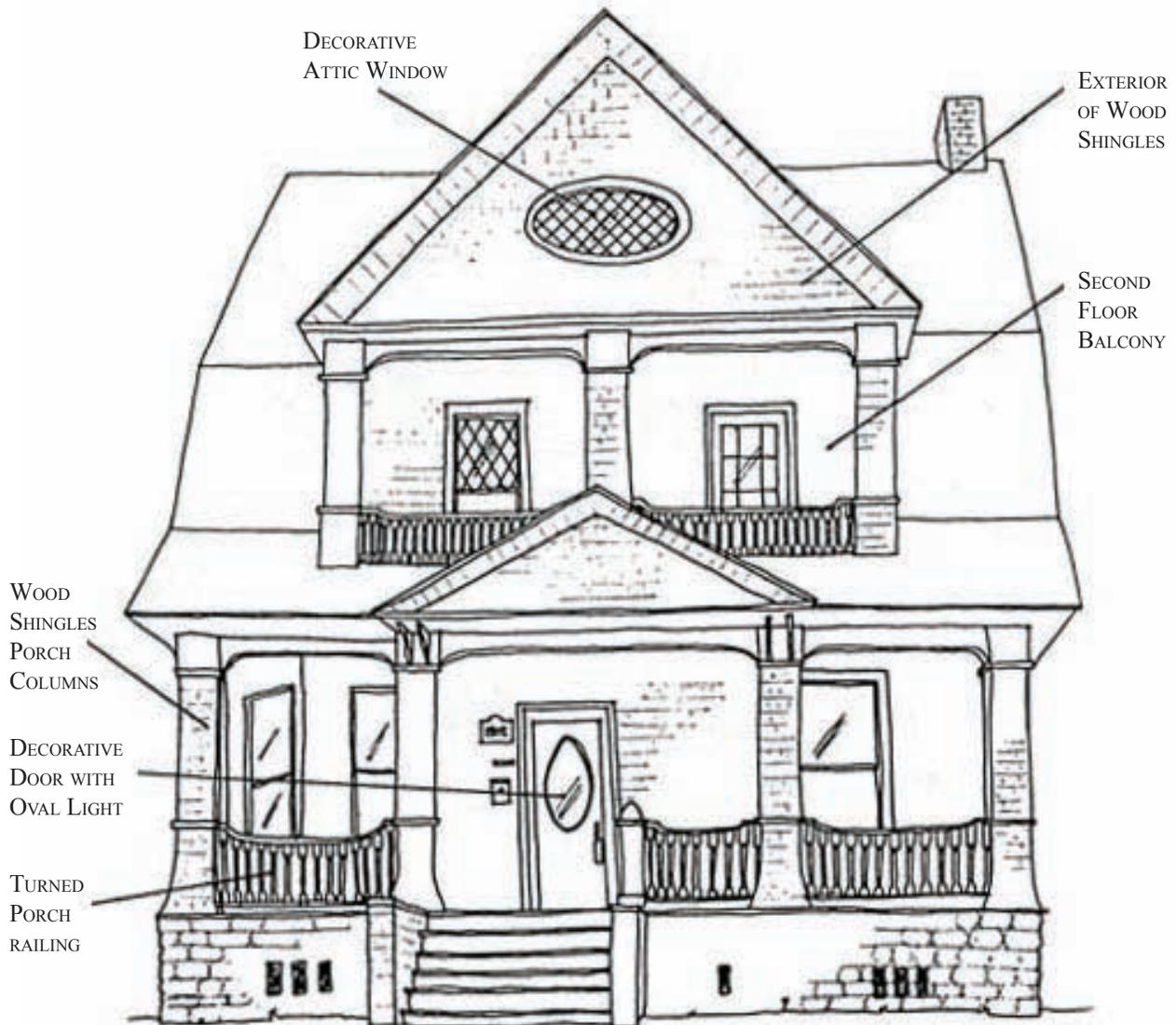


QUEEN ANNE STYLE DWELLING AT 326 E. CHICAGO STREET

VI. ELGIN'S ARCHITECTURE AND BUILDING STYLES

SHINGLE STYLE, ca. 1880 - ca. 1900

Related to the Queen Anne style is the Shingle style which is characterized by an exterior wall sheathing of wood shingles. The shingles are often designed in various interlocking shapes and provide a rich texture to the exterior appearance. In many cases not only is the exterior wall surface covered with shingles but also the front porch columns are sheathed in shingles. Decorative windows and doors are common as are turned porch railings and balusters. Examples of the Shingle style are found throughout Elgin's historic districts including 33 N. Porter Street and 706 Douglas Avenue.

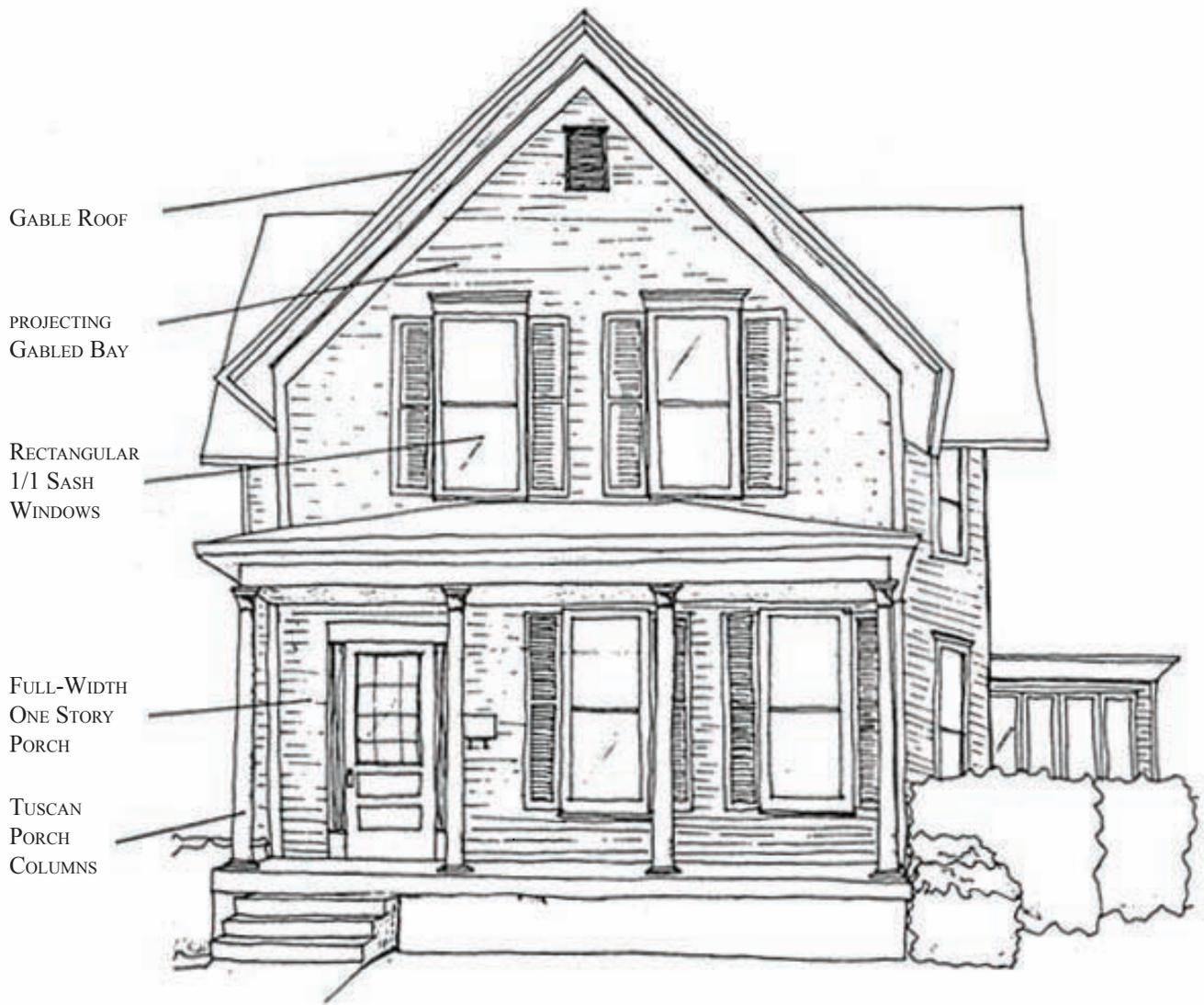


SHINGLE STYLE DWELLING AT 416 FULTON STREET

VI. ELGIN'S ARCHITECTURE AND BUILDING STYLES

HOMESTEAD/GABLE FRONT FORM, ca. 1870 - ca. 1900

The "Homestead" or "Gable Front" dwellings of Elgin are vernacular or folk housing forms of the late 19th century. These dwellings are typically of frame construction, two stories in height, and have gable roofs. In Elgin, these house forms generally have a central projecting gabled bay on the main facade or an overall gable front plan with a one- or two-story lateral rear wing. Decoration is often more restrained than found in the Queen Anne style except for milled porch columns and brackets on the primary facade. One-over-one rectangular sash windows are common as are single-light glass and wood front doors. Examples of this house form include 370 Douglas Avenue and 571 Douglas Avenue.



HOMESTEAD PLAN DWELLING AT 27 N. PORTER STREET

VI. ELGIN'S ARCHITECTURE AND BUILDING STYLES

BRICK FLATS and ROW HOUSES, ca. 1885 - ca. 1900

Elgin retains a fine collection of late 19th century brick worker's flats. These two- to three-story multi-family dwellings were built to accommodate the many factory workers who came to Elgin in the 1880s and 1890s. Constructed in rectangular plans, the buildings reflect the Italianate style in their bracketed eaves, arched windows, and hood molding. Several of these buildings also display ornate porches and bay windows on the main facades. The brickwork of these flats is often decorative with contrasting bands of varied color brick. Terra cotta panels are also visible on many of the buildings. These brick flats of the late 19th century are especially common in the Elgin Historic District. Other examples include 350-358 E. Chicago Street and 314 E. Chicago Street.

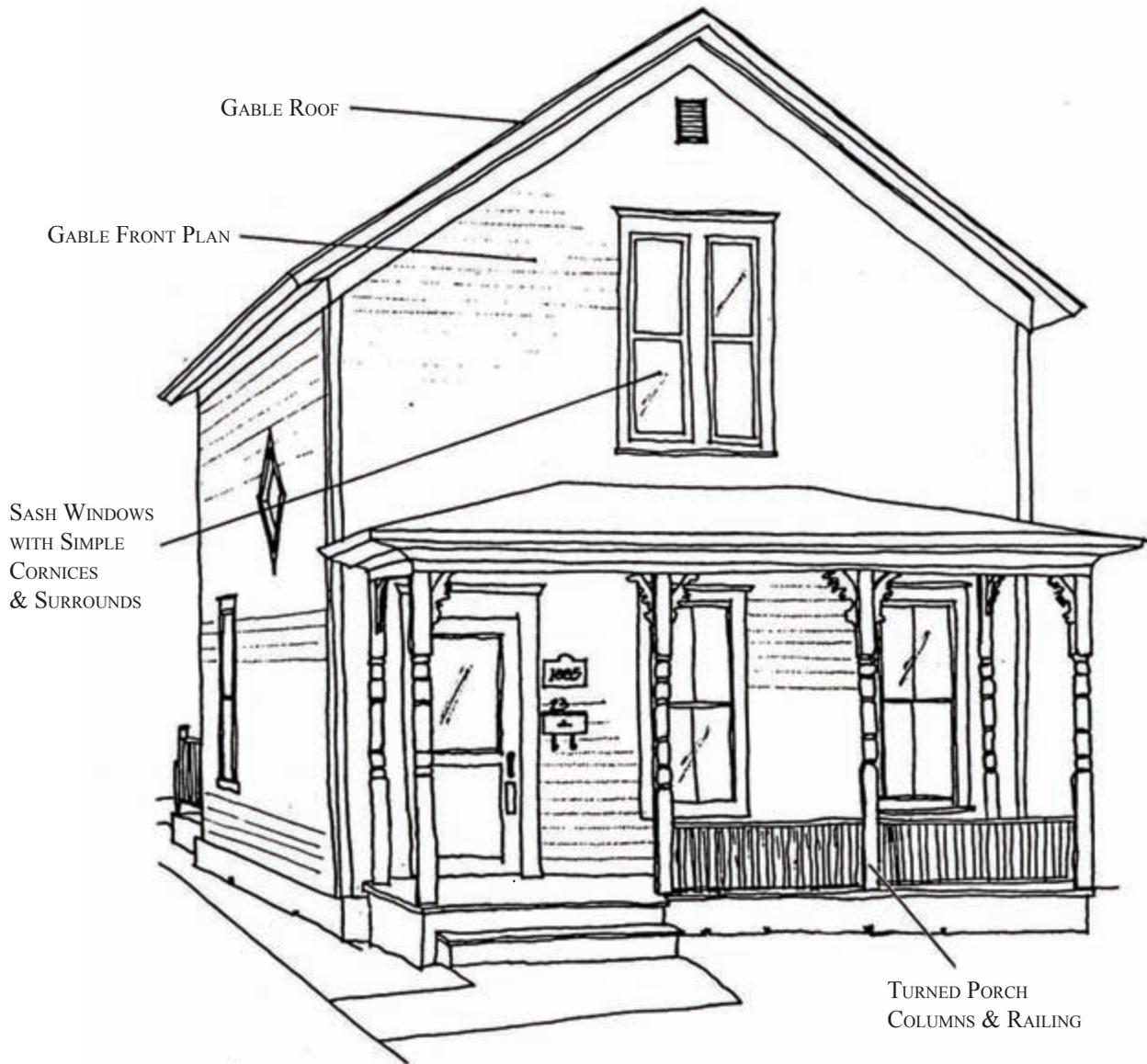


BRICK FLAT AT 71-73 PARK ROW

VI. ELGIN'S ARCHITECTURE AND BUILDING STYLES

WORKER'S COTTAGES, ca. 1880 - ca. 1900

The growth and development of the Elgin National Watch Company and the dairy industry resulted in a large expansion of the city's work force. Many small frame dwellings were constructed in these years to accommodate the many workers who came to Elgin. These dwellings were generally one-story or one-and-one-half stories in height with gable roofs and limited detailing. Gable Front plans were commonly built and decorative detailing was generally confined to porches or simple moldings over the windows. Many of these dwellings can be found in the Elgin Historic District such as 381 Park Street and 465 Division Street.



WORKER'S COTTAGE AT 28 N. GIFFORD STREET

VI. ELGIN'S ARCHITECTURE AND BUILDING STYLES

COLONIAL REVIVAL STYLE, ca. 1890 - ca. 1930

The Colonial Revival style was one of the most popular architectural styles of the early 20th century. During the 1890s there was a renewed interest in the architectural forms of Colonial America. These dwellings were built with symmetrical floor plans and with classically detailed formal porches. Common characteristics are columns and pilasters in Doric, Ionic, Corinthian, and Tuscan orders, eave dentils, and pedimented windows and doors. Dwellings in this style were constructed both of brick and frame and are generally two-stories in height. Colonial Revival style dwellings can be found throughout Elgin's historic districts such as at 396 Division Street and 916 Douglas Avenue.



COLONIAL REVIVAL DWELLING AT 16 RUGBY PLACE

VI. ELGIN'S ARCHITECTURE AND BUILDING STYLES

NEO-CLASSICAL STYLE, ca. 1890 - ca. 1930

The Neo-Classical style is closely related to the Colonial Revival style of the early 20th century. The Neo-Classical style maintains the symmetrical forms and classical detailing, but is distinguished by two-story or full-height porches called porticos. These porticos most commonly display wood columns in the Doric and Ionic orders. Entrances are often highly decorative with pediments, sidelights, and transoms. Elgin has a number of examples of this style such as at 126 Cooper Avenue.



NEO-CLASSICAL RESIDENCE AT 821 DOUGLAS AVENUE

VI. ELGIN'S ARCHITECTURE AND BUILDING STYLES

PRAIRIE STYLE, ca. 1900 - ca. 1920

The Prairie style originated in America in the early 1900s, designed by architects such as Frank Lloyd Wright. This style emphasized the importance of blending houses with their surroundings and relating the house to the flat, horizontal lines of the Midwest. Prairie style houses have low-pitched hipped roofs, wide eaves, and broad porches. Exterior wall surfaces are often stucco or brick. These dwellings are generally two-stories in height and have decorative multi-light windows. Notable examples of this style are located in the Spring/Douglas Historic District at 420 Douglas Avenue and 900 Douglas Avenue.

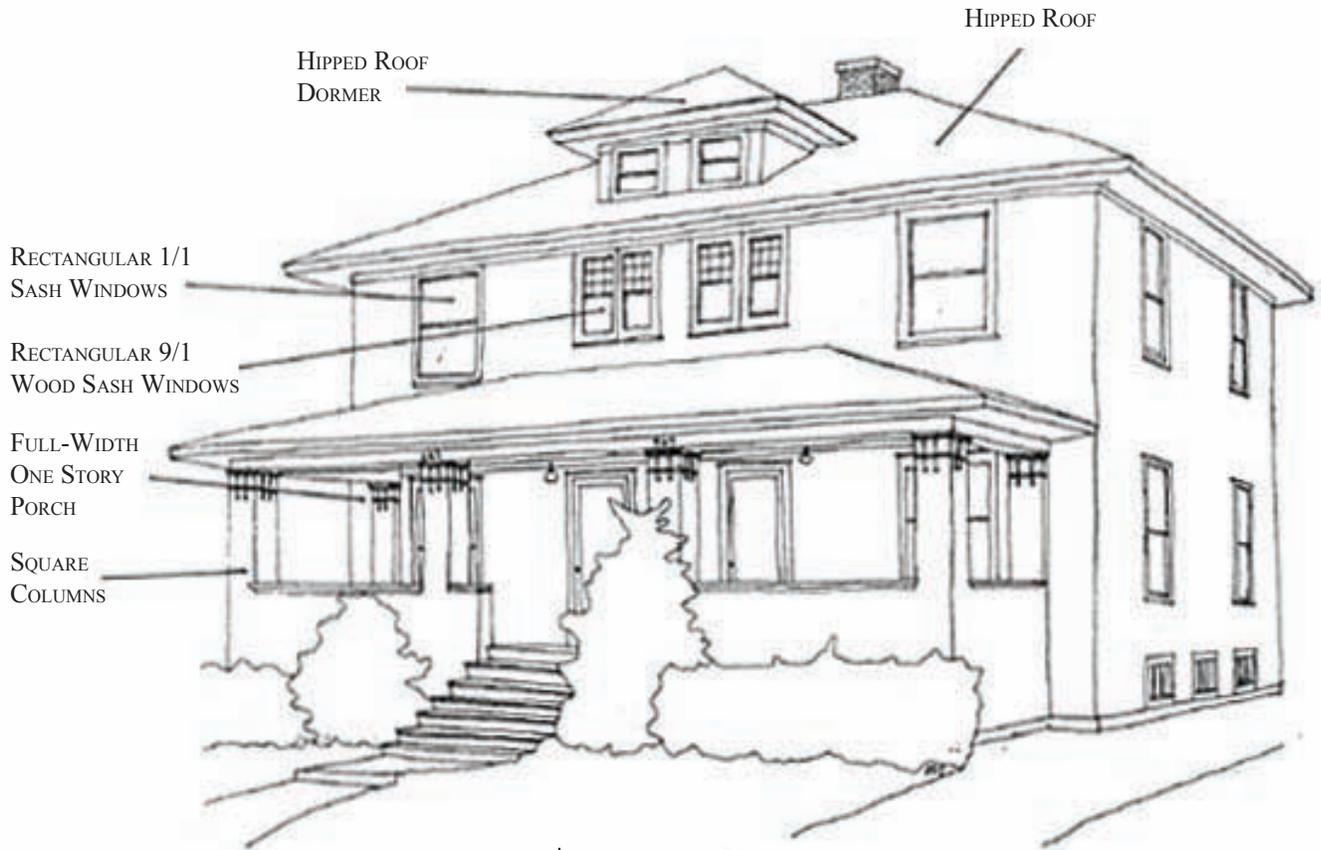


PRAIRIE STYLE DWELLING AT 1014 N. SPRING STREET

VI. ELGIN'S ARCHITECTURE AND BUILDING STYLES

AMERICAN FOURSQUARE FORM, ca. 1900 - ca. 1925

The American Foursquare house reflects an early 20th century return to simple building forms and minimal decoration. These house forms are common throughout Elgin's neighborhoods and feature rectangular plans with hipped roofs and one-story porches on the primary facade. Porches often have square or Tuscan columns and eaves often feature modillion blocks or brackets. The roofline on the primary facade generally displays a hipped dormer window. In addition to the example pictured below, other examples may be found at 911 Douglas Avenue and 420 Fulton Street.



AMERICAN FOURSQUARE DWELLING AT 462-464 NORTH STREET

VI. ELGIN'S ARCHITECTURE AND BUILDING STYLES

CRAFTSMAN/BUNGALOW STYLE, ca. 1910 - 1940

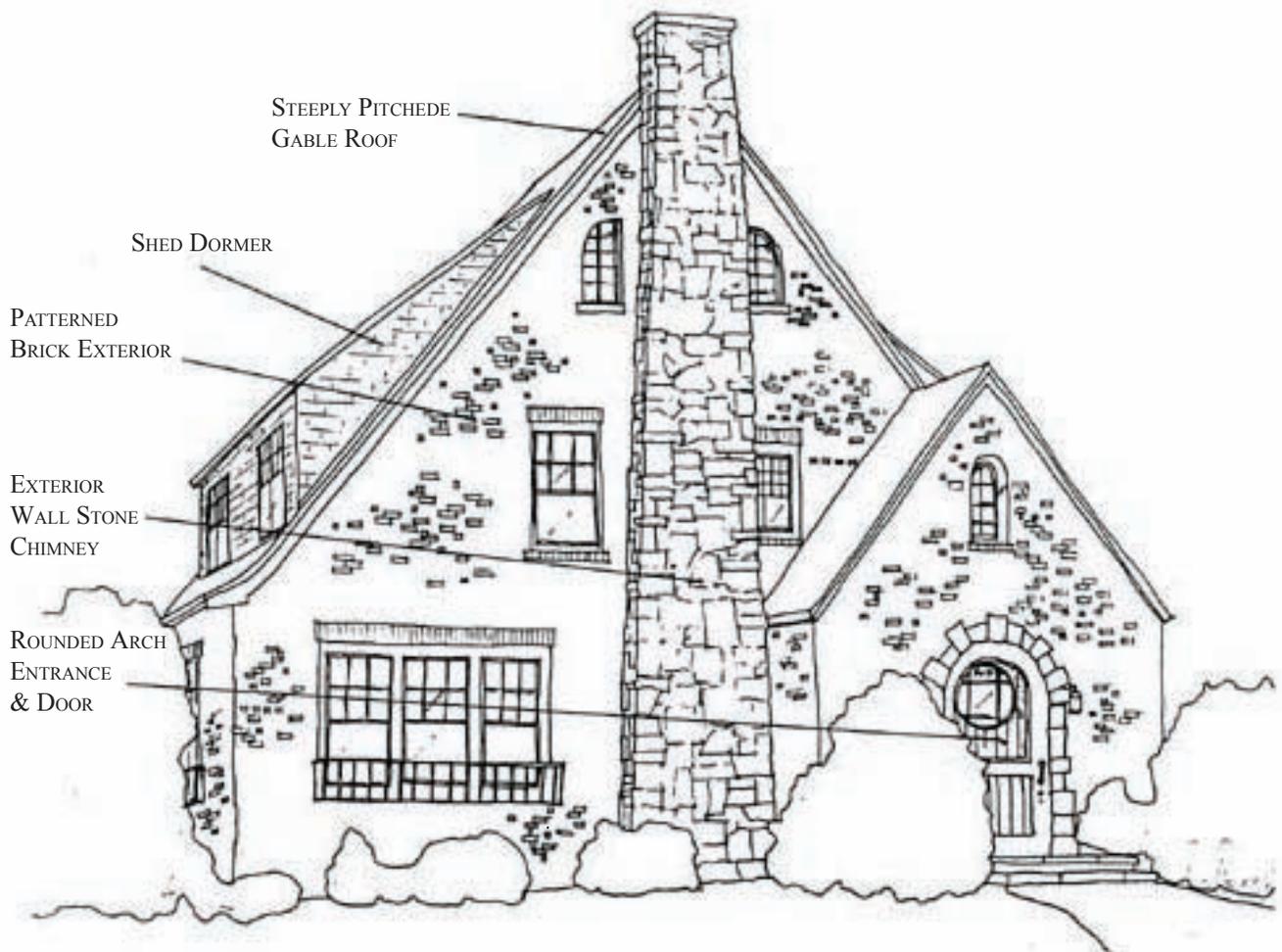
The Craftsman or Bungalow style was the most common architectural style in America during the early 20th century. The Craftsman style is characterized by square plans with low-pitch gable or hipped roofs, often with shed dormers. Windows are double hung-sash with three or more vertical lights in the top sash and a single-light bottom sash. Craftsman dwellings have large broad porches which usually extend across the front facade and are supported by tapered columns resting on stone, frame or brick piers. In contrast to the vertical emphasis in Victorian styles, Craftsman dwellings emphasized the horizontal, with wide windows and wide roof eaves. In many examples, rafter ends and knee braces are visible below the eaves. Both the Elgin and Spring/Douglas Historic Districts were largely developed by the 1910s and there are fewer examples of this style in these districts than in areas of the city which grew after World War I. Examples of this style include dwellings at 1028 N. Spring Street and 159 Hill Avenue.



BUNGALOW STYLE DWELLING AT 1020 DOUGLAS AVENUE

TUDOR REVIVAL STYLE, ca. 1910 - 1940

The Tudor Revival style was another popular national style of the early 20th century. These dwellings are based upon medieval house forms of England and were built in America from 1915 to 1940. These house forms have high pitched gable roofs, multiple gables on the main facade, and are generally of brick and stucco construction. Doors are often set within rounded or Tudor arches while windows often have multiple lights in the upper and lower sashes. In gable fields stucco and wood are often combined to create the appearance of a design known as "half-timbering." Examples of the Tudor Revival style are scattered throughout both the Elgin and Spring/Douglas Historic Districts such as the dwellings at 1031 N. Spring Street and 50 N. Liberty Street.

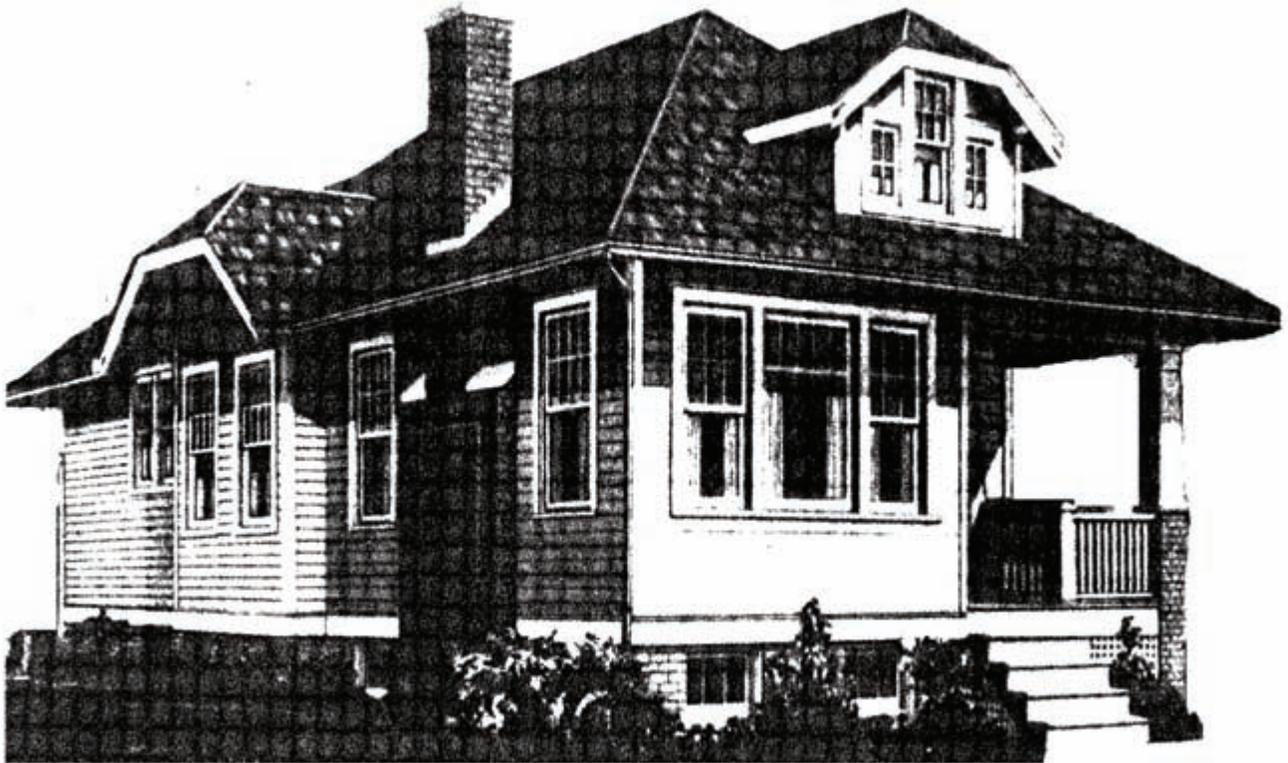


TUDOR REVIVAL DWELLING AT 208 LOVELL STREET

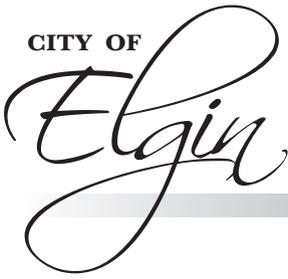
VI. ELGIN'S ARCHITECTURE AND BUILDING STYLES

CATALOG HOMES, ca. 1895 – 1940

A very popular trend in the Midwest was the manufacture or selling of houses through mail-order catalogs. The late 19th and early 20th Centuries were ripe for entrepreneurs who sold architectural plans as well as the houses themselves. Sears Roebuck and Company, the Hodgson Company, Aladdin Homes, and Montgomery Ward all had their start in the housing business between 1895 and 1910. Sears, however, was the largest: its sales reached 30,000 houses by 1925 and nearly 50,000 by 1930, more than any other mail-order company. In fact, its 1939 homes catalog claimed that “over one hundred thousand families, or approximately half a million people, are living in Honor Bilt Modern Homes today.” In its three decades of operation, Sears set an impressive record, making substantial contributions to 20th Century housing in America. Examples of catalog homes are found throughout the historic district and older established neighborhoods. Good examples of them are at 626 Orange Street and 833 Cedar Avenue.



COTTAGE HOME DWELLING AT 680 SOUTH LIBERTY STREET



DESIGN GUIDELINE MANUAL

for Landmarks and Historic Districts

**REHABILITATION
& RESTORATION**

REHABILITATION
& RESTORATION

VII. GUIDELINES FOR REHABILITATION AND RESTORATION

ARCHITECTURAL DETAILS AND FEATURES

(INCLUDE, BUT ARE NOT LIMITED TO: GINGERBREAD VERGE BOARDS, EAVES, BRACKETS, DENTILS, TERRA COTTA, CORNICES, MOLDINGS, TRIM WORK, SHINGLES, COLUMNS, PILASTERS, BALUSTERS, CLAPBOARD, SHINGLE AND STUCCO SURFACES, OR ANY DECORATIVE OR CHARACTER-DEFINING FEATURES)

Elgin's historic dwellings display a wide variety of architectural features and detailing. These details are essential in defining a property's architectural style and period of construction. Original architectural features and detailing should be preserved and maintained. If the details need to be replaced, the new materials should match the original as closely as possible.

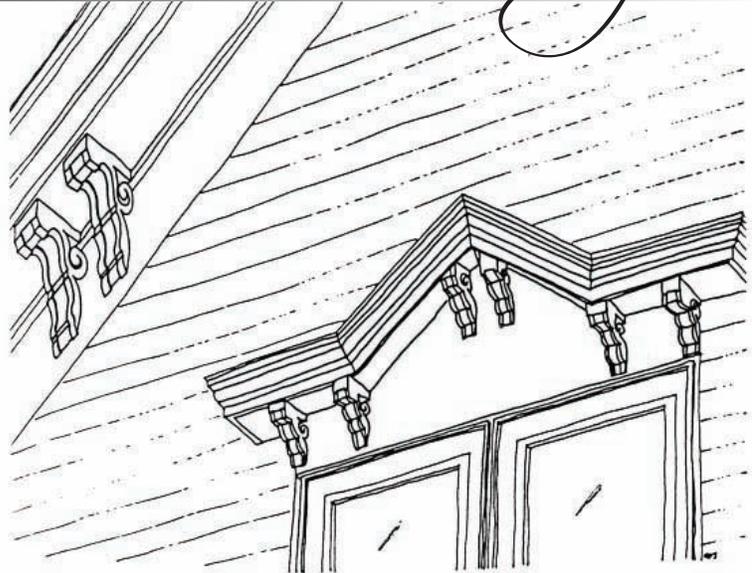
- A. should be repaired rather than replaced.
- B. should not be removed or altered if original to the building.
- C. should not be covered or concealed with vinyl, aluminum or other substitute material.
- D. should not be added unless there is physical, pictorial, or historical evidence that such features were original to the house or consistent with the style which would allow them to be added to the house. These features should match the original in materials, scale, location, proportions, form, and detailing.



BAY WINDOW (ORIEL TYPE) AT 12 N. CHAPEL STREET

ARCHITECTURAL DETAILS AND FEATURES

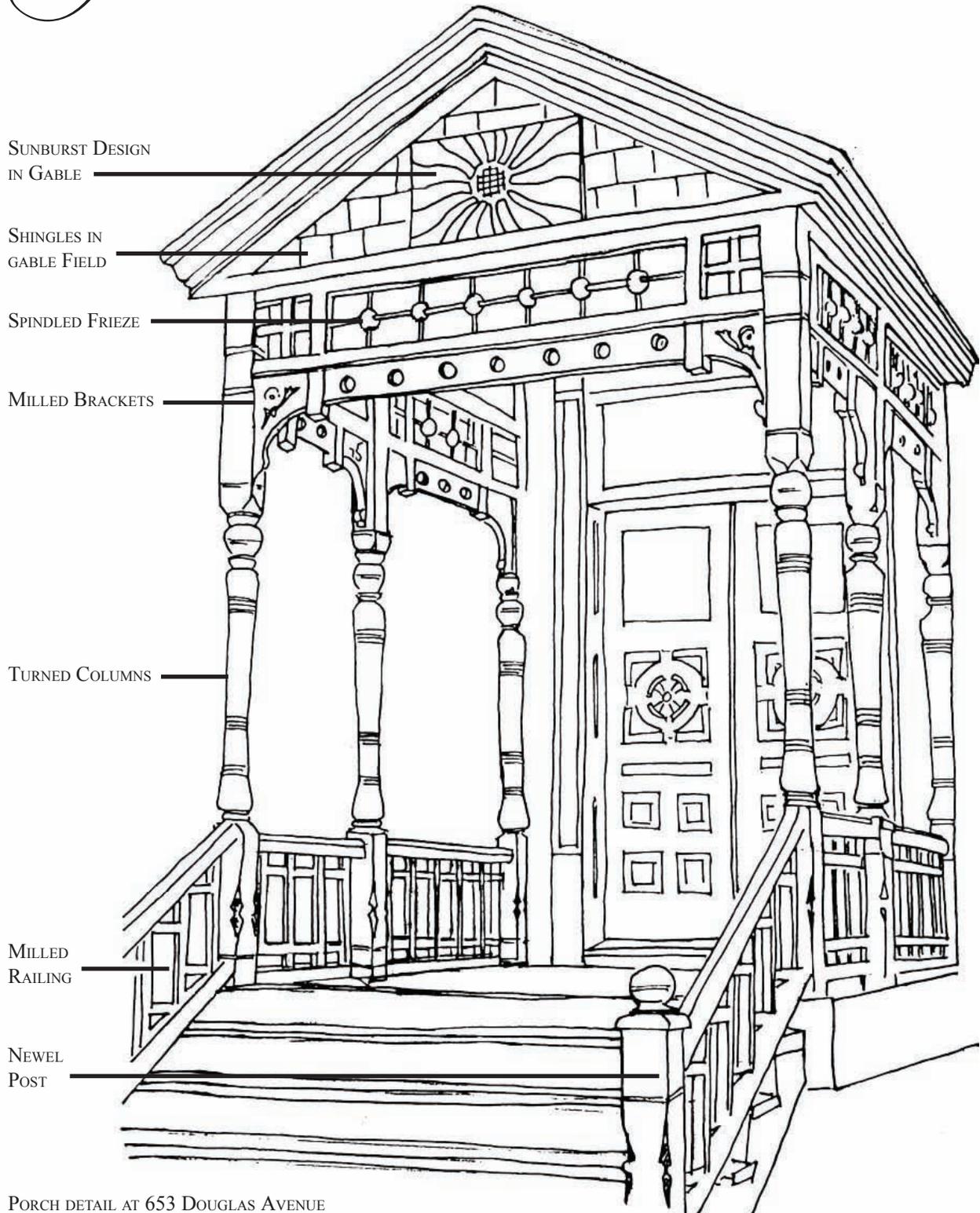
WINDOW HOOD MOLDING AND EAVE BRACKETS AT 424 PRAIRIE STREET



OCTAGONAL WOOD SHINGLES IN THE GABLE AT 141 N. PORTER STREET

TERRA COTTA DECORATION AT 321 DIVISION STREET





PORCH DETAIL AT 653 DOUGLAS AVENUE

AWNINGS

Canvas awnings were often applied to windows, doors, and porches to provide shade during the summer. Awnings fell out of favor following the introduction of air conditioning. However, in recent years the popularity of awnings has increased due to their attractiveness and energy savings. The application of canvas or acrylic awnings is appropriate for Elgin's historic dwellings.

Awnings may not be appropriate for all window locations. If you are considering adding awnings to your older house, avoid using modern, metal awnings, since they bear little resemblance to historic canvas awnings. Select an awning style that is appropriate for your older house.

- A. should be designed for traditional locations such as over windows and doors or attached to porches.
- B. should be of canvas, or similar woven material.
- C. should be attached with care to prevent unnecessary damage of original details and materials.
- D. should be of colors to compliment the dwelling.
- E. should fit the opening to which they are applied. Rectangular window and door openings should have straight across shed type awnings, not bubble or curved forms. Awnings over arched windows should have curved or rounded awnings to match the opening.
- F. should only be applied when evidence suggests.
- G. should not cover or conceal significant architectural details such as window hood molding



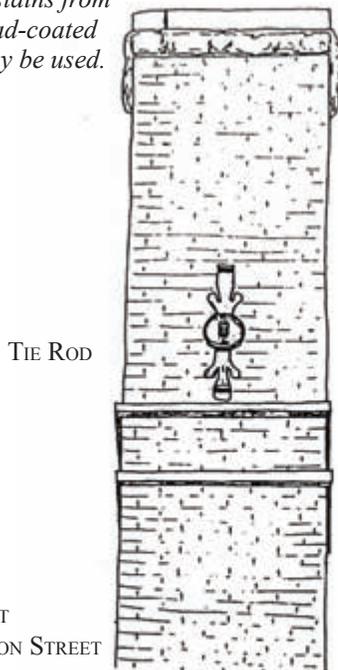
APPROPRIATE CANVAS WINDOW AWNINGS AT 352 NORTH STREET

Chimneys often feature decorative brickwork or designs which are part of a dwelling's architectural character. Many exterior wall chimneys in Elgin are essential features to a dwelling's overall design. Chimneys should be maintained and preserved in accordance with the brick, masonry and mortar guidelines.

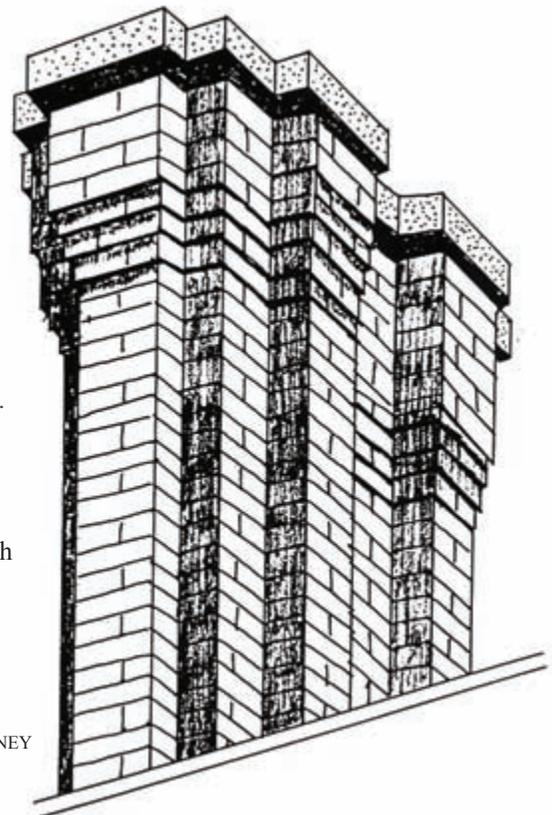
The most common roof problems arise due to poor flashing. Often, flashing develops leaks before the roofing material does.

The most complex flashing problem is to make a water-tight joint between a chimney and a shingle roof. Chimney flashing is often damaged, badly installed, or missing altogether. The most appropriate material for metal flashing is cold-rolled copper, or the easier to use, soft tempered copper. If there is a concern for the green stains from copper, lead-coated copper may be used.

- A. should be rebuilt to match the original design if rebuilding is required.
- B. should be cleaned and repointed in accordance with masonry guidelines to match the original in materials, colors, shape, and brick pattern. Chimneys that have been extensively repointed resulting in mismatched colors and textures may be painted in brick colors such as dark red or brown.
- C. should have clay, slate, or stone caps. Metal caps may be acceptable if they are minimally visible.
- D. should have proper flashing at the point where they meet the roof.
 - Metal flashing should be used instead of the application of caulking material or bituminous coating, which can deteriorate due to weathering and allow moisture damage.
 - Metal flashing around a chimney should consist of both the base flashing and the counter (cap) flashing that should overlap the base by at least 4 inches.
 - Flashing should be step flashing, not box flashing.
- E. should have corbelling or minimal detailing if appropriate.
- F. should be constructed properly, using red brick in traditional dimensions, if applicable.
- G. should involve tie rods incorporating decorative designs appropriate to the house, if applicable.
- H. should not be removed or altered if original.
- I. should not be covered with stucco or other materials.



CHIMNEY AT
404 DIVISION STREET



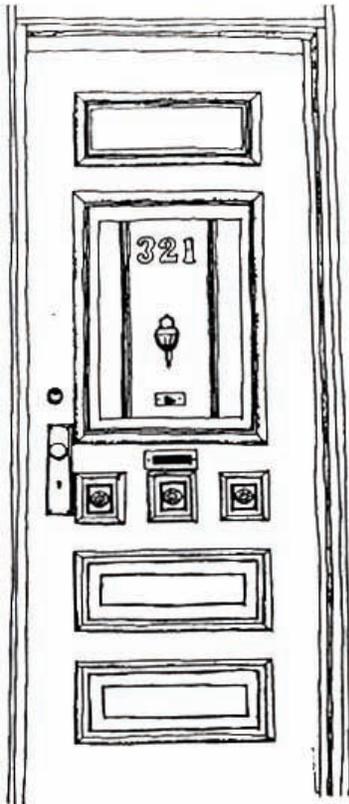
CORBELLED BRICK CHIMNEY
AT 212 LOVELL STREET

DOORS AND DOOR FEATURES

Doors and door surrounds are highly visible and significant in defining the style and character of a dwelling. Original doors, door surrounds, and hardware should be preserved and maintained. Original features should be repaired rather than replaced.

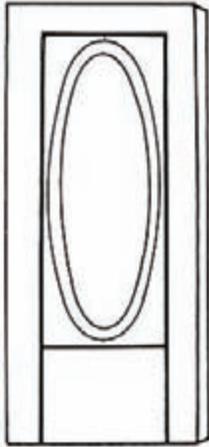
Doors available from most wholesale hardware stores generally are not appropriate for front entrances. The majority of these doors do not have panels or glass lights which match historic door designs.

Original doors should not be thrown out. They should be kept in the basement or be made available for salvage.

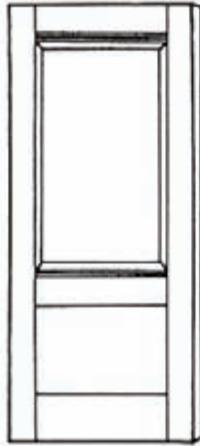


PANELED WOOD DOOR AT 321 DuPAGE STREET

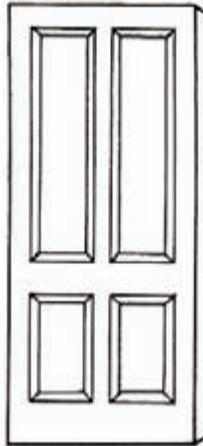
- A. should be replaced with new doors appropriate for the style and period of the dwelling. Replacement doors should be similar in design to the original in style, glazing (type of glass and area) and lights (pane configuration). Wood or solid core fiberglass is acceptable materials for use in replacement doors.
- B. should be constructed of solid wood panels, such as the four-panel Homestead or Italianate design may be used on the front if appropriate to the style of the house.
- C. should involve glazing in clear etched or beveled glass as appropriate to the style of the house, if applicable.
- D. should only involve artificial materials such as “lexan” or other acrylic based materials, if applicable.
- E. should not be removed or altered. The original size of the door opening should not be enlarged, reduced, or shortened in height.
- F. should not be replaced by doors with new designs, especially those at the front entrance or at side entrances which are readily visible from the street.
- G. should not be added at locations where they did not originally exist. If needed to meet safety codes or to enhance the use of a property, doors should be added at the rear or sides of dwellings where they would not be readily visible.



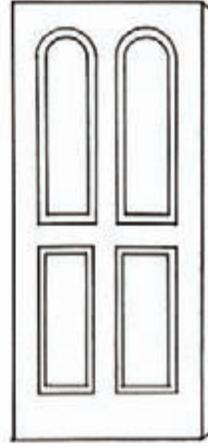
OVAL GLASS LIGHT
COLONIAL REVIVAL



SINGLE-LIGHT
QUEEN ANNE



FOUR-PANEL
HOMESTEAD

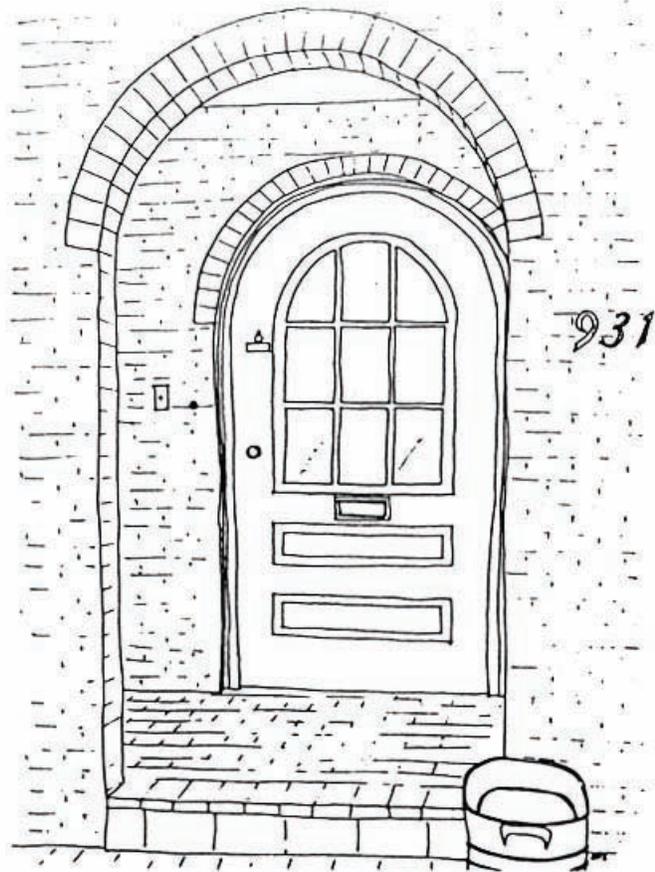
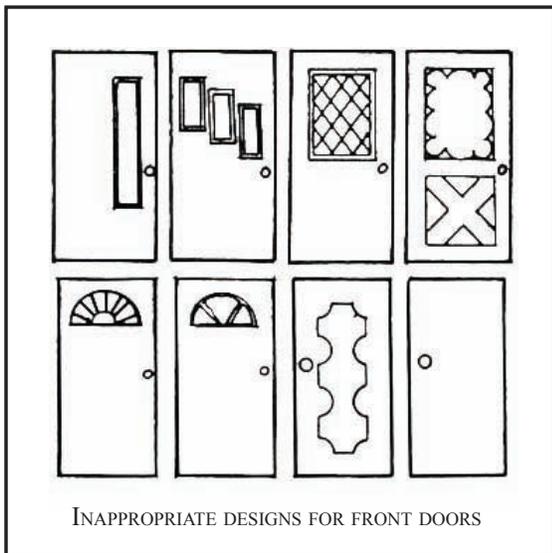


FOUR-PANEL
ITALANATE



MULTI-LIGHT
CRAFTSMAN

**COMMON HISTORIC
DOOR DESIGNS IN
ELGIN'S HISTORIC
DISTRICTS**



EXAMPLE OF A TUDOR REVIVAL DOOR AT 931 N. DOUGLAS AVENUE

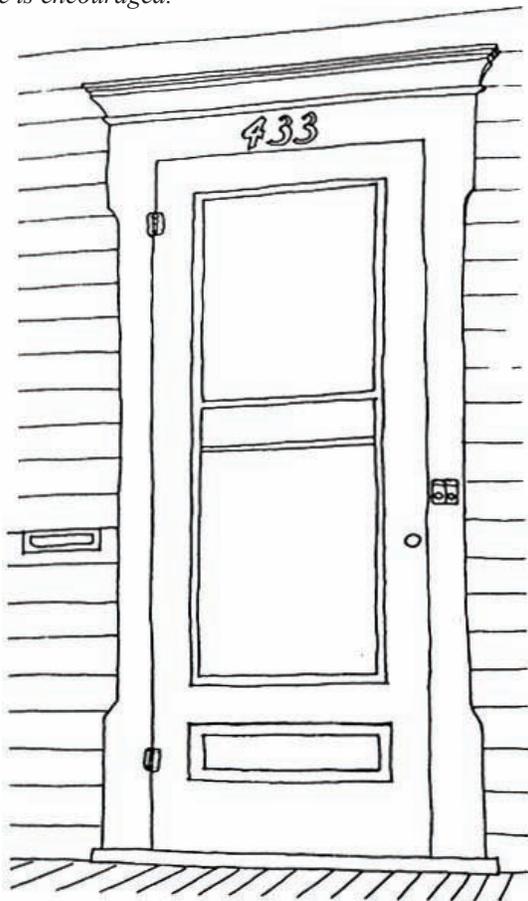
SCREEN AND STORM DOORS

Screen and storm doors can be appropriate for historic dwellings. New screen doors should preferably be full view design or with minimal structural dividers to retain the visibility of the historic door behind the screen door.

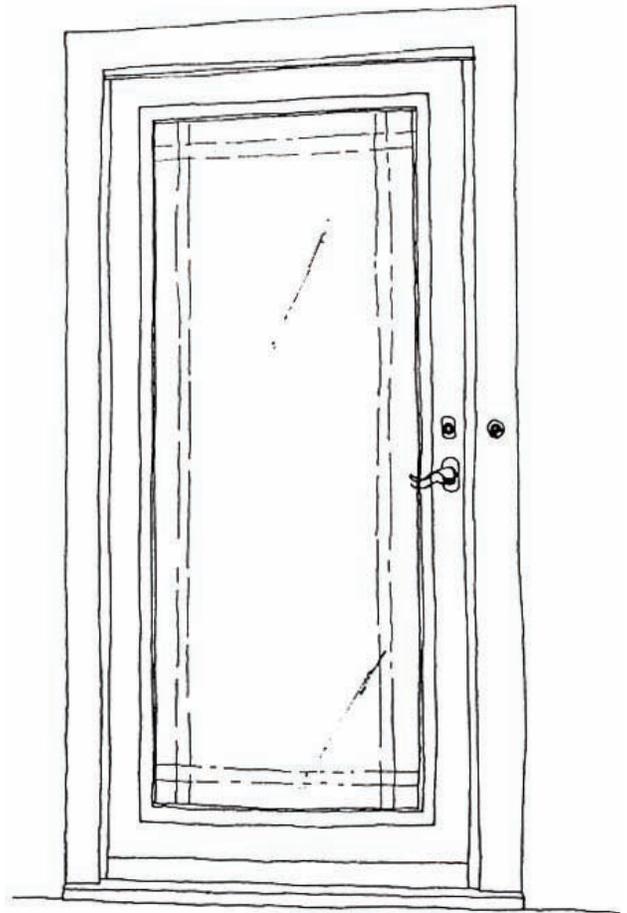
Storm doors can assist in lowering energy costs. Doors should be of a color complementary to the house. "Raw" or shiny aluminum doors should be avoided.

Consistency of style around the house is encouraged.

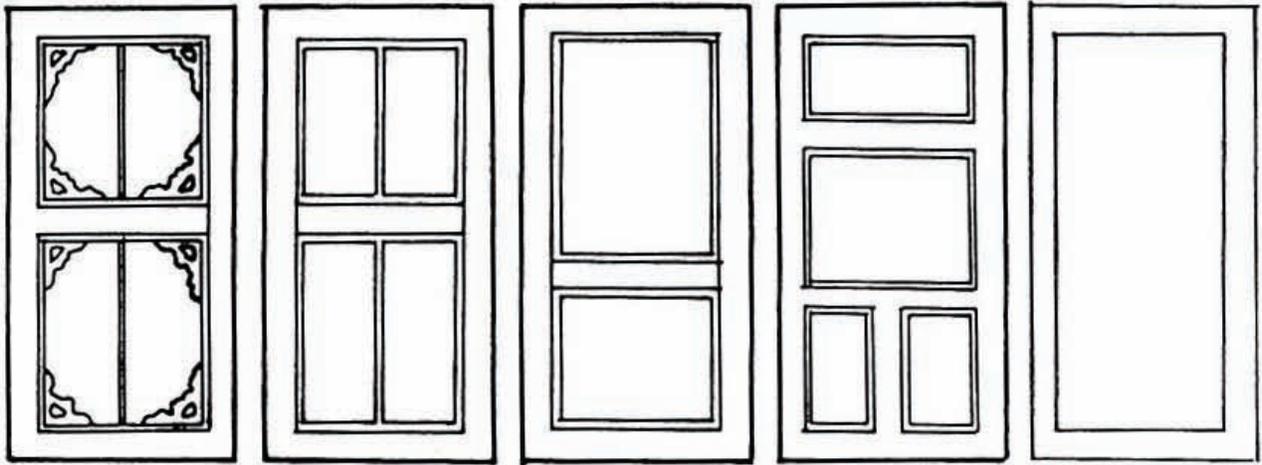
- A. should be correctly sized to fit the entrance opening. Door openings should not be enlarged, reduced, or shortened for new door installation.
- B. screen doors should be preserved and maintained if original.
- C. should preferably be made of wood, but aluminum full-view design with baked-on enamel or anodized finish in colors complementary to the house are also acceptable, if new combination storm and screen doors are required. A kick plate may be used in combination with storm and screen door, with a maximum height of twelve inches.
- D. should not involve ornamentation on storm door.



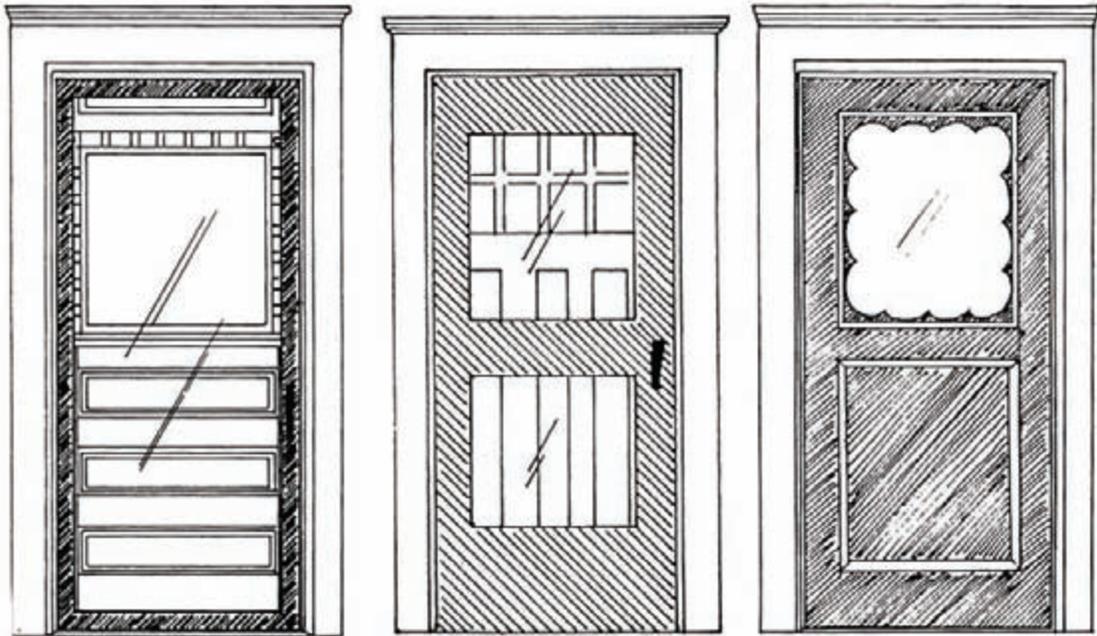
APPROPRIATE SCREEN DOOR
AT 433 DIVISION STREET



APPROPRIATE STORM DOOR
AT 164 LINCOLN STREET



APPROPRIATE SCREEN DOOR DESIGNS FOR TYPICAL HISTORIC DOORS.
DESIGNS SHOULD BE COMPLEMENTARY TO THE STYLE OF THE HOUSE.



YES

NO

NO

STORM DOORS SHOULD BE FULL-VIEW DESIGN SO
THAT ORIGINAL DOORS ARE NOT BLOCKED OR OBSURED

SECURITY DOORS AND GATES

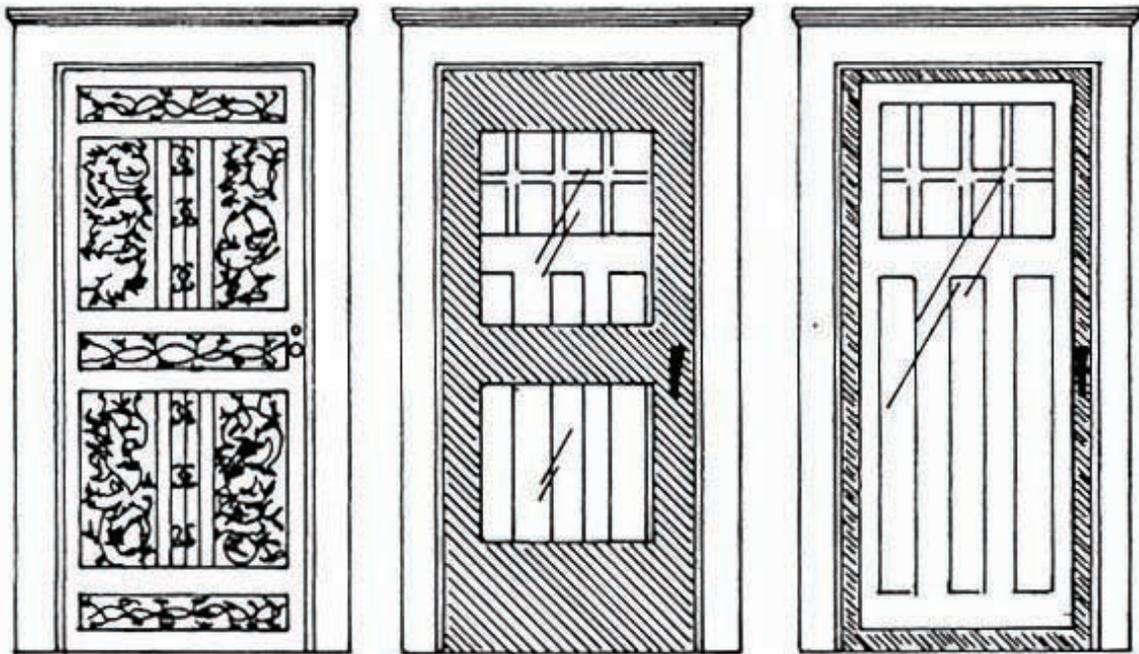
Security doors are non-historic additions to dwellings. While the installation of security doors on fronts of buildings is discouraged, they may be installed if they are full view design and have minimal structural framing to allow the viewing of most of the historic door behind them. Orate security doors with extensive grillwork or decorative detailing are not appropriate for entrances on the fronts of dwellings. The addition of security doors on the rear or sides of dwellings which are not readily visible is acceptable.

SECURITY DOORS

- A. should be full view design or have minimal structural framework to allow for the viewing of the historic door behind them, if installed on the front door. Security doors in steel clad designs should be used only at side or rear entrances which are not readily visible from the street. These doors are encouraged to be of traditional designs, although doors which are not readily visible may have more extensive structural framework than would be acceptable for front doors.
- B. should be correctly sized to fit the entrance opening. Door openings should not be enlarged, reduced, or shortened for new door installation.

SECURITY GATES

- C. should not appear in the Historic District.



NO

NO

YES

SECURITY DOORS IN VISIBLE LOCATIONS SHOULD BE FULL- VIEW
DESIGN OR HAVE MINIMAL EXPOSED FRAMING

Most Elgin dwellings have stone or concrete foundation, with stone or concrete bands above them known as water tables. The repointing and repair of foundations should follow masonry guidelines.

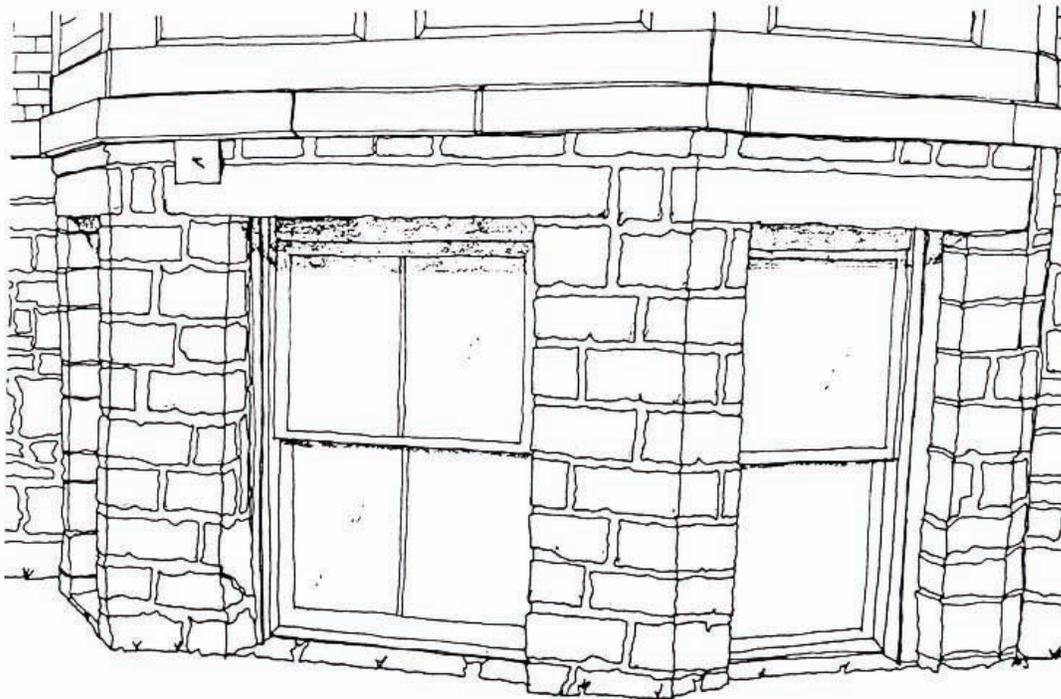
In many cases, foundations on buildings contain openings for windows. These should be maintained in an operable condition so as to allow for the ventilation of the basement to prevent the buildup of moisture and subsequent mold.

In some cases, a basement may be approved for use as living space and a window may need to be converted to an opening for egress.

- A. should be cleaned, repaired, or repointed according to masonry guidelines
- B. should be parged or stuccoed if the brick and/or mortar is mismatched or inappropriately repaired.
- C. should not be concealed with concrete block, plywood panels, corrugated metal, or other non-original materials.
- D. should not be altered and original designs should be retained. If removal of sections of the foundation is required, such as for mechanical unit installation, removal should occur at the rear facade or non-readily visible side facades

FOUNDATION WINDOWS

- A. should be maintained in an operable condition and repaired where necessary. Windows should not be enclosed, boarded up with plywood panels or corrugated metal, or be concealed with masonry, glass block, or concrete block.



BASEMENT WINDOWS SHOULD NOT BE ENCLOSED OR CONCEALED.
MASONRY SHOULD BE PROPERLY REPOINTED WHEN REPAIRED. (140 N. PORTER STREET)

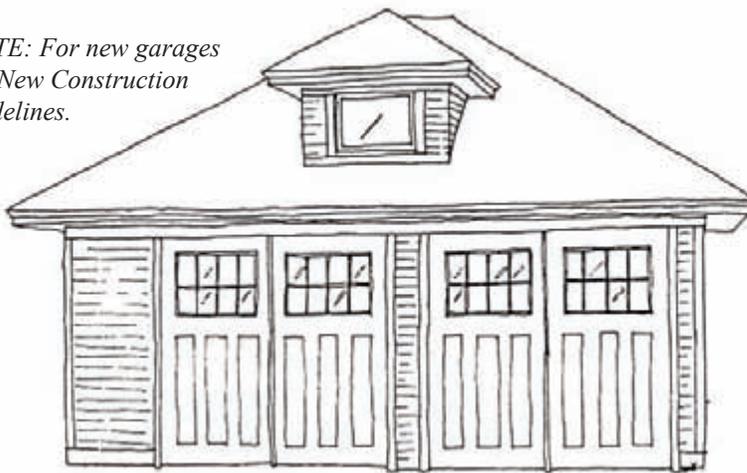
GARAGES, CARRIAGE HOUSES AND OUTBUILDINGS

Elgin's historic districts contain a wide variety of 19th and early 20th century outbuildings including servant's quarters, sheds, carriage houses, and automobile garages. These buildings add to the district's character and many have notable architectural significance. These buildings were often built with construction techniques and materials to match the dwelling. These buildings should be preserved and maintained.

Replacement garage doors are available in many designs and material, and can even be custom built to replicate the design of a traditional door using all the modern hardware of an overhead door.

Many metal garage doors are also available with a solid or hollow core, depending upon the strength and durability desired. Generally, solid core metal doors are stronger and more durable than hollow core metal doors.

NOTE: For new garages see New Construction guidelines.

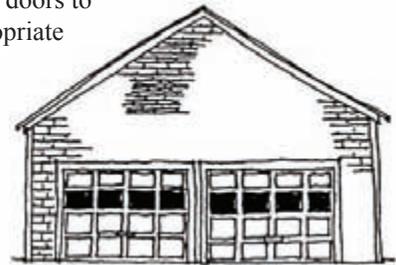


GARAGE AND OUTBUILDINGS SHOULD BE PRESERVED AND MAINTAINED. (106 N. PORTER STREET)

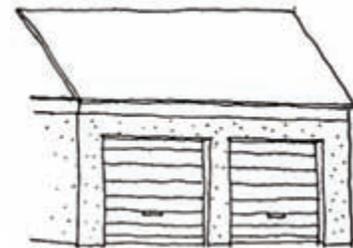
- A. should be preserved and maintained. Original features should be repaired to match the original.
- B. should not be moved or relocated to another part of the lot, if original to the property.

GARAGE DOORS

- C. should be maintained to the greatest extent possible, but may be retrofitted with modern hardware and custom garage door openers. If the original doors are missing or too deteriorated to repair, they should be replaced with new doors that fit the original opening and are appropriate to the design and period of construction of the garage.
- D. should be raised panel designs, with a solid core, if proposed to be in metal designs. Flush design doors (without raised panels) unless retrofitted to look like traditional doors and hollow core metal doors should be avoided when possible.
- E. if windows are necessary, they should be simple in design with clear glass. Muntins in a simple design may also be used. The use of ornamental stained glass and openings in decorative shapes such as sunbursts and oval designs are not permitted.
- F. should have painted metal panel doors to match the house in a color appropriate to the period of the house.



YES NEW GARAGE DOORS SHOULD HAVE RAISED PANELS

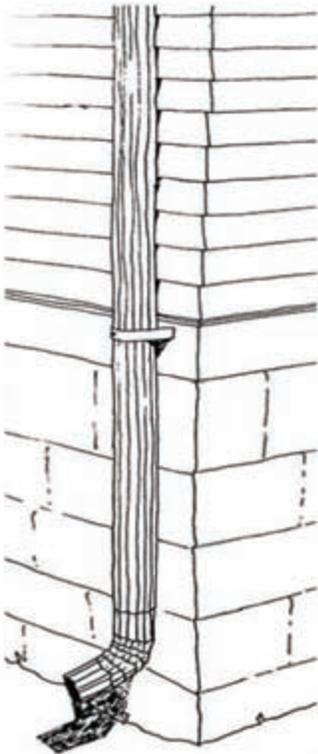


NO AVOID SOLID METAL DOORS

Traditionally, half round gutters were used on most roofs with extended eaves, since they did not conceal any decorative features on the fascia such as crown molding or exposed rafters. Modern construction has fascia without this molding that is more conducive to K-Style or ogee gutters and so should be avoided.

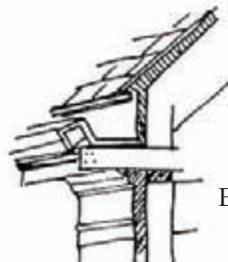
Gutters and downspouts should be regularly cleaned and maintained. If new gutters are required, half-round designs are the most historically accurate.

Gutters are necessary to be installed over paved areas that are susceptible to water run-off from the roof.

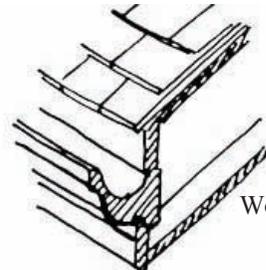


APPROPRIATE CORNER LOCATION AND ROUND DOWNSPOUT DESIGN AT 396 DIVISION STREET

- A. should be repaired rather than replaced if possible.
- B. should be located away from significant architectural features on the front of the building.
- C. should provide proper drainage through use of downspouts and splash blocks to avoid water damage to the building. Round downspouts are more appropriate than rectangular forms; however, rectangular forms are also acceptable.
- D. should be designed to channel the water as far away from the dwelling as possible. Downspouts should extend at least 4 to 6 feet, or utilize a splash block.
- E. should be half-round rather than "K" or ogee, is of hang-on type. Ogee is permissible if fascia is vertical
- F. should have straps nailed under, not on top, of roofing material. Metal flashing should also be properly installed so as not to conceal any crown molding in the roof eaves.
- G. should not result in the removal of existing eave features.
- H. should be sized proportionate to the building. Gutters and downspouts should not exceed 6".



BOX GUTTER

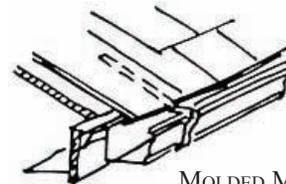


WOOD GUTTER

ORIGINAL BOX AND WOOD GUTTERS SHOULD BE PRESERVED AND MAINTAINED



HALF-ROUND METAL GUTTER

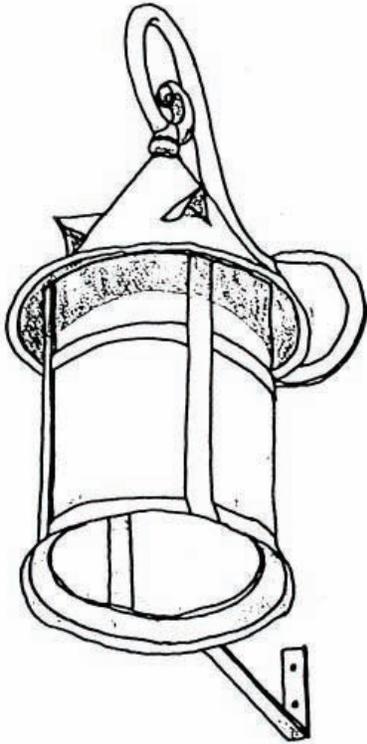


MOLDED METAL GUTTER (K AND OGEE STYLE)

NEW GUTTERS OF HALF-ROUND METAL DESIGN ARE PREFERRED TO MOLDED GUTTER

LIGHTING FOR PORCHES AND EXTERIOR WALLS

Many of Elgin's dwellings retain original exterior wall and porch ceiling light fixtures. Distinctive tinted globes and the "box" shaped fixtures for Craftsman/ Bungalows are part of a building's character and should be preserved and maintained. If the original light fixtures are missing, light fixtures with simple designs and detailing are preferred to large, ornate colonial or "Williamsburg" style fixtures. Many companies now provide light fixtures based upon historic designs and the addition of these types of period fixtures is appropriate and encouraged.



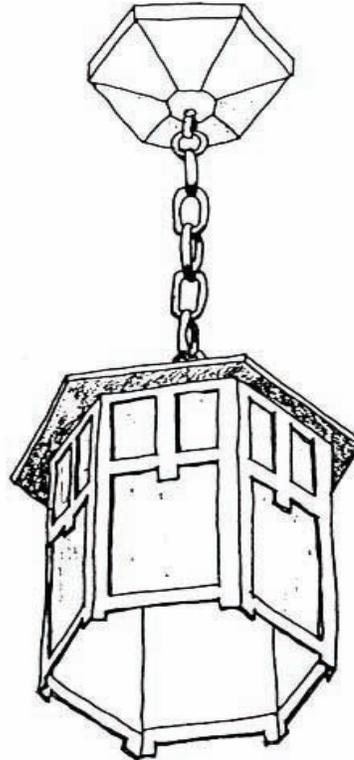
ORIGINAL LIGHT FIXTURE AT
931 N. DOUGLAS AVENUE

FIXTURES

- A. should be preserved and maintained, if original.
- B. should be compatible with the style, scale, and period of the structure, based on traditional designs of the late 19th and early 20th centuries, and mounted on porch ceilings or adjacent to entrances.
- C. should be compatible with the character of the house, if a freestanding fixture.

FLOOD/FOOT LIGHTS

- D. should be mounted on rear or sides of dwellings rather than on the front.
- E. should be small, simple in design, and their number kept to a minimum where readily visible. Commercial grapple lamps, such as mercury sodium or metal halides, are discouraged.



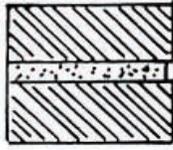
CRAFTSMAN STYLE FIXTURE AT
320 - 322 E. CHICAGO STREET

BRICK, LIMESTONE BLOCK, COBBLESTONE (OTHER THAN FOUNDATIONS)

Many of Elgin's dwellings are of brick or brick veneer construction. If well maintained, brick can last indefinitely. The most important points in brick wall preservation are to keep out water and to use an appropriate mortar mix when repair is needed. Most pre-1920 dwellings in the districts have soft mortars and require similar mortar compounds when repointing or repairing. The use of hard mortars like Portland cement can cause the brick to crack and break when it can't expand and contract with the hot and cold weather. Portland cement was used for dwellings after 1920 and generally this type of hard mortar will be appropriate for dwellings from this period. Abrasive cleaning methods such as sandblasting or water blasting should not be used since it erodes the outer skin of the brick causing water to get inside. Low pressure cleaning at garden hose pressure using water or detergents is best for cleaning Elgin's brick dwellings.

- A. should be preserved and maintained, if original
- B. should be cleaned only if there are major stains or paint build-up. If the staining or dirt is limited, it may be best to leave it alone. Do not introduce water or chemicals into brick walls.
- C. should be cleaned with detergent cleansers if the brick walls are stained. If you wish to remove paint from brick, the use of chemical removers is appropriate. This is a job that usually requires professionals. Information concerning the use of chemical paint removal products can be found in Chapter XIII.
- D. should be repaired carefully to match the original brickwork and mortar, using hand tools, not electric power saws, to remove mortar, if repairs are necessary.
- E. should have repointing (fixing the mortar between the bricks) that matches the original brick and mortar regarding width, depth, color, raking profile, composition, and texture. Repointing should never be done with Portland cement or other hard mortars unless these mortar compounds are original to the dwelling. For most pre-1920 dwellings, use soft mortars to match the original composition. If the original composition cannot be determined, use a historic compound such as one part lime and two parts sand.
- F. should not be sandblasted or subjected to any kind of abrasive cleaning. Brick should never be cleaned with high pressure water which exceeds 300 pounds per square inch.
- G. should not be coated with silicone-based water sealants. Water sealants or water repellents generally have the affect of keeping interior moisture from evaporating through the walls and thereby damaging the brick.
- H. should not be painted unless the brick and mortar is extremely mismatched from earlier repairs or patching. Previously sandblasted brick or brick in poor condition may be painted to provide a sealing coat.
- I. should not be covered in stucco or other coating materials.

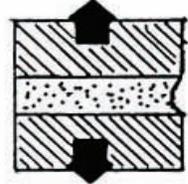
MASONRY



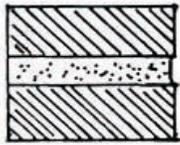
APPROPRIATE MORTAR MIXES ALLOW BRICKS TO . . .



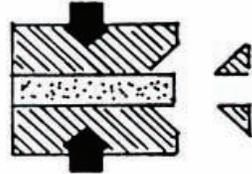
EXPAND . . .



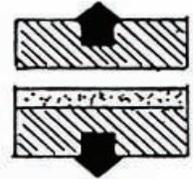
AND CONTACT



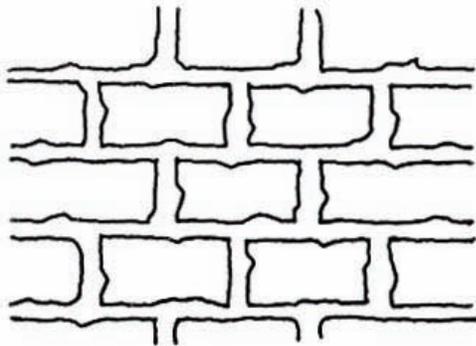
HARD MORTAR RESTRICT EXPANSION AND CONTRACTION AND BRICKS . . .



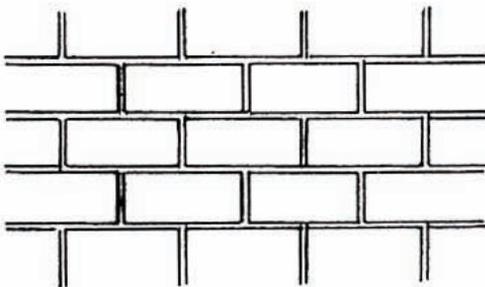
CRACK . . .



OR PULL APART



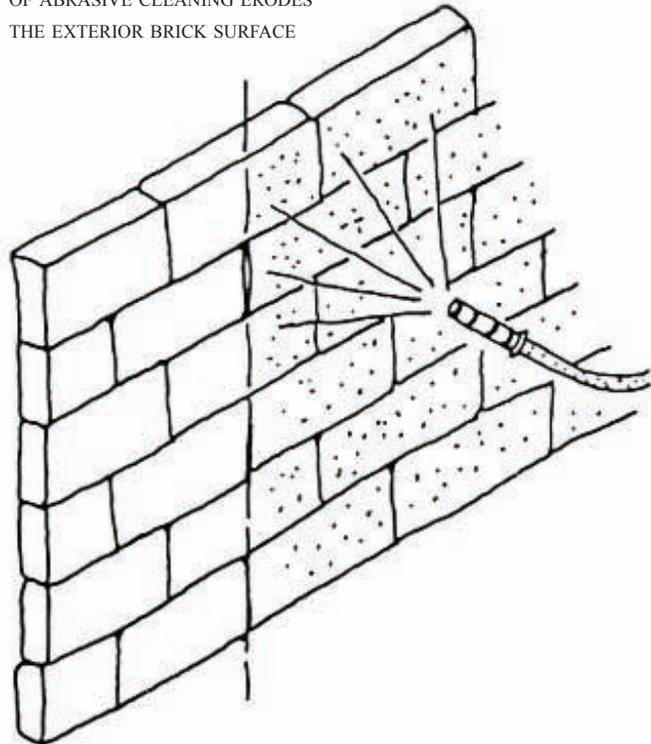
INAPPROPRIATE REPOINTING - JOINTS ARE TOO WIDE AND COVER THE BRICK

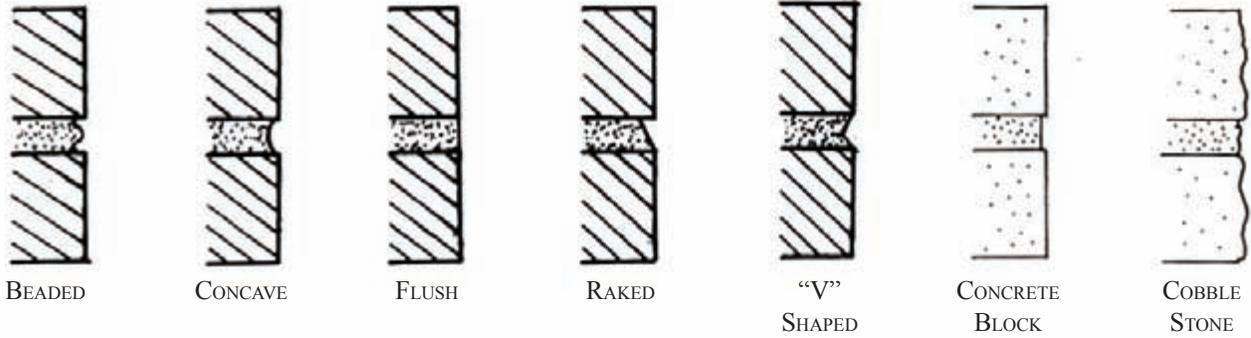


APPROPRIATE REPOINTING - MORTAR JOINTS ARE THIN AND RECESSED

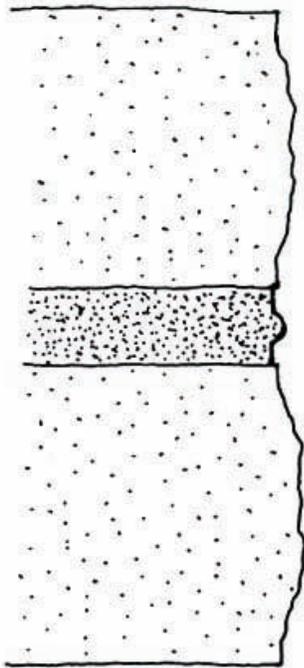
NO

SANDBLASTING AND OTHER METHODS OF ABRASIVE CLEANING ERODES THE EXTERIOR BRICK SURFACE



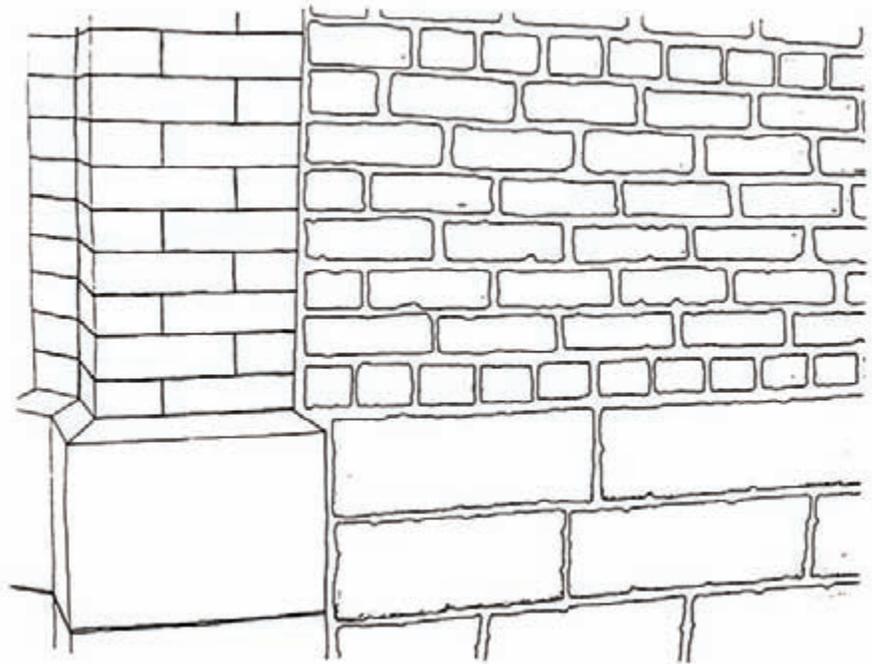


COMMON HISTORIC MORTAR JOINTS



**BEAD MORTAR
LIMESTONE**

CONTRASTING BRICK AND STONE CONTRIBUTES TO THIS BUILDING'S CHARACTER AT 320 - 322 E. CHICAGO STREET



COMMON LIMESTONE
FOUNDATION DETAILS

MECHANICAL SYSTEMS

Today's air conditioning and heating units often require condensers and other mechanical units to be placed within a few feet of the exterior walls of a dwelling. Heating and cooling units should be placed at the rear or sides of dwellings not readily visible from the street. The placement of these units at the front of dwellings is not appropriate and should be avoided. Screening of these units on side or rear facades through shrubbery is highly recommended. In some instances, screening with fencing or latticework is also acceptable.

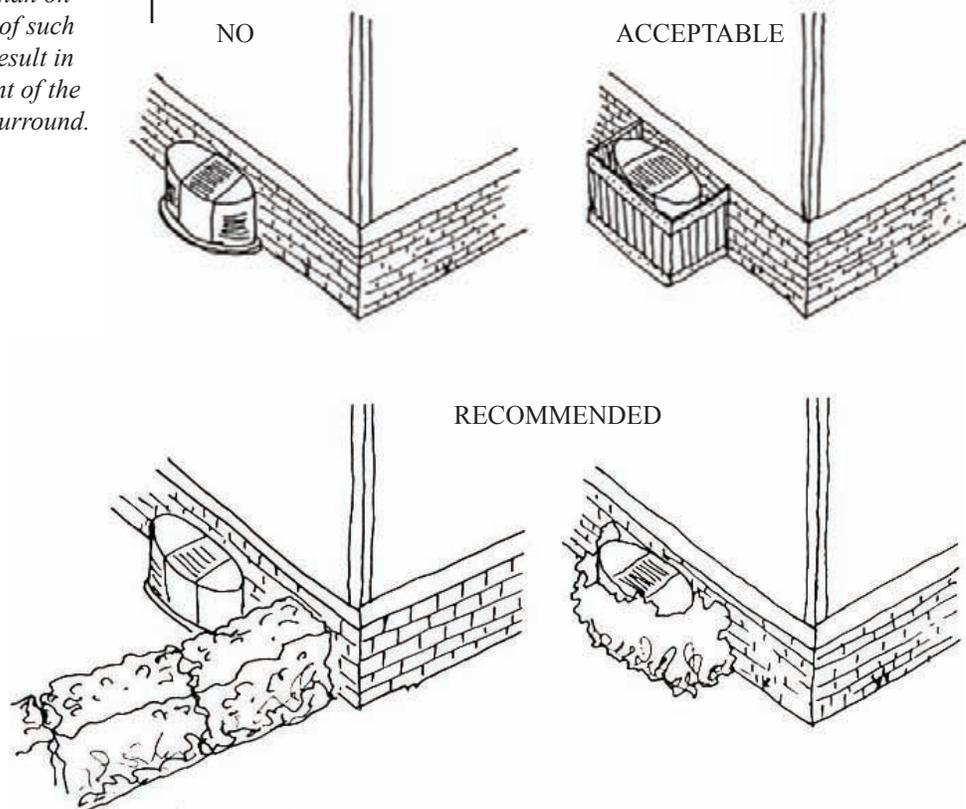
Window air-conditioners should be located in windows on the rear or sides of dwellings rather than on the front. The installation of such window units should not result in the removal or replacement of the original window sash or surround.

AIR CONDITIONERS

- A. should be located where they are not readily visible from the street.
- B. should be screened preferably with shrubbery, but fencing or lattice panels are also acceptable.

ELECTRICAL CONDUITS, GAS METERS, CABLE TV CONNECTIONS, DBS SATELLITE DISHES

- C. should be located on the rear or side of a building. When the ability to receive a clear signal requires the DBS satellite dish to be installed in a particular location that is readily visible from the street, it should be placed as far from the front of the house where it would not detract from the character of the house, and continue to receive a clear signal.



CONDENSERS AND MECHANICAL UNITS SHOULD BE SCREENED

If paint is to be removed by using a heat gun, the utmost care should be taken during the process. The use of blow torches to remove paint is not recommended as this may lead to a fire hazard. Also, the use of abrasive sand and water blasting is not recommended as the force of the sand and water may damage the wood siding and raise the grain. In addition, during this process, water is forced into the wood and can take a very long time to dry. Wet or damp wood will not allow a coat of paint to properly adhere to the surface, and may additionally cause the wood to stain due to the formation of mildew. Water may only be used at a pressure no greater than 200 p.s.i. to remove flaking or peeling paint.

It should also be noted that unpainted masonry should be left unpainted.

- A. should be performed by manual scraping or by using appropriate chemical removers. A paint shaver may be used, but with caution so as to avoid removal of wood siding
- B. should be performed cautiously when removing paint through heat plates or heat guns to avoid unnecessary damage to the wood through charring or fire.
- C. should not be removed by abrasive techniques such as sand or water blasting since this can damage the wood and introduce moisture into the building.

RECOMMENDATIONS FOR PAINT AND PAINT COLORS

The selection of paint colors does not require approval by the Commission. City staff is available to provide recommendations for paint colors if requested. Paint charts with historic colors are also available at most paint stores.

Consider painting the dwelling in keeping with its style and period of construction. Avoid loud, garish, or harsh colors and bright hues and avoid too many colors on a building. Select sections of the dwelling to highlight architectural details in contrast to the body of the dwelling. Painting with high quality oil based or exterior latex paints will last from eight to fifteen years depending on sunlight exposure, regular gutter and downspout maintenance, and wood surface condition and preparation.

Note: this section is provided only as a recommendation for property owners on the types of paint colors that are appropriate for use on historic buildings. Property owners are free to use colors of their choice on the exterior of their properties.

A. Paint should be of high quality to provide a long lasting finish.

B. Paint colors should be appropriate for the dwelling's architectural style and design:

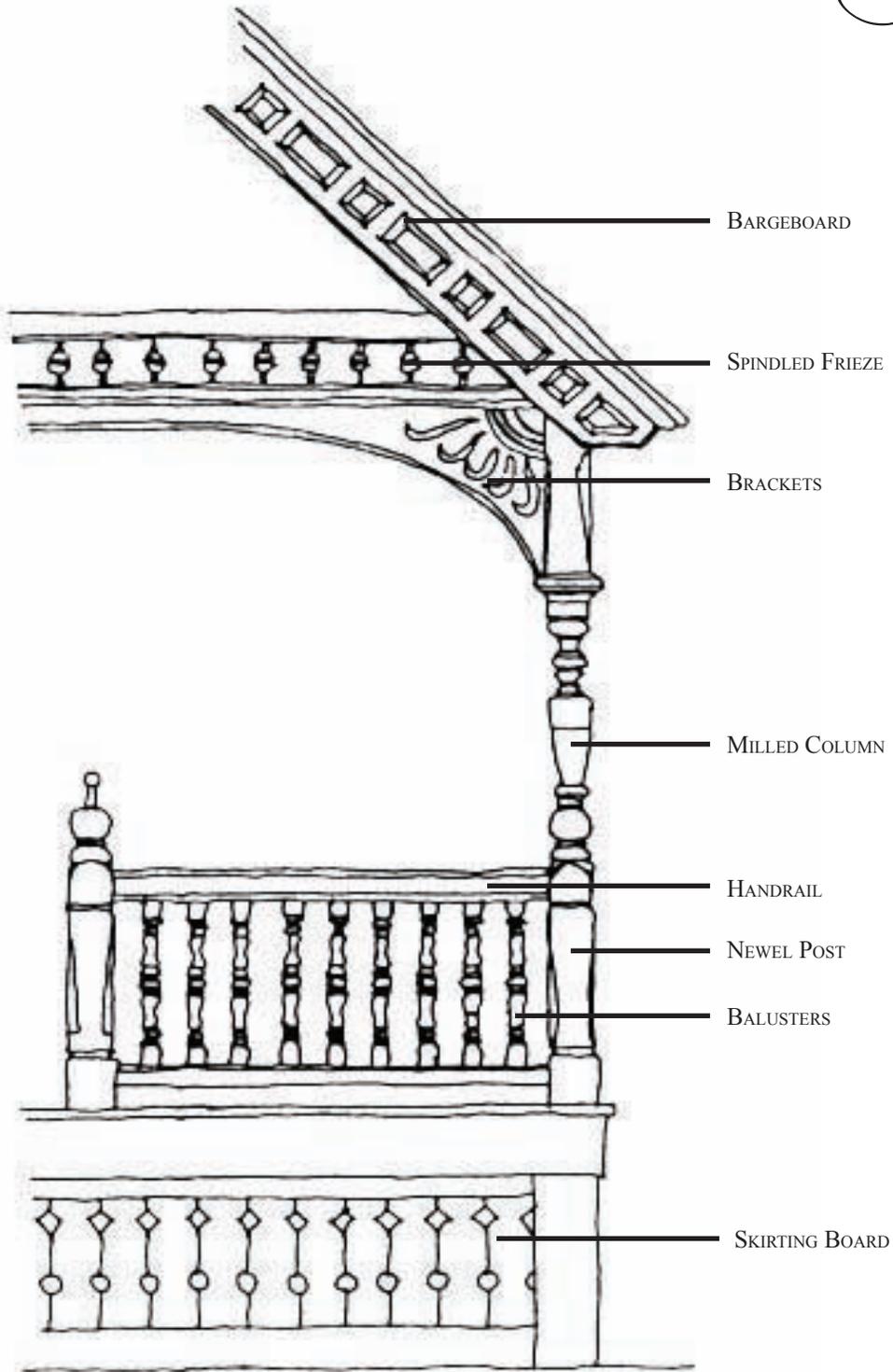
- Italianate Style - Light colors for the body and trim.
Body - Tan, Light Brown, Beige, Light Green, Yellow
Trim and Accents - Cream, Gray, Light Brown
- Queen Anne/Second Empire/Homestead - Diversity of colors using combinations of contrasting colors for the body and trim.
Body - Tan, Red, Green, Brown
Trim and Accents - Darker colors such as Dark Olive, Salmon, Red, Dark Brown
- Shingle - Most Shingle style dwellings were originally built with the exterior wood shingles stained or left natural rather than painted. Most of these dwellings in Elgin have been painted over the years and a return to the dark browns and reds of the wood shingles is recommended.
Body - Dark Red, Brown, Dark Gray, Dark Green
Trim and Accents - Dark Green, Dark Brown
- Prairie - A return to lighter colors such as yellow and white.
Body - Light Tan, Light Yellow, Light Brown, Grays, Medium to Light Greens
Trim and Accents - Whites and Off-Whites, Cream, Brown, Blues, Greens
- Craftsman/Bungalow/Tudor Revival - Darker colors again such as earth tones. Dark stains also used in place of paint. Brick, stone, stucco, and concrete generally left unpainted.
Body - Brown, Green, Gray, Dark Red
Trim and Accents - Both light and dark trim colors such as Reds, Browns, Greens, and shades of Tan
- Colonial Revival - Light colors predominate
Body - Yellow, Light Gray, Light Blue
Trim and Accents - White, Off-White, Cream

Porch design, materials, and placement are key defining characteristics of an historic dwelling. Original porches should be maintained and repaired where needed. Porches on the fronts of dwellings should not be enclosed with wood or glass for additional living space. The screening of porches on the fronts of buildings is appropriate as long as the open appearance of the porch is maintained. If replacement of porch features is required, use materials to closely match the original. If the original porch is missing, a new porch should be constructed based upon photographic or physical evidence. If such evidence does not exist, base the design upon historic porches of similar dwellings from the same time period and architectural style. In some cases turn of the century dwellings had their original porches removed and replaced with “modern” porches in the 1920s and 1930s which do not necessarily match the original style of the house. If desired, these porches may be replaced with porches in keeping with the original design; however, some of these porches have acquired significance in their own right and can be preserved.

Enclosing porches on the front of a house or where readily visible is not appropriate or recommended. Front porches should not be enclosed with glass, wood siding, or other materials. Porches on the rear or sides of dwellings may be enclosed when not readily visible from the street and if the height and shape of the porch roof is maintained.

- A. should be maintained in their original design with original materials and detailing.
- B. should be repaired or replaced to match the original in design, materials, scale, and placement.
- C. should be screened only if the structural framework for the screen panels is minimal and the open appearance of the porch is maintained. Screen panels should be placed behind the original features such as columns or railings and should not hide decorative details or result in the removal of original porch materials.
- D. should have steps of the same material as the porch floor (e.g. porches with wood floors should also have steps made of wood, not concrete or brick).
- E. should have poured concrete steps if the porch, patio or terrace floor is made of concrete (see section on Porch Steps).
- F. should have wood tongue and groove flooring running perpendicular to the façade, if the porch floor is made of wood.
- G. should have trellises made of wood, if trellises are appropriate.
- H. should be filled in as traditional for the type and style of the house, or with decorative wood framed skirting, vertical slats, or lattice panels, if open areas in the foundation exist.
- I. should not be removed if original to the dwelling.
- J. should not be enclosed with wood, glass, or other materials which would alter the porch's open appearance.

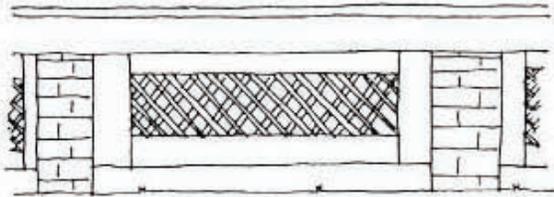
PORCHES



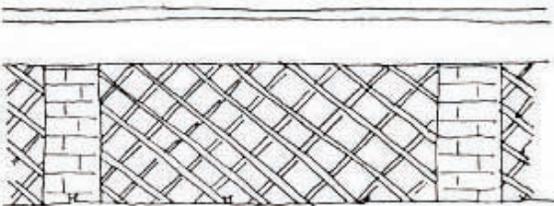
IF PORCHES ARE ENCLOSED WITH SCREEN PANELS, THE PANELS SHOULD HAVE MINIMAL FRAMEWORK AND BE PLACED BEHIND COLUMNS. THIS IS AN ACCEPTABLE PORCH ENCLOSURE AT 565 N. SPRING STREET.



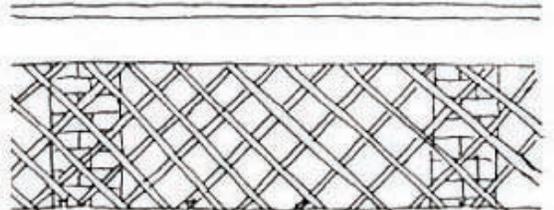
YES LATTICE BETWEEN PORCH PIERS SHOULD BE PLACED WITHIN FRAMES AND NOT TOUCH THE GROUND



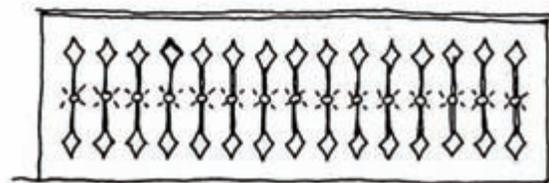
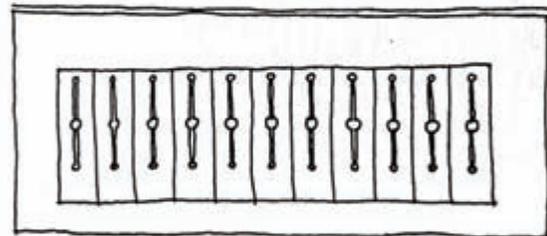
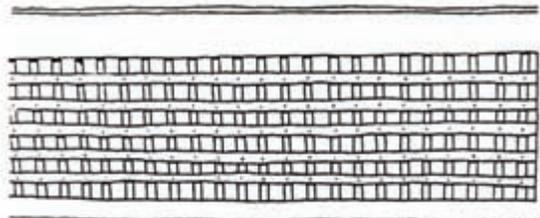
NO LATTICE SHOULD NOT TOUCH THE GROUND OR BE ADDED WITHOUT FRAMING



NO LATTICE SHOULD NOT BE NAILED TO THE SURFACE OF THE FOUNDATION



COMMON LATTICE PANELS AND SKIRTING BOARD IN ELGIN'S HISTORIC DISTRICTS



PORCH COLUMNS AND RAILING

Original porch columns and railings should be retained and repaired with materials to match the original. If the original porch columns and railings are missing, replacement porch columns and railings should be appropriate for the dwelling's architectural style and period; handrail height and style should be determined by photographs, paint outlines, paint shadows, or similar homes in the area.

Porch columns often deteriorate first at the bottom next to the porch floor. If this is the case, consider sawing off the deteriorated area and replacing this section rather than replacing the entire column.

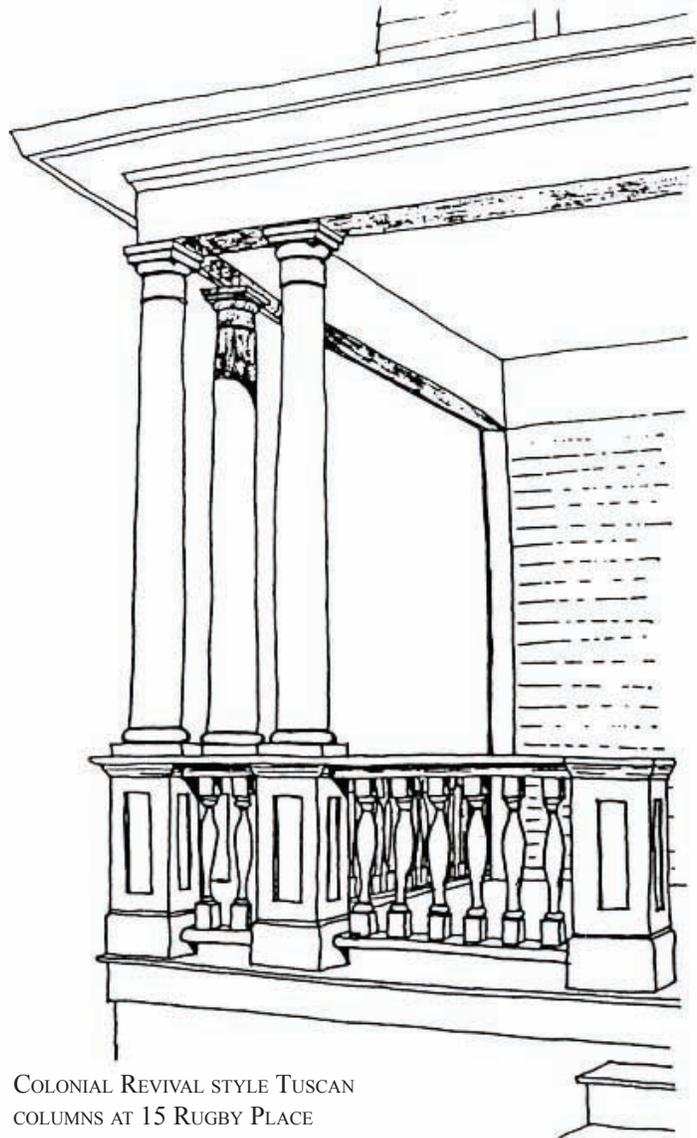
A note on porch railing height: Traditionally, the height of porch railing was based on the height of window sills within the porch, and ranged anywhere from 24 to 30 inches. This was done to provide a clear view from the inside of the house.

However, modern building codes require that railing heights be no less than 36 inches, with an exception for historic properties if the lower height of the porch railing is judged by the building official to not constitute a distinct life safety hazard in accordance with the requirements of Section 3406 of the 2000 International Building Code – "Historic Buildings."

Drawings should be provided that properly integrate the porch features with the design of the house.

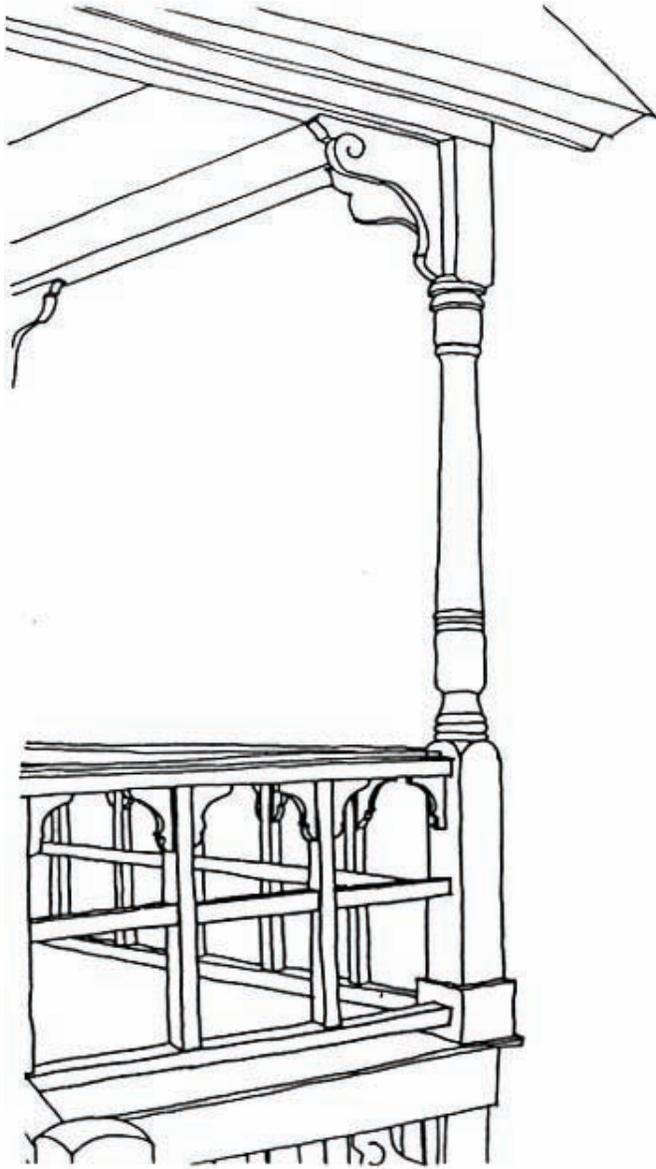
Railing height less than 36 inches high will need to be reviewed by the building official so as not to constitute a life safety hazard.

- A. should be preserved and maintained. Where repair is required, use materials to match the original in dimensions and detailing.
- B. should be rebuilt in historic designs if the original columns and railings have been removed or replaced.
- C. should have new balusters for the railing, if required. Porch balusters (also called spindles) should be appropriate for the building's style and period. The height of the railing should be in line with the window sill level, if present, and no greater than 30 inches in height.



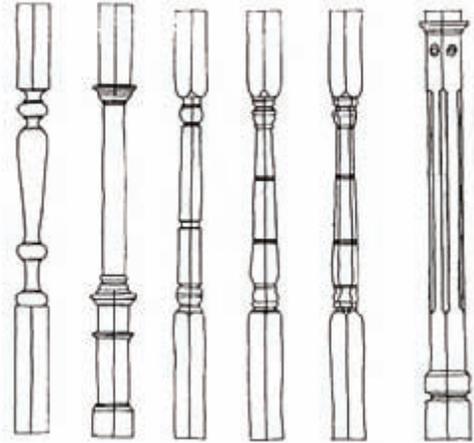
COLONIAL REVIVAL STYLE TUSCAN
COLUMNS AT 15 RUGBY PLACE

PORCH COLUMNS AND RAILING

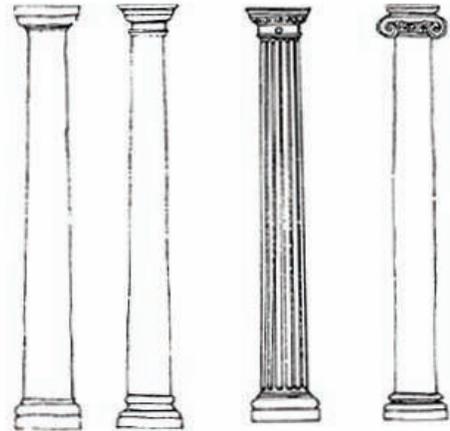


QUEEN ANNE STYLE TURNED COLUMN AND RAILING AT 116 N. PORTER STREET

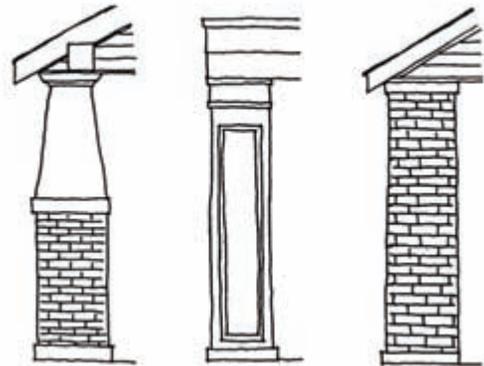
APPROPRIATE COLUMNS FOR PORCHES OF QUEEN ANNE AND RELATED HOUSE STYLES



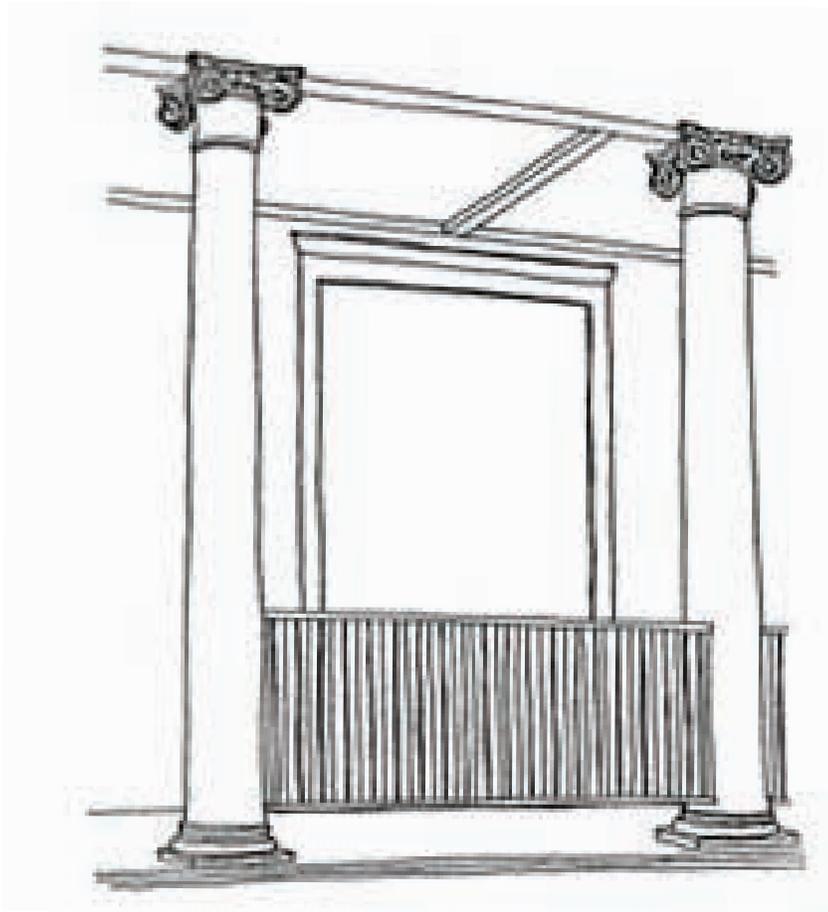
APPROPRIATE COLUMNS FOR PORCHES OF COLONIAL REVIVAL AND RELATED HOUSE STYLES



APPROPRIATE COLUMNS FOR PORCHES OF CRAFTSMAN DWELLINGS

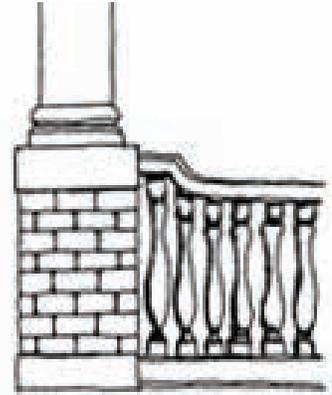


PORCH COLUMNS AND RAILING

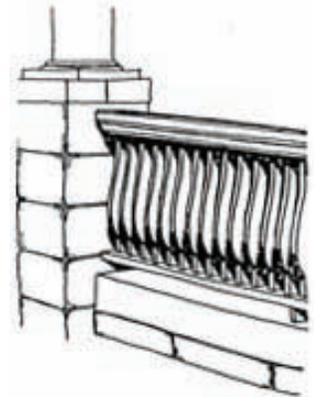


PORCH RAILING WITH SQUARE BALUSTERS ON A COLONIAL REVIVAL PORCH AT 826 DOUGLAS AVENUE

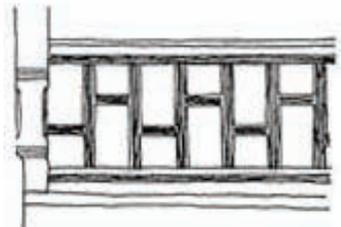
ANGLED “GOOSE NECK” RAILINGS ARE COMMON IN ELGIN’S HISTORIC DISTRICTS



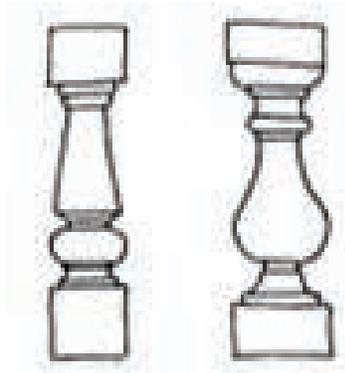
“HARP” STYLE RAILINGS ARE ALSO COMMON IN ELGIN’S HISTORIC DISTRICTS



FRETWORK RAILING IS APPROPRIATE FOR QUEEN ANNE DWELLINGS



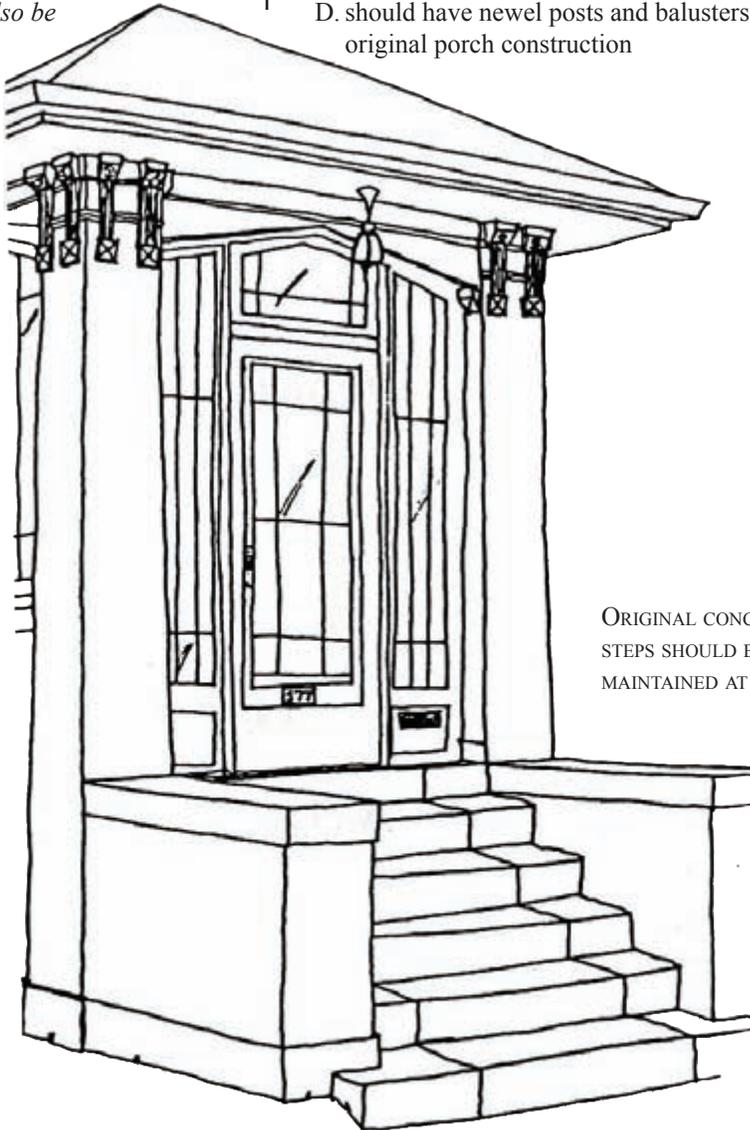
APPROPRIATE BALUSTERS FOR QUEEN ANNE DWELLINGS



APPROPRIATE BALUSTERS FOR COLONIAL REVIVAL AND ITALIANATE DWELLINGS

Most of Elgin's pre-1945 dwellings were built with wood steps leading to the door or front porch. Since steps are readily exposed to the sun and rain they require continual maintenance and repair. In many cases the original wood steps have been removed and replaced with steps of concrete. Concrete was widely used for porch steps after early 1900 and these original stairs should also be repaired and retained.

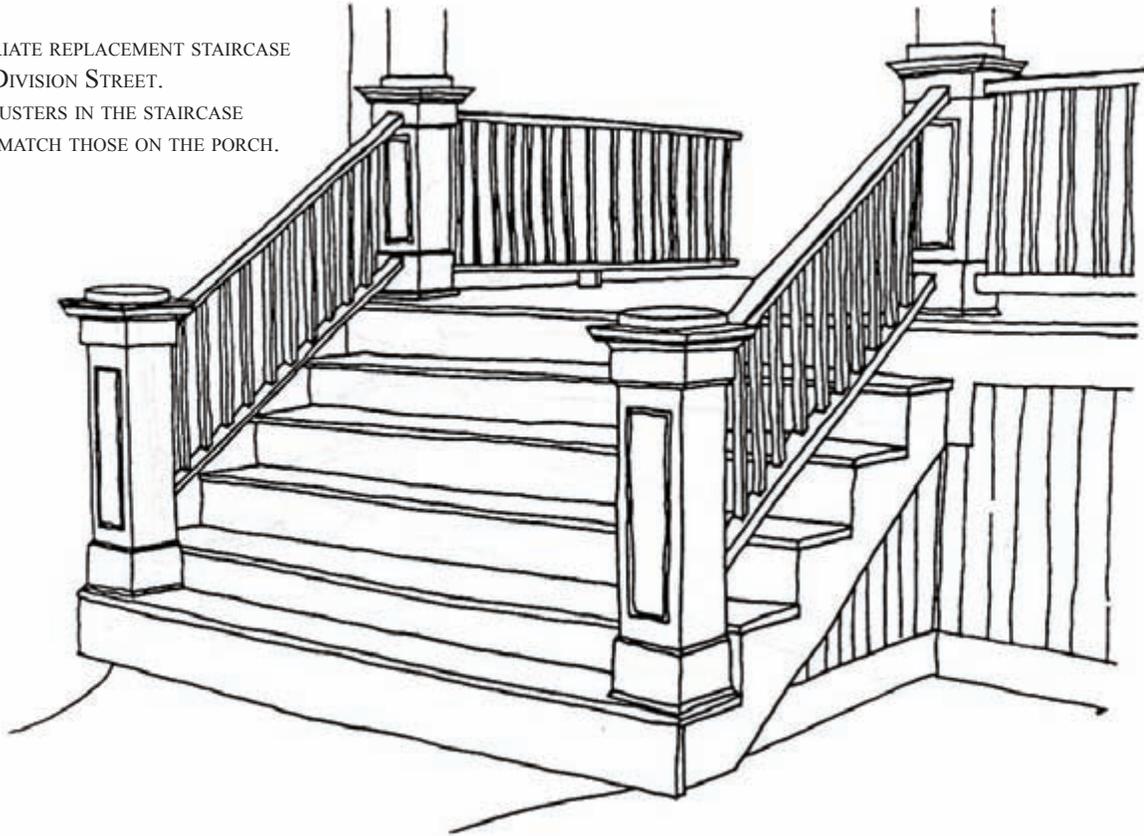
- A. should be retained in their original location and configuration, if original to the property. Wood and concrete steps should be repaired with materials to match the original.
- B. should be replaced with wood rather than brick or concrete, if the porch floor is made of wood.
- C. should have their tread constructed in either 5/4x12 or 2x12 lumber. The ends of the treads should be bull-nosed and overhang the riser by no less than 1 inch.
- D. should have newel posts and balusters, treads and risers, to match original porch construction



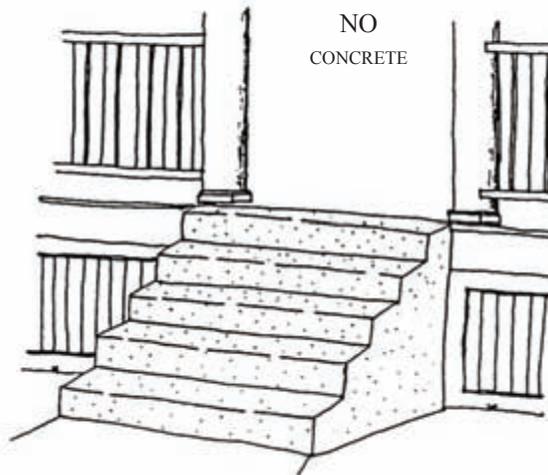
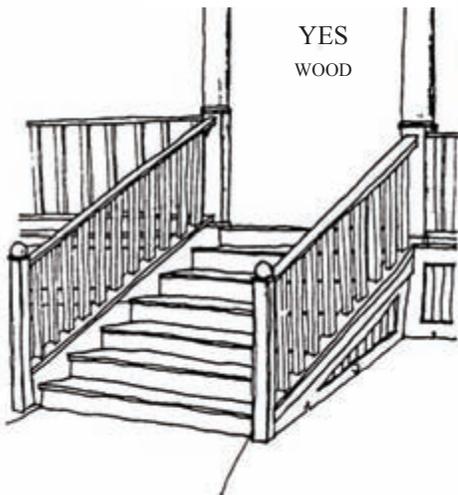
ORIGINAL CONCRETE STAIRCASES AND STEPS SHOULD BE PRESERVED AND MAINTAINED AT 177 LINCOLN STREET.

PORCH STAIRCASES AND STEPS

APPROPRIATE REPLACEMENT STAIRCASE
AT 396 DIVISION STREET.
THE BALUSTERS IN THE STAIRCASE
RAILING MATCH THOSE ON THE PORCH.

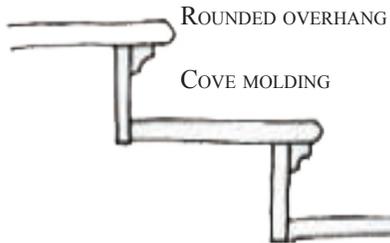


FRONT STEPS FOR WOOD PORCHES SHOULD BE OF WOOD RATHER THAN CONCRETE



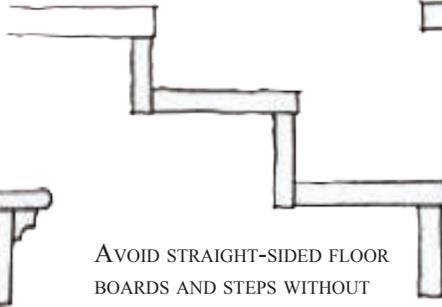
PORCH STAIRCASES AND STEPS

YES



NEW WOOD PORCH STEPS SHOULD BE APPROPRIATELY SIZED AND WITH MOLDED BOARDS

NO

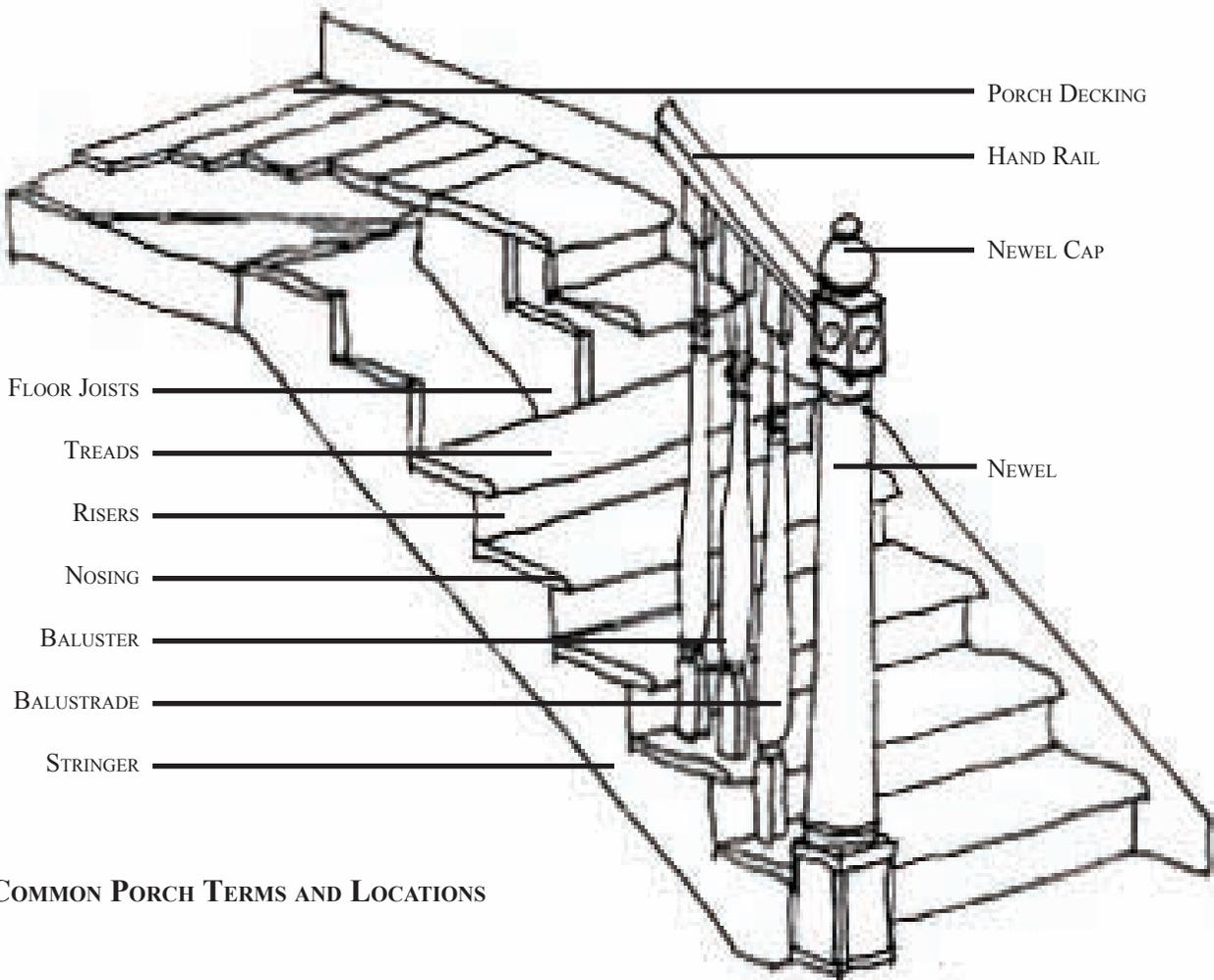


AVOID STRAIGHT-SIDED FLOOR BOARDS AND STEPS WITHOUT BULLNOSE

NO



AVOID USING DECKING MATERIAL (2x4s) ON STEPS

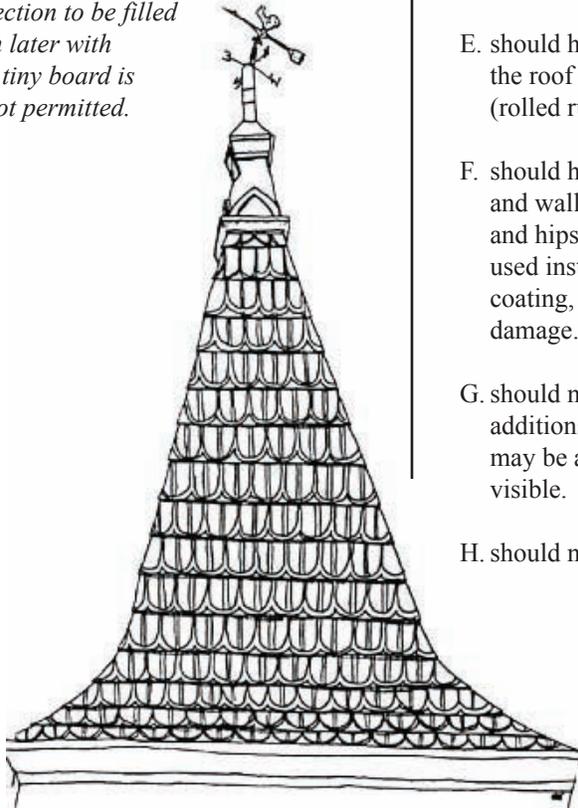


COMMON PORCH TERMS AND LOCATIONS

ROOFS

Original roof forms should be retained. If additions will affect roof forms the additions should be added at rear or side rooflines which are not readily visible from the street. Historic roof materials such as metal shingles, clay tiles, or slate should be repaired and preserved. If repair is no longer practical, replacement with asphalt shingles may be considered. Sawn cedar shingles were also a common roof material used on Elgin's older houses.

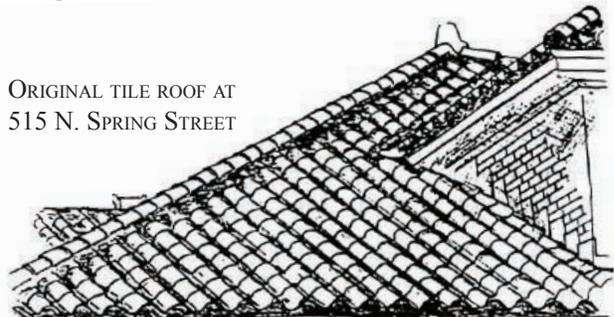
The process of saw cutting the siding/shingle at the junction of a roof and vertical wall section to be filled in later with a tiny board is not permitted.



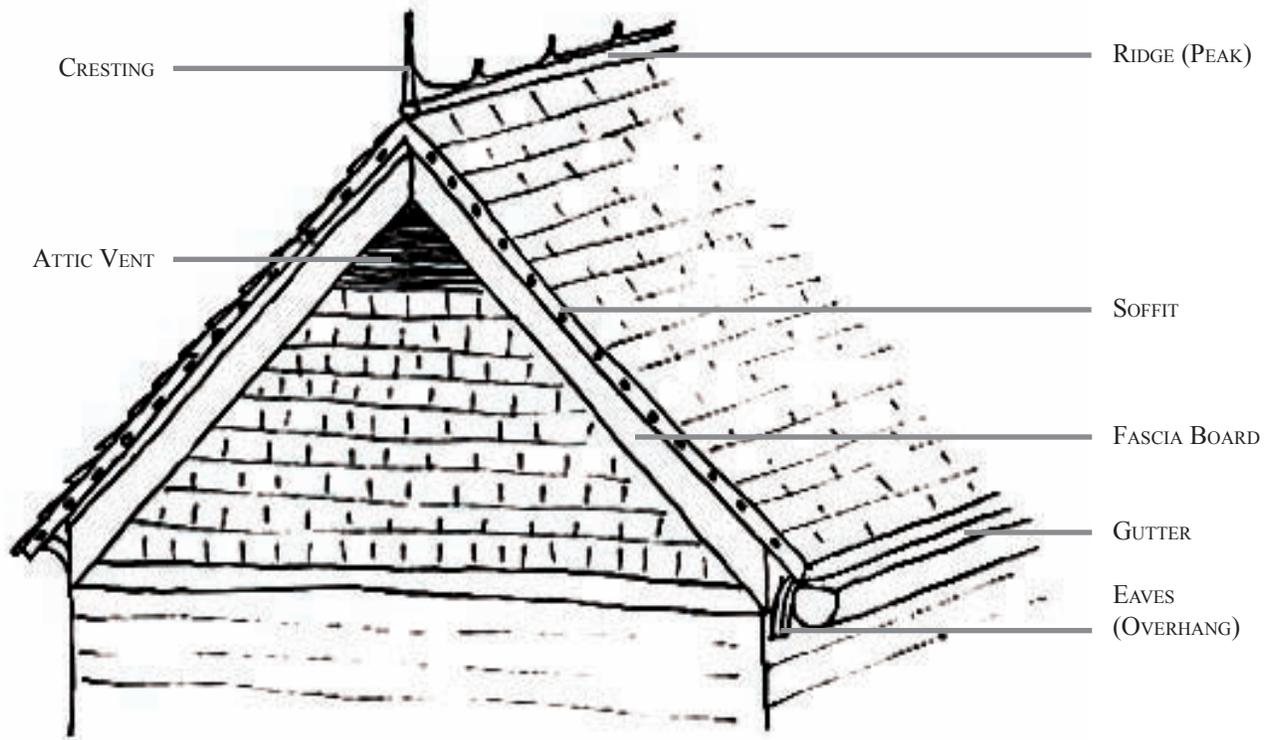
ORIGINAL PRESSED METAL SHINGLE ROOF AT 730 DOUGLAS AVENUE.

- A. should be retained in their original shape and pitch, with original features (such as cresting, chimneys, finials, cupolas, etc.), and, if possible, with original roof materials.
- B. should be re-roofed with substitute materials such as asphalt or fiberglass shingles if the original materials are no longer present or if the retention of the original roof material is not economically feasible.
- C. should be in appropriate colors such as dark grey, black, brown or shades of dark red; red or green may also be appropriate for Craftsman/Bungalow period dwellings for new asphalt or fiberglass shingled roofs.
- D. should have sawn cedar shingles added only after a complete tear-off of the existing roof materials is completed. This is necessary to provide adequate ventilation and proper drying of the roof during wet conditions.
- E. should have soldered metal panels added as the surface material, if the roof is flat. If not readily visible, rolled composition or EPDM (rolled rubber) roofing materials are acceptable.
- F. should have proper water-tight flashing at junctions between roofs and walls, around chimneys, skylights, vent pipes, and in valleys and hips where two planes of a roof meet. Metal flashing should be used instead of the application of caulking material or bituminous coating, which can deteriorate due to weathering and allow moisture damage.
- G. should not have new dormers, roof decks, balconies or other additions introduced on fronts of dwellings. These types of additions may be added on the rear or sides of dwellings where not readily visible.
- H. should not have split cedar shakes, in most cases.

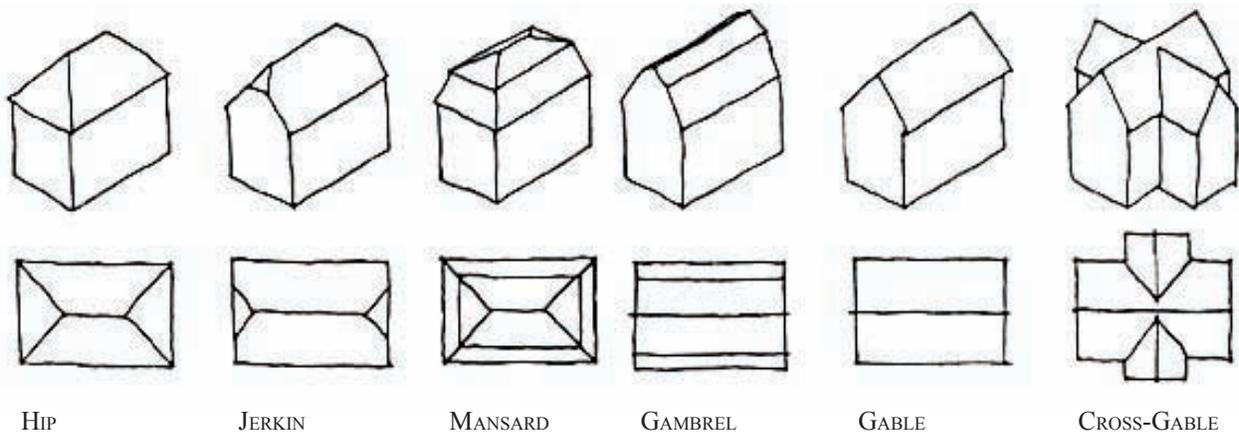
ORIGINAL TILE ROOF AT 515 N. SPRING STREET



COMMON ROOF TERMS AND LOCATIONS



COMMON ROOF FORMS IN ELGIN



HIP

JERKIN

MANSARD

GAMBREL

GABLE

CROSS-GABLE

ROOF SKYLIGHTS, VENTS AND DORMERS

Skylights are often installed to help make usable space in upper floor areas or attics. The installation of skylights is acceptable as long as they are placed on rear roof lines, behind gables or dormers, or at other roof locations not readily visible from the street. Skylights which are flush with the roofline or lay flat are more acceptable than those with convex or "bubble" designs. Historically, roof windows, light wells or skylights were designed into the architecture of the building.

SKYLIGHTS

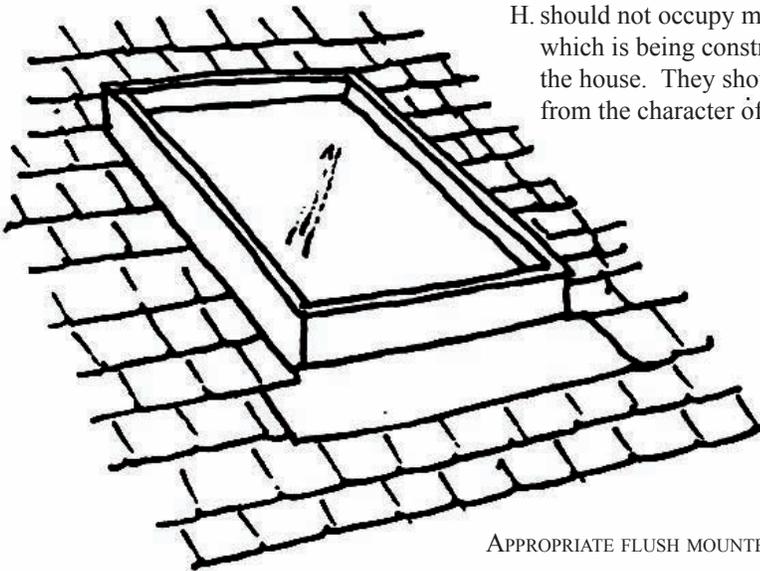
- A. should be preserved, if original to the house.
- B. should be flat or flush with the roofline, not convex or "bubble" designs.
- C. should have ridge treatment in ridge roll and balls on end on cedar roofs.
- D. should not be added where they would be visible from the street. Skylights should be placed at rear roof lines or behind gables and dormers.

VENTS

- E. should be ridge vents rather than pot vents. If used, they should be sited at rear rooflines.

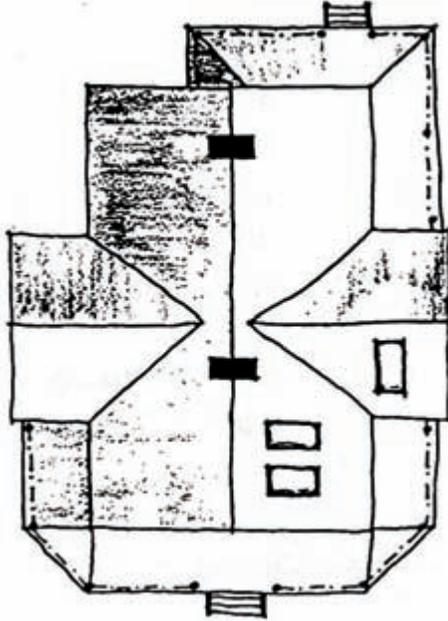
DORMERS

- F. should be over skylights in highly visible portions of the roof.
- G. should be constructed as two gables and a connector, if larger in volume.
- H. should not occupy more than fifty percent of the slope of the roof of which is being constructed and should be trimmed out in the style of the house. They should be designed and located for as not to detract from the character of the roof.

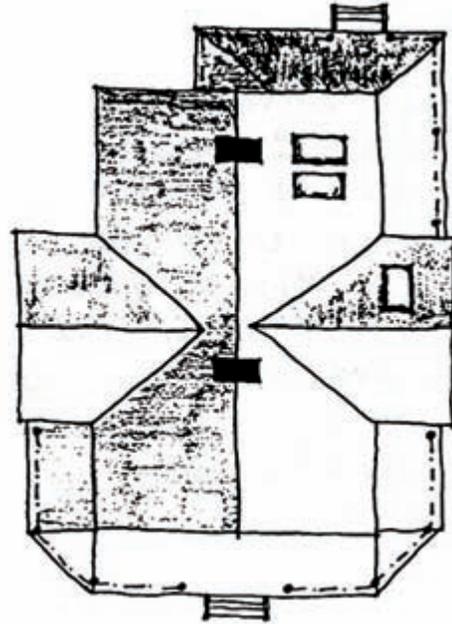


APPROPRIATE FLUSH MOUNTED SKYLIGHT

ROOF SKYLIGHTS, VENTS AND DORMERS



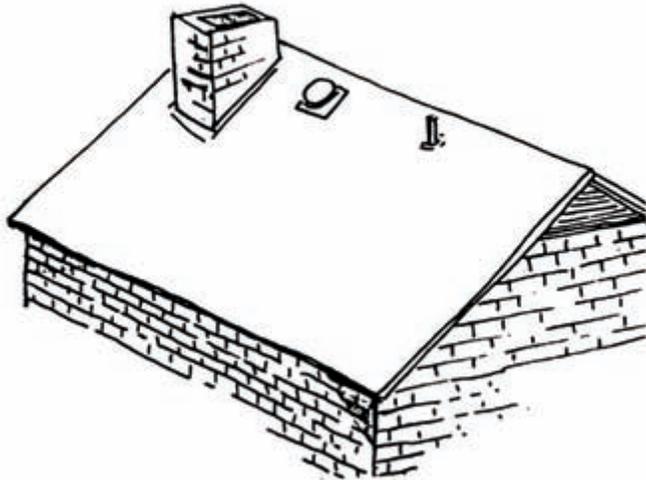
NO



YES

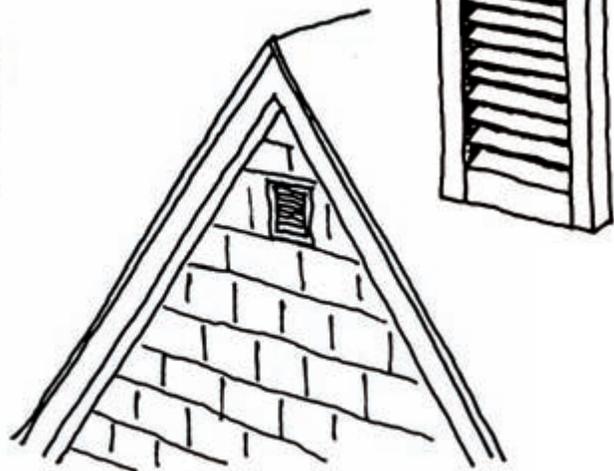
FRONT

SKYLIGHTS SHOULD BE PLACED AT REAR ROOFLINES OR BEHIND DORMERS



POT VENTS, IF ADDED, SHOULD BE PLACED AT REAR FACING ROOF LINES.

ORIGINAL GABLE VENTS SHOULD BE MAINTAINED



WINDOWS

Elgin's dwellings display a wide variety of historic wood windows in various sash designs and sizes. Wood windows should be repaired to match the original design. It is less expensive to repair windows than to replace them with new windows. Where the severity of deterioration requires replacement, the installation of new wood windows to match the original design is recommended. Aluminum clad windows are also acceptable as replacement windows. Factors to be considered in determining whether the severity of deterioration of windows requires replacement shall include but not be limited to the following factors: damage, excessive weathering, loss of soundness or integrity of the wood, deterioration due to rot or insect attack, and cost to repair. As to the factor of the cost to repair windows, a particular window may be permitted to be replaced rather than repaired if the estimated cost to repair the windows is more than the estimated cost of the purchase and installation of appropriate replacement windows.

A. which are original should be preserved in their original location, size, and design and with their original materials and numbers of panes (glass lights).

B. which are not original should not be added to primary facades or to secondary facades where readily visible.

C. should be repaired rather than replaced, but if replacement is necessary, the recommended replacement should be in-kind to match the originals in material and design. Windows clad in aluminum or baked-on aluminum are acceptable as replacement windows for use throughout the structure. Factors to be considered in determining whether the severity of deterioration of windows requires replacement shall include but not be limited to the following factors: damage, excessive weathering, loss of soundness or integrity of the wood, deterioration due to rot or insect attack, and cost to repair. As to the factor of the cost to repair windows, a particular window may be permitted to be replaced rather than repaired if the estimated cost to repair the windows is more than the estimated cost of the purchase and installation of appropriate replacement windows.

D. which are original of steel or aluminum should be repaired with materials to match the original. If repair is not feasible, replacement should be with new windows to match the original as closely as possible in materials and dimensions. Aluminum extruded windows are an acceptable replacement substitute for original steel sash windows, as long as their size, shape and profile match the original windows.

E. Vinyl extruded windows are not permitted for use in historic districts.

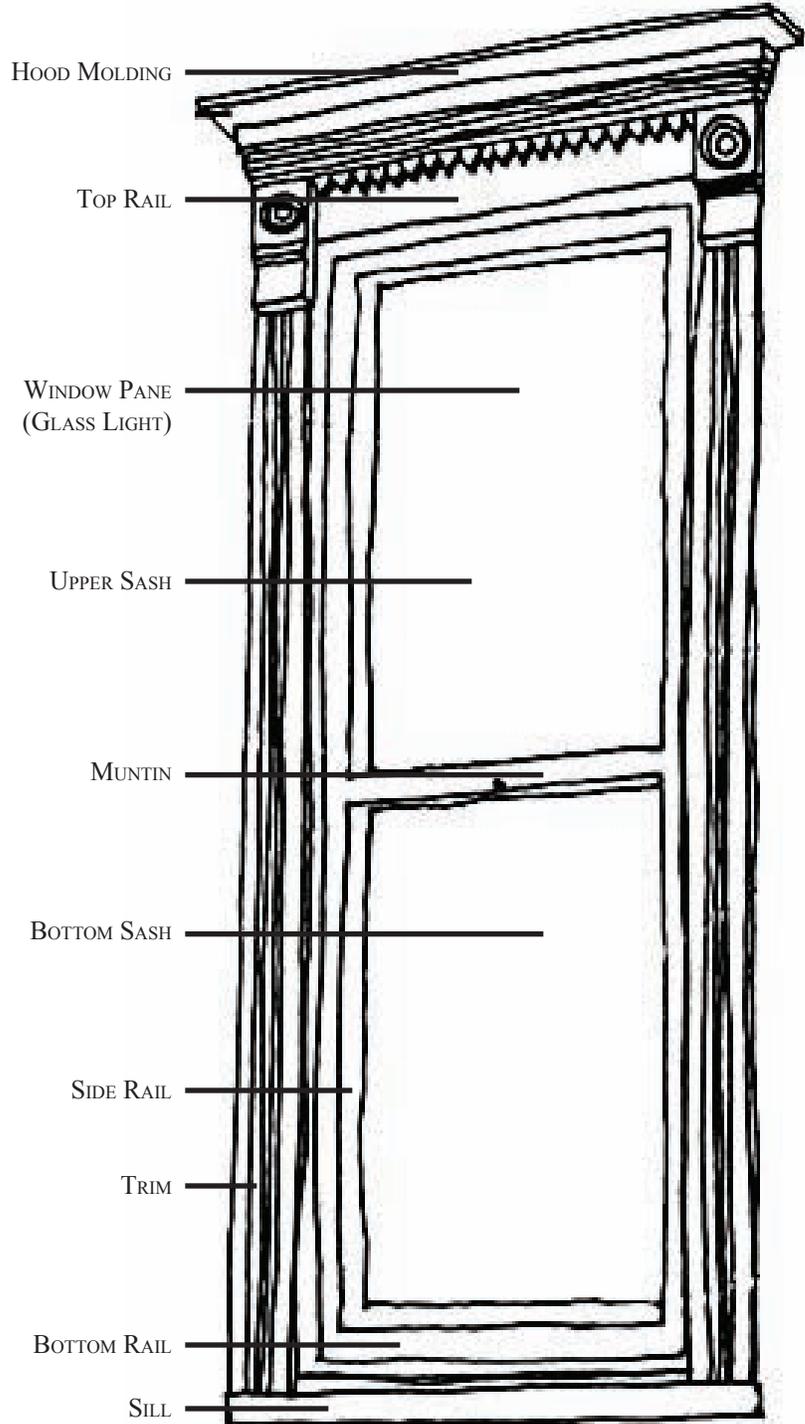
F. which are new should not have snap-on or flush muntins. True divided muntins are preferred over these types of muntins which do not have the same appearance as historic windows. New muntins which are an integral part of the window sash and installed on both sides of the glass are preferable to snap-on simple grilles.

G. screens and/or storms should be wood or baked-on or anodized aluminum and fit within the window frames.

H. that are approved for replacement may be fitted with new double-paned Low-E glass that will improve the energy conservation on the interior. Only low-e glass that does not contain a tint should be used.

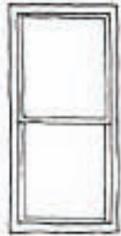
Vinyl windows are not permitted for use in historic districts since they do not possess the profile and other design characteristics of original wood windows. Additionally, they have a short expected life of the glazing. The lifetime guarantee furnished with many vinyl replacements is often, in effect, the lifetime of the sealed glazing units. Current experience is that after about fifteen years the seals fail, allowing the entrance of water vapor and fog out the cavity. Due to a number of factors, mostly overall window quality and parts availability issues, it is frequently practical to replace the entire unit rather than the glazing only proving to be expensive. Additionally, deterioration is caused when moisture also gets trapped between the vinyl and the wood

PARTS OF A WINDOW AND TRIM



WINDOWS

COMMON WINDOW DESIGNS IN ELGIN'S HISTORIC DISTRICTS



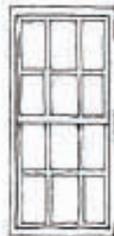
1/1 SASH



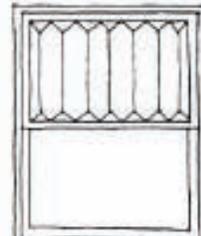
2/2 SASH



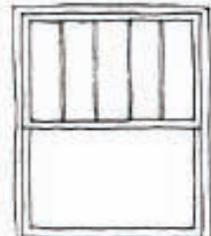
4/4 SASH



6/6 SASH

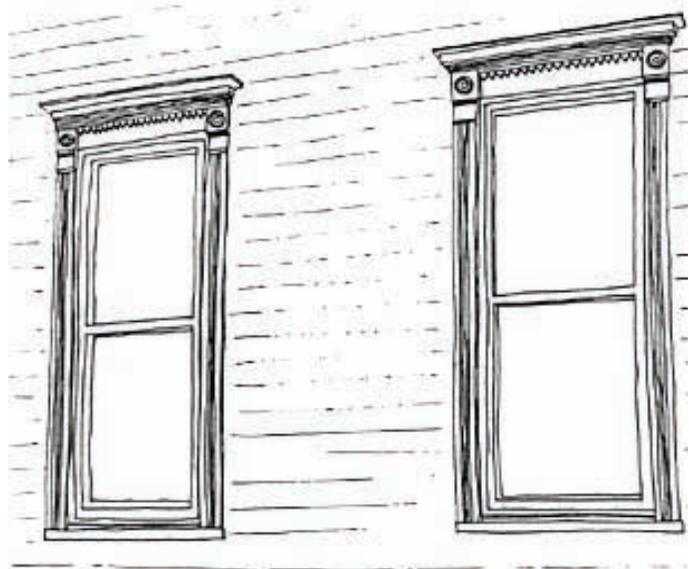


DIAMOND LIGHT



5/1 VERTICAL SASH

ORIGINAL 1/1 WOOD SASH WINDOWS AND
DECORATIVE CORNICES AT 376 PARK STREET



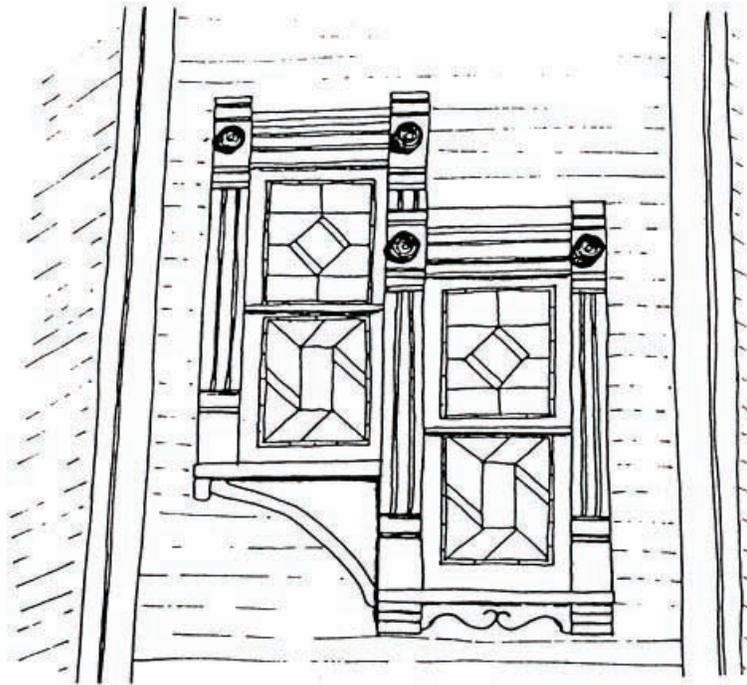
MULTI- LIGHT SASH DESIGN WINDOWS
AT 891 DOUGLAS AVENUE

Elgin's dwellings display a wide variety of decorative historic windows including materials such as stained glass, beveled glass, leaded glass, and etched glass. These windows should be retained and repaired to match the original design. Decorative windows should not be removed or concealed.

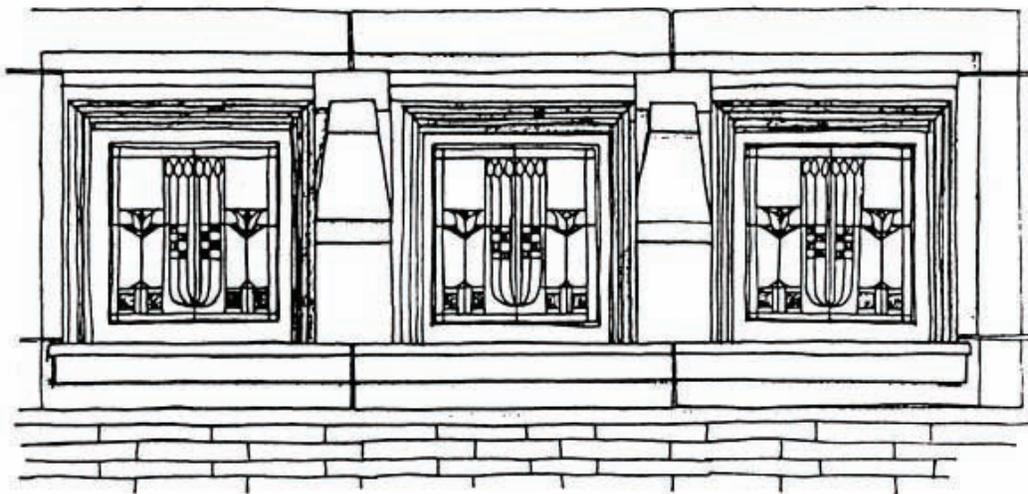
Full-view storm panels may be added to provide protection from vandals and for energy conservation.

- A. should be preserved in their original location, size, and design with their original materials and glass pattern.
- B. should be repaired rather than replaced. Consultation with a glass specialist is recommended when extensive repairs are needed.
- C. should not be added to primary or secondary facades.

PRESERVE ORIGINAL
STAINED GLASS WINDOWS
(470 E. CHICAGO STREET)



DECORATIVE GLASS CONTINUED TO BE
USED FOR PRAIRIE STYLE DWELLING
AND OTHER 20TH CENTURY STYLES
(900 DOUGLAS AVENUE)



SCREEN, STORM, AND SECURITY WINDOWS

Screen, storm, and security windows are acceptable for historic dwellings.

Screen windows should be full view or have the meeting rail location match that of the window behind it. Storm windows assist in lowering energy costs and should be wood full-view design or have the central meeting rail at the same location as the historic window behind it. Windows of dark anodized aluminum or baked enamel are preferred to those of "raw" or shiny aluminum. Windows of raw aluminum are not acceptable unless painted to match the color of the window sashes.

The installation of security windows on the fronts of buildings is discouraged; however, they may be installed if they are full-view design. Window bars should not be added to windows which are readily visible from the street. The addition of window bars on the rear or sides of dwellings which are not readily visible is acceptable.

A. should coincide at the original meeting rail, if a sash window is uneven.

SCREENS

- B. should be correctly sized to fit the window opening, including round arched windows.
- C. should be wood or baked-on or anodized aluminum and fit within the window frames, not overlap the frames. Screen window panels should be full view design or have the meeting rail match that of the window behind it.

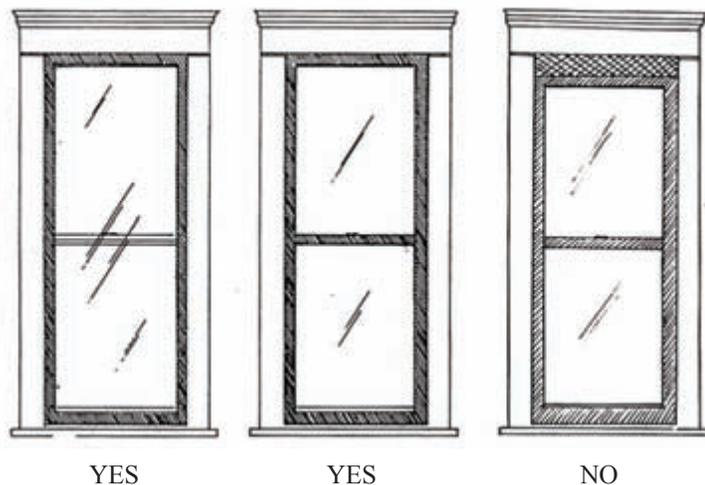
STORM WINDOWS

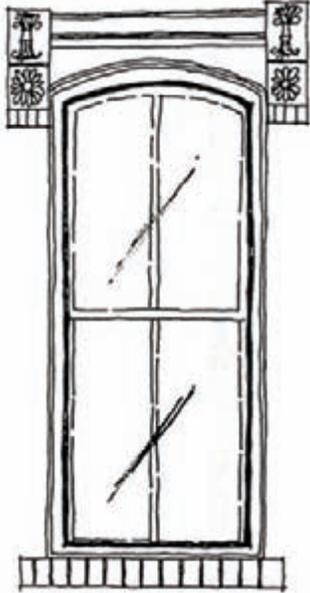
- D. should be sized and shaped to fit the window opening. Round arched window openings should be preserved and not closed off with wood panels in new storm windows.
- E. should preferably be of wood but aluminum full-view design and with baked-on enamel or anodized finish in dark colors are also acceptable.
- F. should be full-view design or with the central meeting rail at the same location as the historic window.
- G. should have built-in lower screens, if triple track.

SECURITY WINDOWS

- H. should not be readily visible from the street, especially those with security bars.

STORM WINDOWS SHOULD BE FULL-VIEW OR HAVE MATCHING MEETING RAILS. ALTERING THE ORIGINAL WINDOW OPENING FOR SMALLER STORM WINDOWS (SHOWN ON RIGHT) IS NOT ACCEPTABLE.





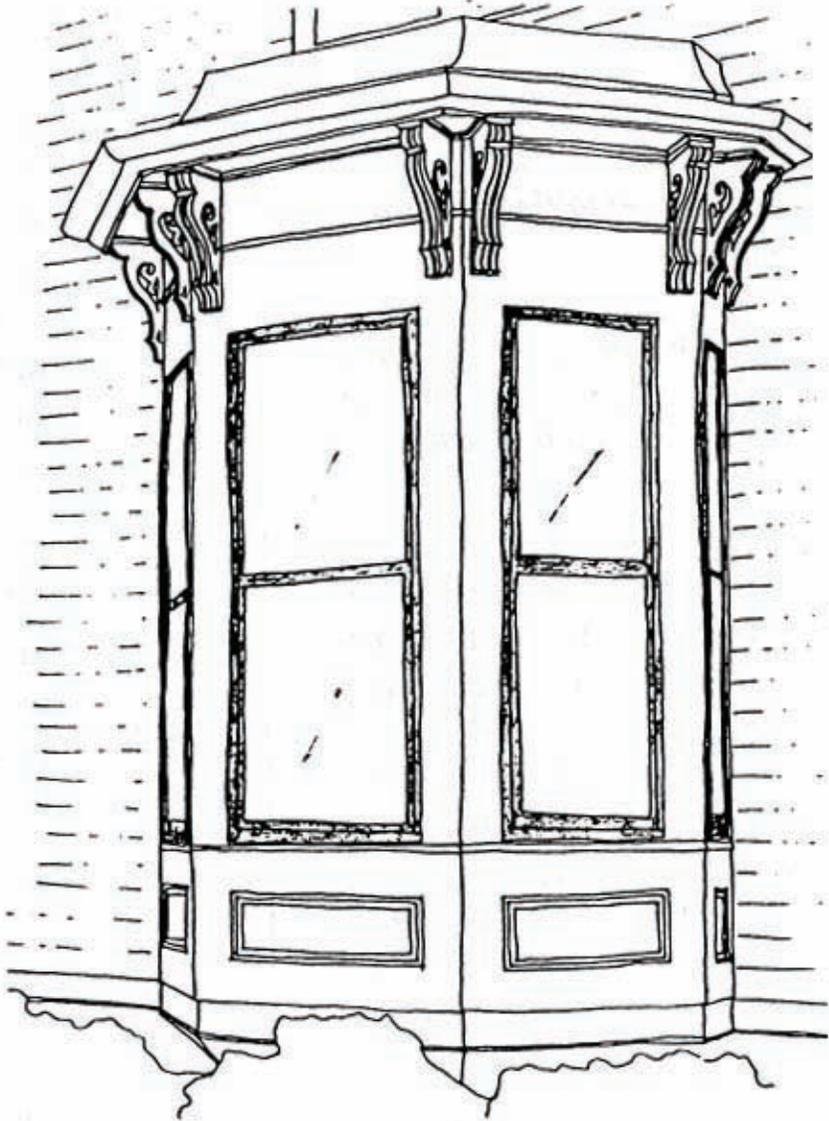
YES

ARCHED WINDOWS SHOULD HAVE STORM WINDOWS APPROPRIATELY SIZED TO FIT THE OPENING



NO

ARCHED WINDOWS SHOULD NOT BE FILLED IN TO FIT A RECTANGULAR STORM WINDOW

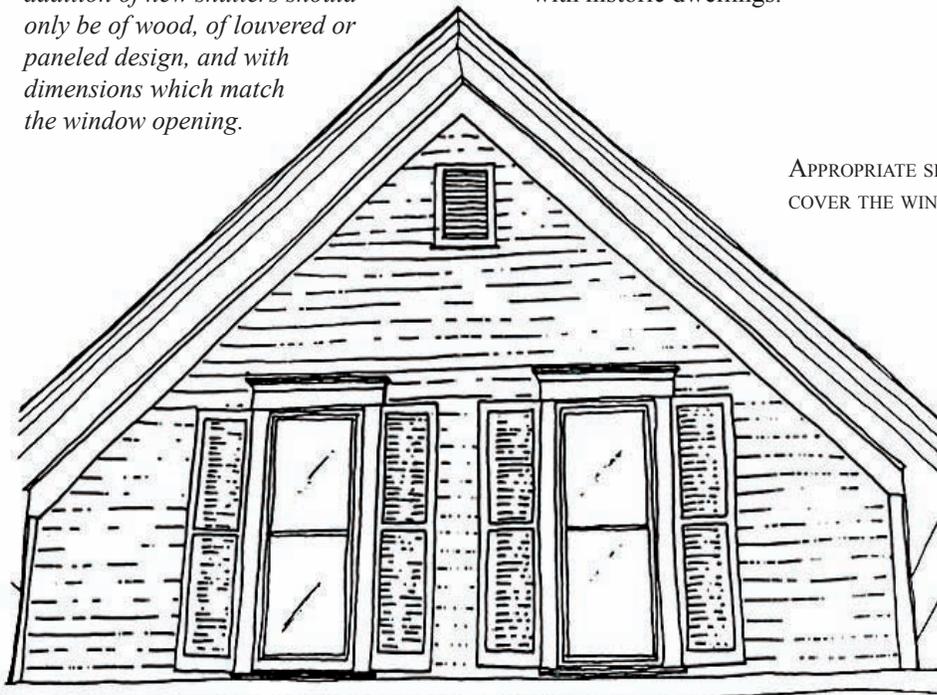


APPROPRIATE STORM WINDOWS AT 205 N. GIFFORD STREET. THE STORM WINDOWS FIT THE ORIGINAL OPENINGS AND MATCH THE LOCATION OF THE MEETING TRAIL.

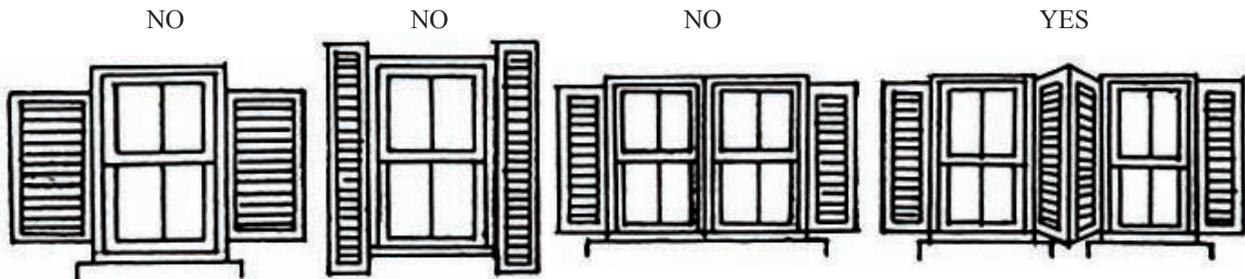
WINDOW SHUTTERS

Window shutters were often added to pre-1945 houses to provide interior shading in the summer and to protect windows during storms. With the advent of air conditioning, window shutters are more ornamental in design than practical. Over the years many original window shutters have been removed. Original shutters should be preserved and maintained. The addition of new shutters should only be of wood, of louvered or paneled design, and with dimensions which match the window opening.

- A. should be preserved and maintained, if original.
- B. should be of louvered or paneled wood construction and the shutters should fit the window opening so that if closed they would cover the window opening
- C. should not be added unless there is physical or photographic evidence that the dwelling originally had them.
- D. should not be of vinyl or aluminum construction. These shutters generally have dimensions or textures which are not compatible with historic dwellings.



APPROPRIATE SIZED SHUTTERS SHOULD COVER THE WINDOW WHEN CLOSED



SHUTTERS SHOULD COVER WINDOWS IF CLOSED

The majority of Elgin's pre-1945 dwellings are of frame construction with various types of wood siding. On many of the dwellings there are combinations of horizontal weatherboard or clapboard siding and wood shingles. These original siding materials are essential components in defining a building's architectural character. The concealment of original wood siding with vinyl, aluminum, or other synthetic sidings is not appropriate. These siding materials do not successfully imitate original wood siding dimensions or texture.

NOTE: In addition to the challenge of imitating original wood sidings in appearance, the use of synthetic sidings also poses potential structural problems for historic buildings. Most importantly, these materials may not be cost effective compared to continued maintenance and painting of the wood siding. All materials have a limited life span and we are now seeing property owners having to paint aluminum and vinyl siding which is 15 to 20 years old. The sale of paint for vinyl and aluminum siding has risen dramatically over the past few years due in part to these materials fading, chipping, or cracking.

NOTE: Before considering the replacement of siding, obtain a determination from Staff of the City of Elgin on the condition of the siding.

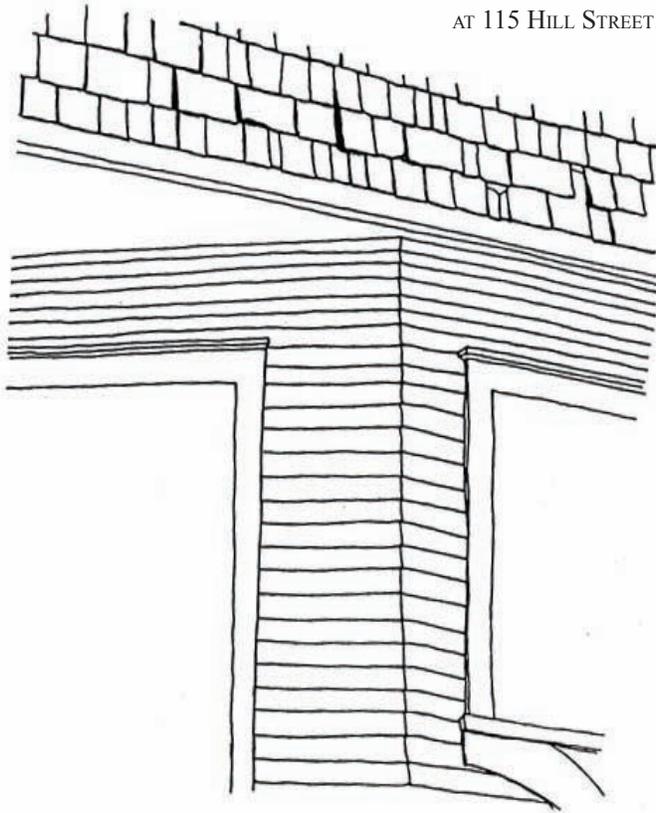
- A. should be repaired rather than replaced, if original. If replacement is necessary, wood siding and shingles should be replaced with new cement board or shingles to match the original in size, placement, and design. Wood that has been concealed beneath synthetic sidings such as aluminum, asbestos, or vinyl should be repaired and the synthetic sidings removed. Following the removal of synthetic sidings the original siding should be repaired to match the original, caulked and painted. If the "ghosts" or outlines of decorative missing features are revealed, these should generally be replicated and reinstalled. If these features are not replaced they should be recorded through photographs or drawings for future replication.
- B. should be insulated if the addition of the insulation does not result in alterations to the siding. The creation of plugs or holes for blown-in insulation is not acceptable.
- C. should have original asbestos shingles kept stained or painted. If asbestos shingle siding is deteriorated or poses a health hazard, it may be removed and replaced with wood or other substitute siding. Removal of asbestos siding should follow hazardous material guidelines.
- D. should not be concealed beneath synthetic materials such as vinyl, masonite, or aluminum, if original. Original siding should also not be concealed beneath wood based materials such as particle board, gyp board, or press board. These materials generally do not possess textures or designs which closely match original wood siding. However, if more than 50% of the original siding material is damaged beyond repair, or missing, substitute materials may be applied if the following conditions are met:
 - the existing damaged siding materials are removed prior to the installation of substitute materials;
 - Vinyl material is not permissible. Rather, cement board is and should be smooth without knots and be accented with trim
 - Finger jointed board stock is acceptable, however, natural continuous board stock is preferable for use as siding.

The application of these materials must not result in the concealment of or removal of original decorative detailing or trim including window and door surrounds. However, if no trim or surrounds exist then new wood trim in the form of fascia, corner boards, base boards, molding and windows should be installed.

Substitute materials should match the dimensions of the original wood siding as closely as possible. The cement board should abut the wood trim and be caulked to prevent moisture damage.

WOOD SIDING

PRESERVE AND MAINTAIN ORIGINAL SIDING MATERIALS SUCH AS WEATHERBOARD AND WOOD SHIGLES AT 115 HILL STREET.



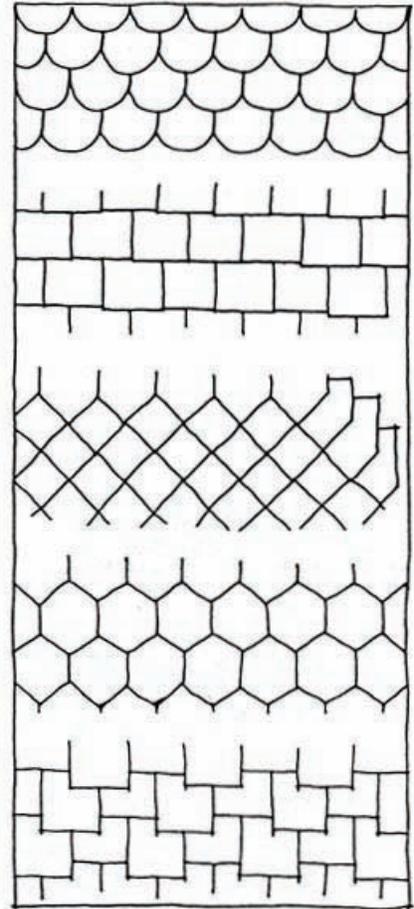
FISH SCALE

PLAIN

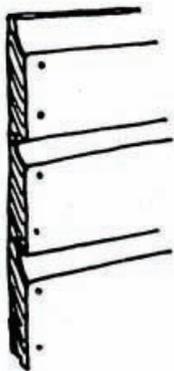
DIAMOND

HEXAGON

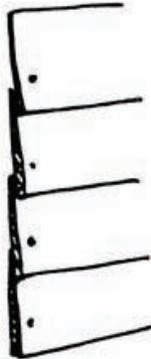
STAGGERED



COMMON WOOD SIDING FORMS IN ELGIN



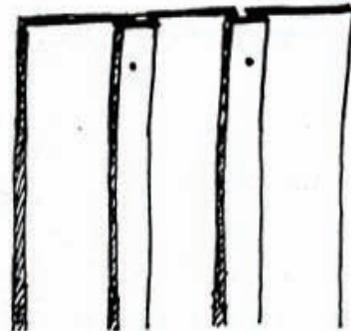
DROP SIDING



CLAPBOARD SIDING



BEVELED SIDING



BOARD AND BATTEN SIDING



DESIGN GUIDELINE MANUAL
for Landmarks and Historic Districts

SITE & SETTING

SITE &
SETTING

VIII. GUIDELINES FOR SITE AND SETTING

Elgin's Historic Districts developed from the mid-19th to the early 20th centuries and most blocks retain their original character of site and setting. Dwellings were built with consistent setbacks from the street, with front yards for landscaping and plantings, and with the house's porch and main entrance oriented towards the street. Most blocks were laid out with similar lot dimensions and distances between houses, creating a consistent rhythm and pattern in the location of dwellings and their intervening spaces. This streetscape character is retained on most blocks in the locally designated districts and should be preserved and maintained.

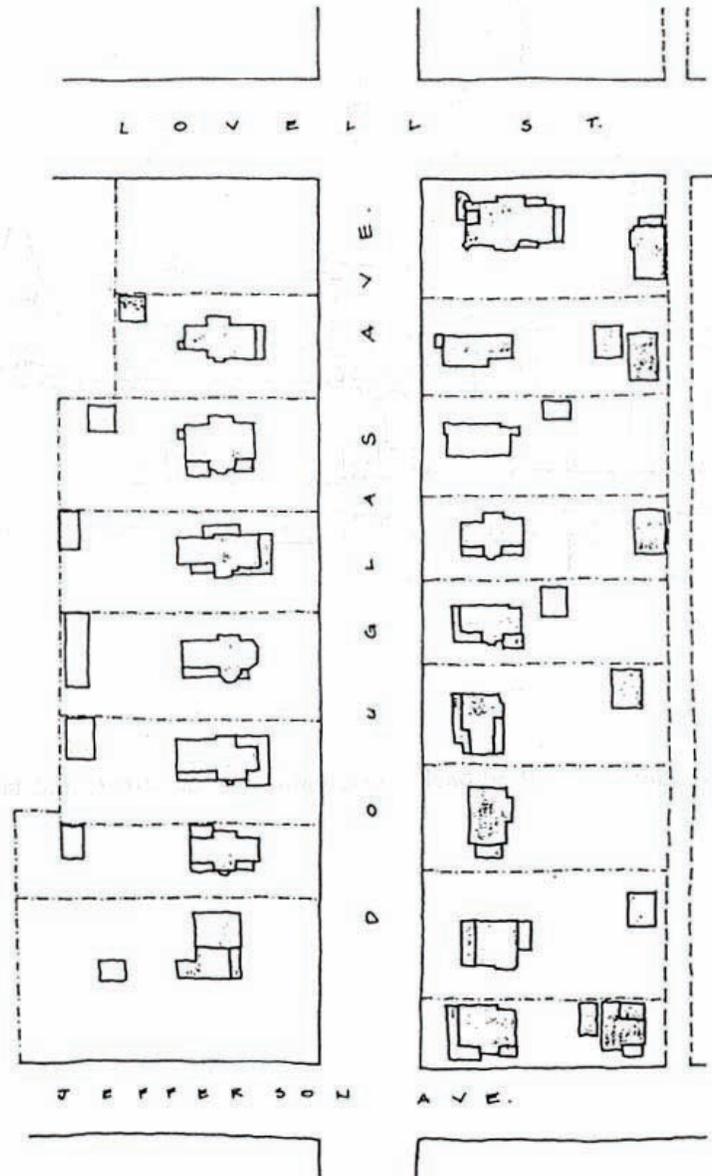
Subject to the limitations imposed by the underlying zoning district and applicable building codes, any new construction, remodeling, demolition and/or landscaping should attempt to blend proposed work into the traditional design of the area.

This includes considerations of items such as:

- Set backs
- Lot sizes
- Density
- Location on the lot
- Orientation & size of:
 - new buildings, additions, remodeling
- Placement of hard scape features such as:
 - driveways, sidewalks, parking pads, retaining walls, patios, planters, fountains, pools, gazebos, etc.

In the case of Planned Developments, Conditional Uses and Variations, prior review from the Heritage Commission should take place regarding design guideline issues.

The following guidelines provide information on changes and alterations to a property's site and setting which could affect its architectural appearance.



DOUGLAS AVENUE IN 1913 SHOWING CONSISTENT SETBACKS AND LOCATION OF OUTBUILDINGS AT REAR OF LOTS AND ALONG ALLEYS.

VIII. GUIDELINES FOR SITE AND SETTING



**MOST BLOCKS IN THE DISTRICTS HAVE SIMILAR SETBACKS,
ORIENTATION TO THE STREET AND LANDSCAPED FRONT YARDS.**



DRIVEWAYS, PARKING LOTS, AND PAVING

Elgin's locally designated districts were largely platted and developed in the days of horses and horse drawn vehicles and in the early days of the automobile. Some streets were laid out with rear alleys to provide access to barns, carriage houses, and sheds. These buildings were generally located directly adjacent to these alleys. With the rising popularity of the automobile, many of these original outbuildings were replaced or converted to garages. Today, vehicular access to Elgin's historic dwellings is by driveways off the street or through the rear alleys. The addition of garages and parking places in areas other than rear yards is thus not consistent with traditional streetscape design. Thus, if the property abuts an alley, parking should be situated there rather than near the building.

Access to properties in Elgin is generally from driveways added along side lot lines from the street or from rear alleys. Within the districts, original driveway materials such as concrete should be preserved and new driveways should be designed with traditional materials and placement

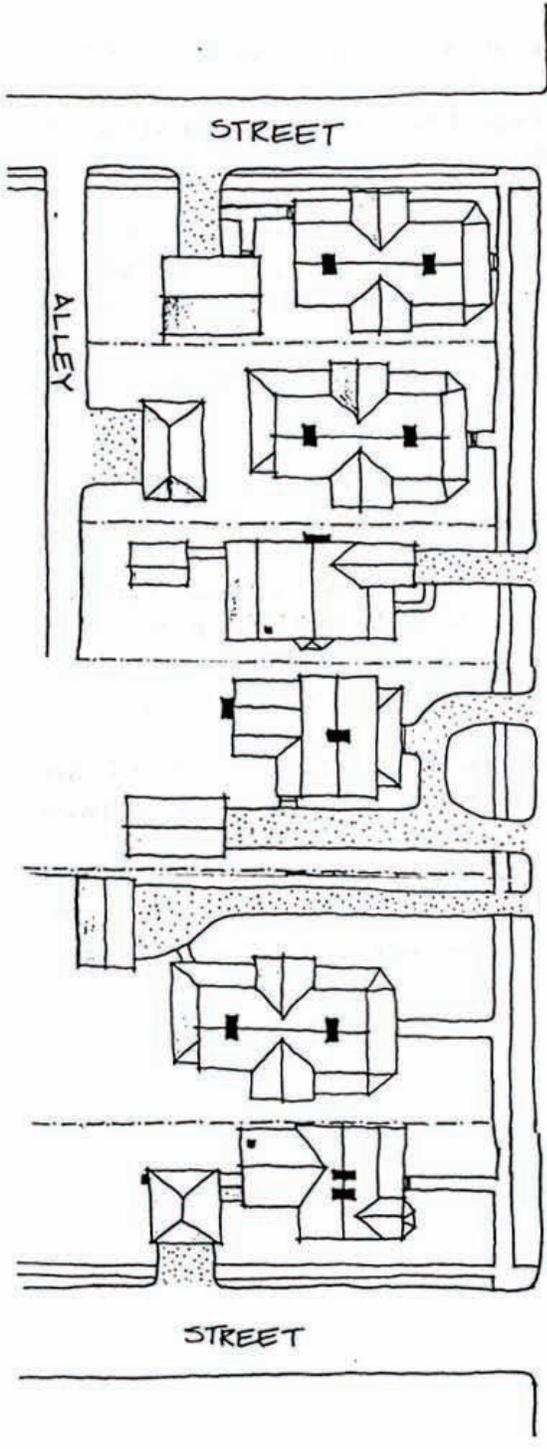
DRIVEWAYS

- A. should always be preserved in their original designs, materials, (cobblestone, concrete, brick, etc.), and placement.
- B. should be of brick, concrete, or concrete tracks (narrow strips) if it is a new or replacement driveway in the front or side yards. Asphalt or textured concrete designed to look like brick pavers are also appropriate materials. Gravel driveways are discouraged because gravel migrates and is difficult to maintain. If approved, gravel driveways should have proper edging in brick, stone, concrete, or metal installed.
- C. should have their parking areas located behind the front building line and be screened with hedges, shrubs, or fences where noticeable from the street. The width of driveways in front of the building line should not exceed ten feet. In width, sidewalks should not be constructed adjacent to the driveway and should be distinguished by a landscaped barrier.
- D. should not be sited in front yards if of semi-circular or drive-thru design.

PARKING LOTS

- E. should be screened through plantings of hedges, shrubs, trees, or fences at edges and in medians within.
- F. should be located in rear yards for commercially-used houses, churches, apartment buildings, or schools. If placement along a side yard is required, the parking lot should be located no closer than the front wall of the building.
- G. should align edge landscape screening with front facades of adjacent buildings if on vacant lots between buildings.
- H. should have edge landscape screening on both the primary and secondary street, if a corner lot.

DRIVEWAYS, PARKING LOTS, AND PAVING



DRIVEWAY LOCATIONS FOR THE DISTRICTS:

- YES ACCESS TO GARAGE FROM SIDE STREET
- YES ACCESS TO GARAGE FROM ALLEY
- NO GARAGE OR CARPORT ATTACHED ON FRONT
- NO PARKING CIRCLE IN FRONT OF HOUSE
- YES DRIVEWAY TO REAR GARAGE
- YES ACCESS TO GARAGE FROM SIDE STREET

Wood picket and board fences were widely used in Elgin's residential areas before 1945 to separate lots, outline front yards, and enclose domestic animals and pets. Cast iron was also used in the city's residential areas, however, few original cast iron fences remain standing. In recent years, chain-link fences have been popular. However, chain-link is a non-historic fence material and its use is not acceptable.

Traditional fences, built prior to 1945 should be preserved and maintained. The construction of new fences based upon historic designs and materials is appropriate.

Many Victorian era wooden front yard fences were essentially ornamental, low, open, and often three feet in height or less. Fence posts were usually thick, often measuring eight inches square or more. End posts, corner posts and gate posts were often larger than line posts repeating architectural features from the house.

FENCES

- A. should be proportionate to the house and the design should be compatible with the character of the building and district.
- B. should be painted white or a trim color related to the house, never left to weather or given a stain finish.
- C. of cast iron or other material of original design should be preserved
- D. of cast iron may be added to buildings constructed in the late 19th and early 20th century. Cast iron fences are generally not appropriate for dwellings built after 1920.
- E. if placed along common property lines should not be placed against another fence - double line fencing is not permitted.
- F. should have posts that are set a minimum of 30 inches below grade and no more than eight feet apart.
- G. if wood, be of cedar, redwood or pressure treated pine, cypress or other rot resistant wood.
- H. that has a decorative gate or arbors must be submitted with a drawing complete with dimensions.

FENCES IN FRONT YARDS

- I. should be no higher than 36 inches with the posts being slightly higher and having caps
- J. should have pickets no wider than four inches with spacing between boards a minimum of one inch up to the width of the board depending on the design of the fence.
- K. if applicable to the layout, should have a minimum of corner posts, end posts and gate posts which are slightly taller than the fence and five to ten inches thick with a cap and finial. Line posts can be visible and decorative to compliment the main posts or be hidden behind the picket design. Fences which cross a driveway or walkway should have gate posts. Gates should be designed to swing onto the private walkway or driveway, not onto the public sidewalk.

FENCES

A fence is a “frame” around a house. Fences and gates are an extension of the architecture of the house. Fences are often character defining features of a property and should be treated sensitively. Most of the classic picket and baluster fences built through the 1930’s feature a continuous horizontal bottom board or baseboard, which is seldom part of a modern picket fence design today. The baseboard is a wooden imitation of a stone base, called a plinth, which is a feature of many iron and stone fences. The baseboard is an easy way to enhance the design of a simple picket fence as well as to add strength. Visually, a baseboard is desirable since it gives a fence a much more solid, architectural appearance. Chain-link fences are not permitted in the Historic District. Property owners with existing chain-link fences are encouraged to screen them with hedges, ivy or other creeping cover or by painting them dark green or black.

Fences on common property lines can have a negative impact on neighboring properties. To avoid conflicts, any applicants proposing to install a fence along a common lot line should contact the owner(s) of property directly abutting the lot line to confirm that the proposed fence is acceptable.

Fences will be judged on a case by case basis, in terms of design, materials, and location.

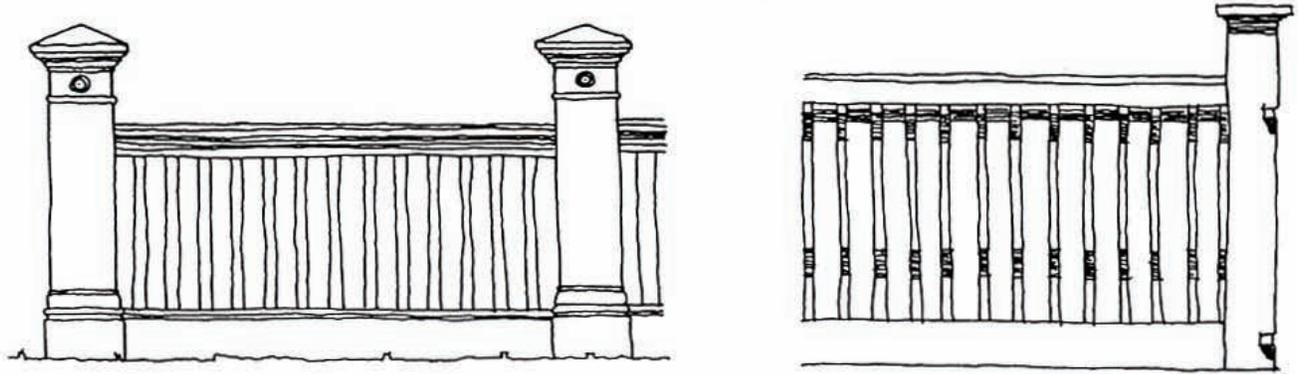
FENCES IN REAR YARD

- L. built for privacy should not extend beyond the rear yard beginning at the back corner of the house.
- M. built for privacy should have a minimum of gate post, corner post, and end posts which are five to ten inches wide and taller than the pickets.
- N. Can be constructed in the same low fence design found in the front yard
- O. of wood boards or planks for privacy should be located in rear yards and be no taller than six feet. Boards should be no more than six inches wide.
- P. Privacy fences of flat boards with flat tops in a single row are most appropriate for the historic districts. Vertical boards topped with lattice or picket are also appropriate as privacy fences.

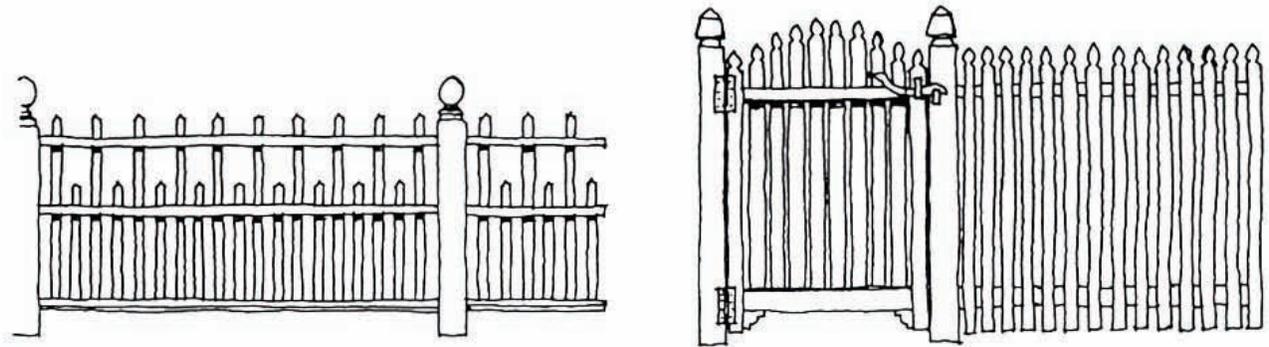
In addition to a filled out application for a COA, documentation on fences should include:

- A *Plat of Survey* with property lines, location of house, garage and driveway shown
- Location of proposed gates with their size
- Brochure or picture of proposed fencing if available
- Drawings with dimensions that represent the proposed final product including:
 - Dimensions of the spacing between members (posts, rails, distance between pickets, height, etc.) Height of fence at front, rear and sides of property
 - Material to be used
 - Color of fence
- A scaled elevation drawing showing the design of the proposed fencing in relation to the building
- Photos of the building and site showing the area where the work will occur.
- List neighboring fences if any
- Acceptance letter of abutting property owner where applicable

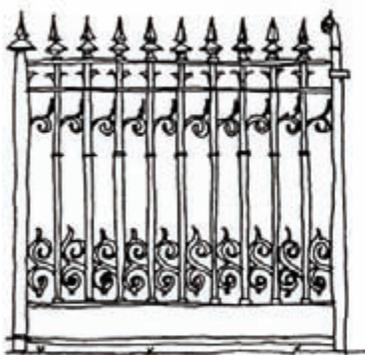
RECOMMENDED: FENCES OF HISTORIC DESIGN FOR FRONT AND REAR YARDS



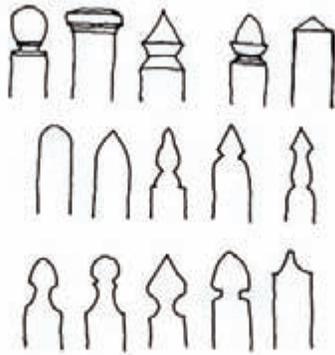
BALUSTRADE STYLE FENCES



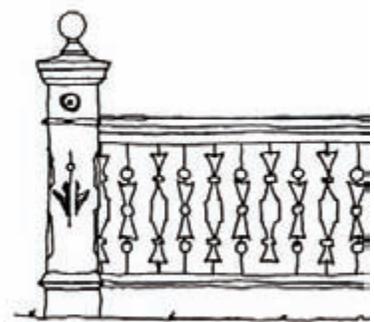
PICKET STYLE FENCES



CAST IRON FENCE



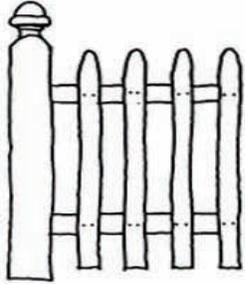
POST AND PICKET STYLE



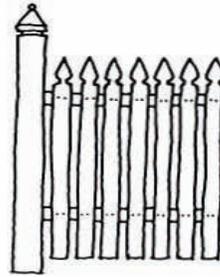
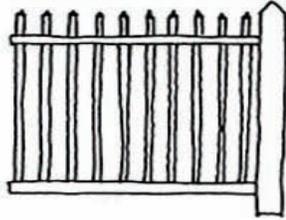
SAWN BALUSTER FENCE

FENCES

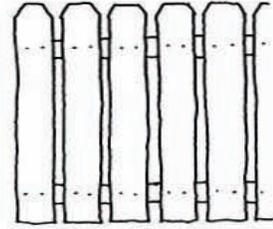
ACCEPTABLE: FENCE STYLES FOR FRONT AND REAR YARDS



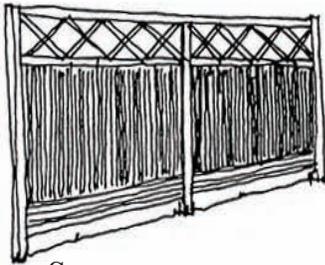
GREATER THAN 50% OPEN / UP TO 42" IN HEIGHT



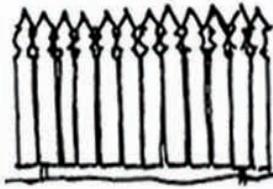
LESS THAN 50% OPEN / UP TO 36" IN HEIGHT



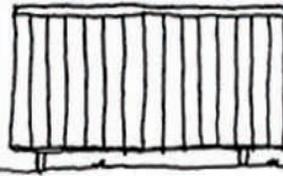
ACCEPTABLE: FENCE STYLES FOR REAR YARDS ONLY (6 FT. MAXIMUM HEIGHT)



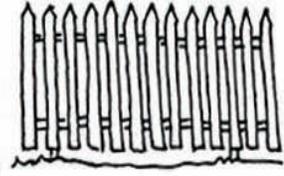
SOLID WITH LATTICE



PICKET STYLE PRIVACY

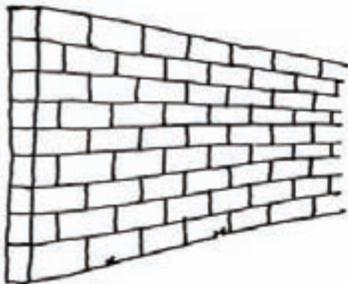


FLAT TOP PRIVACY

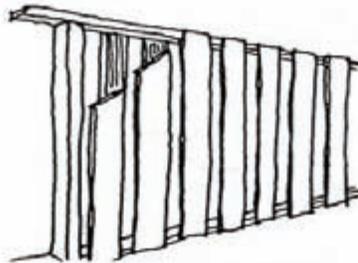


4' SOLID (OR SPACED)

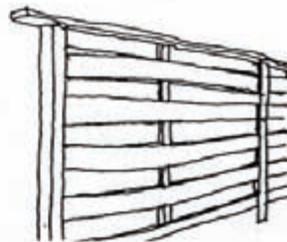
UNACCEPTABLE: FENCE STYLES



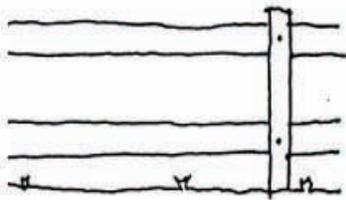
CONCRETE BLOCK



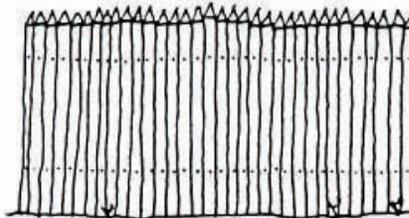
SHADOW BOX



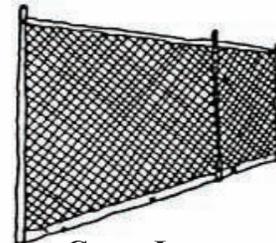
BASKET WEAVE



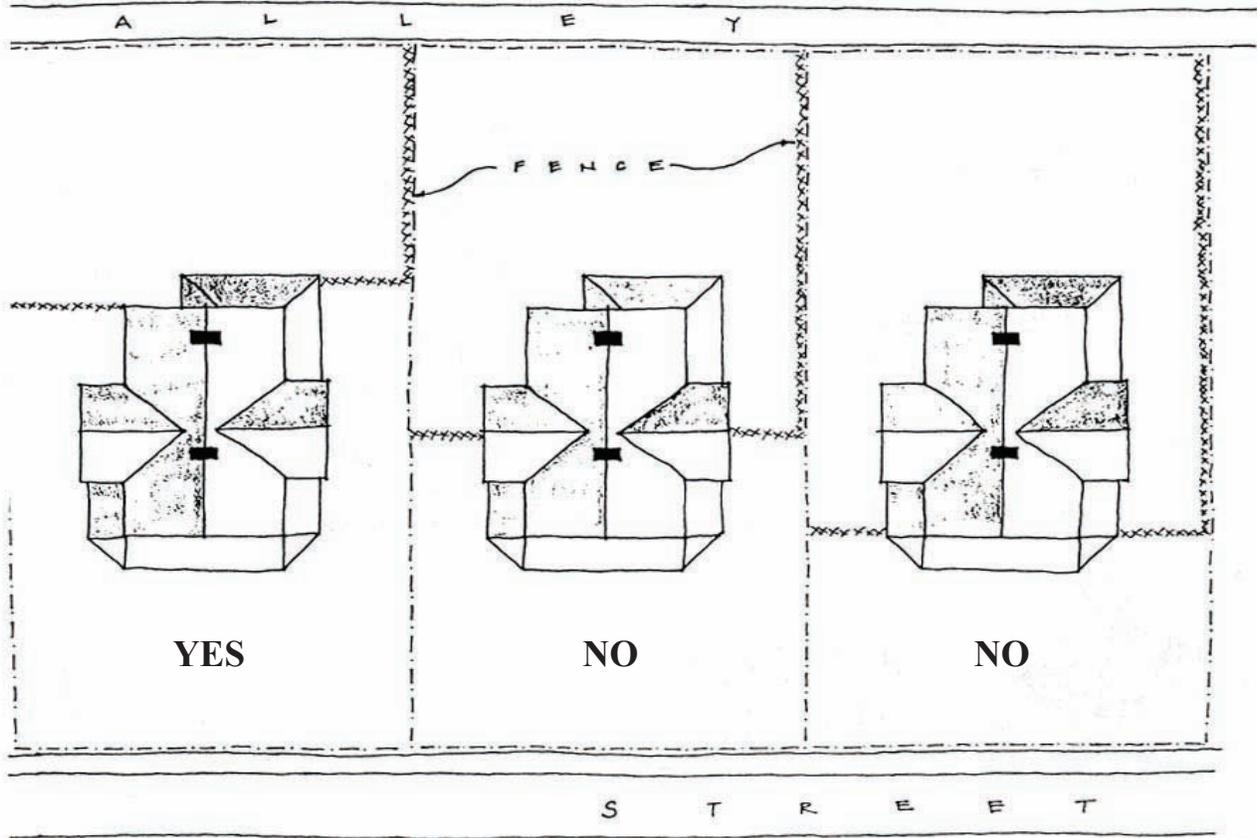
SPLIT RAIL



STOCKADE

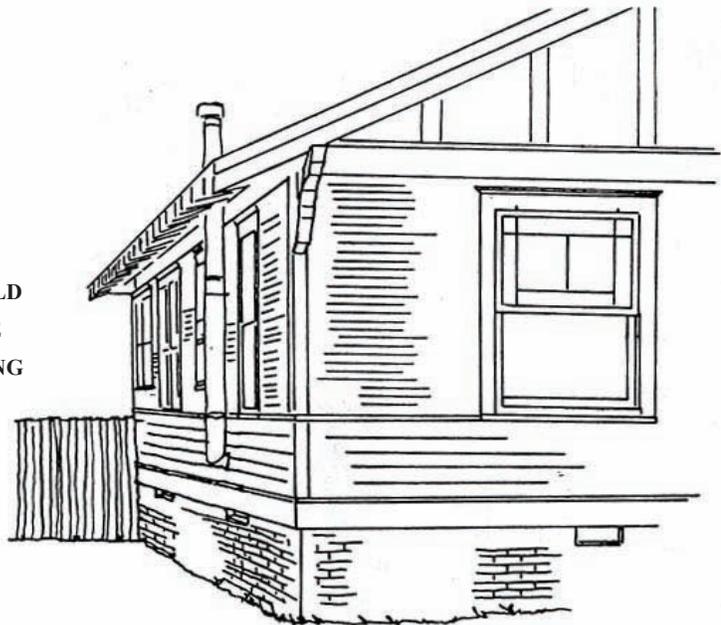


CHAIN LINK



PRIVACY FENCE LOCATIONS

**PRIVACY FENCES SHOULD
BE SET BACK FROM THE
FRONT OF THE DWELLING**



GARBAGE COLLECTORS, LANDSCAPING, GRADE CHANGES

Garbage collectors (cans, dumpsters, etc.) should be located at the rear of dwellings or along alleys. Large garbage collectors at the rear of office buildings, churches, or apartments should be screened with landscaping or wood panel fences.

Planting of flowers, shrubs and trees, landscaping and minor grade changes are not reviewed by the Commission. However, review would be required for the construction of structures such as retaining walls or driveways.

Elgin's shade trees are important to the character of the locally designated districts and existing trees should be regularly pruned and cared for. New trees should be planted where they will not obscure the front of a dwelling.

The request for the removal of trees of six inches diameter or more shall be accompanied by a report from the city arborist or forester.

The addition or removal of ground material on the site is known as a grade change. This should generally be avoided. In addition to changing the visual character of the property, they may also result in damage to the structure, or erosion and drainage problems on the property or the one adjacent to it.

GARBAGE COLLECTORS

- A. should be located at the rear of the building and be screened from the street view with shrubbery and fencing.

LANDSCAPING

TREES AND SHRUBBERY

- A. should be regularly pruned and maintained, so as to not conceal, obscure, or damage a dwelling. The lower branches of trees should be pruned up as the tree grows so that the dwelling is visible beneath the branches. Trees on the street bank are the responsibility of the city. Please contact the city if they need trimming.
- B. should be indigenous or traditional to the historic districts. Appropriate shade tree species include Red Oak, Ash, Linden, Ginkgo, Maple, and Hackberry. Ornamental trees such as Hawthorns, Bradford Pears, Crab Apples and similar varieties are not appropriate for parkway planting.

VEGETABLE GARDENS

- C. should not be situated in the front yard

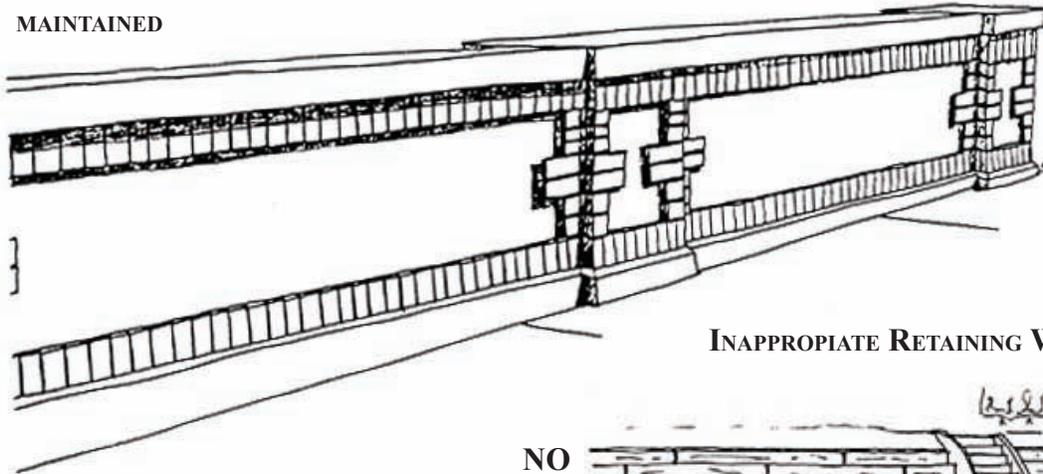
GRADE CHANGES

- A. should not result in the obscuring or concealment of a dwelling.
- B. should not change the character of the streetscape or the relationship of buildings to their sites.

A limited number of Pre-1945 yard retaining walls are found in Elgin's locally designated districts. Some are of concrete construction and were built at the same time as the dwelling. Other concrete retaining walls were built in the early 20th century when concrete sidewalks were installed. Historic retaining walls should be preserved and maintained. New retaining walls will be reviewed and may be built if they are of stone or concrete.

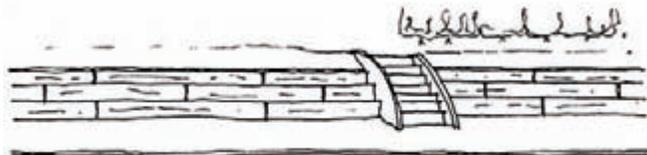
- A. should be preserved and maintained, if original to the dwelling (or built before 1945).
- B. should be of poured concrete (not concrete blocks) or in stone designs such as cut stone, random rubble, coursed rubble, or cobblestones. Retaining walls of brick are less appropriate but may be constructed. If constructed of artificial or cultured stone, textures, colors and random designs should replicate natural stone. If located in front yards, the walls should be constructed using up to two courses and an additional cap course, not to exceed twenty inches in height.
- C. should not be removed or replaced with new materials, if built before 1945.
- D. should not be built on the fronts of dwellings, if constructed of timbers or railroad ties.

HISTORIC RETAINING WALLS SHOULD BE PRESERVED AND MAINTAINED



INAPPROPRIATE RETAINING WALL DESIGNS

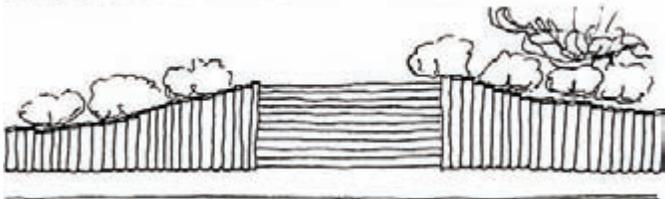
**NO
RAILROAD CROSS TIES**



**NO
CONCRETE BLOCK**



**NO
LANDSCAPE TIMBERS**



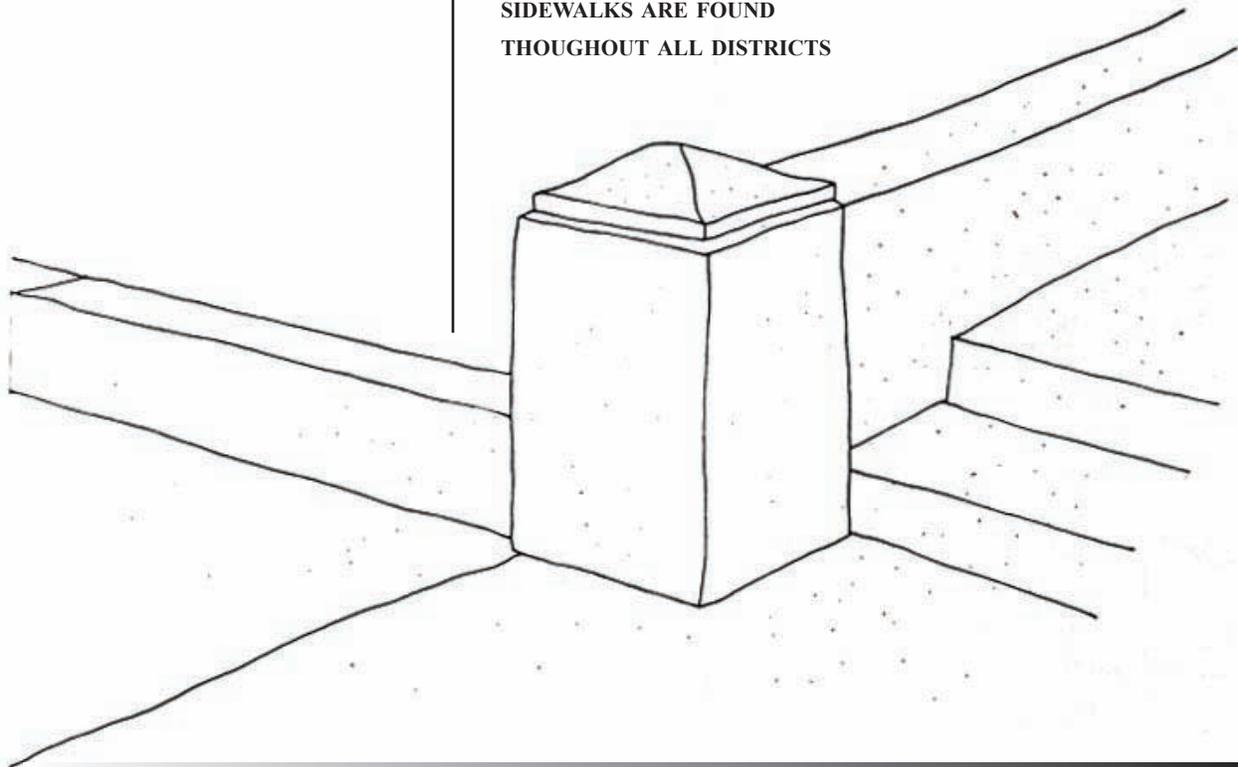
SIDEWALKS AND WALKWAYS

Sidewalks and walkways in Elgin's historic districts are primarily of concrete construction. Many of these were poured in the early 20th century and remain in good condition. The use of concrete is traditional and appropriate in Elgin and the repair, replacement and addition of concrete sidewalks and walkways is recommended. Materials such as brick pavers and aggregate for sidewalks and walkways, though not as appropriate as concrete, may be used.

New stone and brick paver walkways should be installed in a proper fashion. These pavers should be set in a bed of sand over compacted gravel, as opposed to being set in concrete.

- A. should be preserved, if original to a dwelling or block
- B. should be constructed of smooth concrete poured in detail, dimension, and placement as that of original or early sidewalks.
- C. should not be of aggregate or pebble-surfaced concrete. Smooth poured concrete, flagstone pavers, brick pavers, or pavers that replicate brick such as stamped concrete can be used.
- D. should not be constructed of asphalt, if situated in the front yard, but may be permitted in less visible areas of the property.
- E. should not abut existing driveways and should be located a minimum distance of three feet from any existing driveway.

**CONCRETE WALKWAYS AND
SIDEWALKS ARE FOUND
THROUGHOUT ALL DISTRICTS**



PERGOLAS, ARBORS, GAZEBOS, FOUNTAINS, TREE HOUSES, PONDS, AND STATUARY

Substantial yard structures such as pergolas, gazebos, or fountains are appropriate for rear yards or side yards.

Pergolas are wooden framed roofed garden structures, often latticed, and supported by regularly spaced posts or columns. The structure, often covered by climbing plants such as vines or roses, shades a walk or passageway.

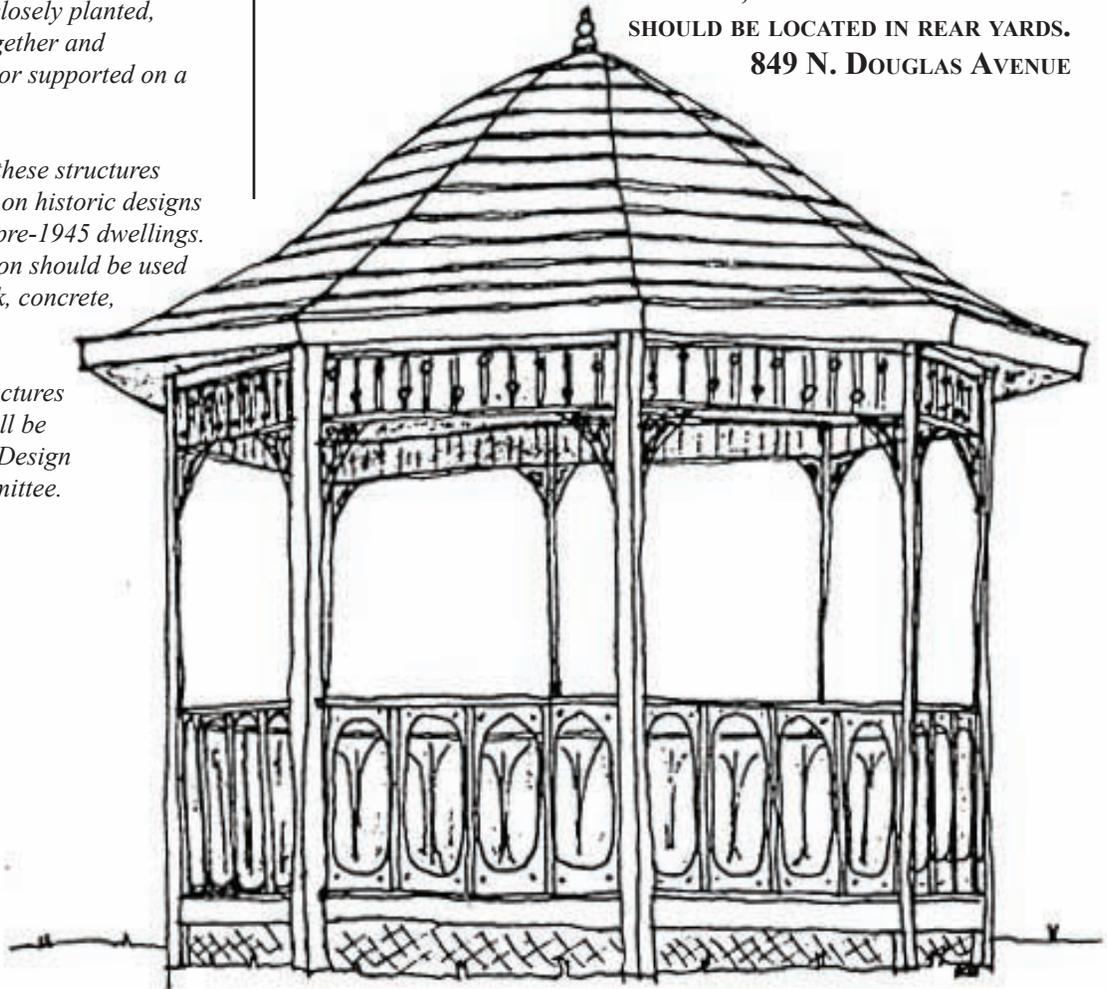
Arbors are light open structures of trees or shrubs closely planted, either twined together and self-supporting, or supported on a light lattice.

The designs for these structures should be based on historic designs appropriate for pre-1945 dwellings. Wood construction should be used rather than brick, concrete, metal, or glass.

Appropriate structures in front yard shall be reviewed by the Design Review Subcommittee.

- A. should be sited in rear yards or side yards
- B. should be of wood construction in designs appropriate for pre-1945 dwellings. Yard features constructed of materials such as glass, metal or brick can be placed in yards if situated near the rear of the lot and effectively screened by fencing or landscaping.
- C. should not be located in street yards.

**PERGOLAS, GAZEBOS AND FOUNTAINS
SHOULD BE LOCATED IN REAR YARDS.
849 N. DOUGLAS AVENUE**





DESIGN GUIDELINE MANUAL
for Landmarks and Historic Districts

**COMMERCIAL
BUILDINGS**

COMMERCIAL
BUILDINGS

IX. GUIDELINES FOR COMMERCIAL BUILDINGS

Several structures currently exist within Elgin's historic districts that more closely resemble commercial structures when their exterior materials, massing, site design, and architectural style are compared with the preceding residential guidelines. The rehabilitation of these structures shall be considered by the more applicable commercial building guidelines on the following pages. Both the historic downtown area and State Street on the west side of the Fox River contain a fine collection of late 19th and early 20th century masonry buildings. These designs are typical of commercial architecture of the period and display elements of the commercial Italianate, Queen Anne, Colonial Revival, and Art Deco styles. Historic designs and details should be preserved and maintained and traditional storefronts should be added where original materials have been removed. The commercial areas of Elgin which are not within locally designated districts are not required to comply with the COA process. However, property owners are encouraged to follow these guidelines when work is undertaken. For additional guidelines on the construction and alteration of buildings in Elgin's center city, please reference our Riverfront/Center City Master Plan which contains recommendations on the treatment of commercial buildings.

UPPER FACADE COMPONENTS

CORNICE OR PARAPET

GENERALLY OF CORBELLED
BRICK OR PRESSED SHEET METAL

WINDOWS

RECTANGULAR & ARCHED WINDOWS
ARE BOTH COMMON IN THE ELGIN'S
COMMERCIAL AREAS

STOREFRONT COMPONENTS

TRANSOM

RECTANGULAR GLASS LIGHTS ABOVE
THE DISPLAY WINDOWS & DOORS

DISPLAY WINDOW(S)

USUALLY WITH BULKHEADS
BELOW & TRANSOMS ABOVE

ENTRANCES

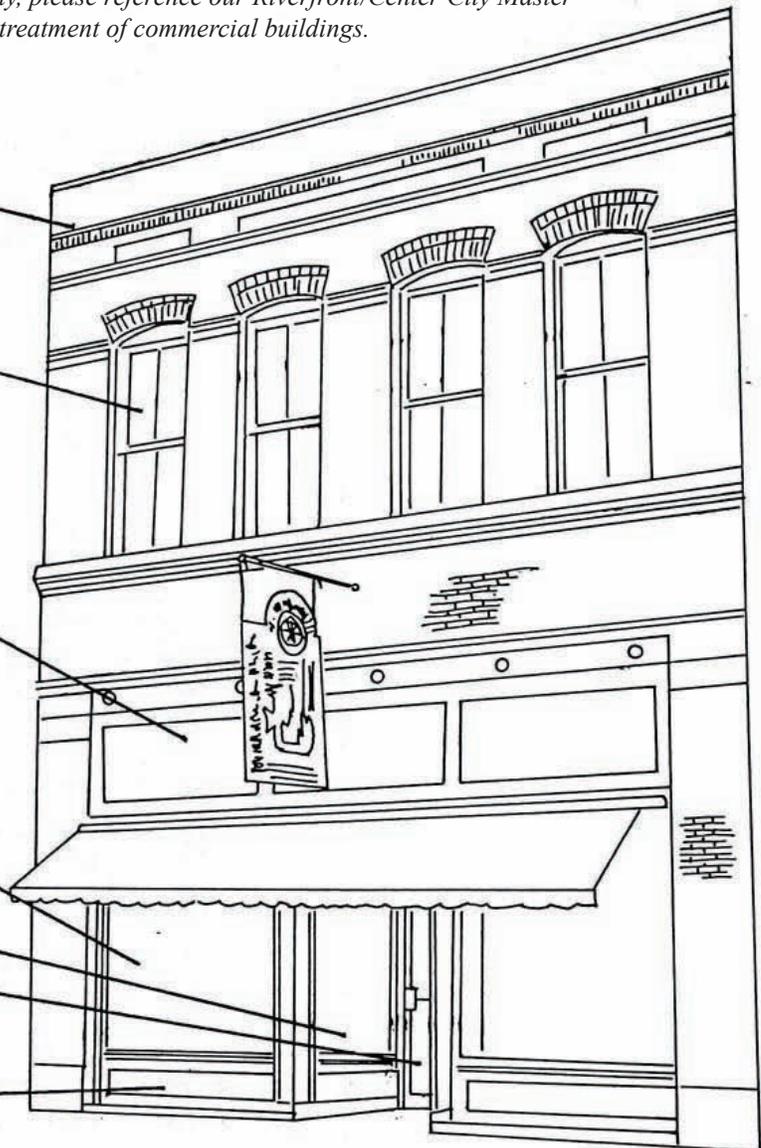
USUALLY RECESSED IN
MIDDLE OR AT SIDE

DOOR(S)

BOTH SINGLE & DOUBLE
LIGHT DOORS ARE COMMON

BULKHEADS

PANELS BENEATH DISPLAY WINDOWS



Most of Elgin's historic storefronts have been removed or altered since 1950. Only a few original storefronts remain intact and these should be preserved and maintained. For storefronts which have been altered, traditional storefront designs are most appropriate for historic commercial buildings. These types of storefront designs include details such as recessed entrances, transoms, display windows, bulkheads, and glass and wood doors.

- A. should be repaired rather than replaced, if original.
- B. should be repaired with features to match the original in design and materials.
- C. should be reconstructed based upon pictorial or physical evidence of the original, if altered after 1945. If the original storefront appearance is unknown, install a storefront based upon traditional designs. This should include the construction of bulkheads, display windows, and transoms in appropriate materials such as wood or brick. New storefronts should be typical of those built during the late 19th and early 20th century and not reflect earlier or later architectural styles or periods.

WINDOWS AND DOORS

- D. should cover a minimum of sixty percent of the storefront.
- E. should not be removed. Storefronts which were built from the 1920s to the 1940s with materials such as tinted glass may possess significance, even if they were added later than the building itself.



NEW STOREFRONTS SHOULD MAINTAIN TRADITIONAL DESIGNS SUCH AS TRANSOMS, RECESSED ENTRANCES, SINGLE-LIGHT DOORS, DISPLAY WINDOWS & BULKHEADS. 24 DOUGLAS AVENUE

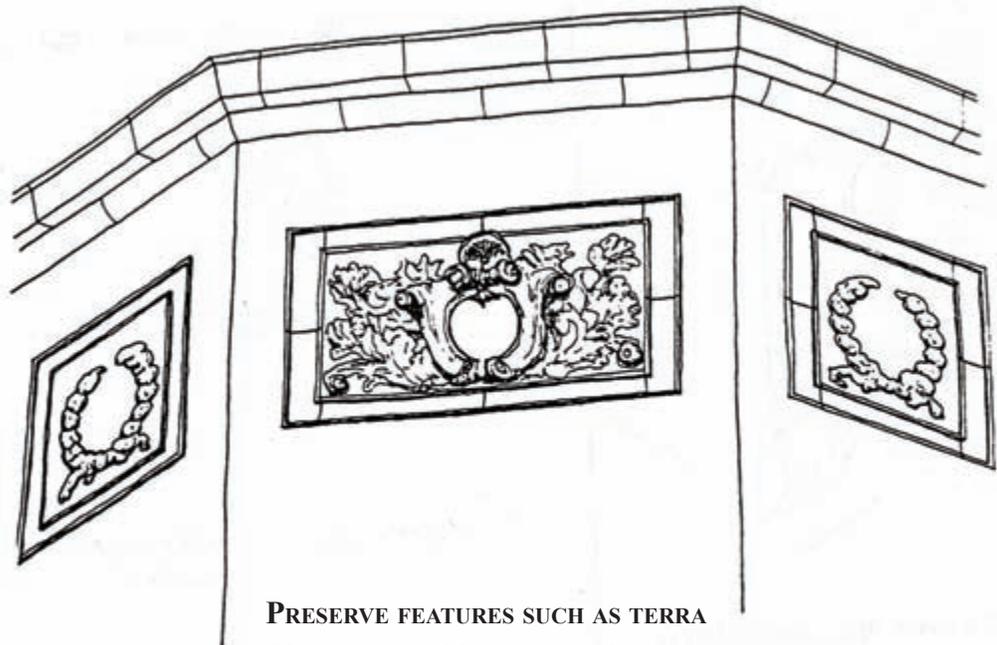
ARCHITECTURAL FEATURES

Architectural and decorative features original to a building should be preserved, maintained, and repaired. These features may include cast iron pilasters, bay windows, brick corbelling, terra cotta, sheet metal cornices, decorative cast concrete, window hoods, and cornices. Architectural features should not be removed or concealed.

- A. should be repaired or replaced (if removed in the past) with materials to match as closely as possible the design, material composition, proportion, and detail of the original (e.g. Colonial Revival pediments should not be added to a storefront on an Italianate style building).
- B. should be maintained through regular painting. If cleaning is desired, chemical or detergent cleaning is recommended. The use of abrasive cleaning methods such as sandblasting is not acceptable.
- C. should not be added to a building where none originally existed.



**PRESERVE CAST IRON
COLUMNS AND PILASTERS.
43 DuPAGE STREET**



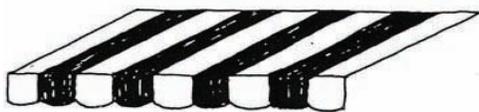
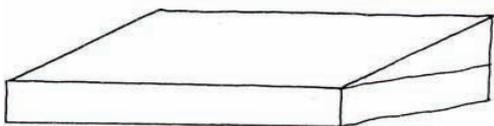
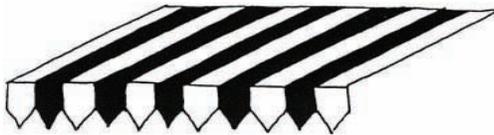
**PRESERVE FEATURES SUCH AS TERRA
COTTA AND DECORATIVE BRICK.
21-29 N. GROVE STREET**

Awnings have been used since the 19th century for storefronts and windows on Elgin's commercial buildings. The application of appropriate new awnings is encouraged, as long as they are in traditional awning designs, materials, and placement. Awnings may be added to both the storefronts and upper facade windows. They may be retractable or fixed in place and may also be used as locations for signs.

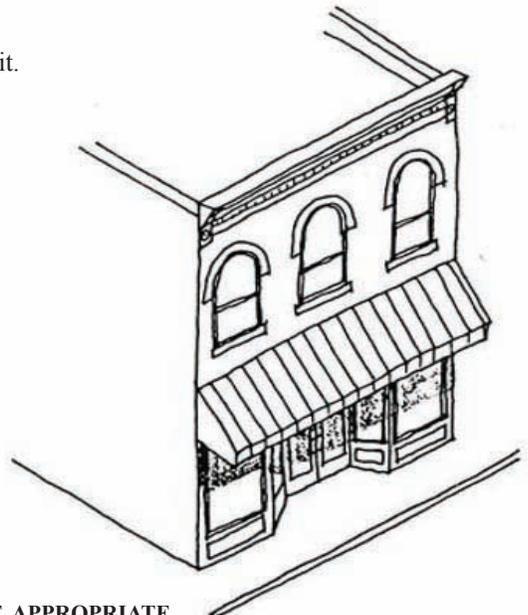
Traditional awning materials include canvas or woven fabric.

Awning materials that are discouraged are vinyl coated fabric, fixed metal, transparent or opaque vinyl, or wood.

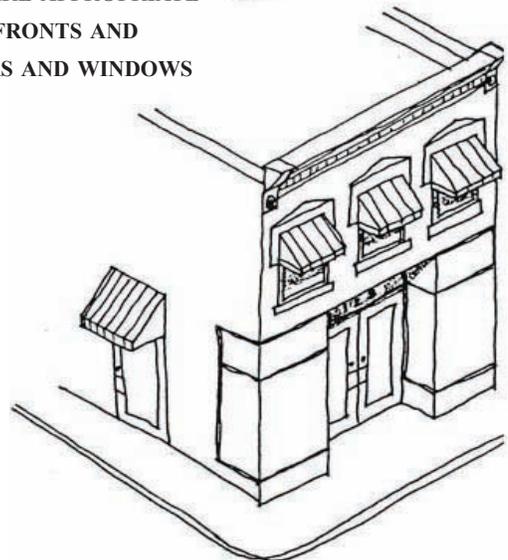
- A. should fit the opening to which they are applied. Shed awnings are appropriate for rectangular openings while arched awnings are appropriate for arched openings.
- B. should be straight sided or have shed designs. The use of bubble, concave, or convex forms is appropriate only on round arched openings. Internally lit awnings are not acceptable.
- C. should not cover or conceal decorative transoms containing prism glass or stained glass.
- D. should not be internally lit.



**APPROPRIATE AWNING
DESIGNS FOR STOREFRONTS**



**AWNINGS ARE APPROPRIATE
FOR STOREFRONTS AND
OVER DOORS AND WINDOWS**

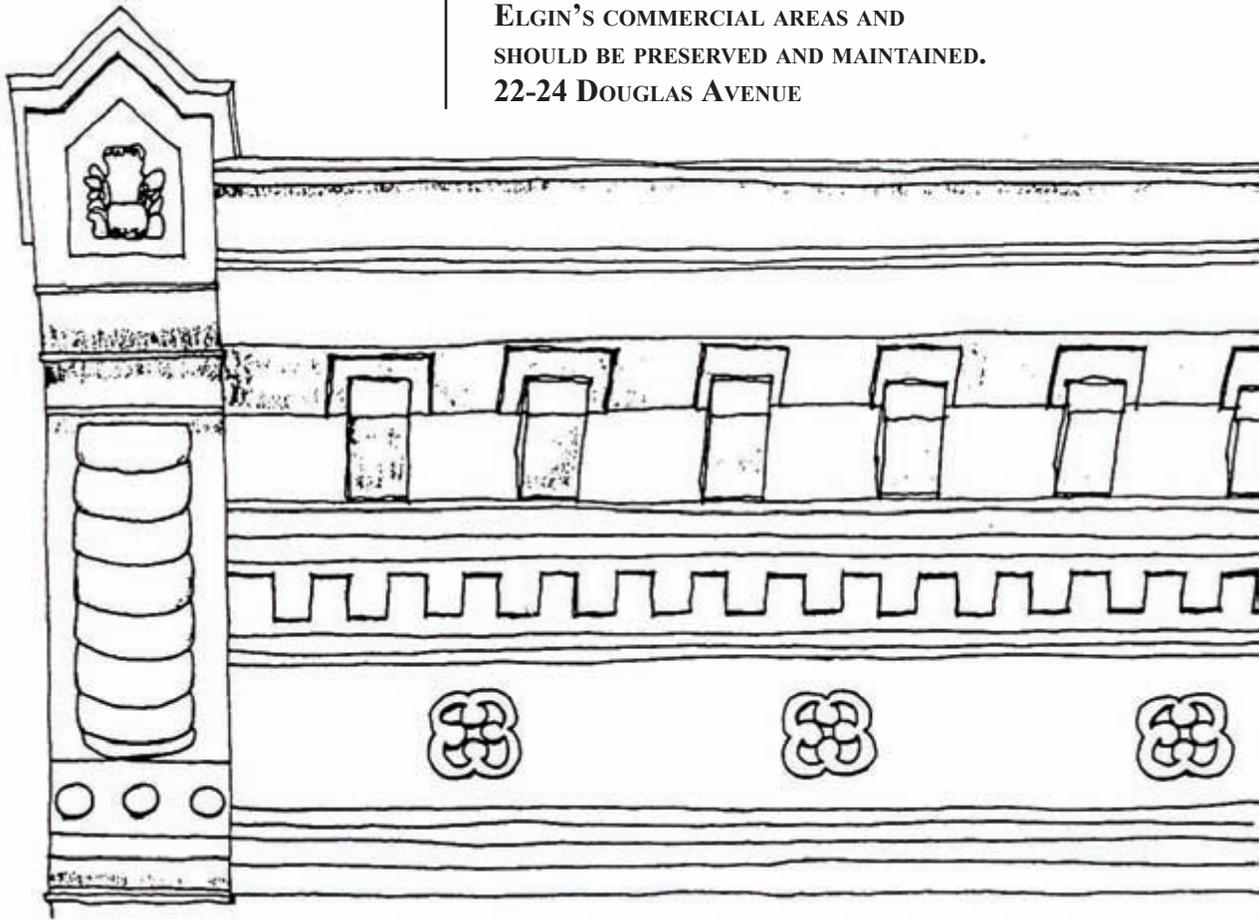


CORNICES

Cornices were designed to provide a decorative focal point for the rooflines of buildings. Cornices should be preserved, maintained, or repaired in their original configuration or with details to match the existing cornices. For Elgin's commercial buildings the most common cornice materials is sheet metal. Cornices should not be removed, concealed or covered with modern materials.

- A. should be preserved, maintained, or repaired in their original configuration or with materials and details to match the existing.
- B. should be replaced (if missing) based upon physical or pictorial evidence. If no such evidence exists, wood, fiberglass, or sheet metal cornices, in keeping with other cornices on similar commercial buildings, is appropriate.
- C. should not be removed, concealed or covered.

**SHEET METAL CORNICES ARE COMMON IN
ELGIN'S COMMERCIAL AREAS AND
SHOULD BE PRESERVED AND MAINTAINED.
22-24 DOUGLAS AVENUE**



Original display windows and bulkheads should be preserved, maintained, or repaired.

Bulkheads, also known as kick plates, are the lower panels on which the display windows rest. Original bulkhead materials can include wood, tile, marble, and brick. Original bulkheads should be preserved, maintained, or repaired and not altered or removed.

DISPLAY WINDOWS

- A. should match the original in location, design, size, configuration, and materials.
- B. should be replaced with traditionally scaled windows, if the original windows are missing and the original design is unknown. Traditionally scaled windows have large glass lights and few structural divisions.
- C. should have mullions or framing of wood, copper, or bronze metal, and be similar in size and shape to the original design.
- D. should be clear glass, not tinted glass. Interior shades or blinds should be utilized for privacy.

BULKHEADS

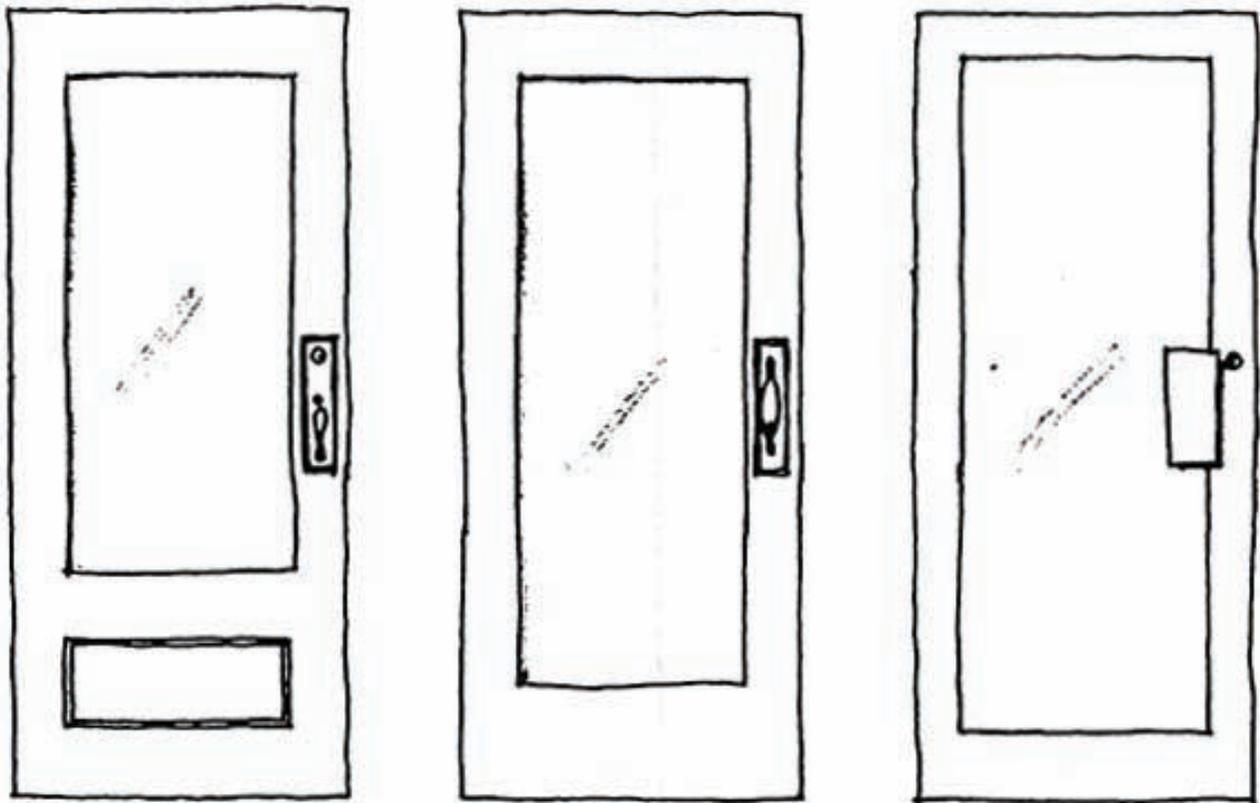
- E. should be replaced with traditional rectangular designs, if the original bulkheads are missing. Replacement may be of wood or brick panels. Avoid materials such as glass blocks or metal.



ENTRANCES

Original storefront and side entrances should be preserved, maintained or repaired in their entrance design, materials, and arrangement whether recessed or flush with the sidewalk. Entrances should also be designed to be accessible for those with disabilities.

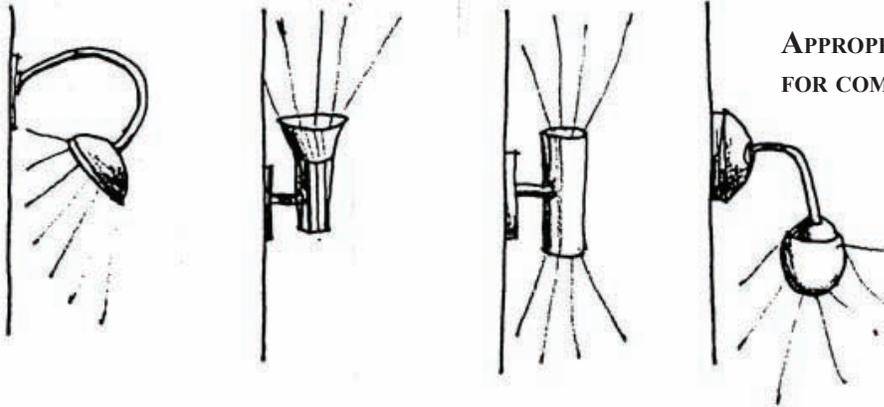
- A. should be retained and repaired with materials to match the original. Doors added to storefronts should be replaced with doors to match the original in design and materials. Solid wood doors should not be installed on storefronts.
- B. should be replaced with plain wood doors in a single light (glass area) design, if the original door design is unknown. Solid paneled doors, decorative doors, or any kind of door based upon a different historical period or architectural style is generally not acceptable on storefronts.
- C. should be of wood and glass design, if new doors are required. However, metal with a dark or bronze anodized finish and with a wide stile may be substituted. Raw aluminum or other silver-colored metals are not appropriate.



APPROPRIATE REPLACEMENT DOORS FOR STOREFRONTS

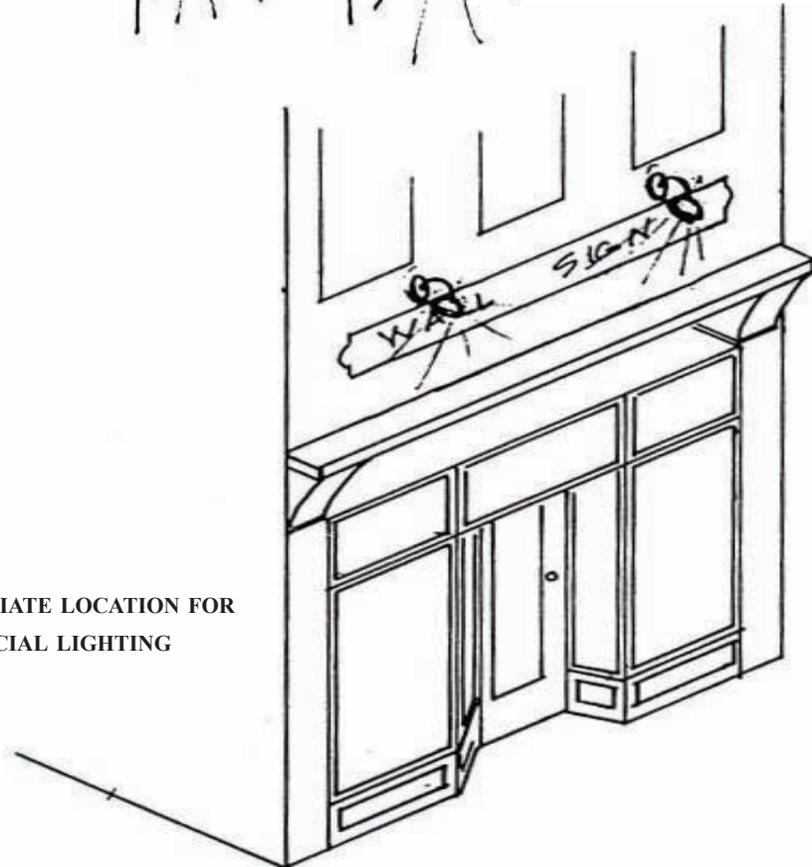
Light fixtures for commercial buildings should be as simple as possible and mounted where they will be partially or completely hidden. Original light fixtures should be preserved, maintained, and repaired.

- A. should be simple in design and/or concealed. Concealed up-lit light fixtures, fixtures of simple design, or fixtures appropriate to the period of the building are encouraged.
- B. should not consist of “Colonial” coach lights or similar fixtures.



**APPROPRIATE LIGHT FIXTURES
FOR COMMERCIAL BUILDINGS**

**APPROPRIATE LOCATION FOR
COMMERCIAL LIGHTING**

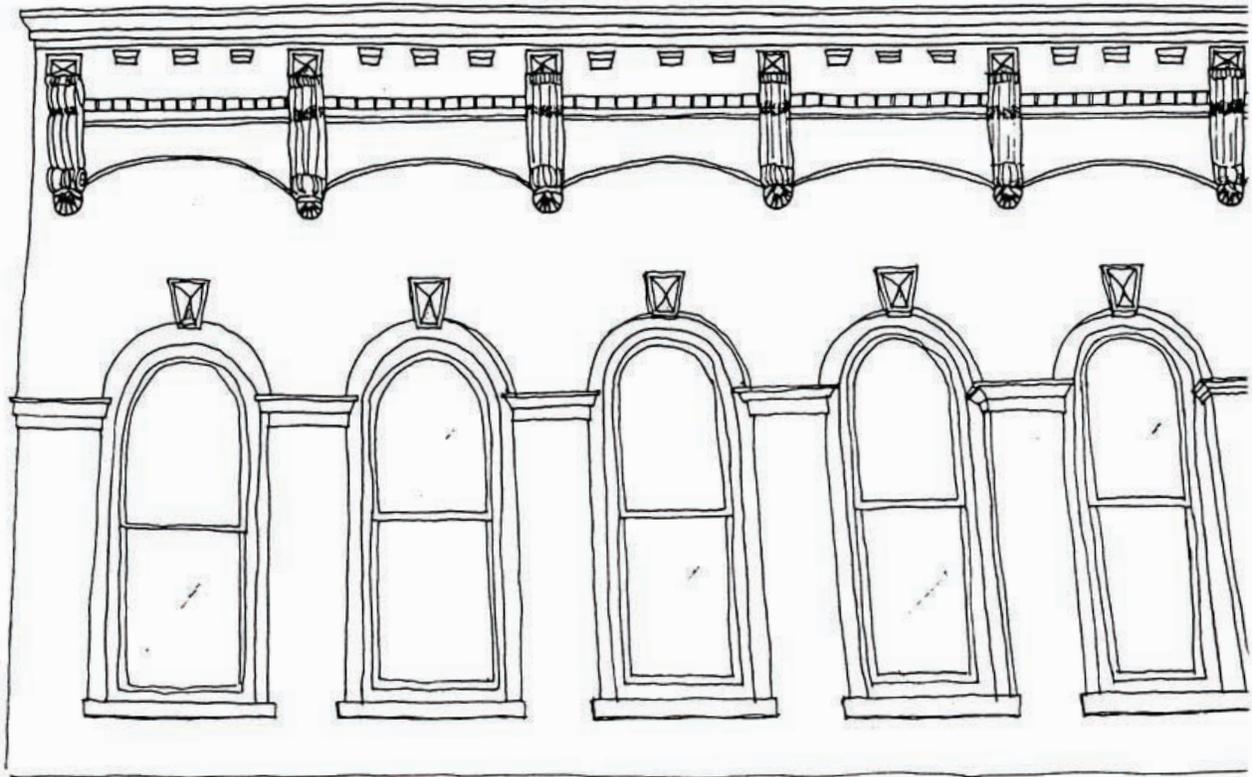


WINDOWS

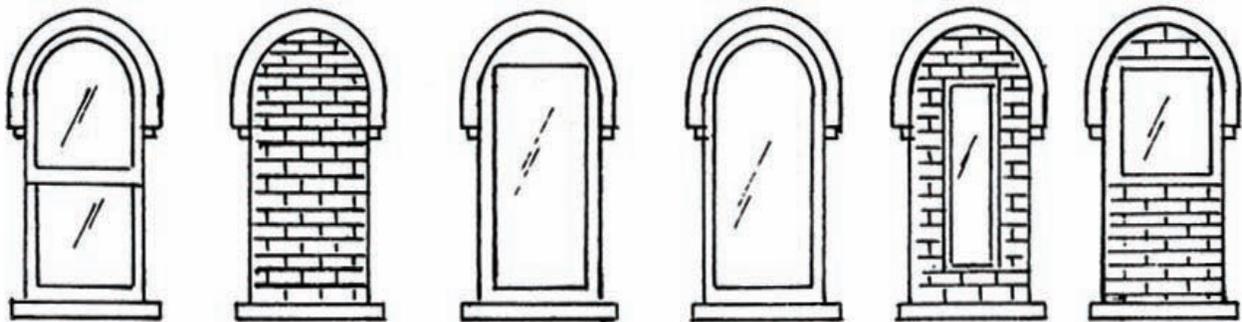
Many of the commercial buildings in Elgin retain their original wood sash windows on the upper floors. Original windows should be preserved, maintained, or repaired including their size, number and arrangement of lights, materials, and decorative detailing. Windows should not be concealed, enclosed or covered. If the original windows have been removed, replacement with windows to match the original in appearance is recommended. Historic photographs of Elgin's commercial areas are available to provide evidence of original window designs.

Storm windows are permitted, as long as they are full view (single light) design or if they match the dimensions of the upper and lower sash with matching meeting rails. "Raw" or unfinished aluminum storm windows are not appropriate. If aluminum windows are used they should have an anodized or baked-on enamel finish.

- A. should be repaired rather than replaced. Missing windows should be replaced with windows which match the original in size, number and arrangement of lights, and materials.
- B. should have original detailing preserved and maintained. These details may include sheet metal hood molding, brick or stone lintels, and sills.
- C. should be replaced (if missing) with windows compatible to the building. For Elgin's commercial buildings, rectangular or arched one-over-one wood sash windows are most appropriate. Wood or aluminum clad wood windows are the preferable material for new windows because they continue to preserve the profile of the original windows. Vinyl windows are not permitted as they do not possess the design characteristics of the original wood windows, and are generally not built for larger commercial applications.
- D. should be preserved and maintained, if of steel construction. If replacement is required, multi-light aluminum windows to match the existing windows in profile and design is recommended.
- E. should not have shutters added unless there is physical or pictorial evidence that they originally existed on the building. Wood shutters may be used to conceal blocked-in or bricked-in windows. Shutters should be of louvered wood design and sized to fit their opening. If closed they should completely cover the window opening.
- F. should not have flush or snap-on muntins. These materials do not replicate the appearance of historic windows.



**ORIGINAL WINDOW DESIGNS AND MATERIALS SHOULD BE PRESERVED AND MAINTAINED.
19-21 DOUGLAS AVENUE**



YES

NO

NO

NO

NO

NO

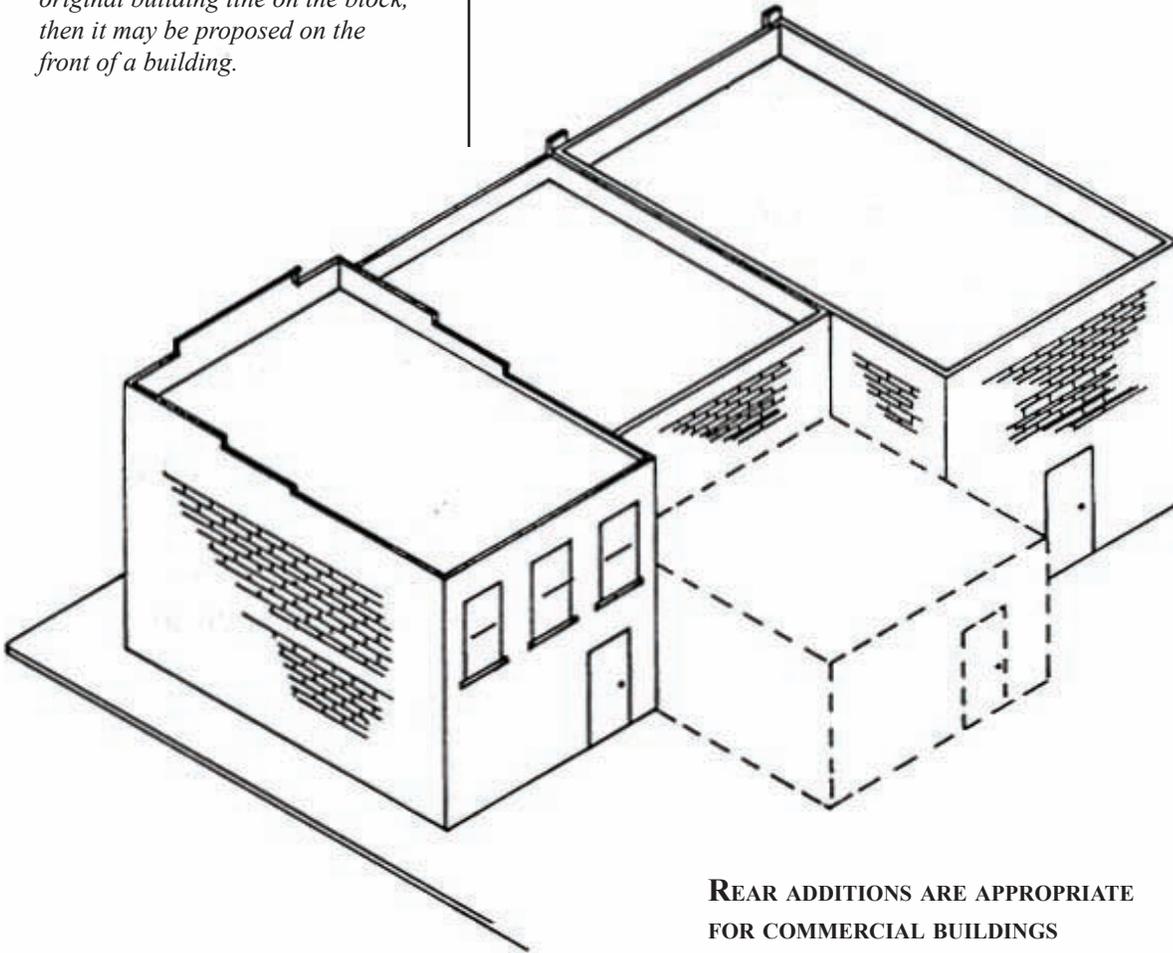
WINDOW OPENINGS SHOULD NOT BE ENCLOSED OR HAVE INAPPROPRIATE WINDOW DESIGNS

NEW COMMERCIAL CONSTRUCTION

Additions to commercial buildings are acceptable as long as they are located at the rear of the building or along a side not readily visible from the street. Rooftop additions are less acceptable but may be constructed if they are set back from the front of the building and not be readily visible from the street.

However, if new commercial construction is carried out to correct an inappropriate setback created by a non-original structure, and conform to the average original building line on the block, then it may be proposed on the front of a building.

- A. should be at the rear of the building.
- B. should be compatible with the original building in scale, proportion and rhythm of openings, and size.
- C. should be built as to result in minimal removal of original walls and details from the rear of the building. Try to connect the addition with the original building through existing door or enlarged window openings.
- D. should be of exterior materials similar to the existing building.
- E. should not be vertical. Rooftop penthouses and additional stories should not be constructed unless the addition will not be readily visible from the street or other pedestrian viewpoints. Roof additions should be set back from the main facade.



**REAR ADDITIONS ARE APPROPRIATE
FOR COMMERCIAL BUILDINGS**



NEW COMMERCIAL CONSTRUCTION

NEW BUILDINGS

New buildings in Elgin's commercial areas should be compatible with historic buildings in scale, height, materials, orientation, shape, placement, and rhythm and proportion of openings. As in the case of new residential construction, the general approach to new commercial construction is for it to be compatible with adjacent dwellings or to blend in with the district through replication. Compatible means reinforcing typical features that buildings display along the block such as similar massing, proportion, roof forms, materials, window and door sizes and placement, traditional storefront designs, vertical divisions, and some type of termination or cornice at the roof line.

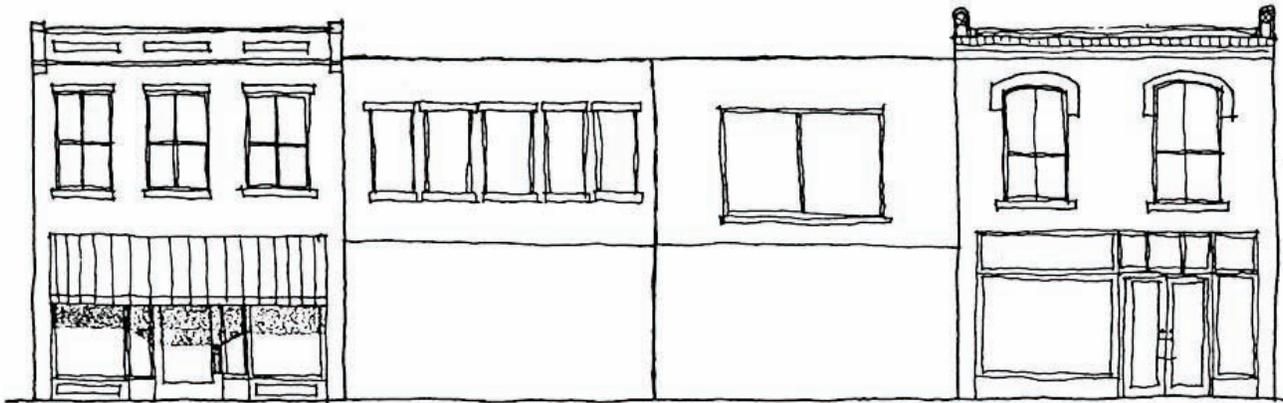
Replications are buildings which are constructed to be exact copies of historic commercial building forms or architectural styles.

Carved limestone blocks or other traditional means to indicate the year of construction are encouraged.

- A. should be compatible in height with adjacent buildings. In Elgin's commercial areas, two- to four-story buildings are most acceptable.
- B. should have exterior wall construction of materials consistent with those in the area. Materials such as wood, metal or glass are less appropriate for exterior wall construction.
- C. should be aligned with adjacent buildings along the street and conform to existing setbacks. Most commercial buildings in the downtown area are flush with the sidewalk and setbacks for open space in front of a new building are not acceptable.
- D. should be of similar width and scale and have similar proportions as adjacent buildings.
- E. should be oriented towards the primary street on which it is sited.
- F. should have roof forms consistent with adjacent buildings.
- G. should have window and storefronts of sizes and proportions consistent with adjacent buildings.
- H. should maintain the traditional separation between storefronts and upper facades. This separation should be in alignment with adjacent buildings.
- I. should have vertical divisions to maintain traditional building widths. This is especially important for large buildings which extend across several lots.
- J. should fill lot area to form a continuous street façade, if feasible.
- K. should have transparent surfaces covering a minimum of 60% of the storefront.
- L. should not incorporate historic styles which pre-date Elgin such as "Colonial Williamsburg" designs.

NEW COMMERCIAL CONSTRUCTION

NEW BUILDINGS



YES

NO

NO

YES

NEW CONSTRUCTION SHOULD MAINTAIN TRADITIONAL WINDOW LOCATION AND ALIGNMENT



LARGE BUILDINGS OF NEW CONSTRUCTION SHOULD HAVE VERTICAL DIVISIONS CONSISTENT WITH BUILDING WIDTHS ALONG THE BLOCK



SIGNS AND GRAPHIC DESIGNS

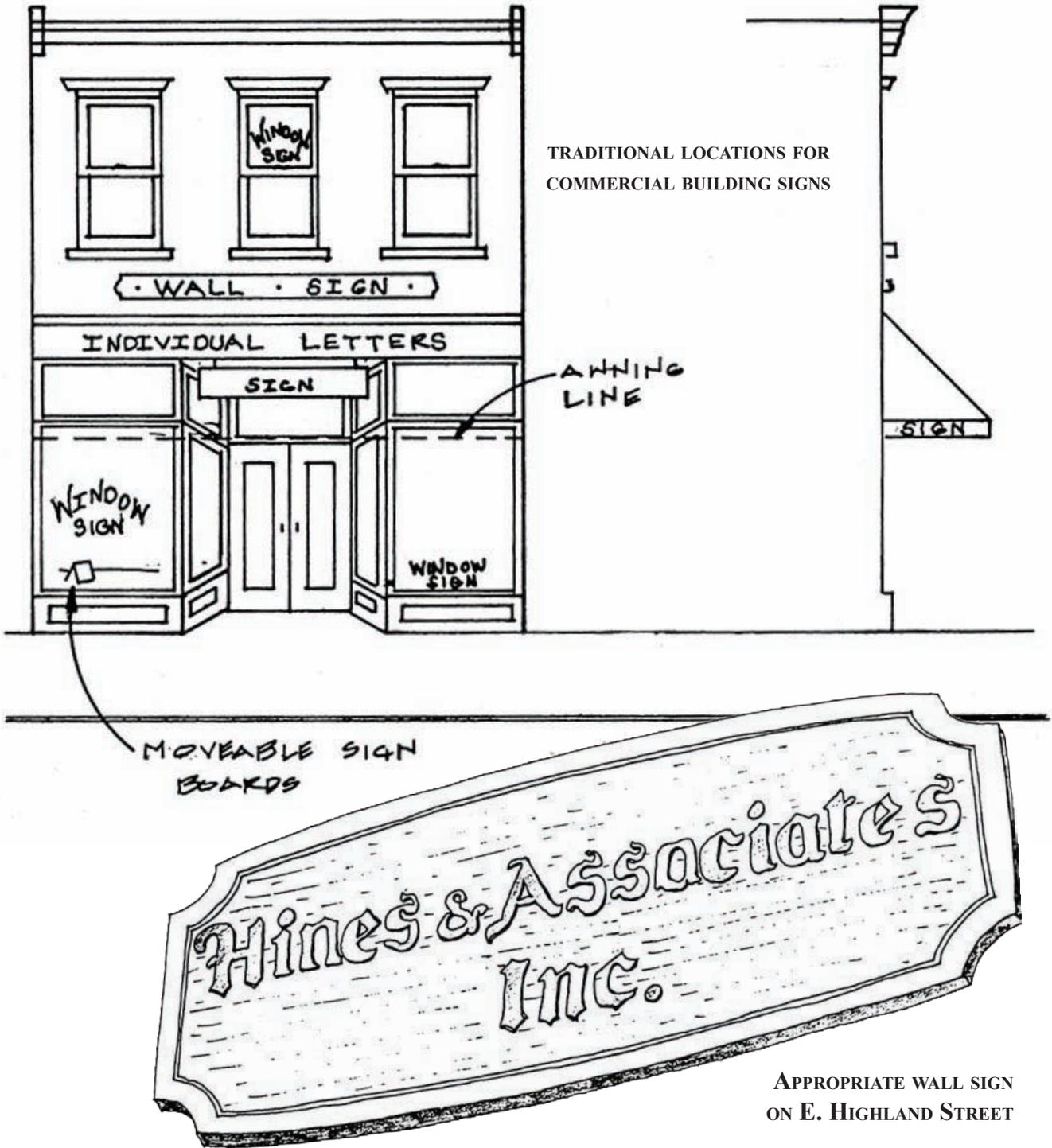
COMMERCIAL AREAS

Elgin's commercial areas displayed a wide variety of signs and sign locations in the late 19th and early 20th century. This variety of design and placement remains appropriate for businesses in the commercial areas.

- A. should follow regulations subject to the provisions of Chapter 19.50 of the city's zoning ordinance.
- B. should be preserved, maintained, and repaired, especially those from the pre-1945 era, such as painted wall signs or those of metal and neon.
- C. should be of traditional materials such as wood with ornamental copper or bronze letters, if new. Sandblasted wood signs are also appropriate. Plastic substrate signs or signs of unfinished wood are not recommended.
- D. should be sized in proportion to the building and not oversized.
- E. should have concealed lighting, if lit. Spot or up-lit lighting for signs is recommended. Internally-lit and flashing signs are not appropriate for the commercial areas.
- F. should resemble logos or symbols for businesses.
- G. should have colors coordinated with overall building colors.
- H. should have traditional lettering such as serif, sans serif, or script lettering.
- I. should be placed at traditional sign locations including storefront belt courses, upper facade walls, hanging or mounted inside windows, or projecting from the face of the building.
- J. should be anchored into mortar, not masonry, if mounting brackets and hardware are used.
- K. should not exceed three different locations (for those that are physically on the building), not counting painted window signs.

SIGNS AND GRAPHIC DESIGNS

COMMERCIAL AREAS





DESIGN GUIDELINE MANUAL

for Landmarks and Historic Districts

NEW CONSTRUCTION

NEW
CONSTRUCTION

X. GUIDELINES FOR NEW CONSTRUCTION

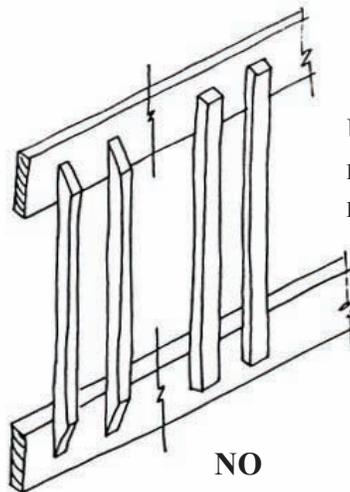
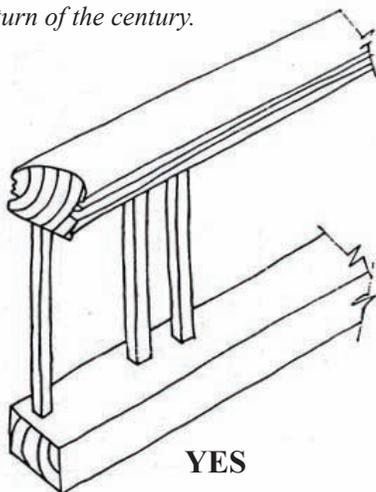
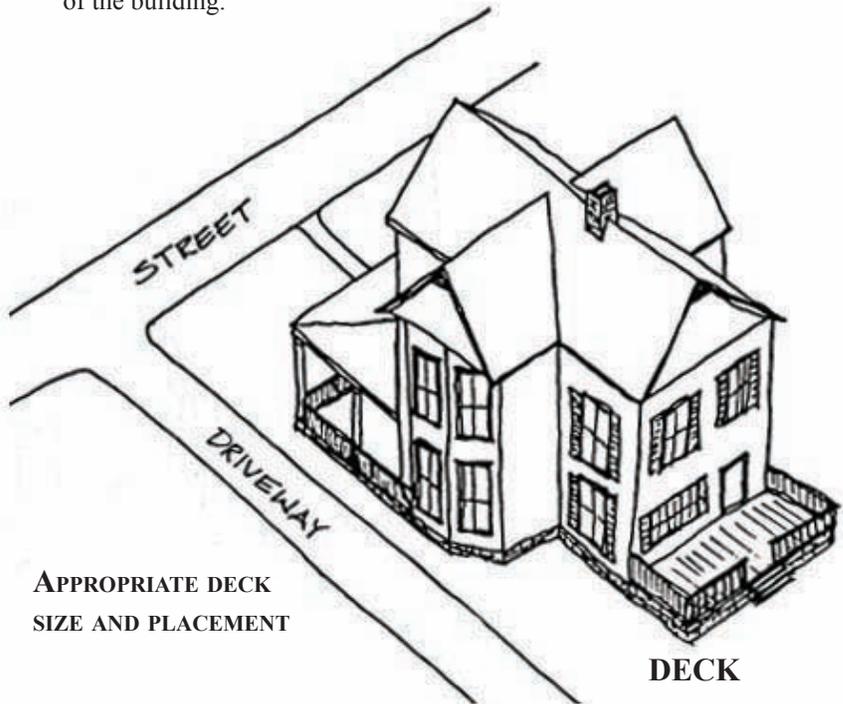
DECKS

A deck is a wooden surface, not covered by a roof. Decks were generally not used prior to 1945 on Elgin's older homes and as such are not appropriate additions on the front facade or other readily visible locations. However, as in the case of any type of addition, a wood deck may be acceptable if placed at the rear of a dwelling where it will not be visible from the street. Deck railings should be designed using traditional forms rather than contemporary designs (see section on porches).

Porches or verandas, as they were called in Victorian times, can be utilized the same way as a deck is used in modern architecture.

More appropriate outdoor sitting areas for back yards are stone or brick terraces (or patios, as they are now called) next to the house or built under the shelter of a large tree; summer houses or gazebos, especially popular in the latter half of the 19th century; and pergolas, either attached to the house or freestanding, which were popular after the turn of the century.

- A. should be located at the rear of dwellings only, where they are not readily visible from the street.
- B. should be stained with an opaque stain or painted to blend with the colors of the dwelling.
- C. should be kept simple in design. Wood decks are recommended to have traditional style wood balusters complimentary to the design of the building.



USE TRADITIONAL
RAILING DESIGNS FOR
DECK CONSTRUCTION

FIRE ESCAPES

Within Elgin's locally designated districts are historic dwellings which have been converted into duplexes or apartments. These buildings often have or require fire escapes to meet fire and safety codes. Fire escapes should be sited at the rear or non-readily visible sides of dwellings.

Fire escapes and stairs should be removed when a dwelling is converted back from multi-family to single-family use.

A. should be located at the rear of dwellings only, where they will not be readily visible from the street.

B. should be of wood construction with simple balusters and handrails, if built on the exterior. Metal fire escapes may be applied if they are not readily visible from the street.



YES

PLACE EMERGENCY STAIRS AND FIRE ESCAPES ON THE REAR



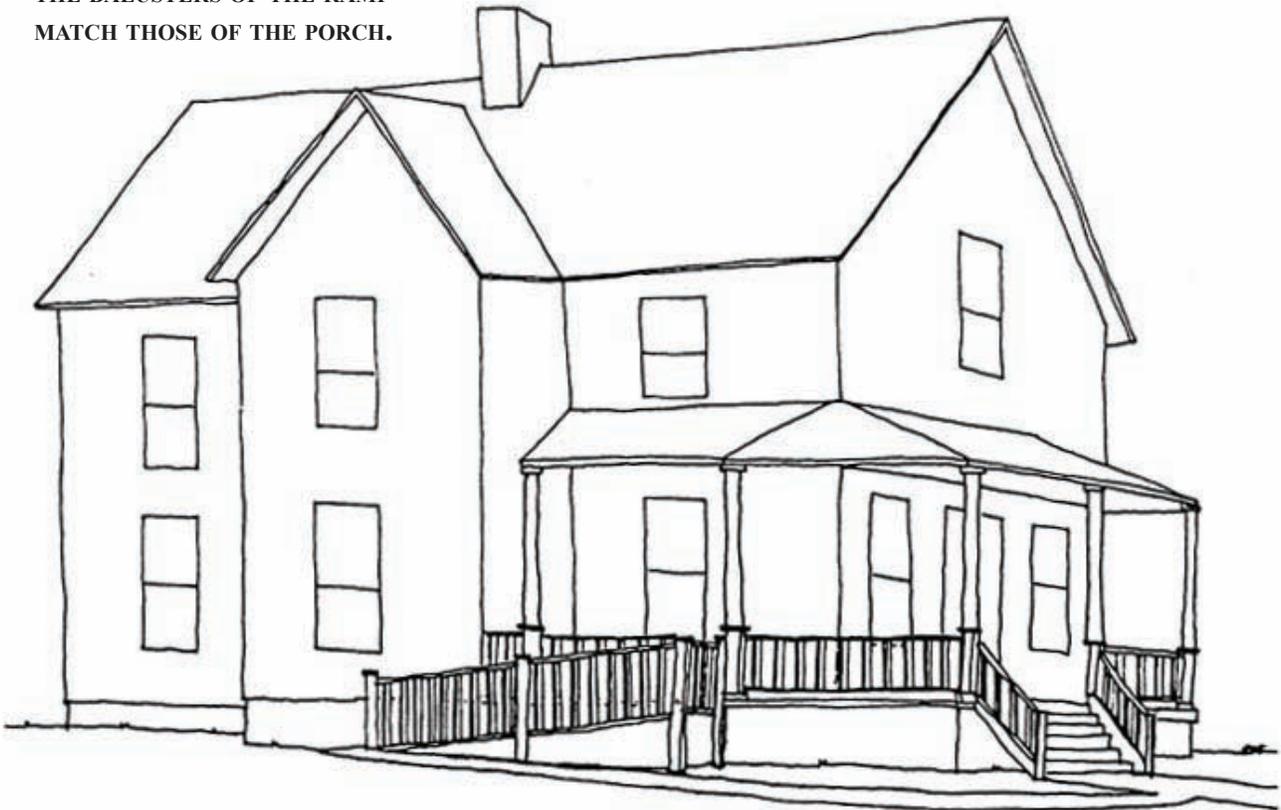
NO

AVOID FIRE STAIRS ON THE FRONT OR READILY VISIBLE SIDES OF BUILDING

Handicapped ramps are sometimes needed to provide access to dwellings for those who are ill or have disabilities. Handicapped access ramps should be sited at the rear or sides of dwellings which are not readily visible from the street.

ACCEPTABLE HANDICAPPED RAMP DESIGN FOR FRONT ENTRANCE ACCESS. NOTE THAT THE BALUSTERS OF THE RAMP MATCH THOSE OF THE PORCH.

- A. should be added in such a way that original historic materials are not removed and that the ramp construction should be reversible.
- B. should be located at the rear or sides of dwellings. If a handicapped ramp must be placed on the front of a residential dwelling it should be of wood construction rather than of brick, concrete, or metal.
- C. should be of wood construction and simple traditional design and configuration or designed to match the original porch railing in materials, dimensions, and detailing. Brick, concrete, and metal ramps are more acceptable at rear and sides of dwellings. Ramps should be painted to match the color of the porch railing or to match the overall paint color of the building.
- D. should have pipe railing painted in darker colors to reduce the impact of the railing on the structure.
- E. should be screened with landscaping, if readily visible.



RESIDENTIAL ADDITIONS

NEW ROOMS

Elgin's historic dwellings generally possess the flexibility to be enlarged for additional living space. Additions are acceptable when they are placed at rear or side facades not readily visible from the street. Additions should also be built so they will have a minimal impact on the building's overall character. The rears of dwellings are the best locations for the addition of rooms, wings, porches, or decks.

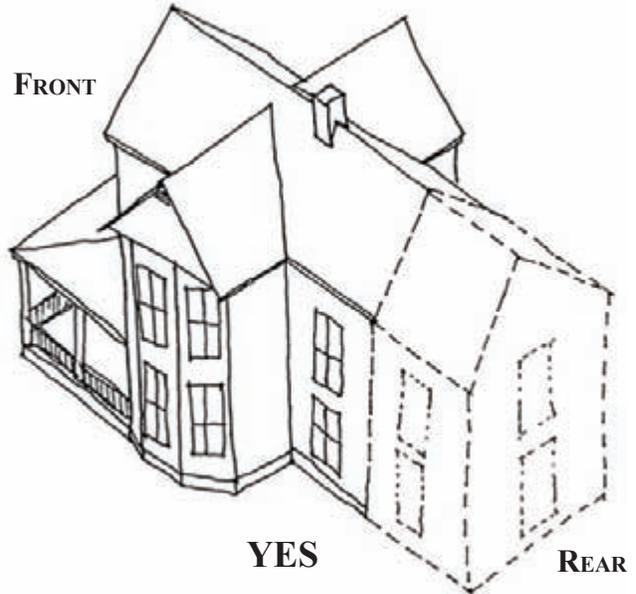
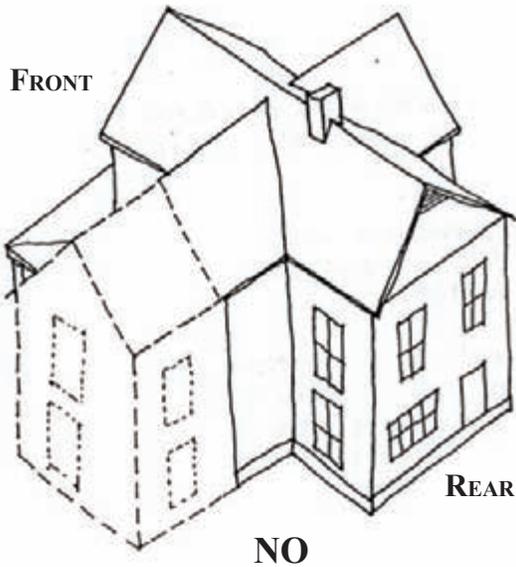
Before beginning any work on an addition, be sure to check the zoning of the property on which your building is located.

In most older established residential neighborhoods, the expansion of any "lawful non-conforming" use is not permitted.

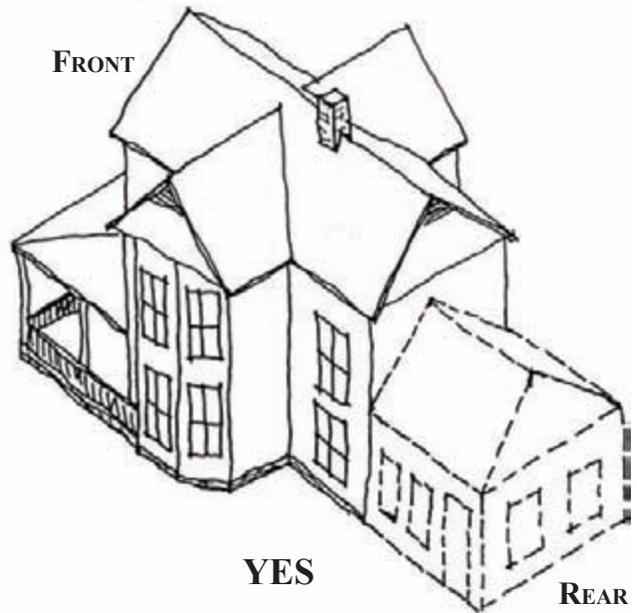
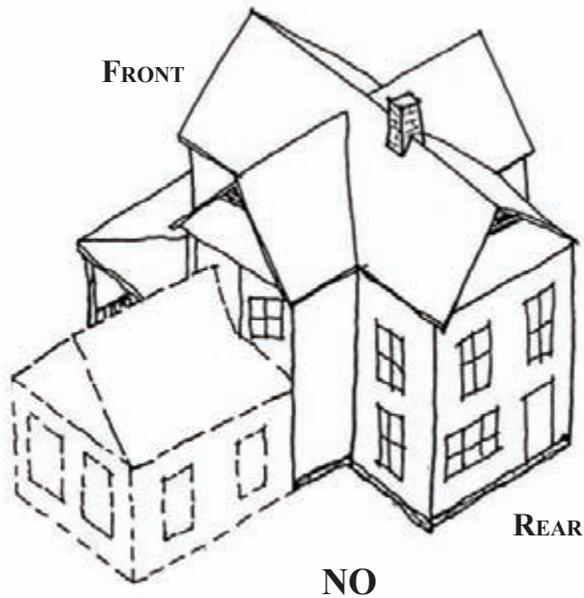
- A. should be located at the rear of dwellings, not on the front or readily visible areas of the sides of dwellings.
- B. should be secondary (smaller and simpler) than the original dwelling in scale, design, and placement.
- C. should be of a compatible design in keeping with the original dwelling's design, roof shape, materials, color, and location of window, door, and cornice heights, etc.
- D. should impact the exterior walls of the original dwelling as minimally as possible. When building additions use existing door and window openings for connecting the addition to the dwelling.
- E. should be constructed to avoid extensive removal or loss of historic materials and to not damage or destroy significant original architectural features.
- F. should not imitate an earlier historic style or architectural period. For example, a ca. 1880 Queen Anne style rear porch addition would not be appropriate for a 1920s Craftsman/Bungalow house.

RESIDENTIAL ADDITIONS

NEW ROOMS



TWO-STORY ADDITIONS SHOULD BE PLACED AT THE REAR, NOT ON PROMINENT SIDE LOCATIONS



SINGLE-STORY ADDITIONS SHOULD BE PLACED AT THE REAR, NOT ON PROMINENT SIDE LOCATIONS

NEW RESIDENTIAL BUILDINGS

PRIMARY BUILDINGS

*Few vacant lots exist in the Elgin, Elgin National Watch or Spring/Douglas Historic Districts. However, it is important that any new construction on these lots or in any future locally designated districts be compatible with neighboring historic dwellings. The general approach to new construction is for it to be **compatible** with adjacent dwellings or to blend in with the district through replication. **Compatible means reinforcing typical features that buildings display along the block such as similar roof forms, materials, window and door sizes and placement, porch size and location, and foundation heights. Replications are dwellings which are constructed to be exact copies of historic building forms or architectural styles in the districts.***

It is important that new construction complement the dwellings found along its specific block. A design that may be appropriate along one block may not work for a different block. For example, a new dwelling compatible with one-story Bungalow designs may not be appropriate for a block where two-story Queen Anne architecture predominates and vice versa. Commonality of architectural styles balanced with variety and diversity shall be a goal.

Each new building has to be evaluated within its exact location and surroundings.

A. should maintain, not disrupt, the existing pattern of surrounding historic buildings along the street by being similar in:

1. **Shape.** Variations of asymmetrical, rectangular, and square forms are most appropriate for the locally designated districts;
2. **Scale (height and width).** New construction should not vary more than one-half story from the predominate building height typical of dwellings along a block. In most blocks of the designated districts this would require new construction to be no more than two-and-one-half stories;
3. **Orientation to the street.** Most dwellings in Elgin's locally designated districts have their primary facades and main entrances oriented towards the street and this characteristic should be maintained in any new construction;
4. **Roof shape and pitch.** Roof slope ratio for new construction should be a minimum of 6:12 to a maximum of 12:12 (6:12 refers to six inches of rise to 12 inches of run in measuring slopes). Roof forms of gable and hipped variations are more common on most blocks than roof forms which are flat, mansard, or gambrel forms;
5. **Placement on the lot.** Front and side yard setbacks should respect the setbacks found along the block on which the building is sited.
6. **Location and proportion of porches, entrances, and divisional bays.** Porches should have roof forms of gable, hipped or shed design and at least cover the entrance. Porches extending partially or fully across the front of the building are recommended. Porches should have columns and railings with balusters that are traditional in design and compatible with the overall character of the building.
7. **Location and proportion of windows.** New window openings should be rectangular in shape. Window proportions on the main facade should not exceed three-to-one in the height/width ratio or be any less than two-to-one in the height/width ratio (two-to-one proportions are preferred). No horizontal sash, casement, or awning type windows should be placed on the fronts of buildings. Special window types (i.e. oriel, bay, stained, beveled glass) may be considered when compatible with the new structure's design as well as the surrounding area;

PRIMARY BUILDINGS

8. **Foundation height.** Height of foundations should generally be similar to foundation heights in the area. Foundation heights can increase along the sides or at the rear of a building if necessary to follow slope contours. No slab foundations or at-grade foundations should be utilized on the fronts or readily visible sides of buildings;
9. **Porch height and depth.** Porch heights and depths should be consistent with those of adjacent dwellings;
10. **Material and material color.**

Foundations: Most historic dwelling foundations are of stone or cast concrete and new construction should continue the appearance of these foundation materials. Poured concrete, concrete block, and split faced concrete are acceptable foundation materials. Stucco or other finishes are recommended to provide a textured surface.

Brick Dwellings: If the new construction is of brick, the brick should closely match typical mortar and brick color tones found in the locally designated districts and along the block. White or light mortars provide too much contrast with typical dark brick colors and should be avoided.

Frame Dwellings: If the new construction is of frame, the preferred exterior material is wood or a material which is similar to original materials in the area like clapboard, shingle, stucco, etc. The use of cement board siding, or similar materials is acceptable if it meets size recommendations and proper construction detailing of traditional siding materials. If wood siding is used; its exposure should reflect the exposure of traditional wood siding.

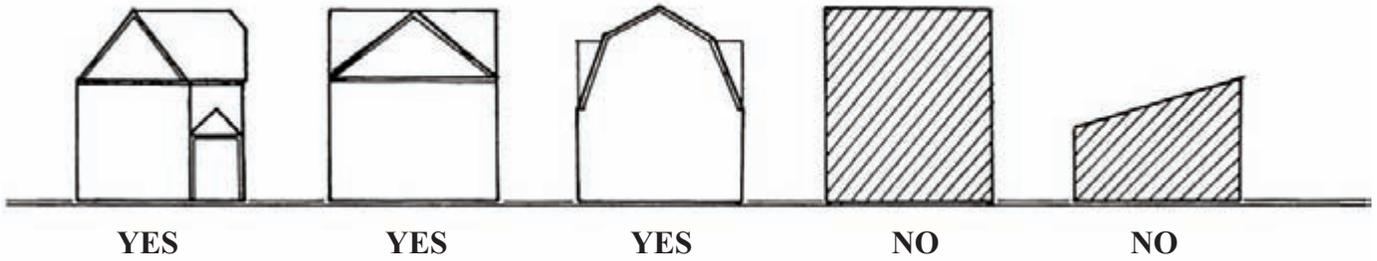
Windows: Wood construction is preferred for windows. However, the use of aluminum clad windows is also acceptable as long as they are sized to be compatible with historic window openings. The use of dark tinted windows, reflective glass and coatings for windows is discouraged on readily visible sides of buildings.

11. **Details and texture.** The details and textures of building materials should be applied in a manner consistent with traditional construction methods and compatible with surrounding structures;

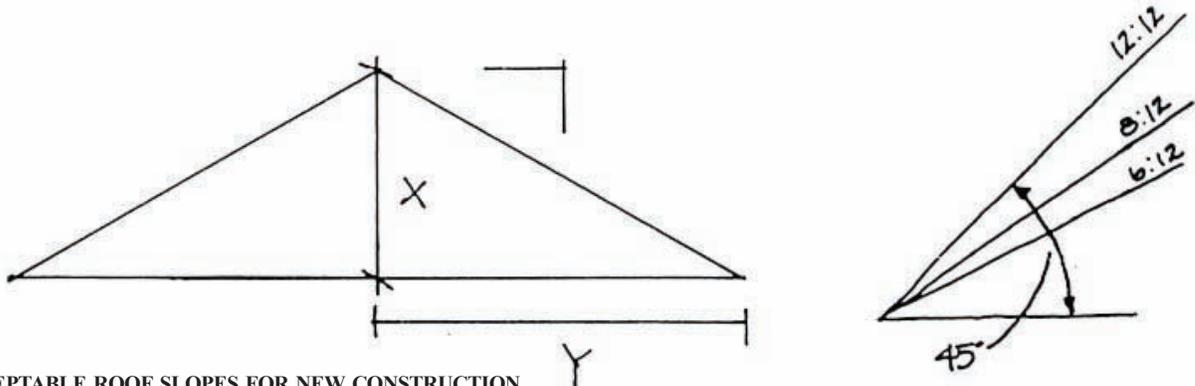
- B. **Replications.** Replications are new buildings which closely imitate historic dwellings typically found in the historic district. Replications are acceptable if they are consistent with historic dwellings in their overall form and plan, porch design and placement, window and door treatments, roof forms, and architectural details. It is important for replications to be identified as new construction through the use of signs, or plaques prominently displayed on the front of the building. Replication of specific structures within the immediate vicinity is discouraged.

NEW RESIDENTIAL BUILDINGS

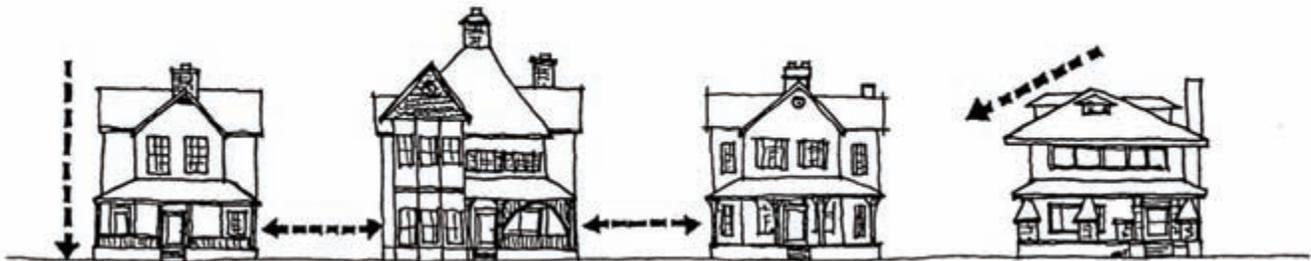
PRIMARY BUILDINGS



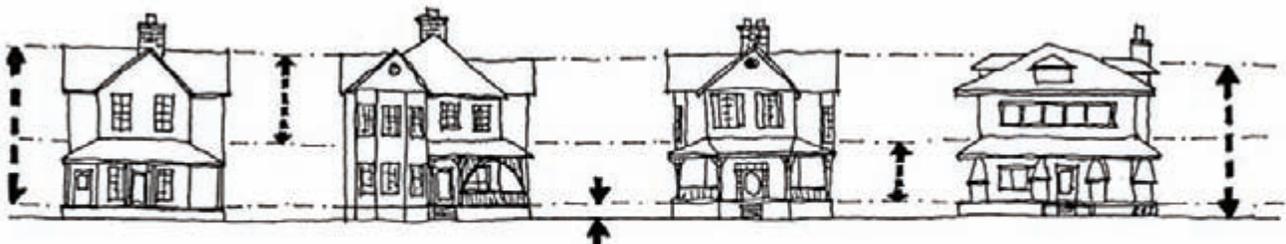
ROOF FORMS SHOULD BE CONSISTENT WITH THOSE WHICH EXIST IN ELGIN'S HISTORIC DISTRICTS.



ACCEPTABLE ROOF SLOPES FOR NEW CONSTRUCTION
 FOR EXAMPLE, 8" OF RISE (X) & 12" OF RUN (Y) = 8:12 PITCH



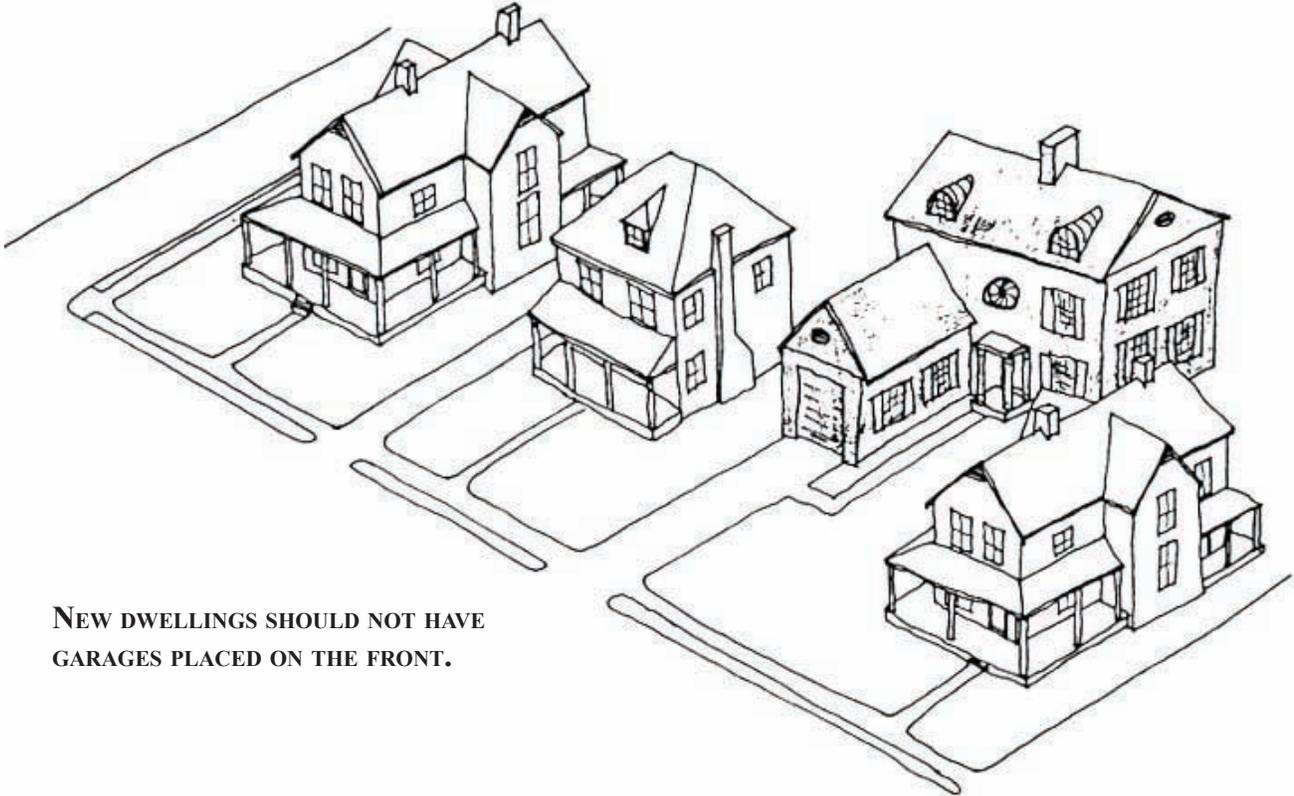
NEW CONSTRUCTION SHOULD BE CONSISTENT IN HEIGHT, LOT PLACEMENT AND ROOF SLOPE



NEW CONSTRUCTION SHOULD MAINTAIN FOUNDATION HEIGHT, STORY HEIGHT AND OVERALL BUILDING HEIGHT

NEW RESIDENTIAL BUILDINGS

PRIMARY BUILDINGS



NEW DWELLINGS SHOULD NOT HAVE GARAGES PLACED ON THE FRONT.



NEW CONSTRUCTION SUCH AS ATTACHED TOWNHOMES SHOULD REFLECT PORCH, DOOR AND WINDOW DESIGNS WHICH EXIST ALONG THE STREET.

NEW RESIDENTIAL CONSTRUCTION

SECONDARY BUILDINGS: GARAGES, SHEDS, OTHER OUTBUILDINGS

New construction of secondary buildings such as garages and sheds are acceptable as long as they are simple in design and sited in traditional locations. Construction materials should be similar to those of the primary dwelling.

Prefabricated (store bought) temporary sheds are available in many designs and materials, some appropriate, others not for installation in a historic district



- A. should be smaller in scale than the dwelling; clearly secondary in nature.
- B. should be simple in design but reflecting the general character of the associated dwelling. For example, use gable roof forms if the dwelling has a gable roof, hipped roof forms if the dwelling has a hipped roof etc.
- C. should be built at traditional locations for outbuildings in the locally designated districts. These include at rear lot lines, adjacent to alleys, and at the back side of a dwelling;
- D. should be compatible in design, shape, materials, and roof shape to the associated dwelling;
- E. should be of an exterior material to match the associated dwelling such as clapboard, stucco, or brick. However, if not readily visible from the street, secondary buildings may have exterior substitute siding materials such as cement fiber board with appropriate trim and exposure and cementitious materials.
- F. should be of traditional materials if readily visible. For garages, wood paneled doors are more appropriate than paneled doors of vinyl, aluminum, or steel. Wood paneled overhead roll-up doors are widely available and are appropriate for new garages. For two car garages the use of two single doors instead of one larger double door is more appropriate for use in a historic district. However, one double is unacceptable for garages of less than twenty-two feet.
- G. should have windows in the garage doors are recommended, but windows may not be appropriate in every case for garage doors.
- H. should have raised panel steel doors are acceptable and should be painted to match the house and set off the relief of the panels.
- I. should be in designs that are more appropriate for use with traditionally designed structures, if prefabricated sheds are proposed to be used.
- J. should not be constructed of rough sawn cedar with knots.

APPROPRIATE GARAGE DESIGNS. WOOD PANELED GARAGE DOORS ARE MORE APPROPRIATE THAN THOSE OF METAL OR VINYLE

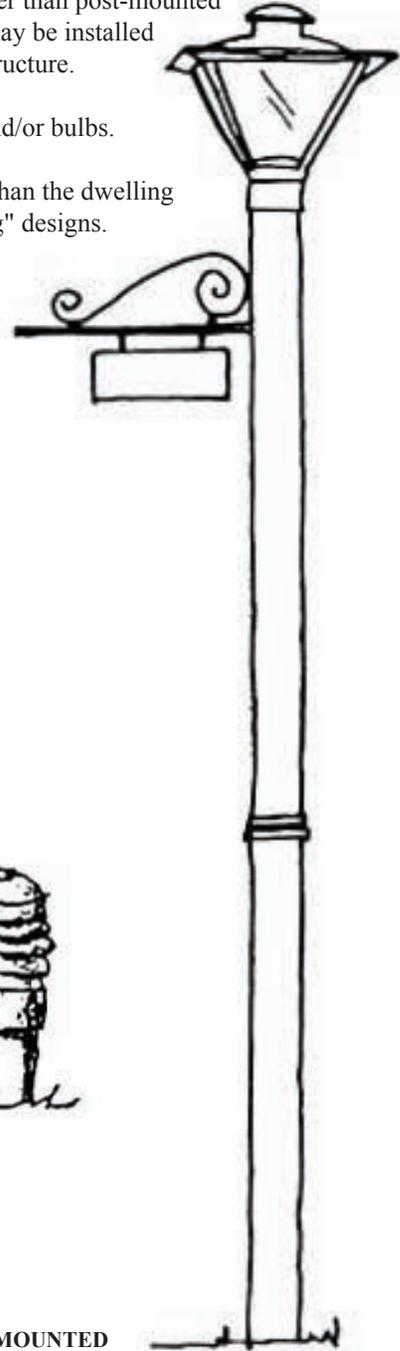
Light fixtures for front yards have been popular in recent decades. These include free-standing gas or electric post mounted lamps and sidewalk footlights. The installation of these light fixtures is acceptable for front yards. Large security lights mounted on the dwelling or free-standing are appropriate for side or rear locations not readily visible from the street.

Fixtures for yards or sidewalks should be simple and small in design, preferably to match the style of the house. These fixtures should have a dark, non-glare finish rather than a shiny finish

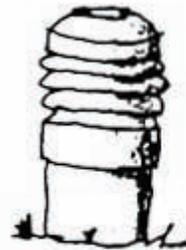
- A. should be of small footlights rather than post-mounted fixtures. Post-mounted fixtures may be installed if they are compatible with the structure.
- B. should not have colored lenses and/or bulbs.
- C. should not be of a period earlier than the dwelling such as colonial or "Williamsburg" designs.

FLOOD LIGHTS

- D. should be properly concealed by landscaping so as not to be readily visible.



APPROPRIATE FOOT LIGHT DESIGNS FOR SIDEWALKS AND WALKWAYS



**APPROPRIATE POST MOUNTED
FIXTURE AT 940 N. SPRING STREET**

SATELLITE DISHES AND ANTENNAS

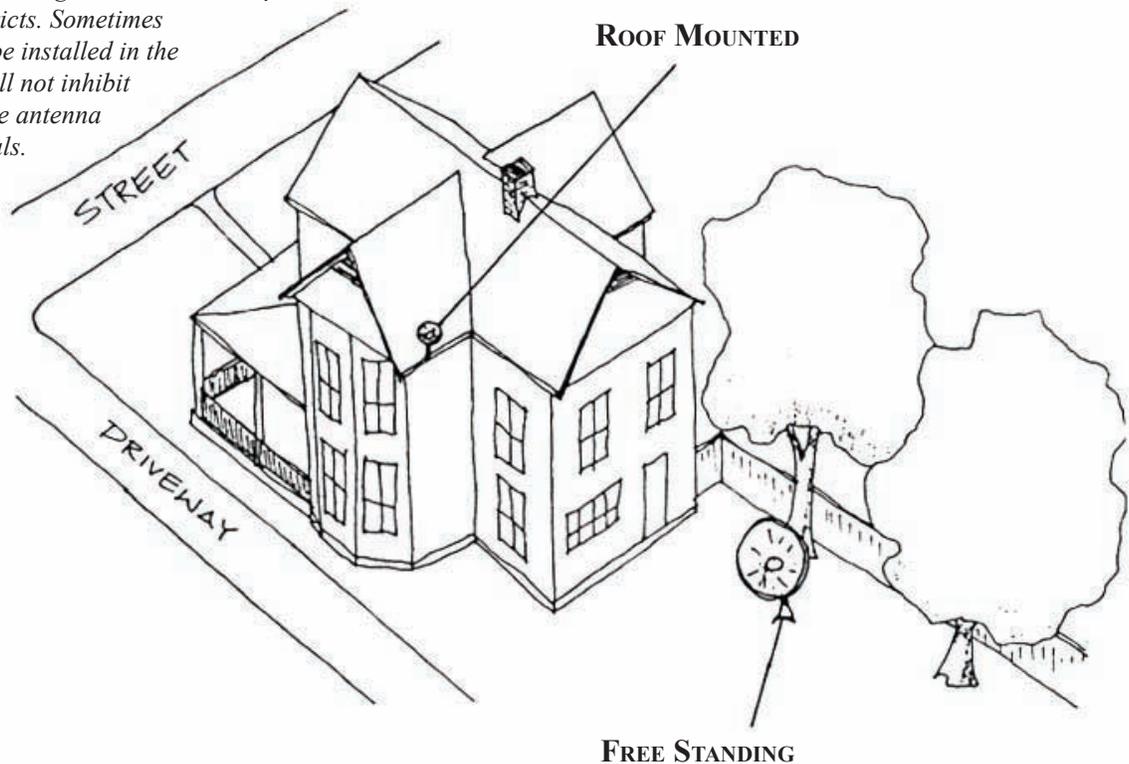
Satellite dishes are common additions to lots and traditionally, the C-Band dishes have been ten to eleven feet in span. In recent years the smaller seven and one-half foot dishes have become more commonplace. Also popular are the eighteen inch DBS satellite dishes which are much smaller in size and easier to mount than the larger dishes. Satellite dishes may be installed if they are sited in rear yards or along side yards which are not readily visible from the street.

As non-historic features, the smaller dishes are preferred to the larger dishes. These dishes generally have a clear view of the southwest sky to receive a clear signal. This should be taken into account when placing these dishes in historic districts. Sometimes antennas may be installed in the attic when it will not inhibit the ability of the antenna to receive signals.

A. should preferably be smaller in size. Larger freestanding dishes and antennas should be mounted as low to the ground as possible and the use of landscaping, lattice panels, or fencing to screen the dish from view is recommended.

B. should not be installed in front yards or in readily visible side yards. Dishes should also not be installed at readily visible roof lines. In many instances when the ability to receive a clear signal requires the DBS satellite dish to be installed in a particular location that is readily visible from the street, it should be placed as far from the front of the house where it would not detract from the character of the house, and continue to receive a clear signal.

**SATELLITE DISHES SHOULD BE
LOCATED AT REAR ROOF LINES OR
PREFERABLY IN REAR YARDS**



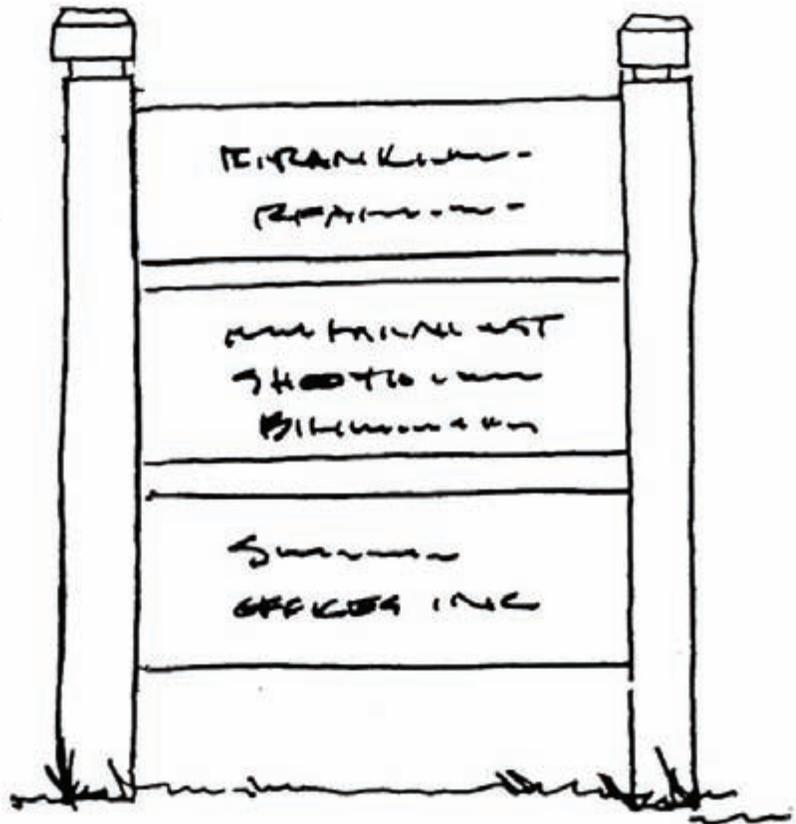
RESIDENTIAL AREAS

Elgin's locally designated districts are primarily residential in character and most signs are confined to a few blocks with commercially used dwellings or commercial and community facility buildings.

Signs for churches may be freestanding or attached to the face of the building. For commercial buildings, signs may be freestanding, on windows, or affixed to the face of the building.

- A. should also follow regulations subject to the provisions of Chapter 19.50 of the city's zoning ordinance.
- B. should be kept to a minimum with preferably a maximum of two per commercial business or community facility.
- C. should have no more than three colors and use colors that coordinate with the building colors.
- D. should be anchored into the mortar, not the masonry.
- E. should be of traditional materials such as finished wood, glass, copper, or bronze, plywood, plastic, or unfinished wood.
- F. should not cover or obscure architectural features.
- G. should not be backlit or internally lit.
- H. should not be illuminated with visible bulbs, flashing lights, or luminous paints, but with remote sources.

**ACCEPTABLE FREESTANDING SIGN
DESIGN FOR COMMERCIAL BUSINESSES
OR COMMUNITY FACILITIES IN
RESIDENTIAL AREAS**

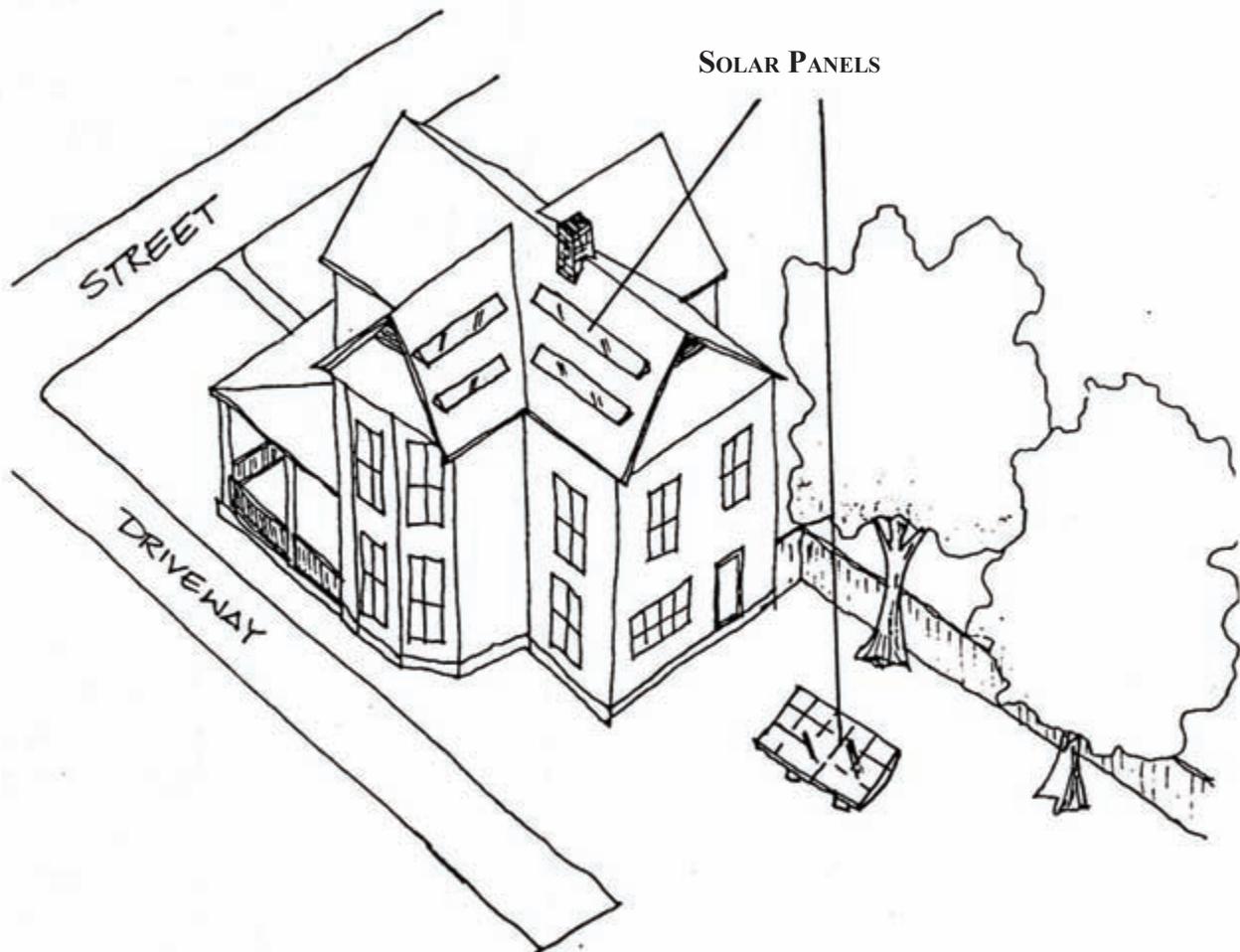


SOLAR PANELS

As a non-historic addition, solar panels should be sited at rear roof lines or at freestanding locations adjacent to a dwelling. Solar panels are acceptable as long as freestanding panels are sited in rear yards or the roof panels are on rear facades or side facades not readily visible from the street.

- A. should be located on rear sections of the roof, behind dormers or gables or other areas not visible from the street.
- B. should be located at rear yards or on side facades not readily visible from the street, if freestanding. If side yard locations are readily visible (such as a corner lot), freestanding panels may be installed if they are effectively screened by landscaping, fencing, or lattice panels.

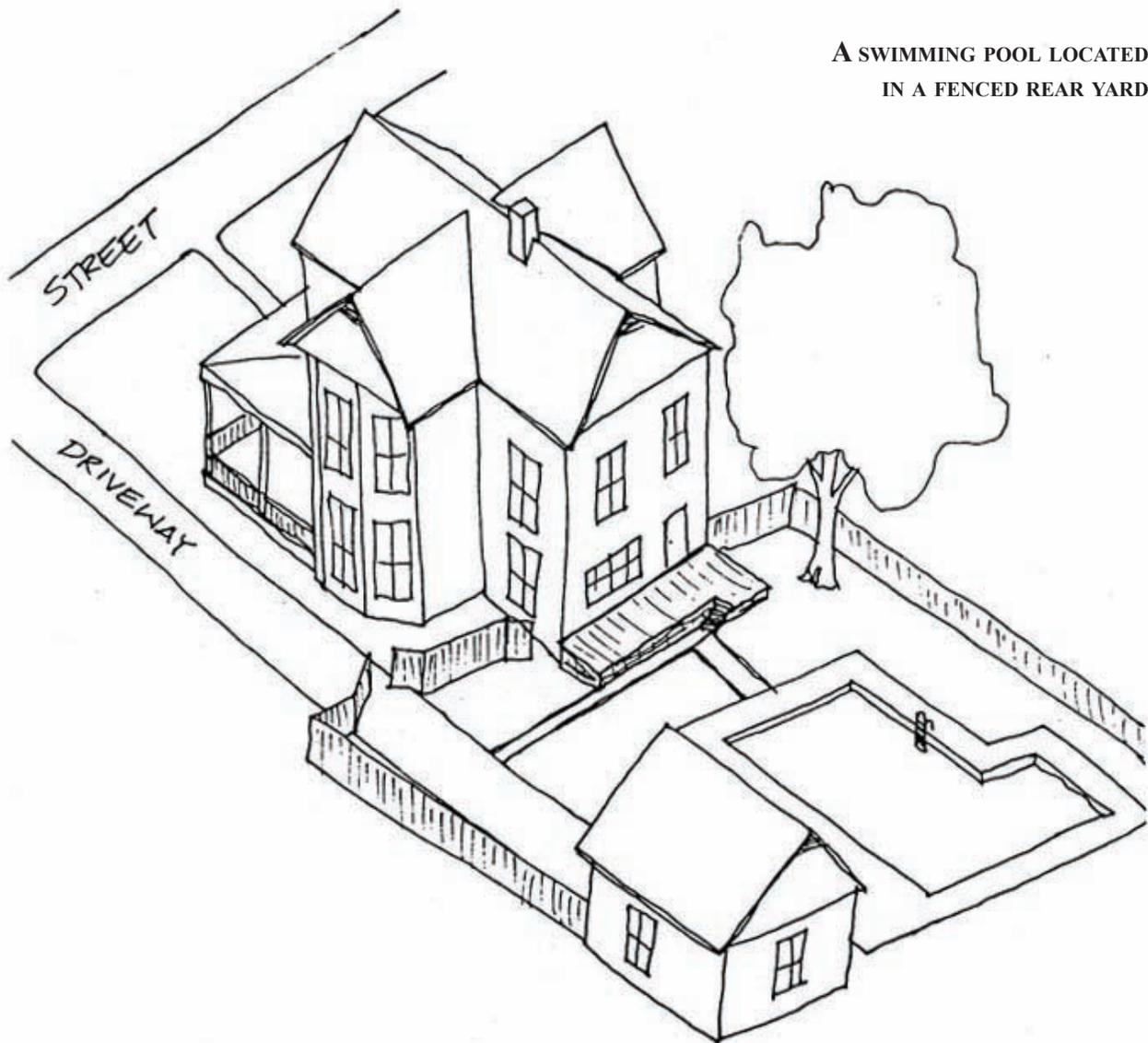
**SOLAR PANELS SHOULD BE PLACED ON
REAR ROOF LINES OR IN REAR YARDS**



CITY OF
Elgin SWIMMING POOLS, HOT TUBS, WHIRLPOOLS AND SAUNAS

The installation of in ground or above ground swimming pools in rear or side yards is acceptable, as long as they are effectively fenced or screened from view.

A. should be located in rear or side yards and screened from street view by fencing or landscaping.



**A SWIMMING POOL LOCATED
IN A FENCED REAR YARD**



DESIGN GUIDELINE MANUAL

for Landmarks and Historic Districts

MISCELLANEOUS





XI. GUIDELINES FOR DEMOLITION

Elgin's Historic Preservation Ordinance allows the Commission to deny demolition within the locally designated districts. Demolition of an historic building which retains its architectural character should only occur after all other options are explored. These options may include moving the building to another compatible site or selling the property to a sympathetic buyer for rehabilitation. Demolition of pre-1945 secondary buildings (garages, etc.) may be acceptable if substantially deteriorated (requiring 50% or more replacement of exterior materials or structural elements).

Additionally, demolition will not be permitted unless there is a well designed plan for the subsequent use of the property which includes items such as designs for new construction, building relocation, vehicle use areas, landscaping and/or green space submitted.

- A. should be avoided of any original feature or part of a pre-1945 building.
- B. should not occur, unless:
 - 1. An emergency condition exists and the public safety and welfare requires the removal of the building or structure;
 - 2. A building does not contribute to the historical or architectural character of the districts and its removal will improve the appearance of the districts; or
 - 3. The denial of the demolition will result in an Economic Hardship on the applicant as determined by Chapter 20.10 of Title 20 of the Elgin Municipal Code – “Elgin Historic Preservation Ordinance.”
 - 4. The denial of the demolition will impede rehabilitation, or redevelopment of the site, and/or adjacent properties from substantially improving the aesthetic, architectural or economic value of the affected properties and surrounding area.

XI. GUIDELINES FOR MOVING BUILDINGS

In Elgin's locally designated districts are vacant lots which are appropriate sites for the relocation of pre-1945 dwellings. Moving buildings usually occurs only to avoid demolition or if the historic site and setting of the property will be significantly changed. If a pre-1945 dwelling within or outside the locally designated districts is threatened with demolition, it is acceptable to move the building to one of the district's vacant lots for rehabilitation. A building moved into the district should maintain the front and side yard setbacks, orientation, and foundation heights of its neighboring properties. Moving buildings such as garages or other outbuildings from one location to another on the same lot is acceptable if the relocation will not be readily visible.

Prior to demolishing or moving a building it is recommended that the building be properly documented through photographs both on the exterior and interior.

Moved buildings should be identified by a marker or plaque.

OUT OF A HISTORIC DISTRICT

A. should be avoided unless demolition is the only alternative.

INTO A HISTORIC DISTRICT

B. should occur only if the building subject to move is compatible with the district's architectural character through style, period, height, scale, materials, setting, and placement on the lot.

ENERGY CONSERVATION - OVERALL APPROACH

Traditional approaches to heating and cooling in historic buildings are often adapted to modern considerations of comfort and energy efficiency. As a result, we are often asking historic buildings to adjust to greater levels of heating, cooling and energy efficiency than for which they were originally designed and can perform. However, historic dwellings have a number of inherent energy conservation qualities such as tall ceilings and door transoms, thick brick or plastered wood walls, and large attic space. Other traditional energy saving measures available for the old house owner are window and porch awnings, exterior window shutters, and interior drapes and blinds.

Insulation and reduction of air infiltration is the primary means to prevent heat loss and gain. For most historic dwellings the attic and basement area are traditional locations for the addition of batt, blanket, and blown-in insulation. A dwelling typically loses 28% of its total heat loss or gain through the roof. Heat loss and gain is measured in R-values which is the resistance, R, per inch of thickness of the insulating material. For attics, a minimum of an R-value of R-19 is recommended for gas or oil heat or R-22 for dwellings with electric heat.

Walls are another potential area where insulation can be added although this can be difficult for historic dwellings. Usually the expense of getting to wall cavities discourages the addition of wall insulation. A dwelling typically loses 30% of its total heat loss and gain through the walls and insulation with an R-11 value is recommended. Insulation should be added when wall spaces are exposed during remodeling. Avoid damaging exterior wall surfaces when installing insulation.

Points to remember in energy conservation include:

- A. Air sealing- tightening up the flow of air through exterior walls by weather-stripping, caulking, and repairing cracks - is the most generally useful and least problematic energy-conserving strategy for historic buildings.
- B. Maintain and use the inherently energy conserving and comfort-enhancing architectural features of historic buildings. These may include:
 - vestibules as air locks
 - gable vents to help keep attics dry
 - thermal mass of masonry walls to even out daily temperature extremes
 - operable windows for cross ventilation during the summer
 - drapes, curtains and blinds for winter window insulation and draft-proofing
 - exterior awnings and interior window shades for summer shading
- C. Keep interior humidity within a range that will not lead to damage by condensation.
- D. Keep heating and ventilation equipment well-maintained.
- E. Generally, do not insulate without using vapor barriers.
- F. Ensure as much as possible that moisture does not condense where it will lead to damage in the form of wood rot, corrosion, or freezing. Condensation is often a problem for windows.
- G. Vent high moisture areas (bathrooms, laundries, etc.) to the outside.
- H. Insulate ductwork and piping in the basement, crawl space, or attic.
- I. Use of a whole home fan may also assist in cooling a house.

XII. ENERGY CONSERVATION

ENERGY CONSERVATION - OVERALL APPROACH

STORM WINDOWS

Approximately 22% of a dwelling's energy loss is a result of air infiltration and conductive gain or loss through windows. Glass is a good conductor and windows are a major source of heat loss in winter and gain in summer. The application of storm windows creates dead airspace which significantly reduces conductivity. Wood has a higher resistance to transfer of heat than aluminum and is thus a more energy efficient storm window. However, aluminum is also an acceptable material for storm windows. Exterior storm windows are the most popular today but interior storm windows are also an option for historic dwellings since they are less visible. The installation of storm windows should also include weather-stripping on the underside of the windows to create an airtight fit.

WEATHER-STRIPPING

Weather-stripping is a relatively inexpensive method to reduce energy costs and the installation of most weather-stripping materials will have little, if any, visual effects on a dwelling. Weather-stripping should be considered for all window and door openings since they are a major source of drafts leading to heat loss and gain. Weather-stripping comes in a variety of shapes and materials depending on its application. This includes adhesive strips of foam or plastic, foam strips, felt strips, and metal and plastic sweeps.

For windows, weather-stripping should be added at the junction of the meeting rails for sash windows and at the lower sill. The sash channels along the sides of windows are also good places for felt or foam strips. For exterior wall doors, weather-stripping should be added along the exterior jambs, interior stops, and along the bottom. The installation of a plastic and metal sweep at the inside bottom of the door is effective as are foam or rubber gasket type strips along the threshold.



XIII. ENVIRONMENTAL ISSUES

HAZARDOUS MATERIALS - OVERALL APPROACH

Historic buildings were often constructed using materials containing asbestos or lead, which are considered hazardous today. Mitigation planning for such materials should carefully consider the architectural importance of those elements containing hazardous materials in making decisions as to whether to remove or encapsulate them as part of the mitigation process. Experts in the field should be consulted in the event there is a concern and the work should be done according to existing regulations.

ASBESTOS ABATEMENT

Asbestos was proclaimed as one of the wonder materials of the early 20th century. This material was resilient, fire-resistant, non-conductive to electricity, and relatively lightweight. Thousands of products were made with asbestos including roof shingles, wall shingles, pipe insulation, and adhesive compounds. Unfortunately, asbestos was also found to be a potential cause of lung cancer and other diseases.

Asbestos products are generally classified as "friable" or "non-friable." Non-friable asbestos refers to products where the asbestos is embedded with other materials, greatly reducing its chances to become a powder and released into the air. Typical non-friable asbestos in historic dwellings include asbestos-cement roof and wall shingles used from the 1930s to the 1960s. If these products are present on your house it is generally not a cause for concern. Asbestos wall shingles often have been painted over the years further reducing the chances that the asbestos fibers could become airborne. If these shingle or siding materials require removal, care should be taken not to break the shingles which could cause the release of asbestos fibers into the air. Before these materials are handled, it is advised that they be soaked with a fine spray or mist of water and that proper air masks and filters be used.

Friable asbestos products are those which are easily crumbled into powder and released into the air. Typical household products which may be friable in

historic dwellings include insulation around furnaces, boilers, and heating ducts, and asbestos floor tiles. When present, friable asbestos should be encapsulated or removed. Encapsulation is a term used to prevent the asbestos fibers from becoming airborne. Encapsulation of insulation is recommended by wrapping plastic sheeting around it and sealing it airtight with tape. Water-based foams and adhesives are also available which will provide a coating surface to this insulation and prevent fibers from escaping. Floor tiles can be encapsulated by the addition of new floor materials. If there are significant areas of asbestos in a dwelling, professional removal may be the best course of action.

LEAD-BASED PAINT ABATEMENT

Lead was widely used as a pigment in paints and it is likely that most pre-1945 dwellings have one or two layers of lead-based paint on the interior and exterior. Lead is a health hazard when ingested, especially for children, and flaking or peeling paint can result in lead dust being inhaled. As in the case of asbestos, lead paint can be either removed or encapsulated.

Lead paint removal is the most difficult of these choices but it does result in the end of this problem. Paint can be removed by scraping or sanding or by the use of a heat gun or plate. Sanding or burning off lead paint creates hazardous fumes and those who undertake this work should wear proper safety equipment such as a toxic-dust respirator, goggles, gloves, and clothes that protect your skin. If working on the exterior walls, cover the ground or adjacent bushes with drop cloths and regularly dispose of accumulations of chips and dust. If working on interior walls, keep the room where you are working closed off from the rest of the house and cover any air ducts. Children should be removed from the premises during the duration of the project.

Encapsulation of lead through applying paint is also an acceptable approach. Latex and oil-based paints can effectively seal lead dust on wall and trim

XIII. ENVIRONMENTAL ISSUES

HAZARDOUS MATERIALS - OVERALL APPROACH

surfaces. However, any kind of paint scraping or sanding prior to applying paint will also require the use of appropriate respirators.

CHEMICALS FOR PAINT REMOVAL & MASONRY CLEANING

Chemical cleaning is preferable to sandblasting or other types of abrasive cleaning. The use of chemical cleansers is an effective and appropriate method of masonry cleaning, however, extensive preparation and understanding of the chemical's properties and hazards should be understood prior to undertaking the project.

Before beginning chemical cleaning, carefully evaluate the building to determine if cleaning is necessary. Cleaning may not always be the best option. The preferred method of removing paint or extensive stains from masonry is through the application of chemical removers. There are various types of chemical products on the market and some are more suitable for cleaning brick than stone. Chemical removers can also be hazardous and most cleaning projects are done by professionals. Whoever performs masonry cleaning using chemical agents should thoroughly read the instructions prior to undertaking the project.

The primary consideration in the handling of chemical cleansers is protection for the person performing the work and protection of the adjacent ground and plantings. Window glass and other material may also require protection from some cleaners. The use of chemical removers can be a messy job. After coatings of the cleaners are applied to masonry they have to be rinsed off with water, detergent, or other chemicals. This creates a fair amount of spray and mist as well as liquid runoff which must be contained. Those applying the cleaners should have the proper safety clothes, respirators, and goggles. Most jobs will also require the use of waterproof tarpaulins or other fabrics to collect the chemical runoff. This runoff is then poured into containers for disposal. Plants which may be affected should also be covered and protected.

Points to remember in handling hazardous materials include:

- A. Hazardous materials, when being removed, should be removed in a manner which will not cause damage to adjacent historic materials and finishes. Plants and landscaping should also be protected.
- B. Where removal is not desired, appropriate methods for encapsulation (wrapping, paint finishes, covering, etc.) should be sought out. Those methods used should attempt to preserve the important visual character of those architectural components affected by this process through the selection of appropriate materials or finishes for use in encapsulation.



DESIGN GUIDELINE MANUAL

for Landmarks and Historic Districts

APPENDICES

- APPENDIX A - Sample COA Application Form
- APPENDIX B - Local, State, and National Sources of Assistance
- APPENDIX C - Definitions and Terms
- APPENDIX D - Bibliography and Suggested Reading
- APPENDIX E - Sample List of Restoration Services
Available at the Gail Borden Public Library
- APPENDIX F - Preservation Briefs

APPENDIX A



SAMPLE COA APPLICATION FORM

COA Application for Certificate of Appropriateness



Planning and Neighborhood Services Department, City of Elgin, 150 Dexter Court, Elgin, IL 60120
Phone: (847) 931-5910 Fax: (847) 931-6075 www.cityofelgin.org

Address of Property _____

Applicant [] Owner [] Lessee/tenant [] Contractor [] Other

Name _____ Phone: () _____

Address _____ Cell: () _____

City _____ State _____ Zip _____

Homeowner Information

Name _____ Phone: () _____

Address _____ Cell: () _____

City _____ State _____ Zip _____

Description of Proposed Work [] Exterior Repair [] New Construction
[] Demolition of Structure [] Relocation of Structure

Multiple horizontal lines for text entry.



SAMPLE COA APPLICATION FORM

ADDITIONAL REQUIRED DOCUMENTATION:

- ⇒ For **EXTERIOR REPAIR** (ie. fences, driveways, retaining walls) please attach a plat of survey.
- ⇒ For **NEW CONSTRUCTION** (ie. additions, porches, decks, sheds), please attach an architectural drawing, plat of survey, photographs, and/or relevant sample materials/literature.
- ⇒ For **DEMOLITION OF STRUCTURE**, please detail the structure’s condition and reason for demolition.
- ⇒ For **RELOCATION OF STRUCTURE**, please detail where and why the structure will be moved, attach photographs and site plan.

Please Note:

1. All work must conform to the regulations set forth in the City of Elgin Design Guideline Manual, Illinois Codes and City ordinances.
2. The COA is provided at no cost. Building Permit(s) may be required in addition to a COA. *All COA approvals expire **6 months** from approval date.*
3. Extensions of a COA may be granted upon submission of proper documentation.
4. On Completion of Work, I/we agree to notify the Historic Preservation Coordinator at (847) 931-6104 to schedule an inspection of the property.

Signature of Applicant _____ Date _____

The box below may be used for additional writing/drawing space:

[Large empty rectangular box for additional writing or drawing]

COA APPROVAL

Planning & Preservation Coordinator: _____

Approval Date: _____ COA No. _____ Permit No. _____

APPENDIX B

LOCAL, STATE AND NATIONAL SOURCES OF ASSISTANCE

Local Sources

The Historic Preservation Specialist with the City of Elgin is available to provide information on building rehabilitation and new construction. The historic Preservation Specialist serves as a staff member for the Elgin Heritage Commission. Contact the Specialist at City Hall, 150 Dexter Ct, (847)-931-6004.

The city also has funds available for rehabilitation projects through the “**Historic Architectural Rehabilitation Grant Program.**” The purpose of this program is to provide a financial incentive to encourage private investment in the exterior rehabilitation and restoration of historically and architecturally significant residential structures, particularly those located in designated historic districts. Property owners receiving grants must follow the guidelines contained in this manual. Grants are limited to fifty percent (50%) of eligible, approved project construction costs and applicable to a minimum of \$5000, with no grant to exceed \$20,000. For additional information concerning this program see Appendix G of this manual or contact the Historic Preservation Specialist.

State Sources

State Historic Preservation Office

Illinois Historic Preservation Agency
Old State Capitol
Springfield, IL 62701
(217) 782-4836

Statewide Preservation Organization

Landmarks Illinois
53 W Jackson Voulevard
Suite 752
Chicago IL 60604
(312) 922-1742

National Organizations

National Trust for Historic Preservation
1785 Massachusetts Avenue, N.W.
Washington D.C. 20036
(202) 673-4000

Natinal Trust Midwest Regional Office
53 West Jackson Boulevard
Suite 1135
Chicago IL 60604
(312) 939-5547

National Alliance for Preservation Commissions
Hall of States, Suite 332
444 No. Capitol Street
Washington D.C. 20001

DEFINITION AND TERMS

Unless specifically defined in Title 20 of the Elgin Municipal Code, 1976, as amended, or unless specifically defined below, words or phrases in this Design Guideline Manual shall be interpreted in accordance with definitions contained in Webster's Dictionary.

Adaptive Use Rehabilitation of a historic structure for use other than its original use such as a residence converted into offices.

Addition New construction added to an existing building or structure.

Alteration Any act or process that changes one or more of the exterior architectural features of a structure, including, but not limited to, the erection, construction, reconstruction, addition, sand blasting, water blasting, chemical cleaning, chemical stopping, or removal of any structure, but not including changes to the color of exterior paint.

American bond A brickwork pattern where most courses are laid flat, with the long "stretcher" edge exposed, but every fifth to eighth course is laid perpendicularly with the small "header" end exposes, to structurally tie the wall together.

Appropriate Especially suitable or compatible.

Apron A decorative, horizontal trim piece on the lower portion of an architectural element.

Arch A curved construction which spans an opening and supports the weight above it. (see flat arch, jack arch, segmental arch and semi-circular arch)

Attic The upper level of a building, not of full ceiling height, directly beneath the roof.

Baluster One of a series of short, vertical, often vase-shaped members used to support a stair or porch handrail, forming a balustrade.

Balustrade An entire rail system with top rail and balusters.

Bargeboard A board which hangs from the projecting end of a gable roof, covering the end rafters, and often sawn into a decorative pattern.

Bay The portion of a facade between columns or piers providing regular divisions and usually marked by windows.

Bay window A projecting window that forms an extension to the floor space of the internal rooms; usually extends to the ground level.

Belt course A horizontal band usually marking the floor levels on the exterior facade of a building.

Board and batten Siding fashioned of boards set vertically and covered where their edges join by narrow strips called battens.

Bond A term used to describe the various patterns in which brick (or stone) is laid, such as "common bond" or "Flemish bond."

APPENDIX C

DEFINITIONS AND TERMS

Bracket A projecting element of wood, stone or metal which spans between horizontal and vertical surfaces (eaves, shelves, overhangs) as decorative support.

Building A structure used to house human activity such as a dwelling or garage.

Bulkhead The structural panels just below display windows on storefronts. Bulkheads can be both supportive and decorative in design. Bulkheads from the 19th century are often of wood construction with rectangular raised panels while those of the 20th century may be of wood, brick, tile, or marble construction. Bulkheads are also referred to as kickplates.

Bungalow Common house form of the early 20th century distinguished by horizontal emphasis, wide eaves, large porches and multi-light doors and windows.

Capital The head of a column or pilaster.

Casement window A window with one or two sashes which are hinged at the sides and usually open outward.

Certificate of Appropriateness A certificate issued by the building official or the Elgin heritage commission indicating its approval of plans for alteration, construction, removal or demolition of a landmark or of a structure within a historic district.

Certified Local Government Any city, county, parish, township, municipality, or borough or any other general purpose subdivision enacted by the National Preservation Act Amendments of 1980 to further delegate responsibilities and funding to the local level.

Character The qualities and attributes of any structure, site, street or district.

Clapboards Horizontal wooden boards, thinner at the top edge, which are overlapped to provide a weather-proof exterior wall surface.

Classical order Derived from Greek and Roman architecture, a column with its base, shaft, capital and entablature having standardized details and proportions, according to one of the five canonized modes: Doric, Tuscan, Ionic, Corinthian, or Composite.

Clipped gable A gable roof where the ends of the ridge are terminated in a small, diagonal roof surface.

Colonial Revival House style of the early 20th century based on interpretations of architectural forms of the American colonies prior to the Revolution.

Column A circular or square vertical structural member.

Commission The Elgin Heritage Commission.

Compatible In harmony with location and surroundings.

Configuration The arrangement of elements and details on a building or structure which help to define its character.

Contemporary Reflecting characteristics of the current period. Contemporary denotes characteristics which illustrate that a building, structure, or detail was constructed in the present or recent past rather than being imitative or reflective of a historic design.

DEFINITION AND TERMS

Context The setting in which a historic element, site, structure, street, or district exists.

Corbel In masonry, a projection, or one of a series of projections, each stepped progressively farther forward with height and articulating a cornice or supporting an overhanging member.

Corinthian order Most ornate classical order characterized by a capital with ornamental acanthus leaves and curled fern shoots.

Cornice The uppermost, projecting part of an entablature, or feature resembling it. Any projecting ornamental molding along the top of a wall, building, etc.

Cresting A decorated ornamental finish along the top of a wall or roof, often made of ornamental metal.

Cross-gable A secondary gable roof which meets the primary roof at right angles.

Demolition Any act or process that destroys in part or in whole a landmark or a structure within a historic district.

Dentils A row of small tooth-like blocks in a classical cornice.

Design guidelines The "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" as adopted by the Secretary of the United States Department of the Interior, and other guidelines which may be adopted from time to time.

Doric order A classical order with simple, unadorned capitals, and with no base.

Dormer window A window that projects from a roof.

Double-hung window A window with two sashes, one sliding vertically over the other.

Eave The edge of a roof that projects beyond the face of a wall.

Element A material part or detail of a site, structure, street, or district.

Elevation Any one of the external faces or facades of a building.

Ell The rear wing of a house, generally one room wide and running perpendicular to the principal building.

Engaged column A round column attached to a wall.

Entablature A part of a building of classical order resting on the column capital; consists of an architrave, frieze, and cornice.

Fabric The physical material of a building, structure, or community, connoting an interweaving of component parts.

Facade Any one of the external faces or elevations of a building.

Fanlight A semi-circular window usually over a door with radiating muntins suggesting a fan.

Fascia A projecting flat horizontal member or molding; forms the trim of a flat roof or a pitched roof; also part of a classical entablature.

APPENDIX C

DEFINITIONS AND TERMS

Fenestration The arrangement of windows on a building.

Finial A projecting decorative element, usually of metal, at the top of a roof turret or gable.

Fishscale shingles A decorative pattern of wall shingles composed of staggered horizontal rows of wooden shingles with half-round ends.

Flashing Thin metal sheets used to prevent moisture infiltration at joints of roof planes and between the roof and vertical surfaces.

Flat arch An arch whose wedge-shaped stones or bricks are set in a straight line; also called a jack arch.

Flemish bond A brick-work pattern where the long "stretcher" edge of the brick is alternated with the small "header" end for decorative as well as structural effectiveness.

Fluting Shallow, concave grooves running vertically on the shaft of a column, pilaster, or other surface.

Foundation The lowest exposed portion of the building wall, which supports the structure above.

Frieze The middle portion of a classical cornice; also applied decorative elements on an entablature or parapet wall.

Gable The triangular section of a wall to carry a pitched roof.

Gable roof A pitched roof with one downward slope on either side of a central, horizontal ridge.

Gambrel roof A ridged roof with two slopes on either side.

Ghosts Outlines or profiles of missing buildings or building details. These outlines may be visible through stains, paint, weathering, or other residue on a building's facade.

Greek Revival style Mid-19th century revival of forms and ornament of architecture of ancient Greece.

Harmony Pleasing or congruent arrangement.

Height The distance from the bottom to the top of a building or structure.

Hipped roof A roof with uniform slopes on all sides.

Historic District An area designated as a "historic district" by ordinance of the city council and which may contain within definable geographic boundaries one or more landmarks and which may have within its boundaries other proportions or structures that, while not of such historic or architectural significance to be designated as landmarks, nevertheless contribute to the overall historic or architectural characteristics of the historic district.

Historic imitation New construction or rehabilitation where elements or components mimic an architectural style but are not of the same historic period as the existing buildings (historic replica).

Hood molding A projecting molding above an arch, doorway, or window, originally designed to direct water away from the opening; also called a drip mold.

DEFINITION AND TERMS

Homestead Style An architectural form of the late 19th and early 20th centuries featuring dwelling built in Gable Front plans with limited architectural detailing and generally of frame construction. These dwellings were commonly built throughout the Midwest.

Ionic order One of the five classical orders used to describe decorative scroll capitals.

Infill New construction where there had been an opening before, such as a new building between two older structures; or block infill between porch piers or in an original window opening.

Jack arch (see Flat arch)

Keystone The wedge-shaped top or center member of an arch.

Knee brace An oversize bracket supporting a roof or porch eave.

Landmark A property, structure or natural object designated as a "landmark" by ordinance of the city council, pursuant to procedures prescribed in this title, that is worthy of rehabilitation, restoration and presentation because of its historic or architectural significance to the city.

Landscape The totality of the built or human-influenced habitat experienced at any one place. Dominant features are topography, plant cover, buildings, or other structures and their patterns.

Lattice An openwork grill of interlacing wood strips used as screening.

Lintel The horizontal top member of a window, door, or other opening.

Maintain To keep in an existing state of preservation or repair.

Mansard roof A roof with a double slope on all four sides, with the lower slope being almost vertical and the upper almost horizontal.

Masonry Exterior wall construction of brick, stone or adobe laid up in small units.

Massing The three-dimensional form of a building.

Material Change A change that will affect either the exterior architectural or environmental features of an historic property or any structure, site, or work of art within an historic district.

Metal standing seam roof A roof composed of overlapping sections of metal such as copper-bearing steel or iron coated with a terne alloy of lead and tin. These roofs were attached or crimped together in various raised seams for which the roof are named.

Modillion A horizontal bracket, often in the form of a plain block, ornamenting, or sometimes supporting, the underside of a cornice.

Mortar A mixture of sand, lime, cement, and water used as a binding agent in masonry construction.

Mullion A heavy vertical divider between windows or doors.

Multi-light window A window sash composed of more than one pane of glass.

APPENDIX C

DEFINITIONS AND TERMS

Muntin A secondary framing member to divide and hold the panes of glass in multi-light window or glazed door.

New construction Construction which is characterized by the introduction of new elements, sites, buildings, or structures or additions to existing buildings and structures in historic areas and districts.

Normally Required Mandatory actions, summarized in the guidelines, whose compliance is enforced by the Elgin Heritage Commission.

Obscured Covered, concealed, or hidden from view.

Oriel window A bay window which emerges above the ground floor level.

Paired columns Two columns supported by one pier, as on a porch.

Palladian window A window with three openings, the central one arched and wider than the flanking ones.

Panelled door A door composed of solid panels (either raised or recessed) held within a framework of rails and stiles.

Parapet A low horizontal wall at the edge of a roof.

Pediment A triangular crowning element forming the gable of a roof; any similar triangular element used over windows, doors, etc.

Pier A vertical structural element, square or rectangular in cross-section.

Pilaster A square pillar attached, but projecting from a wall, resembling a classical column.

Pitch The degree of the slope of a roof.

Portico A roofed space, open or partly enclosed, forming the entrance and centerpiece of the facade of a building, often with columns and a pediment.

Portland cement A strong, inflexible hydraulic cement used to bind mortar. Mortar or patching materials with a high Portland cement content should not be used on pre-1920 buildings. The Portland cement is harder than the masonry, thereby causing serious damage over annual freeze-thaw cycles.)

Preservation Generally, saving from destruction or deterioration old and historic buildings, sites, structures, and objects and providing for their continued use by means of restoration, rehabilitation, or adaptive use.

Pressed tin Decorative and functional metalwork made of molded tin used to sheath roofs, bays, and cornices.

Proportion Harmonious relation of parts to one another or to the whole.

Pyramidal roof A roof with four identical sides rising to a central peak.

Queen Anne style Popular late 19th century revival style of early eighteenth-century English architecture, characterized by irregularity of plan and massing and a variety of texture.

Quoins A series of stone, bricks, or wood panels ornamenting the outside of a wall.



DEFINITION AND TERMS

Recommended Suggested, but not mandatory actions summarized in the guidelines.

Reconstruction The act or process of reproducing by new construction the exact form and detail of a vanished building, structure, or object, or a part thereof, as it appeared at a specific period of time.

Rehabilitation The process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural and cultural values.

Replication Constructing a building so that it is an exact replica or imitation of an historic architectural style or period.

Restoration The act or process of accurately taking a building's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.

Retain To keep secure and intact. In the guidelines, "retain" and "maintain" describe the act of keeping an element, detail, or structure and continuing the same level of repair to aid in the preservation of elements, sites and structures.

Re-use To use again. An element, detail, or structure might be reused in historic districts.

Rhythm Regular occurrence of elements or features such as spacing between buildings.

Ridge The top horizontal member of a roof where the sloping surfaces meet.

Rusticated Roughening of stonework or concrete blocks to give greater articulation to each block.

Sash The moveable framework containing the glass in a window.

Segmental arch An arch whose profile or radius is less than a semicircle.

Semi-circular arch An arch whose profile or radius is a half-circle the diameter of which equals the opening width.

Setting The sum of attributes of a locality, neighborhood, or property that defines its character.

Scale Proportional elements that demonstrate the size, materials, and style of buildings.

Sheathing An exterior covering of boards or other surface applied to the frame of the structure. (see Siding)

Shed roof A gently-pitched, almost flat roof with only one slope.

Shingle Style Architectural style of the late 19th century which features frame dwellings largely covered with wood shingles on both floors.

Shingles Wood which is split into flat shingles and different shapes. Wood shingles are common elements to the Queen Anne and Bungalow styles.

Sidelight A vertical area of fixed glass on either side of a door or window.

Siding The exterior wall covering or sheathing of a structure.

APPENDIX C

DEFINITIONS AND TERMS

- Significant** Having particularly important associations within the contexts of architecture, history, and culture.
- Sill** The bottom crosspiece of a window frame.
- Slate** Thin sections of stone which were used as a roof surface material for pre-1945 dwellings.
- Spindles** Slender, elaborately turned wood dowels or rods often used in screens and porch trim.
- Stabilization** The act or process of applying measures essential to the maintenance of a deteriorated building as it exists at present, establishing structural stability and a weather-resistant enclosure.
- Streetscape** The distinguishing character of a particular street as created by its width, degree of curvature, paving materials, design of the street furniture, and forms of surrounding buildings.
- Stretcher bond** A brickwork pattern where courses are laid flat with the long "stretcher" edge exposed.
- Style** A type of architecture distinguished by special characteristics of structure and ornament and often related in time; also a general quality of a distinctive character.
- Surround** An encircling border or decorative frame, usually at windows or doors.
- Swag** Carved ornament on the form of a cloth draped over supports, or in the form of a garland of fruits and flowers.
- Transom** A horizontal opening (or bar) over a door or window.
- Trim** The decorative framing of openings and other features on a facade.
- Turret** A small slender tower.
- Veranda** A covered porch or balcony on a building's exterior.
- Vergeboard** The vertical face board following and set under the roof edge of a gable, sometimes decorated by carving.
- Vernacular** A regional form or adaptation of an architectural style.
- Wall dormer** Dormer created by the upward extension of a wall and a breaking of the roofline.
- Water table** A projecting horizontal ledge, intended to prevent water from running down the face of a wall's lower section.
- Weatherboard** Wood siding consisting of overlapping boards usually thicker at one edge than the other.



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APPENDIX D

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**SAMPLE LIST OF RESTORATION SERVICES AVAILABLE
AT THE GAIL BORDEN PUBLIC LIBRARY**

A Field Guide to American Houses
America's Architectural Roots: Ethnic Groups That Built America
America's Downtowns: Growth, Politics and Preservation
American Landscape Architecture: Designers and Places
Archabet: ?An Architectural Alphabet
Architects Make ZigZags: Looking at Architecture from A to Z
Building Traditional Kitchen Cabinets
Caring for your Old House: A Guide for Owners and Residents
Daily Life in a Covered Wagon
Daily Life in a Victorian House
Decorative Style...Sourcebook of styles, treatments, techniques and materials
Fabrics for Historic Buildings
Fabrics for Historic Buildings, Revised Edition
Floor Coverings for Historic Buildings
Great American Bridges and Dams
Great American Lighthouses
Herb Garden Design
Houses By Mail: A Guide to Houses from Sears, Roebuck and Company
How to Open and Operate a Bed and Breakfast Home
I Know That Building! Discovering Architecture with Activities and Games
Identify American Furniture
In The Victorian Style
Landmark Yellow Pages, Second Edition
Lighting for Historic Buildings
Maintaining Your Old House
Martha Stewart's New Old House
Master Builders: A Guide to Famous American Architects
National Register of Historic Places, 1966 to 1993
Old-House Dictionary: An Illustrated Guide to American Domestic Architecture, 1600-1940
Paint in America
Professional Painted Finishes
Protecting the Past from Natural Disasters
Recipes for Surfaces: Decorative Paint Finishes Made Simple
Recipes from Historic Hotels of America
Refinishing Old Furniture
Repairing Old Historic Windows
Respectful Rehabilitation: Answers to Your Questions About Old Buildings
Reusing America's Schools: A Guide for Local Officials, Developers, Neighborhood Residents, Planners, and Preservationists
So you Want to be an Innkeeper: The Complete Guide...
The American Mosaic: Preserving a Nation's Heritage
The Elements of Style: A Practical Encyclopedia of Interior Architectural Details
The Garden Book
The House Journal
The Living City: How America's Cities are Being Revitalized by Thinking Small in a Big Way
The National Trust Guide to Historic Bed and Breakfasts, Inns and Small Hotels

APPENDIX E

SAMPLE LIST OF RESTORATION SERVICES AVAILABLE AT THE GAIL BORDEN PUBLIC LIBRARY

The Natural Garden
The Old-House Journal Guide to Restoration
The Secret Life of a Victorian
The Tasteful Interlude: American Interiors through the Camera's Eye
The Victorian House Book
Theme Gardens
Under Every Roof: A Kid's Style and Field Guide to the Architecture of American Houses
Victorian Exterior Decoration
Victorian Interior Decoration
Wallpapers for Historic Buildings
Wallpapers for Historic Buildings, Revised Edition
Walls and Molding: How to Care for Old and Historic Wood and Plaster
What It Feels Like to Be a Building
What Style is it? A Guide to American Architecture
What Style is it? Poster
William Morris--Decor and Design

PRESERVATION BRIEFS

Preservation Briefs are available from the Technical Preservation Services Division of the National Park Service. The following is a list of Preservation Briefs in print as of April 2008. The National Park Service often adds to this list or updates the existing briefs.

- | | |
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| <ul style="list-style-type: none"> 1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings 2: Repointing Mortar Joints in Historic Masonry Buildings 3: Conserving Energy in Historic Buildings 4: Roofing for Historic Buildings 5: The Preservation of Historic Adobe Buildings 6: Dangers of Abrasive Cleaning to Historic Buildings 7: The Preservation of Historic Glazed Architectural Terra-Cotta 8: Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings 9: The Repair of Historic Wooden Windows 10: Exterior Paint Problems on Historic Woodwork 11: Rehabilitating Historic Storefronts 12: The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass) 13: The Repair and Thermal Upgrading of Historic Steel Windows 14: New Exterior Additions to Historic Buildings: Preservation Concerns 15: Preservation of Historic Concrete: Problems and General Approaches 16: The Use of Substitute Materials on Historic Building Exteriors 17: Architectural Character - Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character 18: Rehabilitating Interiors in Historic Buildings - Identifying Character-Defining Elements 19: The Repair and Replacement of Historic Wooden Shingle Roofs 20: The Preservation of Historic Barns 21: Repairing Historic Flat Plaster - Walls and Ceilings 22: The Preservation and Repair of Historic Stucco | <ul style="list-style-type: none"> 23: Preserving Historic Ornamental Plaster 24: Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches 25: The Preservation of Historic Signs 26: The Preservation and Repair of Historic Log Buildings 27: The Maintenance and Repair of Architectural Cast Iron 28: Painting Historic Interiors 29: The Repair, Replacement, and Maintenance of Historic Slate Roofs 30: The Preservation and Repair of Historic Clay Tile Roofs 31: Mothballing Historic Buildings 32: Making Historic Properties Accessible 33: The Preservation and Repair of Historic Stained and Leaded Glass 34: Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament 35: Understanding Old Buildings: The Process of Architectural Investigation 36: Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes 37: Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing 38: Removing Graffiti from Historic Masonry 39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings 40: Preserving Historic Ceramic Tile Floors 41: The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront 42: The Maintenance, Repair and Replacement of Historic Cast Stone 43: The Preparation and Use of Historic Structure Reports 44: The Use of Awnings on Historic Buildings: Repair, Replacement and New Design |
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DESIGN GUIDELINE MANUAL

for Landmarks and Historic Districts

MUNICIPAL CODE





TITLE 20 OF THE ELGIN MUNICIPAL CODE

DESIGNATION & PRESERVATION OF HISTORICALLY & ARCHITECTURALLY SIGNIFICANT PROPERTY

CHAPTER 20.02	GENERAL PROVISIONS
CHAPTER 20.04	DEFINITIONS
CHAPTER 20.06	LANDMARK AND HISTORIC DISTRICT NOMINATION AND DESIGNATION
CHAPTER 20.08	CERTIFICATE OF APPROPRIATENESS
CHAPTER 20.10	CERTIFICATE OF ECONOMIC HARDSHIP
CHAPTER 20.11	TEMPORARY ACCESSORY STRUCTURES
CHAPTER 20.12	MISCELLANEOUS PROVISIONS
CHAPTER 20.14	PENALTIES
CHAPTER 20.15	50/50 HISTORIC/ARCHITECTURAL REHABILITATION GRANT PROGRAM
CHAPTER 20.16	75/25 HISTORIC/ARCHITECTURAL REHABILITATION GRANT PROGRAM



TITLE 20 OF THE ELGIN MUNICIPAL CODE

DESIGNATION & PRESERVATION OF HISTORICALLY & ARCHITECTURALLY SIGNIFICANT PROPERTY

CHAPTER 20.02 - GENERAL PROVISIONS

20.02.010: SHORT TITLE:

The ordinance codified in this title shall be known, cited, and referred to as the ELGIN HISTORIC PRESERVATION ORDINANCE . (Ord. G22-05 § 1, 2005)

20.02.020: PURPOSE AND INTENT:

The purpose of this title is to promote the educational, cultural, economic and general welfare of the community by:

- A. Providing a mechanism to identify, designate, preserve, protect, enhance and encourage the continued utilization and rehabilitation of landmarks, buildings, fixtures, facades, places, districts, and natural objects within the city which have historical, community, architectural or aesthetic interest or value to the city of Elgin and its citizens;
- B. Safeguarding, protecting and enhancing the city's historic and cultural heritage, as embodied and reflected in such areas, districts, places, buildings, structures, and other objects determined eligible for designation by ordinance as "Elgin landmarks and historic districts";
- C. Preserving the character and vitality of neighborhoods, to promote economic development through rehabilitation, and to stabilize and improve the property tax base of Elgin;
- D. Protecting and enhancing the attractiveness of the city of Elgin to homeowners, home buyers, tourists, visitors, businesses, and shoppers, and thereby to support and promote business, commerce, industry, and tourism and to provide economic benefit to the city of Elgin;
- E. Fostering and encouraging the preservation, restoration, and rehabilitation of areas, districts, places, buildings, structures, works of art, and other objects, including districts and neighborhoods, and thereby prevent urban blight and in some cases reverse current urban deterioration;
- F. Fostering the education, pleasure, and welfare of the people of the city of Elgin through the designation of "Elgin landmarks and historic districts";
- G. Encouraging orderly and efficient development that recognizes the special value to the city of Elgin of the protection of areas, districts, places, buildings, structures, works of art, and other objects designated as "Elgin landmarks";
- H. Encouraging the continuation of surveys and studies of Elgin's historical and architectural resources and the maintenance and updating of a list of areas, districts, places, buildings, structures, works of art, and other objects which may be worthy of landmark designation; and
- I. Encouraging public participation in identifying and preserving historical and architectural resources through public hearings on proposed designations, certificates of appropriateness, building permits, and economic hardship variations.
- J. Encouraging civic pride in the accomplishments of the past as manifested in existing structures and landscapes. (Ord. G22-05 § 1, 2005)



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EXTERIOR ARCHITECTURAL APPEARANCE: The architectural character and general composition of the exterior of a structure, or natural object, including, but not limited to, the kind and texture of the building material and the type, design and character of all windows, doors, light fixtures, signs and appurtenant elements.

HISTORIC/ARCHITECTURAL REHABILITATION: The preservation and replacement of those portions and features, or the replacement of missing portions and features of a structure which contribute to its historic, architectural, and cultural value.

HISTORIC DISTRICT: An area designated as a "historic district" by ordinance of the city council and which may contain within definable geographic boundaries one or more landmarks and which may have within its boundaries other properties or structures that, while not of such historic or architectural significance to be designated as landmarks, nevertheless contribute to the overall historic or architectural characteristics of the historic district.

HISTORIC PRESERVATION: The thoughtful management saving from destruction or deterioration, old and historic buildings, sites, structures, and providing for their continued use by means of restoration, rehabilitation, or adaptive use.

HISTORICALLY/ARCHITECTURALLY SIGNIFICANT RESIDENTIAL STRUCTURE: A residential structure listed as a significant or contributing structure, or a structure having the potential to be listed as a significant or contributing structure as a result of historic/architectural rehabilitation, within an Elgin historic district; or a residential structure designated as a landmark, or listed in the National Register of Historic Places.

LANDMARK: A property, structure or natural object designated as a "landmark" by ordinance of the city council, pursuant to procedures prescribed in this title, that is worthy of rehabilitation, restoration and presentation because of its historic or architectural significance to the city.

LAWFUL, CONFORMING RESIDENTIAL STRUCTURE: A residential structure determined by the city to be lawful and conforming with respect to use under title 19 of this code.

OWNERS OF RECORD: The person, corporation or other legal entity who holds fee simple title in a subject property.

PROPERTY MAINTENANCE CODE: The Building Officials and Code Administrators property maintenance code as amended and adopted by the city council of the city of Elgin.

RECONSTRUCTION: The act or process of reproducing by new construction, the exact form and detail of a vanished building, structure, or object, or a part thereof, as it appeared at a specific period of time.

REHABILITATION: The process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural and cultural values.

RELOCATION: Any repositioning of a structure on its site or moving it to another site.



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REPAIR: Any change that does not require a building permit, that is not construction, relocation or alteration and does not alter the exterior architectural appearance of the structure.

REPLICATION: Constructing a building so that it is an exact replica or imitation of a historic architectural style or period.

RESIDENTIAL STRUCTURE: A structure used exclusively as a dwelling unit and for other uses permitted as accessory to a dwelling unit under title 19 of this code.

RESTORATION: The act or process of accurately taking a building's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.

SIGNIFICANT EXTERIOR ARCHITECTURAL FEATURE: Foundation; siding; masonry; stucco; roofs; chimneys; gutters; downspouts; entrances and doors; windows; porches; stoops and railings; cornices and friezes; ornamentation including trim, brackets, hood molds, shutters, awnings and light fixtures; grade levels adjacent to buildings; garages, outbuildings and other accessory structures.

STABILIZATION: The act or process of applying measures essential to the maintenance of a deteriorated building as it exists at present, establishing structural stability and a weather resistant enclosure.

STANDARDS FOR REHABILITATION: The secretary of the interior's standards for rehabilitation and guidelines for rehabilitating historic buildings as promulgated by the U.S. department of the interior, national park service, preservation assistance division.

STRUCTURE: Anything constructed or erected, the use of which requires permanent or temporary location on or in the ground, including, but without limiting the generality of the foregoing, buildings, fences, gazebos, advertising signs, billboards, backstops for tennis courts, radio and television antennas, including supporting towers, swimming pools, air conditioners, heat pumps, satellite dishes, basketball standards and solar energy equipment.

TEMPORARY ACCESSORY STRUCTURE: A structure which is subordinate in purpose to; which is customarily and traditionally designed, intended and used incidental to; and which is located on the same zoning lot as the principal structure served and which is established for a fixed period of time with the intent to discontinue and remove such structure on the expiration of the time period which shall not exceed four (4) years. Examples of temporary accessory structures include a contractor's office, a development sales office and a modular classroom. (Ord. G22-05 § 1, 2005)



TITLE 20 OF THE ELGIN MUNICIPAL CODE

DESIGNATION & PRESERVATION OF HISTORICALLY & ARCHITECTURALLY SIGNIFICANT PROPERTY

CHAPTER 20.06 - LANDMARK AND HISTORIC DISTRICT NOMINATION AND DESIGNATION

20.06.010: NOMINATION:

- A. Individual Properties As Landmarks: Nominations for an individual property as a landmark shall be made to the heritage commission on a form prepared by it and may be made and submitted by the heritage commission, owner of record of the nominated property or structure, or the city council.
- B. Historic Districts: Nominations for a historic district shall be made to the heritage commission on a form prepared by it and may be made and submitted by the heritage commission, at least a majority of owners of record of the nominated properties or structures within the proposed district, or the city council.
- C. Owner Consent: Nominations for landmarks or historic districts made by the Elgin heritage commission, shall be accompanied by the written consent of the property owner(s) of record for individual landmarks, or the written consent of at least a majority of the owners of record of properties within the proposed historic district. No building that is owned by a religious organization and is used primarily as a place for the conduct of religious ceremonies shall be nominated for designation as a historical landmark without the expressed consent of the owner(s) of record of such a property. (Ord. G22-05 § 1, 2005)

20.06.020: FEES:

- A. Each nomination request submitted to the heritage commission pursuant to this chapter shall be accompanied by a fee in the amount of fifty dollars (\$50.00) for landmark nominations and three hundred dollars (\$300.00) for historic district nominations. A nomination submitted without this fee shall have no effect under this title. Nomination requests submitted by the heritage commission or the city council shall be exempt from the payment of any fees.
- B. In addition to the nomination fee, each applicant shall pay for the costs of providing an accurate verbatim account of the public hearing. A deposit of two hundred dollars (\$200.00) shall be made at the time of application to cover the direct costs of recording and transcription of the public hearing. If the cost is less than the deposit, the remainder shall be paid in full to the applicant. If the cost exceeds the deposit, the applicant shall pay the additional amount in full prior to consideration of the nomination by the city council.
- C. Any party pursuing an appeal pursuant to this title, including an application for a certificate of appropriateness (COA), or a certificate of economic hardship, shall pay the costs associated with such appeal. The heritage commission or the city council, as the case may be, may require a deposit for such costs prior to the processing of any appeal. (Ord. G22-05 § 1, 2005)



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20.06.030: CRITERIA FOR CONSIDERATION OF NOMINATION:

A nominated structure, property, or area must be fifty (50) years of age on the date of designation unless it is an integral part of a designated historic district or if it has otherwise achieved significance of exceptional importance. The heritage commission shall, upon such investigation as it deems necessary, make a determination as to whether a nominated structure, property or area meets one or more of the following criteria:

- A. That it has character, interest or value as part of the development, heritage or cultural characteristics of the community, county, state or country;
 - B. That its location was a site of a significant local, county, state or national event;
 - C. That it is identified with a person who significantly contributed to the development of the community, county, state or country;
 - D. That it embodies distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction or use of indigenous materials;
 - E. That it is identified as the work of a master builder, designer, architect or landscape architect whose individual work has influenced the development of the community, county, state or country;
 - F. That it embodies elements of design, detailing, materials or craftsmanship that render it architecturally significant;
 - G. That it embodies design elements that make it structurally or architecturally innovative;
 - H. That it has a unique location or singular physical characteristics that make it an established or familiar visual feature;
 - I. That it is a particularly fine or unique example of a utilitarian structure, including, but not limited to, farmhouses, gas stations or other commercial structures, with a high level of integrity or architectural significance;
 - J. That it is suitable for preservation or restoration.
- Any structure, property or area that meets one or more of the above criteria shall also have sufficient integrity of location, design, materials and workmanship to make it worthy of preservation or restoration.
(Ord. G22-05 § 1, 2005)



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20.06.040: NOTIFICATION OF NOMINATION:

The heritage commission shall schedule a public hearing on a nomination within ninety (90) days following receipt of such nomination. In cases of a nomination of a structure as a landmark, notice of the date, time, place and purpose of the public hearing and a copy of the completed nomination form shall be sent by regular mail to the owner(s) of record and to the nominators, at least thirty (30) days prior to the date of the hearing. Notice of the nomination of a landmark shall also be published at least once in a newspaper having general circulation in the city not less than fifteen (15) days prior to the date of the hearing. The publication notice shall state the common street address and legal description of a nominated landmark along with the date, time, place and purpose of the public hearing. In cases of a nomination of any area as a historic district, notice of the date, time, place and purpose of the public hearing and a copy of the completed nomination form shall be sent by regular mail to the common street address of each structure located within the boundaries of a nominated historic district and to the nominators, at least thirty (30) days prior to the date of the hearing. Notice of the nomination of a historic district shall also be published at least once a week for two (2) consecutive weeks in a newspaper having general circulation in the city not less than fifteen (15) days prior to the date of the hearing. The publication notice shall state the legal description and boundaries of a nominated historic district along with the date, time, place and purpose of the public hearing. (Ord. G22-05 § 1, 2005)

20.06.050: OBJECTION TO A NOMINATION:

An objection to the nomination of a landmark or of an area as a historic district may be made by petition signed by a majority of the owners of record of the nominated landmark or the properties in the nominated uses. Such an objection shall be filed with the heritage commission prior to the close of the public hearing on the nomination and shall bar the renomination of the subject property or area as a landmark or a historic district for a period of two (2) years from the filing of the objection. In such cases where a majority of the owners of record have filed an objection, the subject property or area shall not be designated as a landmark or a historic district except by a favorable vote of two-thirds (2/3) of the members of the council then holding office. (Ord. G22-05 § 1, 2005)

20.06.060: PUBLIC HEARING:

Oral or written testimony concerning the significance of the nominated landmark or historic district shall be taken at the public hearing from any person concerning the nomination. The heritage commission may present expert testimony or present its own evidence regarding the compliance of the nominated landmark or historic district with the criteria for consideration of a nomination set forth in section [HYPERLINK "http://www.sterlingcodifiers.com/IL/Elgin/3500300000003000.htm"](http://www.sterlingcodifiers.com/IL/Elgin/3500300000003000.htm) \l "20.06.030" 20.06.030 of this chapter. The owner of any nominated landmark or of any property within a nominated historic district shall be permitted to appear and be represented by counsel and shall be allowed reasonable opportunity to present evidence regarding the issues presented and shall be provided a reasonable opportunity to cross examine expert witnesses. A transcript of the entire hearing shall be made by a court reporter. The hearing may be continued from time to time to a date certain and shall be closed upon completion of testimony and the submission of evidence. (Ord. G22-05 § 1, 2005)



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20.06.070: FINDINGS AND RECOMMENDATION:

Within thirty (30) days following close of the public hearing, the heritage commission shall make a determination upon the evidence whether the nominated landmark or historic district meets the criteria for designation. Such a determination shall be passed by resolution of the heritage commission and shall be accompanied by a report stating the findings of the heritage commission concerning the application of the criteria for designation in section [HYPERLINK "http://www.sterlingcodifiers.com/IL/Elgin/3500300000003000.htm"](http://www.sterlingcodifiers.com/IL/Elgin/3500300000003000.htm) \l "20.06.030" 20.06.030 of this chapter and the nominated landmark or historic district. The report accompanying the heritage commission's resolution shall also include the following information:

- A. Explanation of the significance or lack of significance of the nominated landmark or historic district as it relates to the criteria for designation;
- B. Explanation of the integrity or lack of integrity of the nominated landmark or historic district;
- C. In the case of a nominated landmark found to meet the criteria for designation:
 - 1. The significant exterior architectural features of the nominated landmark that should be protected,
 - 2. The types of construction, alteration, removal and demolition, other than requiring a building or demolition permit, that should be reviewed for appropriateness pursuant to the provisions of chapters 20.08 and 20.10 of this title;
- D. In the case of a nominated historic district found to meet the criteria for designation:
 - 1. The type of significant exterior architectural features of the structures within the nominated historic district that would be protected,
 - 2. The types of alterations and demolitions that should be reviewed for appropriateness pursuant to the provisions of chapters 20.08 and 20.10 of this title;
- E. Proposed design guidelines for applying the criteria for review of certificates of appropriateness to the nominated landmark or historic district;
- F. The relationship of the nominated landmark or historic district to the ongoing effort of the heritage commission to identify and nominate all potential areas and structures that meet the criteria for designation;
- G. Recommendations as to appropriate permitted uses, special uses, height and area regulations, minimum dwelling size, floor area, sign regulations and placing regulations necessary or appropriate to the preservation of the nominated landmark or historic district;
- H. A map showing the location of the nominated landmark and the boundaries of the nominated historic district including a listing of all street addresses and the number of principal buildings within a nominated historic district. (Ord. G22-05 § 1, 2005)

20.06.090: APPEAL:

A determination by the heritage commission that the nominated landmark or historic district does not meet the criteria for designation may be appealed to the city council. The nominator or owner of the nominated landmark or of property within the nominated historic district must, within thirty (30) days after the postmarked date of the notice of the determination, file with the city clerk such a written appeal to the council. (Ord. G22-05 § 1, 2005)



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20.06.100: ACTION BY CITY COUNCIL:

The council shall, after receiving the recommendation that the nominated landmark or historic district be designated, or after receiving a written appeal, either reject the recommendation or written appeal by formed resolution or designate the landmark or historic district by an ordinance. The council may hold a public hearing before enacting the resolution or ordinance and provide notice and take testimony in the same manner as provided in sections [HYPERLINK "http://www.sterlingcodifiers.com/IL/Elgin/3500300000004000.htm"](http://www.sterlingcodifiers.com/IL/Elgin/3500300000004000.htm) \1 "20.06.040" 20.06.040 and [HYPERLINK "http://www.sterlingcodifiers.com/IL/Elgin/3500300000006000.htm"](http://www.sterlingcodifiers.com/IL/Elgin/3500300000006000.htm) \1 "20.06.060" 20.06.060 of this chapter. The city clerk shall provide written notification of the action of the council by regular mail to the nominator, the applicant, and the owner(s) of record of the nominated landmark and to the common street address of all property within a nominated historic district. The notice shall include a copy of the designation ordinance or resolution passed by the council and shall be sent within seven (7) days of the council action. A copy of each designation ordinance shall be sent to the heritage commission, the planning and land use commission and the community development department. (Ord. G22-05 § 1, 2005)

20.06.110: INTERIM CONTROL PENDING CITY COUNCIL ACTION:

Upon the submission of a nomination to designate a landmark or a historic district or an addition to an existing district to the heritage commission, all permits issued by the community development department for such buildings or property within an area nominated for designation shall be accompanied by a certificate of appropriateness from the building official, at least until such time as a final determination is made on the nomination. Notwithstanding the above language, the building official may issue permits for work done on the interior of any structure. After a denial by council, a new petition for the same building or properties shall not be filed for a period of one year from the date of denial. New construction, alteration or demolition work begun pursuant to a building permit issued prior to the receipt of a nomination for landmark or historic district shall not be subject to review by the commission unless such permit has expired, been canceled or revoked. (Ord. G22-05 § 1, 2005)

20.06.120: AMENDMENT OR RESCISSION OF DESIGNATION:

Designation may be amended or rescinded upon petition to the heritage commission and compliance with the same procedure and according to the same criteria set forth herein for such designation. A petition to rescind the designation of a landmark or historic district shall be accompanied by the written consent of a majority of the property owners of record of the landmark or historic district within the designated area. (Ord. G22-05 § 1, 2005)

20.06.130: RECORDING OF ORDINANCE:

A certified copy of the ordinance designating a landmark or historic district shall be recorded with the county recorder in the county in which the subject property is located. (Ord. G22-05 § 1, 2005)

CHAPTER 20.08 - CERTIFICATE OF APPROPRIATENESS

20.08.010: REQUIRED:

A certificate of appropriateness shall be required before the following actions affecting the exterior architectural appearance of any designated landmark or of any property within a historic district may be undertaken:

- A. Any construction, alteration, removal or demolition requiring a building permit from the city;
 - B. Any construction, alteration, removal or demolition affecting a significant exterior architectural feature.
- (Ord. G22-05 § 1, 2005)



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20.08.020: APPLICATION AND APPROVAL PROCESS:

A. Applications To Design Review Subcommittee: Applications for a certificate of appropriateness, including the accompanying plans and specifications, shall be made to the design review subcommittee of the heritage commission. The design review subcommittee shall issue or deny a certificate of appropriateness within thirty (30) days of the receipt of a completed application. The design review subcommittee shall provide technical assistance as to the application of design guidelines for proposed work on any landmark or on any property within a historic district.

B. Administrative Approvals: The building official, or his designee, may issue certificates of appropriateness for certain routine or emergency kinds of work applications as specified by the heritage commission in its rules. The heritage commission shall adopt rules specifying routine or emergency kinds of work applications which may be processed by the building official or his designee. (Ord. G22-05 § 1, 2005)

20.08.030: DESIGN GUIDELINES:

In considering an application for a certificate of appropriateness, the heritage commission and the design review subcommittee shall apply the design guidelines as set forth in the "Design Guideline Manual" dated March 1997 (revised 2004), prepared by the Elgin heritage commission and consultant Thomason and Associates, as a standard for whether to issue such certificates and other guidelines which may be adopted by the city council from time to time. (Ord. G22-05 § 1, 2005)

20.08.040: DENIAL OF CERTIFICATE:

A denial of a certificate of appropriateness shall be accompanied by a statement of the reasons for the denial. The design review subcommittee of the heritage commission shall make recommendations to the applicant concerning changes, if any, in the proposed action that would cause the design review subcommittee to reconsider its denial and shall confer with the applicant and attempt to resolve as quickly as possible the differences between the applicant and the design review subcommittee. The applicant may submit an amended application or reapply for a certificate of appropriateness that takes into consideration the recommendations of the design review subcommittee. (Ord. G22-05 § 1, 2005)

20.08.050: APPEALS:

A determination by the design review subcommittee of the heritage commission that an application for a certificate of appropriateness be denied may be appealed to the entire heritage commission. All such appeals must be made to the commission within ten (10) days from the denial of the original application. (Ord. G22-05 § 1, 2005)



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20.08.051: PUBLIC HEARING:

The heritage commission shall provide notice of and hold a public hearing on such appeals made to the commission. The commission shall provide a reasonable opportunity for all interested persons to present testimony or evidence under such rules as the commission may adopt governing the proceedings of a hearing. At the hearing each speaker shall state his name, address, and the interest which he represents. The owner of any property appealing the decision of the design review subcommittee shall be allowed reasonable opportunity to present evidence regarding the proposed work and shall be permitted to appear and be represented by counsel and have the reasonable opportunity to cross examine expert witnesses. A transcript of the entire hearing shall be made by a court reporter. The hearing may be continued from time to time to a date certain and shall be closed upon completion of testimony and the submission of evidence.

In considering such appeals the commission shall use the design guidelines as provided in section [HYPERLINK "http://www.sterlingcodifiers.com/IL/Elgin/3500400000003000.htm"](http://www.sterlingcodifiers.com/IL/Elgin/3500400000003000.htm) \ "20.08.030" 20.08.030 of this chapter. The commission shall render a decision on an appeal within ten (10) days from its final meeting to consider the matter and shall include written findings to accompany the decision. A denial of a certificate of appropriateness by the heritage commission pursuant to this section may be appealed to the city council as provided by section [HYPERLINK "http://www.sterlingcodifiers.com/IL/Elgin/35005000000004000.htm"](http://www.sterlingcodifiers.com/IL/Elgin/35005000000004000.htm) \ "20.10.040" 20.10.040 of this title. (Ord. G22-05 § 1, 2005)

20.08.052: NOTIFICATION SIGNS FOR PUBLIC HEARING:

Applicants appealing the decision of the design review subcommittee to the Elgin heritage commission shall post a sign on the subject property informing the general public of the impending public hearing. The public hearing notification sign shall contain the following information:

NOTICE OF PUBLIC HEARING
ELGIN HERITAGE COMMISSION
FOR THIS PROPERTY FOR
FURTHER INFO CONTACT CITY
OF ELGIN PLANNING DEPARTMENT
AT (847) 931-5910

The public hearing notification sign shall be posted on the subject property on the street frontage with the face of the sign placed perpendicular to the direction of traffic on each street and as close to the property line as practicable.

- A. The applicant shall obtain the required public hearing notification sign from the planning department.
- B. Public hearing notification signs shall be posted not less than fifteen (15) days prior to the scheduled hearing.
- C. The applicant shall post a one hundred thirty five dollar (\$135.00) cash deposit with the planning department for the return of each required public hearing notification sign. The cash deposit shall be processed for a refund to the applicant on the return of each sign. In the event that the sign is not returned to the planning department within ten (10) days following the conclusion of the hearing for which the sign was posted, the one hundred thirty five dollar (\$135.00) cash deposit shall be forfeited and applied to the cost of the replacement of the sign. (Ord. G22-05 § 1, 2005)



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20.08.053: FINDINGS AND DECISION:

If the heritage commission finds: a) that it would be unreasonable or impracticable to require an applicant to complete the requested work to conform with the design guidelines rather than as proposed, and b) the proposed work would be completed in such a manner that would continue to maintain the essential form and the integrity of the historic property upon which it is proposed to be completed, then the commission shall issue a certificate of appropriateness for the proposed work as requested. (Ord. G22-05 § 1, 2005)

20.08.060: POSTING OF CERTIFICATE:

A true copy of the certificate of appropriateness shall be kept on the site of work and posted so as to be open to public view and inspection during the entire time of prosecution of the work and until completion of the same. (Ord. G22-05 § 1, 2005)

20.08.070: EMERGENCY ORDERS:

Notwithstanding other provisions of this title, whenever the building official finds that an emergency exists in any landmark or property within a historic district which requires immediate action to protect the public's health and safety or that of the occupants thereof, he may issue an order certifying that such conditions exist and requiring actions as are necessary to meet such emergency. Subsequent to the correction of an emergency, the owner of an affected property shall apply for and obtain a certificate of appropriateness and shall restore such property in conformance with the requirements of this title. (Ord. G22-05 § 1, 2005)

20.08.090: COMPLIANCE:

It shall be unlawful for any person, firm or corporation to fail to perform any construction, alteration, removal, demolition or other work in accordance with the terms and conditions of a certificate of appropriateness. (Ord. G79-06 § 1, 2006)

20.08.100: PENALTY FOR VIOLATION:

Any person, firm or corporation violating any of the provisions of this chapter shall be fined as provided in [HYPERLINK "http://www.sterlingcodifiers.com/IL/Elgin/0200600000000000.htm"](http://www.sterlingcodifiers.com/IL/Elgin/0200600000000000.htm) \1 "1.20" chapter 1.20 of this code. Each day during which a violation of this chapter continues or is permitted to exist shall be considered a separate and distinct offense. The imposition of any penalty for a violation of this chapter shall not be construed as a waiver of the right of the city to seek other remedies available at law or equity to enforce the provisions of this chapter. (Ord. G79-06 § 2, 2006)

CHAPTER 20.10 - CERTIFICATE OF ECONOMIC HARDSHIP

20.10.010: ISSUANCE:

Notwithstanding any of the provisions of this title to the contrary, the heritage commission may issue a certificate of economic hardship to allow for the performance of work for which a certificate of appropriateness has been denied. (Ord. G22-05 § 1, 2005)



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20.10.020: APPLICATION PROCEDURE:

Application for a certificate of economic hardship shall be made on a form prepared by the heritage commission. The heritage commission shall schedule a public hearing concerning the application and provide notice in the same manner as in section [HYPERLINK "http://www.sterlingcodifiers.com/IL/Elgin/3500300000004000.htm"](http://www.sterlingcodifiers.com/IL/Elgin/3500300000004000.htm) \l "20.06.040" 20.06.040 of this title, and any person may testify at the hearing concerning economic hardship in the same manner as provided by section [HYPERLINK "http://www.sterlingcodifiers.com/IL/Elgin/3500300000006000.htm"](http://www.sterlingcodifiers.com/IL/Elgin/3500300000006000.htm) \l "20.06.060" 20.06.060 of this title.

The heritage commission may solicit expert testimony or require that the applicant for a certificate of economic hardship make submissions concerning any or all of the following information before it makes a determination on the application:

- A. Estimate of the cost of the proposed construction, alteration, removal or demolition and an estimate of any additional cost that would be incurred to comply with the recommendations of the heritage commission for changes necessary for the issuance of a certificate of appropriateness;
- B. A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of any structures on the property and their suitability for rehabilitation;
- C. Estimated market value of the property in its current condition; after completion of the proposed construction, alteration, demolition or removal; after any changes recommended by the heritage commission; and, in the case of a proposed demolition, after renovation of the existing property for continued use;
- D. In the case of a proposed demolition, an estimate from an architect, developer, real estate consultant, appraiser or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure on the property;
- E. Amount paid for the property, the date of purchase, and the party from whom purchased, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was purchased, and any terms of financing between the seller and buyer;
- F. If the property is income producing, the annual gross income from the property for the previous two (2) years; itemized operating and maintenance expenses for the previous two (2) years; and depreciation deduction and annual cash flow before and after debt service, if any, during the same period;
- G. Remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, for the previous two (2) years;
- H. All appraisals obtained within the previous two (2) years by the owner or applicant in connection with the purchase, financing or ownership of the property;
- I. Any listing of the property for sale or rent, price asked and offers received, if any, within the previous two (2) years;
- J. Assessed value of the property according to the two (2) most recent assessments;



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- K. Real estate taxes for the previous two (2) years;
- L. Form of ownership or operation of the property, whether sole proprietorship, for profit or not for profit corporation, limited partnership, joint venture or other;
- M. Any other information, including the income tax bracket of the owner, applicant, or principal investors in the property considered necessary by the heritage commission to make a determination as to whether the property does yield or may yield a reasonable return to the owner. (Ord. G22-05 § 1, 2005)

20.10.030: FINDINGS:

- A. If the commission finds that without approval of the proposed work, the owner of the property cannot obtain a reasonable beneficial use and a reasonable economic return therefrom then the application shall be delayed for a period not to exceed ninety (90) days. During this period of delay, the commission shall investigate alternatives and make recommendations to the city council to allow for a reasonable beneficial use and a reasonable economic return from the property, or to otherwise preserve the subject property. Such plans and recommendations may include, but are not limited to: a relaxation of the provisions of the ordinance, a reduction in real property taxes, financial assistance, building code modifications or changes in zoning regulations.
- B. If by the end of this ninety (90) day period, the commission has found that without approval of the proposed work, the owner of the property cannot obtain a reasonable beneficial use and a reasonable economic return therefrom, then the commission shall issue a certificate of economic hardship approving the proposed work. If the commission finds otherwise, it shall deny the application for a certificate of economic hardship. (Ord. G22-05 § 1, 2005)

20.10.040: APPEALS:

When a certificate of appropriateness or a certificate of economic hardship is approved or denied by the heritage commission for either a landmark or a structure within a historic district, the applicant may, within thirty (30) days, appeal the commission's decision to the city council. The council may receive comments on the contents of the record but no new matter may be considered by the council. The city council may affirm the decision or recommend changes by a majority vote of a quorum of the council after due consideration of the facts contained in the record submitted to the council by the commission. The council may overturn the commission's decision by a majority vote of the council. (Ord. G22-05 § 1, 2005)

CHAPTER 20.11 - TEMPORARY ACCESSORY STRUCTURES

20.11.010: ISSUANCE; LIMITATIONS:

Notwithstanding any of the provisions of this title to the contrary, the heritage commission may issue a certificate to allow for a temporary accessory structure which does not conform to the design guidelines to be located on any designated landmark property or any property within a historic district. No temporary accessory structure which does not conform to the design guidelines shall be located on any designated landmark property or any property within a historic district for a period of time which exceeds four (4) years. No temporary accessory structure which does not conform to the design guidelines shall be used as a residential dwelling unit or for any residential purpose. Temporary accessory structures shall comply with all other codes and ordinances. (Ord. G22-05 § 1, 2005)

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20.11.020: APPLICATION:

Application for a certificate to allow for a temporary accessory structure shall be made on a form prepared by the heritage commission. Such application shall include at a minimum the following information:

- A. A description of the proposed temporary accessory structure including materials, floor plan and elevations;
- B. A site plan of the property in question depicting the location of any existing structures and of the location of the proposed temporary accessory structure;
- C. Information establishing that the temporary accessory structure would be located and constructed in such a manner that when removed in the future the essential form and the integrity of the historic property upon which the temporary accessory structure is proposed to be located would be unimpaired;
- D. Information establishing the cost of the proposed temporary accessory structure as compared to the estimated cost of a permanent structure which would comply with the design guidelines;
- E. A statement identifying the proposed time period the temporary accessory structure is to be located on the historic property; and
- F. A statement describing why the applicant is not presently proceeding with the construction of a permanent structure which conforms to the design guidelines. (Ord. G22-05 § 1, 2005)

20.11.030: HEARING PROCEDURE:

The heritage commission shall schedule a public hearing concerning the application for a certificate for a temporary accessory structure and provide a publication notice in the same manner as in section [HYPERLINK "http://www.sterlingcodifiers.com/IL/Elgin/3500300000004000.htm" \l "20.06.040"](#) 20.06.040 of this title, and any person may testify at the hearing concerning the proposed temporary accessory structure in the same manner as provided by section [HYPERLINK "http://www.sterlingcodifiers.com/IL/Elgin/3500300000006000.htm" \l "20.06.060"](#) 20.06.060 of this title. (Ord. G22-05 § 1, 2005)

20.11.040: FEES:

Each application submitted to the heritage commission pursuant to this chapter shall be accompanied by a fee in the amount of fifty dollars (\$50.00). An application submitted without this fee shall have no effect under this title. In addition to the application fee, each applicant shall pay for the costs of providing an accurate, verbatim account of the public hearing. A deposit of two hundred dollars (\$200.00) shall be made at the time of application to cover the direct costs of recording and transcription of the public hearing. If the cost is less than the deposit, the remainder shall be paid in full to the applicant. If the cost exceeds the deposit, the applicant shall pay the additional amount in full. (Ord. G22-05 § 1, 2005)



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20.11.050: FINDINGS AND DECISION:

If the heritage commission finds: a) that it would be unreasonable or impracticable to require an applicant to construct a permanent structure which conforms with the design guidelines rather than the proposed temporary accessory structure, and b) the temporary accessory structure would be located and constructed in such a manner that when removed in the future the essential form and the integrity of the historic property upon which the temporary accessory structure is proposed to be located would be unimpaired then the commission shall issue a certificate for the proposed temporary accessory structure. If the commission finds otherwise, it shall deny the application for a certificate for a temporary accessory structure. A certificate for a temporary accessory structure shall be issued for the time period as requested in the application therefor but in no event shall exceed four (4) years. (Ord. G22-05 § 1, 2005)

20.11.060: REMOVAL:

A temporary accessory structure for which a certificate has been issued pursuant to this chapter shall be removed upon the expiration of the certificate authorizing such temporary accessory structure. It is unlawful for any person who is the owner of property upon which a temporary accessory structure is located for which a certificate has been issued pursuant to this chapter to fail to remove such temporary accessory structure upon the expiration of the certificate issued therefor. If the owner of property upon which a temporary accessory structure is located fails to remove such temporary accessory structure upon the expiration of the certificate issued therefor, the city may file an action in the circuit court complaining of a violation of the provisions of this chapter and requesting an order commanding the owner to remove the temporary accessory structure or alternatively requesting an order authorizing entry onto the subject property to remove the temporary accessory structure and for such other relief as may be provided by law. (Ord. G22-05 § 1, 2005)

20.11.070: LIEN:

If the temporary accessory structure is removed by the city or by someone directed to remove the temporary accessory structure on behalf of the city, a notice of lien of the cost and expense thereof incurred by the city shall be recorded in the following manner: The city or the person performing the service by authority of the city, in its or his own name, may file notice of lien in the office of the recorder of deeds in the county in which said real estate is located. The notice of lien shall consist of a sworn statement setting out a description of the real estate sufficient for identification thereof, the amount of money representing the cost and expense incurred or payable for the service, and the date or dates when said costs or expenses were incurred by the city, and shall be filed within sixty (60) days after the cost and expense is incurred. For the purpose of this chapter cost and expense shall be a sum equal to the cost of removal of the temporary accessory structure plus an administrative fee equal to the actual cost of removal of the temporary accessory structure, but not less than one hundred dollars (\$100.00) nor more than five hundred dollars (\$500.00) to cover general overall overhead, inspection expenses, location of and notice to owner, and incidental and related actions. Upon filing of a notice of lien as provided herein, the city shall have a lien upon the land described therein and upon which the temporary accessory structure removal or other service have been made to seek secure costs and expenses thereof and nine percent (9%) interest per year on the amount which interest shall begin accruing sixty (60) days after the cost is incurred. Such lien shall be in addition to and shall not constitute a waiver of additional penalties, including, but not limited to, fines, as may be available by law. After notice of lien has been filed, a release of lien shall be issued upon payment of the costs, expenses and interest as provided herein. The parties seeking the relief shall be responsible for filing same in the office of the recorder of deeds for the appropriate county. (Ord. G22-05 § 1, 2005)



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20.11.080: APPEALS:

When a certificate for a temporary accessory structure is denied by the heritage commission, the applicant may, within thirty (30) days, appeal the commission's decision to the city council. The city council may affirm the decision or recommend changes by a majority vote of a quorum of the city council after due consideration of the facts contained in the records submitted to the city council by the commission. The city council may overturn the commission's decision by a majority vote of the city council. (Ord. G22-05 § 1, 2005)

CHAPTER 20.12 - MISCELLANEOUS PROVISIONS

20.12.010: DESIGNATION OF EXISTING HISTORIC DISTRICT:

The area designated on the map which is made a part hereof by reference, being the same Elgin historic district designated in the 1981 resolution adopted by the Elgin city council on March 11, 1981, is established and designated as a historic district pursuant to the terms and provisions of this chapter. (Ord. G22-05 § 1, 2005)

20.12.020: ADDITIONAL PROCEEDINGS TO PREVENT VIOLATIONS:

In addition to the enforcement of the requirements of this chapter by the city, any owner or tenant of real property within one thousand two hundred feet (1,200') in any direction of property on which a violation of this title is occurring who shows that his property or person will be substantially affected by the alleged violation, may institute appropriate proceedings to prevent the alleged violation as provided by statute. (Ord. G22-05 § 1, 2005)

20.12.030: NOTICE TO HERITAGE COMMISSION:

The community development director shall provide notice in writing to the chairman of the heritage commission at least thirty (30) days in advance of forthcoming public hearings regarding zoning, special use or variation petitions involving designated properties. Additionally, the building official shall provide notice in writing to the chairman of the heritage commission at least sixty (60) days in advance of plans by the city to alter or demolish a designated property owned by the city. (Ord. G22-05 § 1, 2005)

20.12.040: TECHNICAL ASSISTANCE:

Notwithstanding other provisions of this title, the building official or his designee shall provide technical assistance as to the application of design guidelines for proposed work on interior features of any landmark or of any property within a historic district when specifically requested by the owner of record. (Ord. G22-05 § 1, 2005)

20.12.050: AFFIRMATION OF EXISTING CODES AND ORDINANCES:

Nothing contained in this title shall supersede the powers of other local legislative or regulatory bodies, or relieve any property owner from complying with the requirements of other applicable codes and ordinances. Specifically, this title shall not be construed to modify any applicable codes or ordinances. In the event of any conflict between the provisions of this title and any other applicable codes and ordinances, the more restrictive ordinance provision shall be deemed to apply. (Ord. G22-05 § 1, 2005)

20.12.060: SEVERABILITY:

If any section, subsection, sentence, clause, phrase or portion of this title is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof. (Ord. G22-05 § 1, 2005)



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CHAPTER 20.14 - PENALTIES

20.14.010: VIOLATION AND PENALTY:

Any person who undertakes or causes any alteration, construction, removal or demolition of any nominated or designated landmark or property within a nominated or designated historic district without a certificate of appropriateness or a certificate of economic hardship shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not less than fifty dollars (\$50.00) nor more than five hundred dollars (\$500.00) and shall also be required to restore the building or structure and its site to its appearance prior to the violation. Every day each such violation shall continue to exist shall constitute a separate violation. (Ord. G22-05 § 1, 2005)

CHAPTER 20.15 - 50/50 HISTORIC/ARCHITECTURAL REHABILITATION GRANT PROGRAM

20.15.010: TITLE:

This program shall be entitled the 50/50 HISTORIC/ARCHITECTURAL REHABILITATION GRANT PROGRAM of the city. (Ord. G22-05 § 1, 2005)

20.15.020: PURPOSE:

The purpose of this program is to provide a financial incentive to encourage private investment in the exterior rehabilitation and restoration of historically/architecturally significant residential structures, particularly those located in designated historic districts. (Ord. G22-05 § 1, 2005)

20.15.030: ESTABLISHMENT:

There is hereby established a historical/architectural rehabilitation grant program for the city. Completed applications must be submitted by the deadline published by the community development department and shall be reviewed based on established criteria for selection. Grants for the program established may be made until funds budgeted for such use are exhausted. (Ord. G22-05 § 1, 2005)

20.15.040: ADMINISTRATION:

The administration of the provisions of this chapter is hereby assigned to the director of the community development department (director), or the director's designee. Applications hereunder shall be made to the community development department which shall have the authority and responsibility for carrying out the provisions of this chapter. The director may consult with the Elgin heritage commission in so carrying out the provisions of this chapter. The director shall establish any reasonable rules and procedures not otherwise established by this chapter that are deemed necessary for administration of the historic/architectural rehabilitation grant program. Such rules and procedures shall include scoring criteria and a minimum point threshold necessary to qualify for grants for the program. Such rules and procedures shall be written and published in pamphlet form. (Ord. G22-05 § 1, 2005)



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20.15.050: GUIDELINES:

- A. Eligible Activities: Grants for the exterior historic/architectural rehabilitation of historically/architecturally significant residential structures shall be limited to actual out of pocket expenses incurred in meeting the requirements of the Elgin "Design Guideline Manual". Program participation and historical/architectural rehabilitation activities must result in full compliance with such standards as they apply to the exterior of the structure. In addition, as a condition of any grant, the exterior of eligible properties must be brought into full compliance with the current, adopted international property maintenance code by the end of the eighteen (18) month term of the grant agreement. Notwithstanding the foregoing requirement, a property shall be considered eligible for participation in the grant program if the owner of the property has either previously or simultaneously with the execution of a grant program agreement also entered into a long term rehabilitation agreement for the property pursuant to section 2.65.030 of this code, as amended, providing for the correction of all exterior code violations. The term of any such long term rehabilitation agreement shall not exceed fifty four (54) months. As a condition of continued eligibility for the grant program and disbursement of any grant funds, the property owner must at all times be in compliance with the schedule for corrective work in the long term rehabilitation agreement.
- B. Applicant Qualifications: Eligible applicants shall include any person who:
1. Owns a lawful conforming or lawful nonconforming residential structure which is more than fifty (50) years old and contains no more than four (4) dwelling units; and
 2. Is at least eighteen (18) years of age.
- C. Grants: The amount of any grant shall be determined by the director of the community development department, or the director's designee, in accordance with an approved estimate of cost for eligible exterior historic/architectural rehabilitation work. Grants shall be limited to fifty percent (50%) of eligible, approved project construction costs and applicable to a minimum project of five thousand dollars (\$5,000.00) with no grant to exceed twenty thousand dollars (\$20,000.00).
- D. Partial Payments: Partial payments of grant funds for completed historic/architectural rehabilitation activities may be allowed if the completed historic/architectural rehabilitation activities relate to discrete, separate improvements to a property and if the applicant's financial ability to participate in the program is dependent upon partial payments throughout the program of the work.
- E. Conditions; Agreement Required: Program participation shall, within thirty (30) days of receiving notification of being awarded a grant, require the execution of an agreement between the applicant and the city. The director, or the director's designee, is authorized to execute the agreement on behalf of the city. The agreement shall include, but is not limited to, requirements for the applicant as follows:
1. Within one hundred eighty (180) days of executing the agreement, the applicant shall obtain a certificate of appropriateness for any construction work to be performed on the residential structure which is the subject of the agreement.
 2. The applicant shall complete the historic/architectural rehabilitation of the residential structure which is the subject of the agreement in compliance with the Elgin "Design Guideline Manual" and in conformance with the certificate of appropriateness within an eighteen (18) month period from the date of the execution of the grant agreement.



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3. The applicant shall post a sign at the residential structure which is the subject of the agreement stating that such structure is being rehabilitated in conjunction with the city's 50/50 Historic/Architectural Rehabilitation Grant Program. Such sign shall be provided to the applicant by the city and shall be placed in the front yard of such structure at a location approved by the city with the sign faces being positioned perpendicular to the adjoining street. The sign shall remain posted in such manner until the applicant's rehabilitation project has been completed and approved by the city. Notwithstanding the foregoing, the city may require the grantee to remove such sign at any time upon written notice to the grantee. The city may require the applicant to post a refundable deposit in an amount equal to the replacement cost for such sign to guarantee the sign's return to the city in a satisfactory condition.
 4. Grantee shall submit monthly progress reports detailing the progress being made on the project or activity and a final report on the completed project or activity outlining the goals achieved by the project or activity.
 5. Grantee shall supervise and monitor the performance of the work in order to ensure compliance with all grant program requirements and all applicable city codes and ordinances.
 6. Grantee shall obtain a conversion permit and all necessary permits for any and all alterations made, and no such work shall be initiated until all said permits have been obtained.
 7. Grantee shall allow periodic inspections by the city to monitor the progress of the work including, but not limited to, a final inspection.
 8. Grantee shall provide city with copies of all contracts and work proposals from contractors performing conversion work, invoices itemizing eligible material and labor, stamped paid receipts, final waivers of lien and other documentation showing proof of payment for materials and labor for all work completed as may be required by the director.
 9. Grantee shall post a sign at the residential structure at which the conversion is occurring stating that such structure is being converted in conjunction with the city's residential conversion grant program. Such sign shall be provided to the grantee by the city and shall be placed in the front yard of such structure at a location approved by the city with the sign faces being positioned perpendicular to the adjoining street. The sign shall remain posted in such manner until the grantee's conversion project has been completed and approved by the city. Notwithstanding the foregoing, the city may require the grantee to remove such sign at any time upon written notice to the grantee. The city may require the grantee to post a refundable deposit in an amount equal to the replacement cost for such sign to guarantee the sign's return to the city in a satisfactory condition.
- F. **Change To Original Scope Of Grant Project:** In the event an applicant desires to modify the scope of a grant project the applicant must make a written request to the director within one hundred eighty (180) days of execution of the grant agreement. Such written request shall specifically identify the proposed modifications to the original scope of the grant project and the reasons for same. Requests to modify the scope of a grant project shall not extend the eighteen (18) month term of a grant agreement. The modified project shall then be reevaluated based upon the established criteria for selection. If the modified project still qualifies for grant funds in the budget cycle for which the original grant was awarded then the grant allocation shall be adjusted to reflect the modifications to the scope of the grant project but in no event shall the grant allocation exceed the original allocated amount. If the modified grant project fails to qualify pursuant to the criteria for selection, the grant monies will be deemed forfeited and the next qualified applicant will be invited to participate in the grant program. (Ord. G81-06 § 3, 2006; Ord. G22-05 § 1, 2005)



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- B. Applications And Guidelines: The director of the community development department, or the director's designee, is hereby authorized and directed to prepare and distribute the appropriate application forms and operational guidelines for the implementation of this program.
- C. Limitations: Grants authorized under this chapter shall be limited to the reimbursement of actual expenses incurred for eligible historic/architectural rehabilitation work, shall be payable only upon satisfactory proof of payment for historic/architectural rehabilitation work, and shall be limited to the amount approved at the time of execution of the historic/architectural rehabilitation grant agreement. No grants shall be approved for any historic/architectural rehabilitation, repair, reconstruction, or accessibility improvement activities initiated or completed prior to the execution of the historic/architectural rehabilitation grant agreement. The total number of grants awarded to a single property shall be limited to two (2) in a five (5) year period.
- D. Failure To Perform: Failure to perform the obligations of the historic/architectural rehabilitation grant agreement shall require the applicant to make repayment of any grant monies received.
- E. Penalty For Misrepresentation: Any person who wilfully makes any false statement or misrepresentation in obtaining a grant under the provisions of this chapter shall be subject to a fine of not less than one hundred (100) nor more than five hundred dollars (\$500.00) and shall forfeit the right to future participation in any property improvement program authorized under this code. Such person shall also repay any monies received pursuant to this chapter. (Ord. G22-05 § 1, 2005)

20.15.070: TARGET AREA DESCRIPTION:

Grants made pursuant to this chapter shall be limited to residential properties located within a historic district designated by ordinance of the city council or residential properties designated as a landmark by ordinance of the city council. (Ord. G22-05 § 1, 2005)

CHAPTER 20.16 - 75/25 HISTORIC/ARCHITECTURAL REHABILITATION GRANT PROGRAM

20.16.010: TITLE:

This program shall be entitled the 75/25 HISTORIC/ARCHITECTURAL REHABILITATION GRANT PROGRAM of the city. (Ord. G22-05 § 1, 2005)

20.16.020: PURPOSE:

The purpose of this program is to provide a financial incentive to encourage private investment in the exterior rehabilitation and restoration of historically/architecturally significant residential structures, particularly those located in designated historic districts. (Ord. G22-05 § 1, 2005)

20.16.030: ESTABLISHMENT:

There is hereby established a 75/25 historic/architectural rehabilitation grant program for the city. Completed applications must be submitted to the community development department and shall be reviewed based upon established criteria for selection. Grants for the program established may be made until funds budgeted for such use are exhausted. (Ord. G22-05 § 1, 2005)

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20.16.040: ADMINISTRATION:

The administration of the provisions of this chapter is hereby assigned to the director of the community development department (director), or the director's designee. Applications hereunder shall be made to the community development department which shall have the authority and responsibility for carrying out the provisions of this chapter. The director may consult with the Elgin heritage commission in so carrying out the provisions of this chapter. The director shall establish any reasonable rules and procedures not otherwise established by this chapter that are deemed necessary for administration of the 75/25 historic/architectural rehabilitation grant program. Such rules and procedures shall include scoring criteria and a minimum point threshold necessary to qualify for grants for the program. Such rules and procedures shall be written and published in pamphlet form. (Ord. G22-05 § 1, 2005)

20.16.050: GUIDELINES:

A. Eligible Activities: Grants for the exterior historic/architectural rehabilitation of historically/architecturally significant residential structures shall be limited to actual out of pocket expenses incurred in meeting the requirements of the Elgin "Design Guideline Manual". Program participation and historical/architectural rehabilitation activities must result in full compliance on the exterior of the property with such standards as they apply to the exterior of the structure. In addition, as a condition of any grant, the exterior of eligible properties must be brought into full compliance with the current, adopted international property maintenance code by the end of the eighteen (18) month term of the grant agreement. Notwithstanding the foregoing requirement, a property shall be considered eligible for participation in the grant program if the owner of the property has either previously or simultaneously with the execution of a grant program agreement also entered into a long term rehabilitation agreement for the property pursuant to section [HYPERLINK](http://www.sterlingcodifiers.com/IL/Elgin/0302600000003000.htm)

"<http://www.sterlingcodifiers.com/IL/Elgin/0302600000003000.htm>" \l "2.65.030" 2.65.030 of this code, as amended, providing for the correction of all exterior code violations. The term of any such long term rehabilitation agreement shall not exceed fifty four (54) months. As a condition of continued eligibility for the grant program and disbursement of any grant funds, the property owner must at all times be in compliance with the schedule for corrective work in the long term rehabilitation agreement.

B. Painting Program: Grants shall also be available for eligible applicants for the painting of the exterior qualifying properties. The director of the community development department may deny an application for a paint project grant upon the director's determination that an inappropriate color is proposed to be used on the exterior of a property. Grants for the painting project program may be made until funds budgeted for such use are exhausted.

C. Applicant Qualifications: Eligible applicants shall include any person who:

1. Owns a lawful conforming or lawful nonconforming residential structure which is more than fifty (50) years old and contains no more than four (4) dwelling units; and
2. Is at least eighteen (18) years of age.

D. Grant Amounts: The amount of any grant shall be determined by the director of the community development department, or the director's designee, in accordance with an approved estimate of cost for eligible exterior historic/architectural rehabilitation work. Grants shall be limited to seventy five percent (75%) of eligible, approved project construction costs and applicable to a minimum project of two thousand five hundred dollars (\$2,500.00) with no grant to exceed twenty thousand dollars (\$20,000.00). Grants for the painting project program shall be one hundred percent (100%) of the cost for the painting of the exterior of a property with no painting project grant to exceed two thousand five hundred dollars (\$2,500.00).



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- E. Partial Payments: Partial payments of grant funds for completed historic/architectural rehabilitation activities may be allowed if the completed historic/architectural rehabilitation activities relate to discrete, separate improvements to a property and if the applicant's financial ability to participate in the program is dependent upon partial payments throughout the program of the work.
- F. Conditions; Agreement Required: Program participation shall, within thirty (30) days of receiving notification of being awarded a grant, require the execution of an agreement between the applicant and the city. The director, or the director's designee, is authorized to execute the agreement on behalf of the city. The agreement shall include, but is not limited to, requirements for the applicant as follows:
1. Within one hundred eighty (180) days of executing the agreement, the applicant shall obtain a certificate of appropriateness for any construction work to be performed on the residential structure which is the subject of the agreement.
 2. The applicant shall complete the historic/architectural rehabilitation of the residential structure which is the subject of the agreement in compliance with the Elgin "Design Guideline Manual" and in conformance with the certificate of appropriateness within an eighteen (18) month period from the date of the execution of the grant agreement.
 3. The applicant shall post a sign at the residential structure which is the subject of the agreement stating that such structure is being rehabilitated in conjunction with the city's 75/25 Historic/Architectural Rehabilitation Grant Program. Such sign shall be provided to the applicant by the city and shall be placed in the front yard of such structure at a location approved by the city with the sign faces being positioned perpendicular to the adjoining street. The sign shall remain posted in such manner until the applicant's rehabilitation project has been completed and approved by the city. Notwithstanding the foregoing, the city may require the grantee to remove such sign at any time upon written notice to the grantee. The city may require the applicant to post a refundable deposit in an amount equal to the replacement cost for such sign to guarantee the sign's return to the city in a satisfactory condition.
- G. Change To Original Scope Of Grant Project: In the event an applicant desires to modify the scope of a grant project the applicant must make a written request to the director of the community development department within one hundred eighty (180) days of execution of the grant agreement. Such written request shall specifically identify the proposed modifications to the original scope of the grant project and the reasons for same. Requests to modify the scope of a grant project shall not extend the eighteen (18) month term of a grant agreement. The modified project shall then be reevaluated based upon the established criteria for selection. If the modified project still qualifies for grant funds in the budget cycle for which the original grant was awarded then the grant allocation shall be adjusted to reflect the modifications to the scope of the grant project but in no event shall the grant allocation exceed the original allocated amount. If the modified grant project fails to qualify pursuant to the criteria for selection the grant monies will be deemed forfeited and the next qualified applicant will be invited to participate in the grant program. (Ord. G81-06 § 4, 2006; Ord. G22-05 § 1, 2005)



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20.16.060: COMPLIANCE; PENALTY:

A. Evaluations And Compliance With Codes:

1. The director of the community development department shall evaluate, or cause to be evaluated, the exterior of all premises for which grants are approved pursuant to the terms of this program for compliance with the current, adopted international property maintenance code, title 19 of this code, and any other applicable codes and ordinances. Such evaluation shall be made prior to the execution of any agreement for a grant in order to confirm the existence of any violations of codes or ordinances, and to determine the scope of the historic/architectural rehabilitation project. Any existing violations of codes and ordinances determined on the exterior of the property which are not subject to the scope of work to be completed under the grant program shall be rectified to comply with the current, adopted international property maintenance code, within the time set forth or determined by the citing code enforcement officer.
2. A second evaluation shall be made prior to the payment of a final grant to confirm compliance with the Elgin "Design Guideline Manual", the certificate of appropriateness and other codes and ordinances.
3. In the event the work under the grant program is completed within the eighteen (18) month time period as provided by the grant program agreement, but other code violations exist on the exterior of the property which were not identified in the first evaluation, a compliance time frame shall be set by the director of the community development department setting forth a schedule for the correction of such code violations. No grant funds shall be paid until any and all such code violations are corrected in conformance with the compliance time frame. In establishing a compliance time frame the director of the community development department shall determine the reasonable minimal time necessary to correct the violations based upon the number and severity of the violations. Such a compliance time frame shall not exceed ninety (90) days unless the director of the community development department determines in writing that adverse weather conditions prevent the correction of violations within such ninety (90) day period. In such event the director of the community development department shall determine the additional reasonable time necessary for the compliance time frame. A further reinspection of the exterior of the property shall be conducted at the end of the compliance time frame. Upon completion of such reinspection grant funds shall be disbursed to the property owner if the property meets the requirements of applicable codes. If the director of the community development department finds that the requirements of applicable city codes have not been met, any grant funds shall be deemed forfeited.
4. In the event the work under the grant program has not been properly completed within the eighteen (18) month time period as provided by the grant program agreement or other exterior code violations on the property remain which were identified in the first evaluation and which are not included within a previously executed long term rehabilitation agreement pursuant to section [HYPERLINK "http://www.sterlingcodifiers.com/IL/Elgin/0302600000003000.htm"](http://www.sterlingcodifiers.com/IL/Elgin/0302600000003000.htm) \l "2.65.030" 2.65.030 of this code, as amended, the grant funds shall be deemed forfeited.
5. In the event the work under the grant program is completed within the eighteen (18) month time period as provided by the grant program agreement but other code violations on the property remain which are included within a previously executed long term rehabilitation agreement pursuant to section [HYPERLINK "http://www.sterlingcodifiers.com/IL/Elgin/0302600000003000.htm"](http://www.sterlingcodifiers.com/IL/Elgin/0302600000003000.htm) \l "2.65.030" 2.65.030 of this code, as amended, the city shall retain twenty five percent (25%) of the total of the grant funds until such time as the exterior property is brought into compliance with all applicable codes and ordinances. In the event the property owner at any time violates the schedule for corrective work of such a long term rehabilitation agreement, any grant funds not previously paid shall be deemed forfeited.



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- B. Applications And Guidelines: The director of the community development department, or the director's designee, is hereby authorized and directed to prepare and distribute the appropriate application forms and operational guidelines for the implementation of this program.
- C. Limitations: Grants authorized under this chapter shall be limited to the reimbursement of actual expenses incurred for eligible historic/architectural rehabilitation work, shall be payable only upon satisfactory proof of payment for historic/architectural rehabilitation work, and shall be limited to the amount approved at the time of execution of the historic/architectural rehabilitation grant agreement. No grants shall be approved for any historic/architectural rehabilitation, repair, reconstruction, or accessibility improvement activities initiated or completed prior to the execution of the historic/architectural rehabilitation grant agreement. The total number of grants awarded to a single property shall be limited to two (2) in a five (5) year period.
- D. Failure To Perform: Failure to perform the obligations of the historic/architectural rehabilitation grant agreement shall require the applicant to make repayment of any grant monies received.
- E. Penalty For Misrepresentation: Any person who wilfully makes any false statement or misrepresentation in obtaining a grant under the provisions of this chapter shall be subject to a fine of not less than one hundred (100) nor more than five hundred dollars (\$500.00) and shall forfeit the right to future participation in any property improvement program authorized under this code. Such person shall also repay any monies received pursuant to this chapter.
- F. Income Requirements: Grants authorized pursuant to this chapter shall be limited to owner occupied premises of not more than four (4) dwelling units in which the owner-occupant household conforms to the guidelines and definitions of low or moderate income as defined by the U.S. department of housing and urban development community development block grant regulations at 24 code of federal regulations 570.3, as amended.
- G. Combined Grants: Grants authorized pursuant to this chapter may be combined with other city administered or city sponsored grants. In no event, however, shall such combined grant payments exceed one hundred percent (100%) of any project costs; however, any previous city grant funded projects must be completed prior to execution of a new grant agreement. (Ord. G22-05 § 1, 2005)

20.16.070: TARGET AREA DESCRIPTION:

Grants made pursuant to this chapter shall be limited to residential properties located within a historic district designated by ordinance of the city council or residential properties designated as a landmark by ordinance of the city council. (Ord. G22-05 § 1, 2005)

20.16.080: USE OF ANY EXCESS FUNDS:

During the first nine (9) months of each calendar year any funds budgeted for the 75/25 historic/architectural rehabilitation grant program shall be utilized for such purpose. After such initial nine (9) months in any calendar year any remaining unallocated or unused funds for the 75/25 historic/architectural rehabilitation grant program may be reallocated for qualifying properties under the 50/50 historic/architectural rehabilitation grant program. (Ord. G22-05 § 1, 2005)