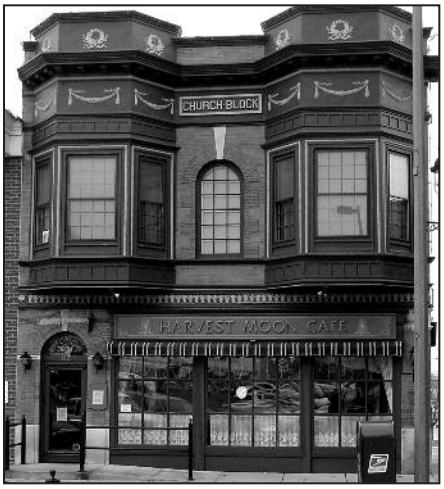
CITY OF
WOODSTOCK

Design Review Guidelines for Properties

in the City of Woodstock Downtown Business Historic Preservation District



Approved by the Woodstock City Council

November 1, 2011

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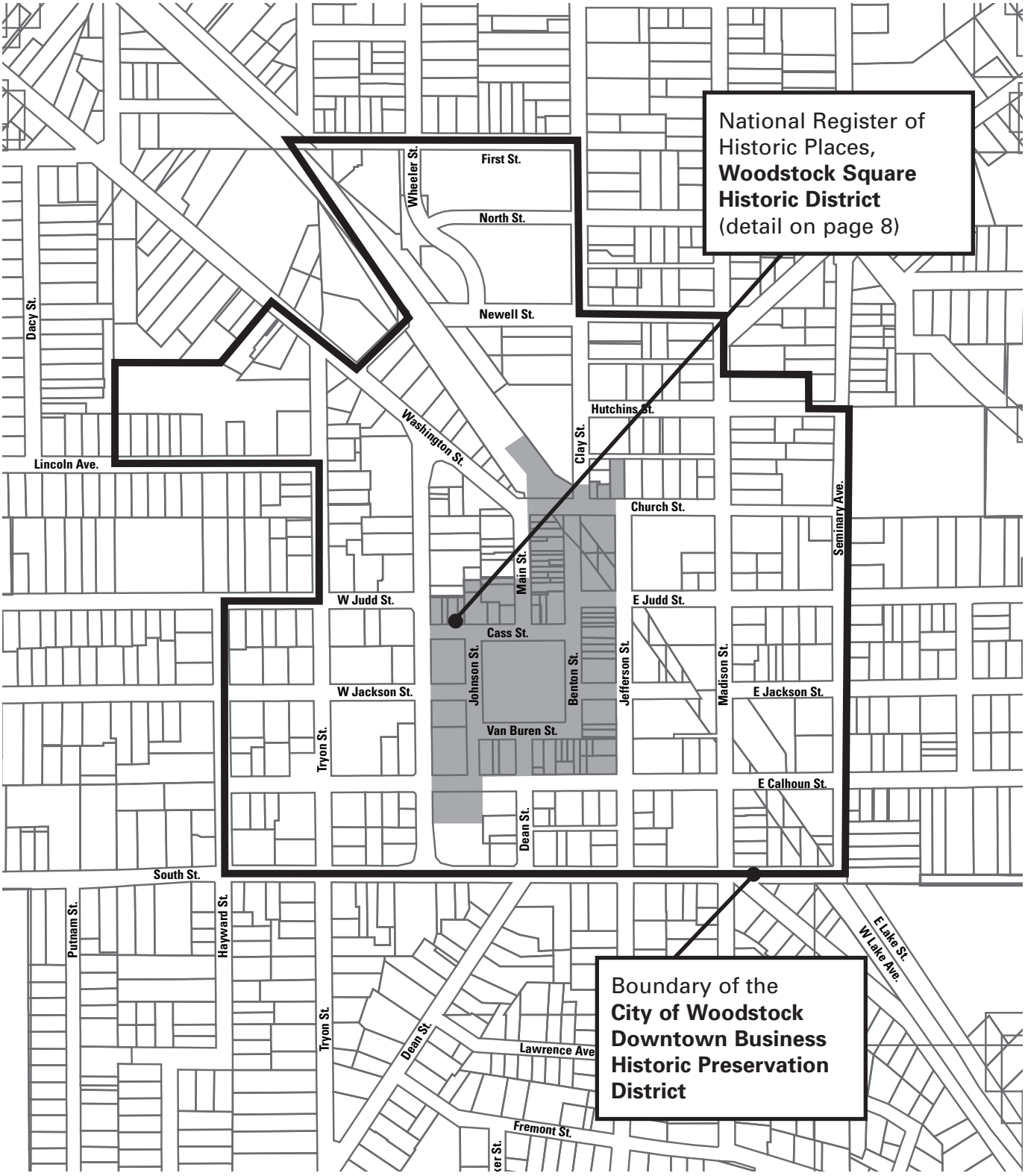
Downtown Business Historic Preservation District



Historic Preservation Commission

Mission Statement

The mission of the Woodstock Historic Preservation Commission is to maintain, protect and preserve the historic integrity of our city, and to educate the public about historic preservation in order to encourage growth, pride and vitality in Woodstock.

Benton Street looking north.
c. 1910

Introduction

On January 16, 1996, the Woodstock City Council adopted an ordinance that established the Woodstock Downtown Business Historic Preservation District and the Woodstock Historic Preservation Commission. This formalized the city council's committment to preserving and protecting the historic integrity of the Woodstock Square and its historic properties, define a historic district and to serve as a resource for property owners in their efforts in restoring their properties. The Woodstock Historic Preservation Commission acts in an advisory capacity to the city council and as an advocate on all matters pertaining to historic preservation. (*www.sterlingcodifiers.com/codebook/index.php?book_id=562*. See Title 2 and Title 7.)

Shortly thereafter, Woodstock strengthened its preservation efforts by achieving Certified Local Government (CLG) status from the National Park Service. Among the benefits available to owners of historic properties located in certified historic districts is the ability to participate in state and federal historic preservation incentive programs. Some properties may qualify for an income tax credit, property tax assessment freeze, grants, the City of Woodstock Facade Improvement Program (see Appendix C on page 68) or a combination of incentives. As each project is unique we advise you to contact the Community and Economic Development Department (CED) for more information on Certified Local Government programs.

Main Street looking north towards the train depot. c. 1920

The Woodstock Historic Preservation Commission has established design guidelines and a review process to assist property owners with alterations and new construction in the district.

Purpose of Design Review Guidelines

The following design guidelines are intended to guide design decisions in the City of Woodstock Downtown Business Historic Preservation District and to provide an applicant with an understanding of the historic context for the buildings in the district.

As additional properties are added to the district or designated as historic landmarks, or new districts are established these same guidelines will be applied.

The Woodstock Comprehensive Plan describes the Square as the focal point of Woodstock. The Plan includes objectives and strategies to promote the preservation of the historic character of the city. In addition, the Downtown Sub Area Plan, adopted in 1996, provides specific objectives, strategies, and other recommendations for the historic downtown.

The following design guidelines incorporate the standards set forth in the City's Historic Preservation Ordinance, the *U.S. Secretary of the Interior's Standards for Rehabilitation* and various preservation related technical assistance resources. (Copies of these documents can be viewed in the Community and Economic Development Department (CED) and in the web sites identified in Appendix E on page 76.)

These guidelines will be used as the basis upon which an applicant's projects are evaluated and approved or denied regarding decisions for the Woodstock Facade Improvement Program (see Appendix C.)

It is recognized, however, that each building has its own unique circumstances relating to construction, maintenance, and use which needs to be taken into consideration when reviewing proposed building or site changes.

The following criteria will be considered by the Community and Economic Development Department and the Historic Preservation Commission when reviewing project significance and impact on the surrounding environment.

1) The Woodstock Historic Preservation Ordinance including the *U.S. Secretary of the Interior's Standards for Rehabilitation.*
2) Whether the building is a designated landmark?
3) Whether the building is in the National Register District?
4) Whether it is a contributing or non-contributing building in the historic district?
5) Whether it is 50 years old or older?
6) Whether the work is visible from the public right of way?
7) Whether this is a primary facade?
8) Whether the work to be done is at the street level, upper story, side or rear of the building?

Woodstock Historic Preservation Commission

Woodstock Historic Preservation Commission
c/o Community & Economic Development Department
City of Woodstock
121 W. Calhoun St.
Woodstock, IL 60098
815-338-4305

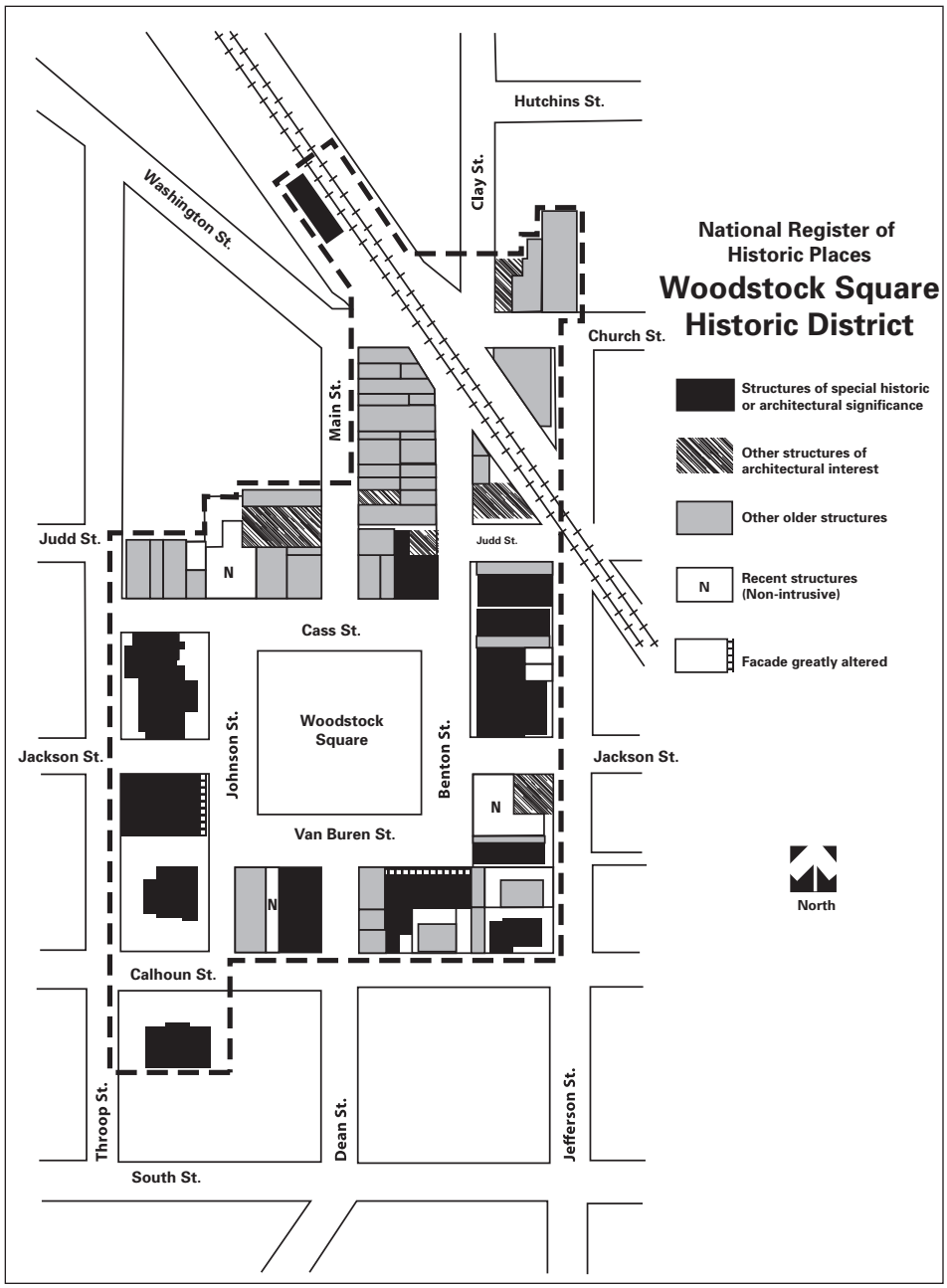
Meetings are held the fourth Monday of each month at 7:00 P.M. in City Council chambers and are open to the public. The facility is handicapped accessible.

The Historic Preservation Project Review Process

Anyone contemplating work on the exterior of a historic landmark or any property in the Downtown Business Historic Preservation District should contact the CED as early in the planning process as possible. The CED will identify which work may be approved administratively (Category I) and which will require approval from the Historic Preservation Commission (Category II.) Upon approval of either category a Certificate of Appropriateness (COA) is granted. **A project may not commence without a Certificate of Appropriateness.**

A Category 1 Minor Project Certificate of Appropriateness is generally described as those projects that do not require a building permit and can be approved by the Community Development Department. This includes rehabilitation, repairs, and painting of windows and doors. The CED may, at its discretion, refer a Category 1 Minor Project request to the Historic Preservation Commission for its review.

Figure 1
Properties included in the application for the Woodstock Square Historic District and listed on the National Register of Historic Places in December, 1982.



A Category 2 Major Project Certificate of Appropriateness is generally described as those projects that require a building permit and must be approved by the Woodstock Historic Preservation Commission. A decision of the CED my be appealed to the Historic Preservation Commission. Historic Preservation Commission decisions may be appealed to the City Council. The Historic Preservation Commission meets the fourth Monday of the month at 7:00 p.m. All applications and accompanying materials must be submitted to the CED at least 14 days prior to the meeting. Any decision of the Historic Preservation Commission may be appealed to the City Council.

Certificate of Appropriateness applications and submittal requirements may be obtained from the CED. See ***Appendix B: Summary of Certificate of Appropriateness Review and Approval*** on page 63.

The Historic Preservation Commission welcomes and encourages pre-application reviews in which an applicant provides photographs and preliminary design concepts and obtains preliminary feedback and suggestions from the Commission.

Designated Landmarks

Designated landmarks are those structures which are listed on the National Register of Historic Places or which have been designated as landmarks by the Woodstock City Council. Presently, Woodstock has two national landmarks (the Opera House, the Old Court House and the Sheriff's House) and one local landmark (the former Woodstock Armory.)

Landmark designation recognizes a building's significance as a stand-alone structure, with less regard to the historic context of surrounding properties.

Maintenance of designated landmarks is imperative, to prevent deterioration which would require replacement of historic building materials. When replacement does become necessary, every effort should be made to duplicate the original materials.

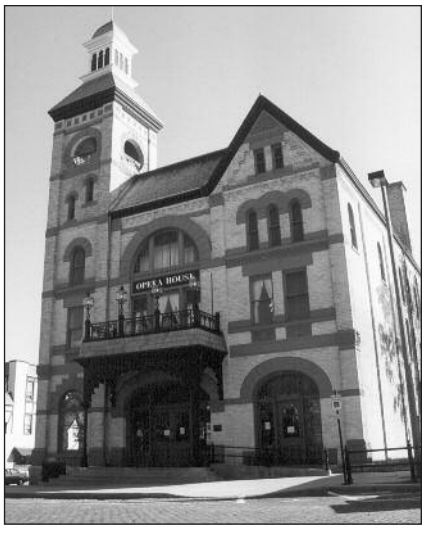
The *Secretary of the Interior's Standards for Rehabilitation* (see Appendix A on page 64) must be met before a Certificate of Appropriateness can be approved for a change to a designated landmark.

For More Information

The City's Historic Preservation Commission is charged with reviewing all projects which affect the exterior of structures in the Woodstock Downtown Business Historic Preservation District. The Commission, consisting of seven members appointed by the Mayor and approved by the City Council, is supported by staff in the Community and Economic Development Department located in the City Hall, 121 W. Calhoun Street (phone 815-338-4305). Project applications, applications for landmark status, historic preservation financial incentive programs and information about Historic Preservation Commission meetings can be obtained from the CED.

The *Walking Tour of the Historic Woodstock Square* booklet has been prepared by the Woodstock Historic Preservation Commission and offers an in depth look at the historic downtown. It is available free at City Hall, the Opera House and the Woodstock Public Library.

The Woodstock Public Library has a number of books and pamphlets which may be helpful. The library also has a good local history collection which includes census records, atlases, city directories, and



Erected in 1889, the Romanesque style Opera House and City Hall Building was placed on the National Register of Historic Places in 1974.

newspaper microfilm. Copies of technical pamphlets such as the *Preservation Briefs* series may be viewed in the CED.

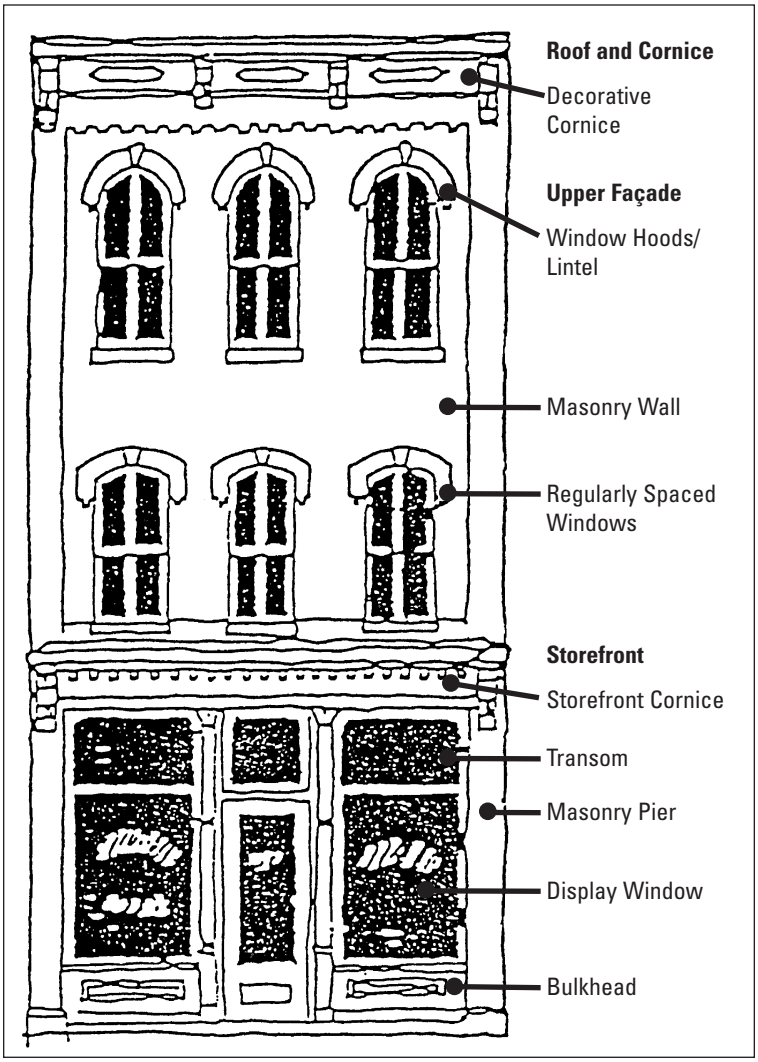
For additional historic preservation resources see Appendix E on page 75.

Built in 1857, the old McHenry County Court House served as the county government offices until 1972. It was placed on the National Register of Historic Places in 1974.

The former Company G Illinois National Guard Armory was designated a local landmark in 2002 and has been adaptively reused as a residential condominium.

Commercial buildings in the historic district reflect the variety of styles that have been popular over the decades. Typically, the upper stories of buildings have seen fewer alterations, though several underwent major changes in window styles and cornices shortly after the beginning of the 20th century. Most commercial buildings in Woodstock were never highly ornate in their detail. Figure 2 illustrates typical design elements of a traditional storefront.

Figure 2
Typical design elements of a traditional Woodstock storefront.



The following criteria will be considered by the Community and Economic Development Department (CED) and the Historic Preservation Commission when reviewing project significance and impact on the surrounding environment.

- The Woodstock Historic Preservation Ordinance including the *U.S. Secretary of the Interior's Standards for Rehabilitation.*
- Whether the building is a designated landmark?
- Whether the building is in the National Register District?
- Whether it is a contributing or non-contributing building in the historic district?
- Whether it is 50 years old or older?
- Whether the work is visible from the public right of way?
- Whether this is a primary facade?
- Whether the work to be done is at the street level, upper story, side or rear of the building?

Please note: Alternative materials must be considered on a case-by-case basis even if they have been previously approved for another project. Refer to the section on Use of Alternative Materials found on page 57.

Commercial Facade General Requirements

Continuous storefronts are located around the square, especially

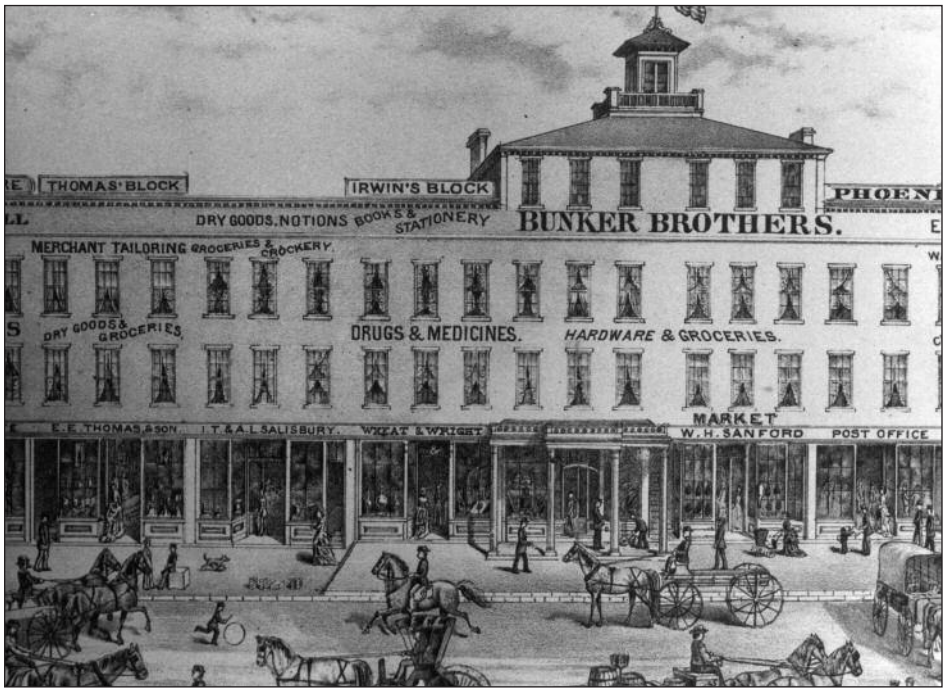
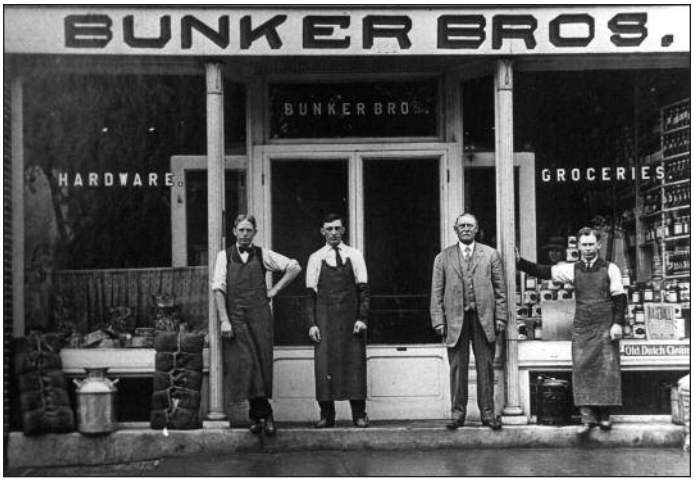


Illustration from the 1872 County Atlas showing Van Buren Street storefronts.

along Main Street, Benton Street, the east side of Throop Street as well as other commercial areas around the Square. Infill construction should be compatible with the existing historic storefronts (see ***New and Infill Construction*** section on page 49.)

The following design guidelines shall apply to all commercial buildings in the Historic District.

1. Continuous storefronts are strongly encouraged even where offices and restaurants occupy the first floor spaces.
2. Existing historic commercial facades should be refurbished or restored.
3. Significant original materials should be retained, e.g., copper storefront systems, Carrera glass (pigmented structural glass), prismatic and/or transom glass, polished plate glass, etc.
4. Some commercial properties in the historic district have storefronts on two streets and alterations to them will be considered separately.
5. Alterations that are over 50 years old are considered historic and will be subject to review.
6. The approach to replacement of historic doors and windows should be prioritized as follows:
    1) repair of historic materials;
    2) replacement with same type of materials; and as a last resort,
    3) replacement with similar or like materials.



Historic photo of a Woodstock storefront c.1900.

Storefront Facades

From street level, the storefront is the architectural focal point of the building. The various elements of the storefront served various utilitarian functions.

Large glass storefronts were important to shopkeepers located in the Woodstock Square

Historic District. The larger the window, the more daylight could illuminate the store, which was especially important before electric lighting was available. Also, the larger the window, the more wares a shopkeeper could display to attract potential customers. Between the 1830's and 1860's, 4'x6' sheets of glass could be produced by a technique known as cylinder production. (Prior to that glass had to be hand blown.) Along with larger panes came cast iron sashes that replaced wood sashes.

Plate glass development brought a dramatic change in storefront design. Ornate, Victorian storefronts replaced simple post and lintel design. The plate glass display windows that angled inward toward recessed doorways were considered essential.

Specialized transom glass, which redirected daylight into buildings, was part of the storefront design into the 1920's. As these became passe, most were covered over with signboards, new façade materials, or paint. Over the years, streets and sidewalks around the Square have been raised, resulting in changes in storefront entrances. Where a customer may have had to step up a couple stairs to enter a building, a handicapped accessible slope

Figure 3
Typical changes to storefronts an upper facades since the mid-1800s.

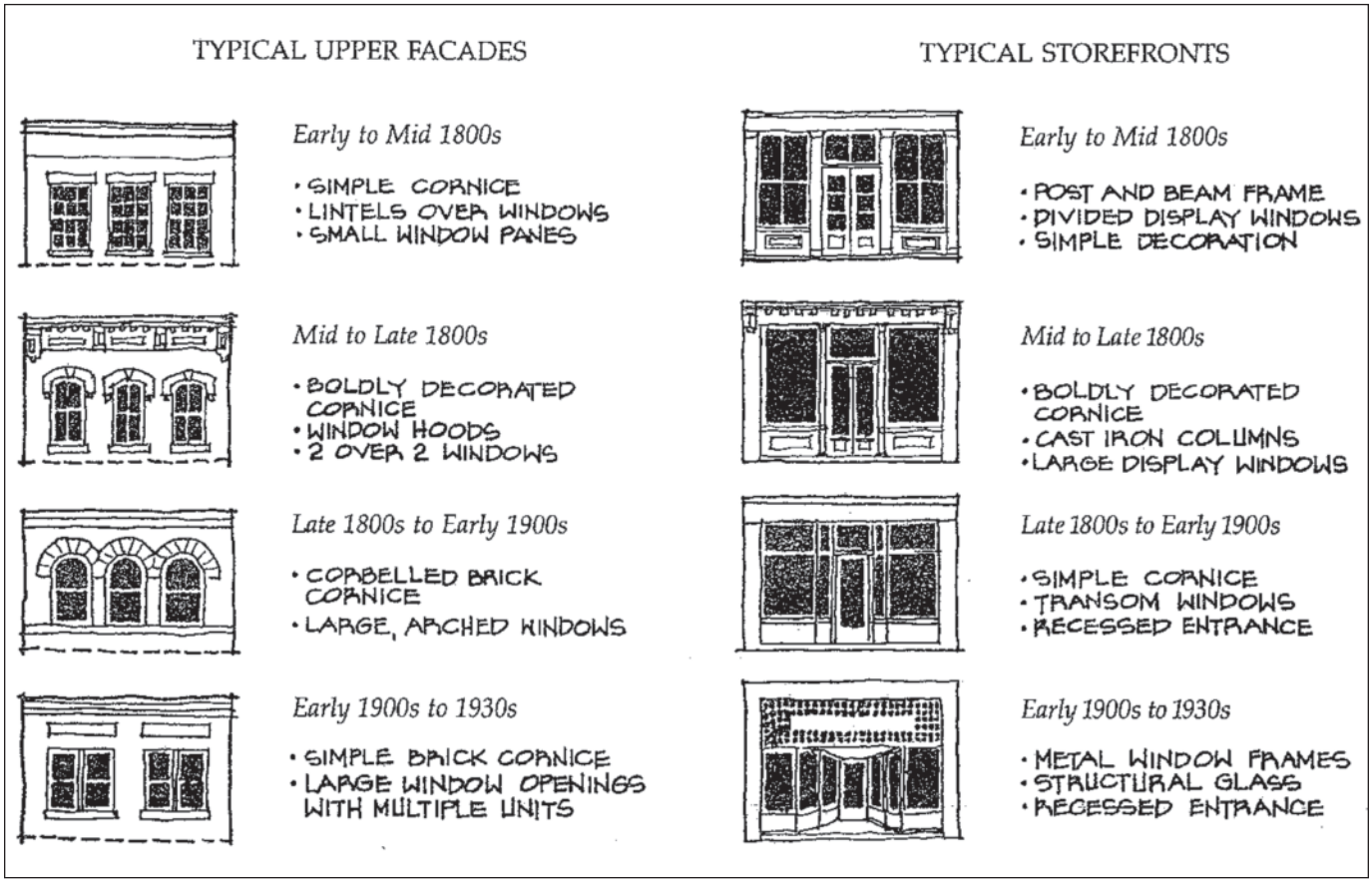
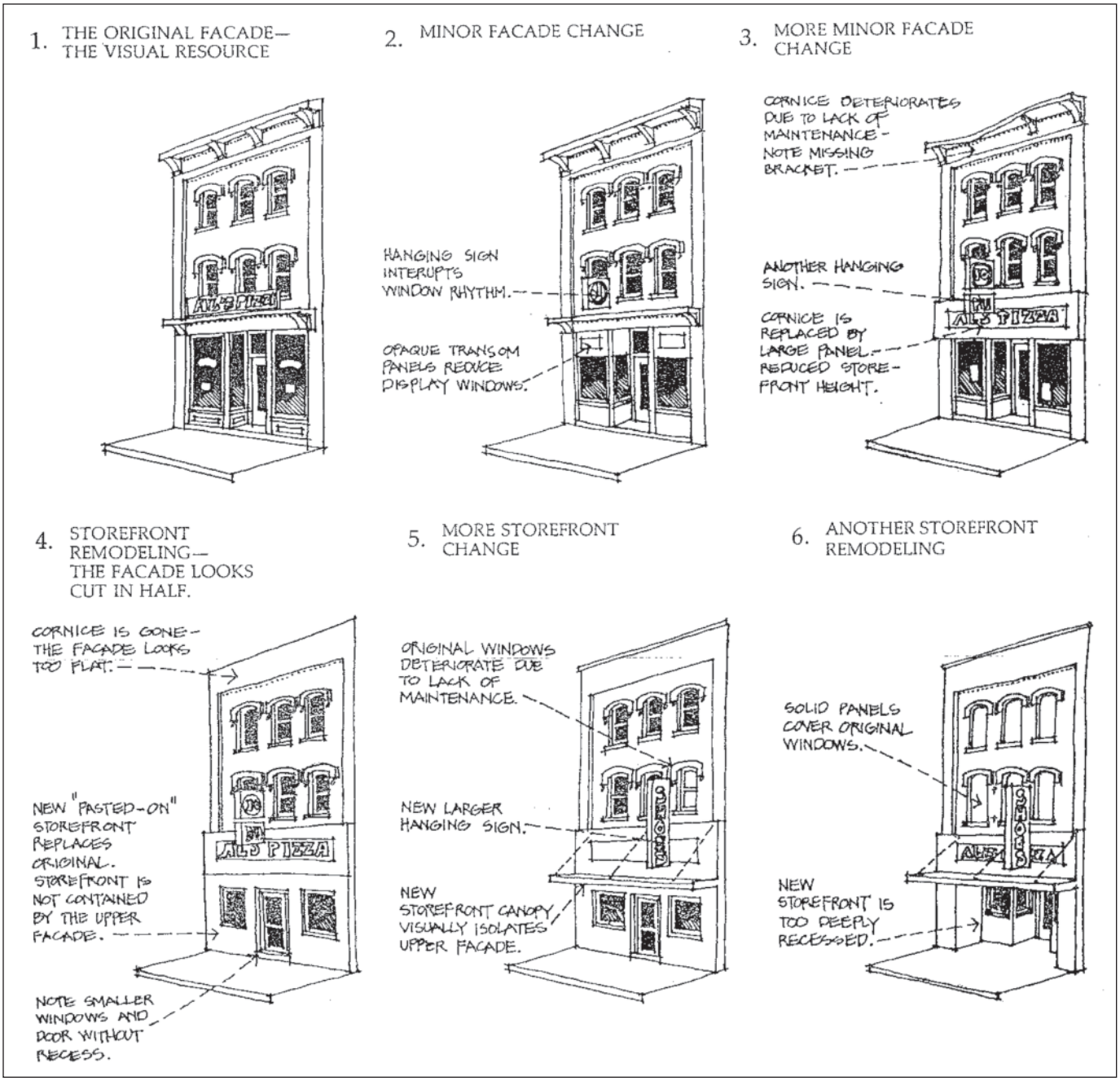


Figure 4
Changes over time can completely ignore the original facade.



now exists. Figures 3 and 4 illustrate how changes to facades may occur over time.

Bulkheads

7. Original bulkhead materials should be retained, maintained or uncovered when possible.
8. If new bulkheads are necessary on historic storefronts, they should be of a material appropriate to the particular storefront and structure. Typically, bulkheads were constructed of wood panels, polished stone, glass, tile or stone. New bulkheads should be at

the same height as the originals and should be compatible with surrounding storefronts.

9. For new bulkheads, simplified bulkhead designs may be proposed.

Display windows

10. When a new storefront display system is necessary, it should be constructed of materials similar to those of historic storefronts (e.g. metal or wood frames and glass) with proportions, heights, and profiles found in the historic record or the prevailing vbstorefronts.
11. New storefront systems should be designed to fit inside the original framed opening and not extend beyond it. To emphasize this feeling of containment, a storefront might be set back slightly (6 to 12 inches) from the front face of the building, or the entrance area may be further recessed also increasing the window display area and providing a semi-protected vestibule.
12. Original size, division and shape of display windows within the overall storefront frame should be preserved. Glass should be transparent.
13. Darkly tinted windows and mirrored windows that block two way visibility are prohibited in the Historic District.

Entrances

14. Historic entrance doors should be retained and restored on buildings within the historic district and/or buildings which are designated as landmarks or which have the potential to be designated as landmarks. Hardware should reflect the historic style of its building and add to the overall appearance of the front entrance.
15. Replacement doors must be constructed of wood or an approved material and must be similar in size, proportion, and appearance to the original.
16. In the case of new entrances in existing storefront areas, entry doors should be constructed of wood or an approved material with a large glass panel. Contemporary doors such as flush doors are not appropriate to the style of a historic building. Doors with mouldings, cross bucks, or window grills are more residential in character and are not appropriate.
17. Recessed entrances should be retained or restored. New storefronts in existing commercial areas should be constructed with an appropriate recessed entrance.

Transom windows

18. Transom windows should be restored to glass. They may be clear,

Historic entrance on Benton Street

The white glazed brick and second story windows of this Benton Street property were restored to its 1912 appearance.

beveled, leaded, etched, or prism glass. The area can also be used for signage, painted on the glass. Existing prism glass transoms should be retained.

19. If a ceiling has been lowered, dark glass panels or dark painted panels can be placed behind transom windows to simulate transparency and depth.

Storefront cornice

Storefront cornices in Woodstock traditionally were relatively modest and simple.

20. Storefront cornices should be restored. Traditional materials such as masonry, sheet metal, wood or sometimes the horizontal supporting steel beam served as the storefront cap.

Side piers

21. Side piers should be maintained or restored. Where new side piers are necessary they should be constructed:

    a) to match the original if known
    b) of the same material as the upper facade
    c) of contrasting masonry material if appropriate to the particular building.

Awnings

22. Traditional shed type cloth awnings with a loose valance are encouraged.

23. Awnings may be fixed or retractable. Awnings should not be shiny, synthetic materials nor should they be pulled tightly around aluminum or metal frames. The awning materials should be of cloth or canvas. Barrel vault, semi-circular or umbrella forms are not appropriate in the historic district, nor are aluminum, wood, or plastic materials.

24. Signage on the valance part of the awning, in compliance with the sign ordinance, is acceptable.

25. Awning installations should not damage or obscure significant existing building features. Awnings should cover less than one-third of the storefront window; they may be positioned above or below transom windows but should be compatible with surrounding buildings.

Masonry Walls

26. Masonry wall surfaces that are in good condition and have not been painted should remain unpainted.

27. Sandblasting, high pressure water washes, and other abrasive cleaning methods should not be undertaken because of the

potential for irreversible damage to the building material and possible damage to the building envelope.

28. The use of waterproof or water repellent coatings on masonry walls to solve moisture problems may not be appropriate and could cause further damage to the building. A historic masonry consultant should be contacted for specific recommendations prior to application of waterproof or water repellent coatings on masonry walls to prevent possible damage to the building.

Tuckpointing/Repointing

Masonry walls and other masonry features should be repaired by either tuckpointing (patching over existing joint material) or repointing (replacing existing joint material) where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plasterwork. This work should be limited to only what is necessary and should not include removal of sound material. The true cause of deterioration should be identified and corrected first before masonry repair is undertaken. Irreversible damage can be done to buildings when tuckpointing or repointing is undertaken in the wrong manner.

29. Power saws should be used sparingly and cautiously to remove old mortar. Power saws should never be used where mortar joints are less than 3/8 of an inch thick. Power saws should only be used on horizontal joints, never vertical joints. *Consultation with a mason specializing in historic masonry restoration is strongly encouraged.*
30. New mortar should match the historic mortar in composition, color, texture, and detailing. It should be softer (in compressive strength) than the brick and it should be as soft or softer than the historic mortar.
31. Proper tooling of finished joints should match the old joints.

Siding

32. Siding is prohibited on all masonry structures in the historic district, even masonry block walls (cement block.)
33. Where siding was installed over masonry prior to the adoption of the Historic Preservation Ordinance, owners are encouraged to remove the siding and restore the original masonry.

Painting

Prior to beginning any painting project it is important to follow the U.S. Environmental Protection Agency's current *Lead Renovation, Repair and Painting* rule. See *www.epa.gov/lead.*

The primary function of painting is to prevent the deterioration of wood, metal and sometimes masonry features by creating a long-lasting,

(Top) The pediment at the top of this building identifies it as the Sherman Block.

(Bottom) An example of historic upper story windows on Benton Street.

smooth sealed surface that water does not penetrate.

Abrasive cleaning of painted surfaces is destructive to historic materials and will not be allowed. Alternative means of removing dirt, stains and paint from a historic building's surface should accomplished using the "gentlest means possible." This may include, but is not limited to, low pressure water wash, scrubbing with a natural bristle (never metal) brush, commercially available chemical cleaners, steam cleaning or a combination of these methods. *All cleaning methods should be approached with caution and should follow the procedures described in Preservation Brief #6: Dangers of Abrasive Cleaning to Historic Buildings (www.nps.gov/history/hps/tps/briefs/presbhom.htm)*

On previously painted masonry surfaces removal of the paint using the gentlest means possible is encouraged, however, some brick facades were originally meant to be painted and should remain painted. Contact CED for more information.

34. If a brick façade was originally painted, it should remain painted.
35. If a brick façade has never been painted, it should not be painted.
36. Colors should be complementary with surrounding buildings. Color should be used to tie building elements together. This is usually most successful when a maximum of three colors is used. Elaborate color changes within decorative surfaces is neither historically accurate nor aesthetically desirable.
37. Removal of existing paint should be done by the gentlest means possible such as manual scraping or appropriate chemical removers.
38. Abrasive cleaning to remove paint shall not be used. Water blasting to remove loose paint is not recommended as it can damage historic materials.
39. Surface preparation should include identification and appropriate handling of lead based paints to avoid hazards.
40. Before painting, the existing substrate should be properly prepared and all moisture problems corrected. This will provide maximum adhesion and longevity of the painting application. Paints should be applied according to the manufacturers' instructions.

41. For additional instructions see the ***Paint Policy*** on page 89.

Roofs

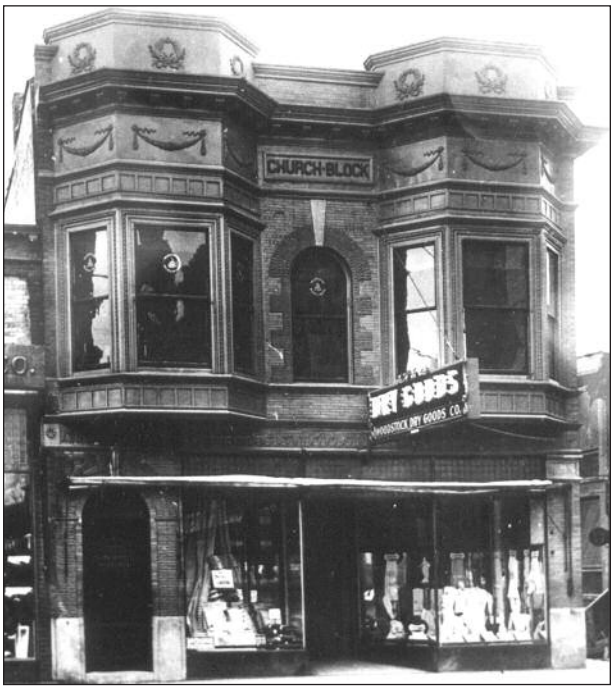
Maintenance is a key element in preserving a structurally sound, weathertight roof and should be a priority with owners of historic buildings.

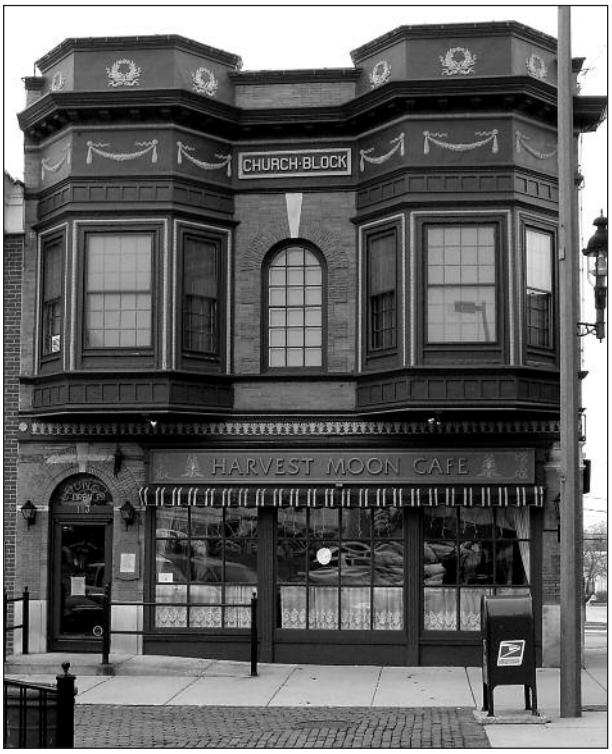
42. Roofs that are visible from a public right of way should be of a style and composed of materials appropriate to the historical period of the building. No new visible roofs or decorative representations of roofs should be added to historic façades unless there is a historic precedent and proof of a pre-existing condition.
43. Roof materials which are a distinctive part of the architectural style, historic character, and visual appeal of a building should be repaired or replaced with identical materials.
44. It is recommended with roof repairs that flashings should be installed to the top of the parapet.

Public Use of Rooftop Spaces

Prior to undertaking any project planning/design involving the public use of rooftop spaces property owners are strongly encouraged to consult with CED. Projects must meet code requirements including–but not limited to–structural load, set-backs, egress, placement of fire escapes, screening/fencing/railings, and placement of mechanical systems**.** Additionally**,** a Certificate of Appropriateness from the Woodstock Historic Preservation Commission is required. The CED and the Commission will also consider the following:

45. The project should be compatible with the historic property and the surrounding historic properties.
46. No historic building materials or architectural elements should be removed, covered or damaged by the project.
47. All work must be reversible.





The Church Block on Benton Street. (Top) c.1920 and (bottom) in 2008.

Facade (Building) Cornices & Decorative Trim

Older cornices and decorative trim were typically made of one or more of the following materials: sheet metal, wood, brick, stone, cast stone, or terra cotta. Cornice and decorative trim repair or replacement requires the selection of appropriate replacement material and proper

fabrication. Watertight installation can often work in tandem with the roof system.

48. Restoration of historic cornices and decorative trim is highly encouraged when supported by the historic record. Even relatively humble cornices of clay tile or stone should be cleaned or repaired so that they offer a contrasting "cap" to the building façade.
49. Cornice and decorative trim joints should be regularly inspected for issues such as caulk failure, loose and/or deteriorated pieces and promptly repaired to avoid further damage to the building.

Building Name

50. Many buildings originally had a decorative pediment that gave the name of the building/block. Where appropriate, these pediments should be re-established using materials based on the historic record.

Upper Story Windows

The size, proportion, placement and style of windows combine with the solid masses of the exterior façade to establish balance and create visual harmony in the building exterior appearance. Regular maintenance, repair or restoration of historic windows including caulking, weatherstripping and the installation of storm windows can add to the longevity of historic windows and increase energy efficiency. See page 80 for the ***Windows & Doors Policy***.

51. Upper story windows should not be blocked in.
52. If a window is missing or has deteriorated beyond repair, the replacement should match the original window. Replacement windows should always fill the entire opening and duplicate the original type of sash, pattern of light divisions and profile. For example, a double-hung sash window should not be replaced by a single fixed pane of glass. Windows and shutters not in keeping with the style of the building should not be used.
53. Window materials should match original materials.
54. Storm windows must conform to the size and shape of the original opening and match the color of the sash. Building owners should consider interior storm windows, which may be more practical to install and maintain.

Shutters

55. Shutters are prohibited unless there is historic evidence that shutters were once present on the building. If such evidence exists, shutters must be sized appropriately.
56. Shutters must be wood.

Additions and New Construction in Existing Storefront Areas

57. Additions should match existing buildings in terms of shape, proportion, mass, materials, and colors. New additions should be located so there is the least possible loss of historic materials and so that character defining features are not obscured. New additions should be designed in a manner that makes clear what is historic and what is new, and should also be sympathetic to the historic structure.

58. New construction should be traditional in appearance so as not to detract from the historic character of the District. Buildings should be constructed of traditional materials. Artificial siding and metal fascia is generally prohibited (refer to the section on the ***Use of Alternative Materials*** on page 57.) New construction should not attempt to replicate historic buildings.

Retrofitting Historic Structures for Sustainability

The Woodstock Historic Preservation commission recognizes that the "greenest" buildings are those that presently exist. The conservation and improvement of our existing built resources, including the reuse of historic and older buildings, recognizing their embodied energy, "greening" the existing building stock, and reinvestment in older and historic communities is crucial to combating climate change.

The Woodstock Historic Preservation Commission generally encourages the use of "green" technologies within the historic district. However, their placement should not negatively impact surrounding properties or the historic district as a whole. At present, federal tax incentives for "green" investments may be used in combination with federal and/or state historic preservation tax incentives. *We encourage you to consult early with your tax advisor when planning your project.*

The Historic Preservation Commission is under no obligation to approve projects that do not adhere to these requirements, and may determine that more preferred alternatives be pursued as a condition of project approval.

The following guidelines will be updated as technologies change, improve or new technologies become available.

Wind Turbines

59. Due to current placement and height requirements for the effective use of wind turbines, we cannot recommend or approve their use on commercial buildings within the historic district.

Solar Panels

When installing solar technology on a commercial property, applicants shall adhere to the following requirements for design and placement of solar devices. These requirements are designed to minimize the visual and structural impact of the devices on the historic

appearance and materials of the building.

60. Applicant must provide manufacturer's pamphlets showing a typical installation, and a full rendering of the installation showing the visual impact on the historic building and adjacent properties.
61. Solar technology shall not be visible from public rights-of-way. The following provisions must be met:
    a) The solar installation must be low in profile.
    b) Installation framing and mounting equipment associated with the installation must be treated to be as visually unobtrusive as possible.
    c) The pitch, elevation and position relative to any existing architectural features should be adjusted to reduce visibility of the feature.
62. Solar panels and mounting systems shall be reasonably compatible in color to the property's roof materials.
63. Mechanical equipment associated with the installation of solar technology shall be treated or color-clad to be as unobtrusive as possible.
64. Slope, elevation and position relative to existing architectural features shall be adjusted to reduce visibility from public rights-of-way.
65. Historic roofing materials should not be altered or removed in the installation of the solar installation.
66. The removal or alteration of historic roof configuration or features, including dormers, chimneys or other features, is not allowed.
67. The solar installation must be roof mounted.
68. The equipment must be set back from the roof edge and shall not be visible from public rights-of-way.
69. All brackets, edging around solar panels, and other metal features must be color coated or covered to minimize the contrast between the solar panels and equipment and any roofing materials.

Vegetative Roof Systems

70. Contact the CED for current building code requirements.
71. Any vegetation planted as part of a green roof on a historic structure must not be visible above the roofline from public rights-of-way.

Use of Alternative Materials

Please refer to the guidelines found in the section ***Use of Alternative Materials*** on page 57.

Materials or Types of Construction to be Avoided for Storefront Commercial Buildings

Vinyl windows, vinyl siding, shutters, or vinyl trim
Aluminum siding
Wood siding consistent with residential construction
Rustic wood shakes, barn wood
Corrugated metal
Corrugated fiberglass
Imitation rock, wood, stone or brick veneers
Metalized reflective glass
Glass block
Plywood
Wood shingle façade coverings or canopies
Metal canopies or awnings
Barrel vault, semi-circular, umbrella-style awnings
Awnings tightly pulled around an awning frame

Selected Additional Resources

- ***Preservation Briefs #1:*** *Assessing Cleaning and Water Repellent Treatments for Historic Masonry Buildings*
- ***Preservation Briefs #2:*** *Repointing Mortar Joints in Historic Masonry Buildings*
- ***Preservation Briefs #6:*** *Dangers of Abrasive Cleaning to Historic Buildings*
- ***Preservation Briefs #7:*** *Repair of Historic Glazed Architectural Terra Cotta*
- ***Preservation Briefs #9:*** *Repair of Historic Wood Windows*
- ***Preservation Briefs #11:*** *Rehabilitating Historic Storefronts*
- ***Preservation Briefs #24:*** *Heating, Ventilating and Cooling Historic Buildings: Problems and Recommended Approaches*
- ***Preservation Briefs #32:*** *Making Historic Properties Accessible*
- ***Preservation Briefs #39:*** *Holding The Line: Controling Unwanted Moisture in Historic Buildings*
- ***Preservation Briefs #42:*** *The Maintenance, Repair and Replacement of Historic Cast Stone*
- ***Preservation Briefs #44:*** *The Use of Awnings on Historic Buildings: Repair, Replacement and New Design*

Visit ***www.nps.gov/history/hps/tps/briefs/presbhom.htm*** for additional briefs.

- ***www.chicagogreenwindows.com***

General Requirements

Other commercial and industrial buildings are found interspersed with residential buildings. Some buildings in this category are less than 50 years old. Alterations to buildings less than 50 years old will be reviewed on a case-by-case basis in the context of their historical significance. Some of these buildings have survived with relatively few changes and provide a glimpse of the richness of their more recent historical period.

Adaptive reuse of the former post office on Johnson Street.

Exterior alterations to older buildings should be minimal. Original openings and proportions should be retained. Only minor changes will be allowed on primary or public elevations.

Where new uses require changes in architectural openings, they should be designed to occur at the rear of the building and where they are least visible from the public rights-of-way.

Siding

1. Siding is prohibited on all masonry structures in the Historic District.
2. On buildings which are 50 years or older, owners are encouraged to remove non-original siding and restore original materials. Alternative materials may be considered by the Historic Preservation Commission on a case-by-case basis. Please see the section on ***Use of Alternative Materials*** found on page 57.

Masonry Walls

3. Masonry wall surfaces that are in good condition and have not been painted should remain unpainted.
4. Sandblasting, high pressure water washes, and other abrasive cleaning methods should not be undertaken because of the potential for irreversible damage to the building material and possible damage to the building envelope.
5. The use of waterproof or water repellent coatings on masonry walls to solve moisture problems may not be appropriate and could cause further damage to the building. A historic masonry consultant should be contacted for specific recommendations

prior to application of waterproof or water repellent coatings on masonry walls to prevent possible damage to the building.

Tuckpointing/Repointing

Masonry walls and other masonry features should be repaired by either tuckpointing (patching over existing joint material) or repointing (replacing existing joint material) where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plasterwork. This work should be limited to only what is necessary and should not include removal of sound material. The true cause of deterioration should be identified and corrected first before masonry repair is undertaken. Irreversible damage can be done to buildings when tuckpointing or repointing is undertaken in the wrong manner.

6. Power saws should be used sparingly and cautiously to remove old mortar. Power saws should never be used where mortar joints are less than 3/8 of an inch thick. Power saws should only be used on horizontal joints, never vertical joints. *Consultation with a mason specializing in historic masonry restoration is strongly encouraged.*
7. New mortar should match the historic mortar in composition, color, texture, and detailing. It should be softer (in compressive strength) than the brick and it should be as soft or softer than the historic mortar.
8. Proper tooling of finished joints should match the old joints.

Painting

Prior to beginning any painting project it is important to follow the U.S. Environmental Protection Agency's current *Lead Renovation, Repair and Painting* rule. See *www.epa.gov/lead.*

The primary function of painting is to prevent the deterioration of wood, metal and sometimes masonry features by creating a long-lasting, smooth sealed surface that water does not penetrate.

Abrasive cleaning of painted surfaces is destructive to historic materials and will not be allowed. Alternative means of removing dirt, stains and paint from a historic building's surface should accomplished using the "gentlest means possible." This may include, but is not limited to, low pressure water wash, scrubbing with a natural bristle (never metal) brush, commercially available chemical cleaners, steam cleaning or a combination of these methods. *All cleaning methods should be approached with caution and should follow the procedures described in Preservation Brief #6: Dangers of Abrasive Cleaning to Historic Buildings* (*www.nps.gov/history/hps/tps/briefs/presbhom.htm*)

On previously painted masonry surfaces removal of the paint using the gentlest means possible is encouraged, however, some brick

facades were originally meant to be painted and should remain painted. Contact CED for more information.

9. If a brick façade was originally painted, it should remain painted.
10. If a brick façade has never been painted, it should not be painted.
11. Colors should be complementary with surrounding buildings. Color should be used to tie building elements together. This is usually most successful when a maximum of three colors is used. Elaborate color changes within decorative surfaces is neither historically accurate nor aesthetically desirable.
12. Removal of existing paint should be done by the gentlest means possible such as by manual scraping or appropriate chemical removers.
13. Abrasive cleaning to remove paint shall not be used. Water blasting to remove loose paint is not recommended as it can damage historic materials.
14. Surface preparation should include identification and appropriate handling of lead based paints to avoid hazards.
15. Before painting, the existing substrate should be properly prepared and all moisture problems corrected. This will provide maximum adhesion and longevity of the painting application. Paints should be applied according to the manufacturers' instructions.
16. For additional instructions see the ***Paint Policy*** on page 89.

Building Name

17. Many buildings originally had a decorative pediment that gave the name of the building/block. Where appropriate, these pediments should be re-established using materials based on the historic record.

Facade (Building) Cornices & Decorative Trim

Older cornices and decorative trim were typically made of one or more of the following materials: sheet metal, wood, brick, stone, cast stone, or terra cotta. Cornice and/or decorative trim repair or replacement requires the selection of appropriate replacement material and proper fabrication. Watertight installation can often work in tandem with the roof system.

18. Restoration of historic cornices and decorative trim is highly encouraged. Even relatively humble cornices of clay tile or stone should be cleaned or repaired so that they offer a contrasting "cap" to the building façade.
19. Cornice and decorative trim joints should be regularly inspected for issues such as caulk failure, loose and/or deteriorated pieces and promptly repaired to avoid further damage to the building.

Roofs

Maintenance is a key element in preserving a structurally sound, weathertight roof and should be a priority with owners of historic buildings.

20. Roofs that are visible from a public right of way should be of a style and composed of materials appropriate to the historical period of the building. No new visible roofs or decorative representations of roofs should be added to historic façades unless there is a historic precedent and proof of a pre-existing condition.
21. Roof materials which are a distinctive part of the architectural style, historic character, and visual appeal of a building should be repaired or replaced with identical materials.
22. It is recommended with roof repairs that flashings should be installed up to the top of the parapet.

Public Use of Rooftop Spaces

Prior to undertaking any project planning/design involving the public use of rooftop spaces property owners are strongly encouraged to consult with CED. Projects must meet code requirements including–but not limited to–structural loads, set-backs, egress, placement of fire escapes, screening/fencing/railings, and placement of mechanical systems**.** Additionally**,** a Certificate of Appropriateness from the Woodstock Historic Preservation Commission is required. The CED and the Commission will also consider the following:

25. The project should be compatible with the historic property and the surrounding historic properties.
26. No historic building materials or architectural elements should be removed, covered or damaged by the project.
27. All work must be reversible.

Entrances

28. Historic entrance doors should be retained and restored on buildings within the historic district and/or buildings which are designated as landmarks or which have the potential to be designated as landmarks. Hardware should reflect the historic style of its building and add to the overall appearance of the front entrance.
29. Entrances should be maintained and enhanced through lighting, signage, landscaping, and color.

Windows and Doors

30. The approach to replacement of historic doors and windows should be prioritized as follows:

1) repair of historic materials;

2) replacement with same type of materials, and as a last resort,

3) replacement with similar or like materials.

31. Deteriorated windows should be replaced with the appropriate sash and pane configuration. Window materials should match original materials.

32. Darkly tinted windows and mirrored windows that block two-way visibility are prohibited in the Historic District.

33. Historic doors should be retained and restored on buildings designated as landmarks or which have the potential to be designated as landmarks.

34. Replacement doors must be constructed of the same material and must be similar in style, size, proportion, and appearance to the original. Wood doors are encouraged.

35. Doors with mouldings, cross bucks, or window grills are more residential in character and are not appropriate. See page 80 for the ***Windows & Doors Policy***.

Awnings

36. Traditional shed type cloth awnings with a loose valance are encouraged. Awnings were often found on early 20th century buildings.

37. Awnings may be fixed or retractable. Awnings should not be shiny, synthetic materials nor should they be pulled tightly around aluminum or metal frames. The awning materials should be of cloth or canvas. Barrel vault, semi-circular or umbrella forms are not appropriate in the historic district, nor are aluminum, wood, or plastic materials.

Located just outside of the Historic District, Woodstock Typewriter factory windows were once shaded by retractable awnings.

38. Signage on the valance part of the awning, in compliance with the sign ordinance, is acceptable.

39. Awning installations should not damage or obscure significant existing building features and should be compatible with surrounding buildings.

Additions and New Construction in Existing Non-Storefront Areas

40. Additions should match existing buildings in terms of shape, proportion, mass, materials, and colors. New additions should be located so there is the least possible loss of historic materials and so that character defining features are not obscured. New

additions should be designed in a manner that makes clear what is historic and what is new, and should also be sympathetic to the historic structure.

41. New construction should be traditional in appearance so as not to detract from the historic character of the District. Buildings should be constructed of traditional materials. Artificial siding and metal fascia is generally prohibited. New construction should not attempt to replicate historic buildings.

Landscaping

42. Landscaping with traditional materials and forms is encouraged. Some Woodstock industries historically had elaborately landscaped grounds with flowerbeds planted to showcase the company name and with trees, shrubs, and benches on the grounds.

Retrofitting Historic Structures for Sustainability

The Woodstock Historic Preservation commission recognizes that the "greenest" buildings are those that presently exist. The conservation and improvement of our existing built resources, including the reuse of historic and older buildings, recognizing their embodied energy, "greening" the existing building stock, and reinvestment in older and historic communities is crucial to combating climate change.

The Woodstock Historic Preservation Commission generally encourages the use of "green" technologies within the historic district. However, their placement should not negatively impact surrounding properties or the historic district as a whole. At present, federal tax incentives for "green" investments may be used in combination with federal and/or state historic preservation tax incentives. *We encourage you to consult early with your tax advisor when planning your project.*

The Historic Preservation Commission is under no obligation to approve projects that do not adhere to these requirements, and may determine that more preferred alternatives be pursued as a condition of project approval.

The following guidelines will be updated as technologies change, improve or new technologies become available.

Wind Turbines

43. Due to current placement and height requirements for the effective use of wind turbines, we cannot recommend or approve their use on commercial buildings within the historic district.

Solar Panels

When installing solar technology on a commercial property, applicants shall adhere to the following requirements for design and placement of solar devices. These requirements are designed to minimize the visual and structural impact of the devices on the historic appearance and materials of the building.

44. Applicant must provide manufacturer's pamphlets showing a typical installation, and a full rendering of the installation showing the visual impact on the historic building and adjacent properties.
45. Solar technology shall not be visible from public rights-of-way.

    The following provisions must be met:

    a) The solar installation must be low in profile.

    b) Installation framing and mounting equipment associated with the installation must be treated to be as visually unobtrusive as possible.

    c) The pitch, elevation and position relative to any existing architectural features should be adjusted to reduce visibility of the feature.
46. Solar panels and mounting systems shall be reasonably compatible in color to the property's roof materials.
47. Mechanical equipment associate with the installation of solar technology shall be treated or color clad to be as unobtrusive as possible.
48. Slope, elevation and position relative to existing architectural features shall be adjusted to reduce visibility from public rights-of-way.
49. Historic roofing materials may not be altered or removed in the installation of the solar installation.
50. The removal or alteration of historic roof configuration or features, including dormers, chimneys or other features, is not allowed.
51. The solar installation must be roof mounted.
52. The equipment must be set back from the roof edge and shall not be visible from public rights of way.
53. All brackets, edging around solar panels, and other metal features must be color coated or covered to minimize the contrast between the solar panels and equipment and any roofing materials.

Vegetative Roof Systems

54. Contact the CED for current building code requirements.
55. Any vegetation planted as part of a green roof on a historic structure must not be visible above the roofline from public rights-of-way.

Use of Alternative Materials

Please refer to the guidelines found in the section ***Use of Alternative Materials*** on page 57.

Materials or Types of Construction to be Avoided for Non-Storefront Commercial and Industrial Buildings

Aluminum siding, vinyl siding, trim or vinyl windows
Wood siding consistent with residential construction
Rustic wood shakes, barn wood, plywood
Corrugated metal, corrugated fiberglass
Imitation rock, wood, stone or brick veneers
Metalized reflective glass, glass block
Wood shingle façade coverings or canopies
Contemporary metal canopies or awnings

Design Review Guidelines for

Residential Structures

in the City of Woodstock Downtown Business Historic Preservation District

Residential structures in the historic district exist in a variety of types and conditions, but virtually all are at least 50 years old.

The oldest documented house in the historic district is the Jacob Harder house which was built in 1852 and is located at the northeast corner of Hayward and Calhoun Streets.

The houses of some of Woodstock's most prominent residents at the turn of the century were demolished in the 1960's and 1970's and replaced by the new commercial buildings.

The Jacob Harder House located at Calhoun and Hayward Streets was built in 1852. It is the oldest documented house in Woodstock.

Apartment buildings were built around the perimeter of the Square, starting at the turn of the century, and have maintained much of their original appearance.

Many single family residential structures have been converted to multi-family rental dwellings and have subsequently lost some of their historic integrity due to the removal of porches and ornamental trim, the installation of aluminum or vinyl siding, and the construction of additional exits and outside stairways. Inadequate parking facilities on these lots also detract from the historic character of the original residences. Unlike converted single-family residences, owner-occupied residences in the Historic District have seen significant restoration or renovation efforts which greatly contribute to the overall character of the Historic District.

General Requirements

Residential structures should be restored with historically and stylistically appropriate building materials.

1. Original historic details should be retained. If a particular element is deteriorated beyond repair, it should be duplicated. Residences should be restored to their original appearance. If the original appearance of a residence is unknown and most original details have been removed, future alterations should be in keeping with the style, materials, mass and proportions of the time period in which the building was constructed.

Siding

2. Siding is prohibited on all masonry structures in the Historic District.

3. On buildings which are 50 years or older, owners are encouraged to remove non-original siding and restore original materials. Alternative materials my be considered the the Historic Preservation Commission on a case-by-case basis. Please see the section on ***Use of Alternative Materials*** found on page 57.

Masonry Walls

4. Wall surfaces which are in good condition and have not been painted should remain unpainted.

5. Sandblasting, high pressure water washes, and other abrasive cleaning methods should not be undertaken because of the potential for irreversible damage to the building material and possible damage to the building envelope.

6. The use of waterproof or water repellent coatings on masonry walls to solve moisture problems may not be appropriate and could cause further damage to the building. A historic masonry consultant should be contacted for specific recommendations prior to application of waterproof or water repellent coatings on masonry walls to prevent possible damage to the building.

Tuckpointing/Repointing

Masonry walls and other masonry features should be repaired by either tuckpointing (patching over existing joint material) or repointing (replacing existing joint material) where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plasterwork. This work should be limited to only what is necessary and should not include removal of sound material. The true cause of deterioration should be identified and corrected first before masonry repair is undertaken. Irreversible damage can be done to buildings when tuckpointing or repointing is undertaken in the wrong manner.

7. Power saws should be used sparingly and cautiously to remove old mortar. Power saws should never be used where mortar joints are less than 3/8 of an inch thick. Power saws should only be used on horizontal joints, never vertical joints. *Consultation with a mason specializing in historic masonry restoration is strongly encouraged.*

8. New mortar should match the historic mortar in composition, color, texture, and detailing. It should be softer (in compressive strength) than the brick and it should be as soft or softer than the historic mortar.

9. Proper tooling of finished joints should match the old joints.

Painting

Prior to beginning any painting project it is important to follow the U.S. Environmental Protection Agency's current *Lead Renovation, Repair and Painting* rule. See *www.epa.gov/lead.*

The primary function of painting is to prevent the deterioration of wood, metal and sometimes masonry features by creating a long-lasting, smooth sealed surface that water does not penetrate.

Abrasive cleaning of painted surfaces is destructive to historic materials and will not be allowed. Alternative means of removing dirt, stains and paint from a historic building's surface should accomplished using the "gentlest means possible." This may include, but is not limited to, low pressure water wash, scrubbing with a natural bristle (never metal) brush, commercially available chemical cleaners, steam cleaning or a combination of these methods. *All cleaning methods should be approached with caution and should follow the procedures described in Preservation Brief #6: Dangers of Abrasive Cleaning to Historic Buildings* (*www.nps.gov/history/hps/tps/briefs/presbhom.htm*)

On previously painted masonry surfaces removal of the paint using the gentlest means possible is encouraged, however, some brick facades were originally meant to be painted and should remain painted. Contact CED for more information.

10. If a brick façade was originally painted, it should remain painted.
11. If a brick façade has never been painted, it should not be painted.
12. Colors should be complementary with surrounding buildings. Color should be used to tie building elements together. This is usually most successful when a maximum of three colors is used. Elaborate color changes within decorative surfaces is neither historically accurate nor aesthetically desirable.
13. Removal of existing paint should be done by the gentlest means possible such as by manual scraping or appropriate chemical removers.
14. Abrasive cleaning to remove paint shall not be used. Water blasting to remove loose paint is not recommended as it can damage historic materials.
15. Surface preparation should include identification and appropriate handling of lead based paints to avoid hazards.
16. Before painting, the existing substrate should be properly prepared and all moisture problems corrected. This will provide maximum adhesion and longevity of the painting application. Paints should be applied according to the manufacturers' instructions.
17. For additional instructions see the ***Paint Policy*** on page 89.

Windows and Doors

18. The approach to replacement of historic doors and windows should be prioritized as follows:
    1) repair of historic materials;
    2) replacement with same type of materials, and as a last resort,
    3) replacement with similar or like materials.
19. Darkly tinted windows and mirrored windows that block two-way visibility are prohibited.
20. Original doors should be restored. Where original doors no longer exist, replacement doors should be wood and similar in appearance to the styles of doors that were common when the residence was originally constructed.
21. Deteriorated windows should be replaced with the same sash and pane configuration. Window materials should match original materials.
22. Where new uses require changes in architectural openings, they should be designed to occur at the rear of the building and where they are least visible from the public way. See page 80 for information on the ***Windows & Doors Policy***.

The Josiah R. Hyde house, built in 1894, is one example of the Victorian style often found in Woodstock.

Shutters

23. Shutters may be used if supported by the historic record. If shutters are installed they should be sized and shaped to give the appearance of functional shutters.
24. Shutters must be wood.

Awnings

25. Awnings and other historically appropriate ornamental and decorative features are encouraged. Awnings were often found on turn of the century "Victorian" residences.
26. Awnings should duplicate the size, style and cloth look utilized at the turn of the 20th century. Awnings should not be shiny synthetic materials.
27. Awnings should have a loose valance.

Broad porches often play an important role in defining the historic character of Woodstock's older homes.

Ornamentation

28. Decorative/ornamental features should be maintained or restored. Many houses in the historic district had features such as brackets, spindles, and shingles which were removed when artificial siding was installed, thus detracting from the historic character of the property. It is noted, however, that fancy "gingerbread" trim is not historically

appropriate for many houses in the District. The addition of decorative/ornamental features should be supported by the historic record.

Porches, Balconies, Widows Walks, and Cupolas

These features have typically been altered or removed over the decades due to the maintenance problems they present, yet they play an important role in defining the historic character of a residential structure.

29. Homeowners are encouraged to restore these features where a residence has already been significantly altered. First priority should be given to reconstruction of a historically appropriate porch.
30. Balconies, cupolas, etc. should not be added to houses unless supported by the historic record.

Additions and New Construction

31. 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 integrity of the property and its environment.
32. New additions should be located so there is the least possible loss of historic materials and so that character defining features are not obscured. New additions should be designed in a manner that makes clear what is historic and what is new but should also be sympathetic to the historic structure.
33. New infill construction should be traditional in appearance so as not to detract from the historic character of the District. Buildings should be constructed of traditional materials.

Accessory Buildings

Homeowners are strongly encouraged to maintain and repair existing accessory buildings. Depending on their style and location, new accessory buildings can enhance or detract from the historic quality of a property.

34. New replacement garages should complement the style, color, and materials of the existing residential structure.
35. New accessory structures such as gazebos, screen houses, and storage sheds should be situated on a lot so as to be screened as much as possible from public view.

Parking

36. Adequate parking for multi-family residential structures in the Historic District should be provided in such a way as to not detract from the historic character of the residential neighborhood.

Parking should be provided for multi-family structures at the rear of the building, where it is least visible from the public way. Parking areas, which are visible from the street, should be screened.

37. Parking areas in front of historic residential structures are not appropriate.

Retrofitting Historic Structures for Sustainability

The Woodstock Historic Preservation commission recognizes that the "greenest" buildings are those that presently exist. The conservation and improvement of our existing built resources, including the reuse of historic and older buildings, recognizing their embodied energy, "greening" the existing building stock, and reinvestment in older and historic communities is crucial to combating climate change.

The Woodstock Historic Preservation Commission generally encourages the use of "green" technologies within the historic district. However, their placement should not negatively impact surrounding properties or the historic district as a whole. At present, federal tax incentives for "green" investments may be used in combination with federal and/or state historic preservation tax incentives. *We encourage you to consult early with your tax advisor when planning your project.*

The Historic Preservation Commission is under no obligation to approve projects that do not adhere to these requirements, and may determine that more preferred alternatives be pursued as a condition of project approval.

Contact CED early in the planning process for information about green technology installations.

The following guidelines will be updated as technologies change, improve or new technologies become available.

Wind Turbines

Contact CED early in the planning process for information about wind technology installations.

When installing wind technology on a residential property in the historic district, an applicant shall adhere to the following requirements for design and placement of wind devices. These provisions are designed to minimize the visual and structural impact of the devices on the historic appearance or condition of the property.

38. Applicant must provide manufacturer's pamphlets showing a typical installation, and a full rendering of the installation showing the visual impact on the historic building.
39. Wind turbines that are attached directly to any historic structure are prohibited.
40. Free-standing turbines or other wind energy systems should not be installed in yards adjacent to the street.

41. Free-standing pole-mounted systems must be placed a distance equal to at least 110% of the height of the pole away from property lines and historic structures.

Solar Panels

Contact CED early in the planning process for information about solar technology installations.

When installing solar technology on a residential property in the historic district, applicants shall adhere to the following requirements for design and placement of solar devices. These provisions are designed to minimize the visual and structural impact of the devices on the historic appearance and materials of the building.

42. Applicant must provide manufacturer's pamphlets showing a typical installation, and a full rendering of the installation showing the visual impact on the historic building.
43. Solar technology shall not be visible from public rights-of-way. The following provisions must be met:
    - The solar installation must be low in profile.
    - Installation framing and mounting equipment associated with the installation must be treated to be as visually unobtrusive as possible.
    - The pitch, elevation and position relative to any existing architectural features should be adjusted to reduce visibility of the feature.
44. Solar panels and mounting systems shall be reasonably compatible in color to the property's roof materials.
45. Mechanical equipment associated with the installation of solar technology shall be treated or color clad to be as unobtrusive as possible.
46. Slope, elevation and position relative to existing architectural features shall be adjusted to reduce visibility from public rights-of-way.
47. Historic roofing materials may not be altered or removed in the installation of the solar installation.
48. The removal or alteration of historic roof configuration or features, including dormers, chimneys or other features, is not allowed.
49. If the solar installation is roof mounted:
    a) On a sloped roof, the solar equipment must be mounted parallel to the roof slope and not more than six inches above the roof, as measured vertically from the top of the equipment to the top of the roof.
    b) The equipment must be set back from the roof edge and visibility from ground level must be minimal.
    c) All brackets, edging around solar panels, and other metal

features must be color coated or covered to minimize the contrast between the solar panels and equipment and any roofing materials.

Use of Alternative Materials

Please refer to the guidelines found in the section ***Use of Alternative Materials*** on page 57.

Materials or Types of Construction to be Avoided for Residential Structures

Vinyl siding, shutters or trim, vinyl windows
Aluminum siding
Rustic wood shakes, barn wood
Corrugated metal
Corrugated fiberglass
Imitation rock, wood, stone or brick veneers
Metalized reflective glass
Glass block
Plywood
Wood shingle façade coverings or canopies
Contemporary metal canopies or awnings

This home at Fremont and Bunker Streets is another example of the Victorian style found throughout Woodstock.

Selected Additional Resources

- ***Preservation Briefs #1****: Assessing Cleaning and Water Repellent Treatments for Historic Masonry Buildings*
- ***Preservation Briefs #2****: Repointing Mortar Joints in Historic Masonry Buildings*
- ***Preservation Briefs #6****: Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings*
- ***Preservation Briefs #9****: Repair of Historic Wood Windows*
- ***Preservation Briefs #10****: Exterior Paint Problems on Historic Woodwork*
- ***Preservation Briefs #14****: New Exterior Additions to Historic Buildings: Preservation Concerns*
- ***Preservation Briefs #45****: Preserving Historic Wooden Porches*

Visit ***www.nps.gov/history/hps/tps/briefs/presbhom.htm*** for additional briefs.

www.chicagogreenwindows.com

Some of the homes pictured in this Section are outside of the Historic District, but they are included here as representative examples of styles and features discussed in the text.

Design Review Guidelines for

Public and Institutional Buildings

in the City of Woodstock Downtown Business Historic Preservation District

Background

Public and institutional buildings in the Historic District include the former Central High School (now City Hall), the Woodstock Opera House (originally City Hall, Library, and Fire Department), the Congregational Unitarian Church, St. Mary Roman Catholic Church and Schools, the First Presbyterian Church, the former Grace Lutheran Church, the Chicago and Northwestern Depot, the former McHenry County Court House and McHenry County Jail, and the former Woodstock Post Office. Several other churches were also once located in the historic district but were destroyed by fire or demolished to make room for new buildings. This category also includes fraternal organizations such as the Elks Club and Moose Lodge.

First Presbyterian Church at Calhoun and Tryon Streets is the oldest documented church building in Woodstock

Public and institutional buildings are familiar local visual features that often can be seen from many vantage points. They were typically designed by architects from Chicago and often exhibit a definite architectural style rather than a vernacular style.

The continued long-term use of public and institutional buildings in a growing community presents real challenges to the preservation of the historic integrity of these structures. Space shortages, parking shortages, and public accessibility issues must be addressed. In some instances, users and inhabitants of such buildings as the McHenry County Court House, the Woodstock Post Office, and Grace Lutheran Church have relocated to new facilities.

The example set by the use or adaptive reuse of the original structures will be noticed by the entire community and will set the precedent for private projects.

General Requirements

1. Alterations to the public sides of historic public and institutional buildings should be avoided. Original openings and proportions

should be retained. Where adaptive re-use require changes in architectural openings, they should be designed to occur at the rear of the building and where they are least visible from the public way.

Siding

1. Siding is prohibited on all masonry structures in the Historic District.
2. On buildings which are 50 years or older, owners are encouraged to remove non-original siding and restore original materials. Alternative materials my be considered the the Historic Preservation Commission on a case-by-case basis. Please see the section on ***Use of Alternative Materials*** found on page 57.

Masonry Walls

3. Masonry wall surfaces that are in good condition and have not been painted should remain unpainted.
4. Sandblasting, high pressure water washes, and other abrasive cleaning methods should not be undertaken because of the potential for irreversible damage to the building material and possible damage to the building envelope.
5. The use of waterproof or water repellent coatings on masonry walls to solve moisture problems may not be appropriate and could cause further damage to the building. *A historic masonry consultant should be contacted for specific recommendations prior to application of waterproof or water repellent coatings on masonry walls to prevent possible damage to the building.*

Tuckpointing/Repointing

Masonry walls and other masonry features should be repaired by either tuckpointing (patching over existing joint material) or repointing (replacing existing joint material) where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plasterwork. This work should be limited to only what is necessary and should not include removal of sound material. The true cause of deterioration should be identified and corrected first before masonry repair is undertaken. Irreversible damage can be done to buildings when tuckpointing or repointing is undertaken in the wrong manner.

6. Power saws should be used sparingly and cautiously to remove old mortar. Power saws should never be used where mortar joints are less than 3/8 of an inch thick. Power saws should only be used on horizontal joints, never vertical joints. *Consultation with a mason specializing in historic masonry restoration is strongly encouraged.*

7. New mortar should match the historic mortar in composition, color, texture, and detailing. It should be softer (in compressive strength) than the brick and it should be as soft or softer than the historic mortar.
8. Proper tooling of finished joints should match the old joints.

Painting

Prior to beginning any painting project it is important to follow the U.S. Environmental Protection Agency's current *Lead Renovation, Repair and Painting* rule. See *www.epa.gov/lead*

The primary function of painting is to prevent the deterioration of wood, metal and sometimes masonry features by creating a long-lasting, smooth sealed surface that water does not penetrate.

Abrasive cleaning of painted surfaces is destructive to historic materials and will not be allowed. Alternative means of removing dirt, stains and paint from a historic building's surface should accomplished using the "gentlest means possible." This may include, but is not limited to, low pressure water wash, scrubbing with a natural bristle (never metal) brush, commercially available chemical cleaners, steam cleaning or a combination of these methods. *All cleaning methods should be approached with caution and should follow the procedures described in Preservation Brief #6: Dangers of Abrasive Cleaning to Historic Buildings* (*www.nps.gov/history/hps/tps/briefs/presbhom.htm*)

On previously painted masonry surfaces removal of the paint using the gentlest means possible is encouraged, however, some brick facades were originally meant to be painted and should remain painted. Contact CED for more information.

9. If a brick façade was originally painted, it should remain painted.
10. If a brick façade has never been painted, it should not be painted.
11. Colors should be complementary with surrounding buildings. Color should be used to tie building elements together. This is usually most successful when a maximum of three colors is used. Elaborate color changes within decorative surfaces is neither historically accurate nor aesthetically desirable.
12. Removal of existing paint should be done by the gentlest means possible such as by manual scraping or appropriate chemical removers.
13. Abrasive cleaning to remove paint shall not be used. Water blasting to remove loose paint is not recommended as it can damage historic materials.
14. Surface preparation should include identification and appropriate handling of lead based paints to avoid hazards.
15. Before painting, the existing substrate should be properly prepared

and all moisture problems corrected. This will provide maximum adhesion and longevity of the painting application.
Paints should be applied according to the manufacturers' instructions.

16. For additional instructions see the ***Paint Policy*** on page 89.

Building Name

19. Many buildings originally had a decorative pediment that gave the name of the building/block. Where appropriate, these pediments should be re-established.

Windows and Doors

20. The approach to replacement of historic doors and windows should be prioritized as follows:
    1) repair of historic materials;
    2) replacement with same type of materials, and as a last resort,
    3) replacement with similar or like materials.
21. Deteriorated windows should be replaced with the same sash and pane configuration. Window materials should match original materials.
22. Darkly tinted windows and mirrored windows that block two-way visibility are prohibited in the Historic District, if they are visible from the public right of way.
23. Original doors should be restored on buildings designated as landmarks or which have the potential to be designated as landmarks. See page 80 for the ***Windows & Doors Policy***.

Facade (Building) Cornices & Decorative Trim

Older cornices and decorative trim were typically made of one or more of the following materials: sheet metal, wood, brick, stone, cast stone, or terra cotta. Cornice and/or decorative trim repair or replacement requires the selection of appropriate replacement material and proper fabrication. Watertight installation can often work in tandem with the roof system.

24. Restoration of historic cornices and decorative trim is highly encouraged. Even relatively humble cornices of clay tile or stone should be cleaned or repaired so that they offer a contrasting "cap" to the building façade.
25. Cornice and decorative trim joints should be regularly inspected for issues such as caulk failure, loose and/or deteriorated pieces and promptly repaired to avoid further damage to the building.

Roofs

Maintenance is a key element in preserving a structurally sound, weathertight roof and should be a priority with owners of historic buildings.

26. Roofs that are visible from a public right of way should be of a style and composed of materials appropriate to the historical period of the building. No new visible roofs or decorative representations of roofs should be added to historic façades unless there is a historic precedent and proof of a pre-existing condition.
27. Roof materials which are a distinctive part of the architectural style, historic character, and visual appeal of a building should be repaired or replaced with identical materials.
28. It is recommended with roof repairs that flashings should be installed up to the top of the parapet.

Public Use of Rooftop Spaces

Prior to undertaking any project planning/design involving the public use of rooftop spaces property owners are strongly encouraged to consult with CED. **Projects must meet** code requirements including–but not limited to–structural loads, set-backs, egress, placement of fire escapes, screening/fencing/railings, and placement of mechanical systems**.** Additionally**,** a Certificate of Appropriateness from the Woodstock Historic Preservation Commission is required. The CED and the Commission will also consider the following::

29. The project should be compatible with the historic property and the surrounding historic properties.
30. No historic building materials or architectural elements should be removed, covered or damaged by the project.
31. All work must be reversible.

Additions and New Construction

32. 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 integrity of the property and its environment.
33. New additions should be located so there is the least possible loss of historic materials and so that character defining features are not obscured. New additions should be designed in a manner that makes clear what is historic and what is new but should also be sympathetic to the historic structure.

34. New infill construction should be traditional in appearance so as not to detract from the historic character of the District. Buildings should be constructed of traditional materials.

Retrofitting Historic Structures for Sustainability

The Woodstock Historic Preservation commission recognizes that the "greenest" buildings are those that presently exist. The conservation and improvement of our existing built resources, including the reuse of historic and older buildings, recognizing their embodied energy, "greening" the existing building stock, and reinvestment in older and historic communities is crucial to combating climate change.

The Woodstock Historic Preservation Commission generally encourages the use of "green" technologies within the historic district. However, their placement should not negatively impact surrounding properties or the historic district as a whole. At present, federal tax incentives for "green" investments may be used in combination with federal and/or state historic preservation tax incentives. *We encourage you to consult early with your tax advisor when planning your project.*

The Historic Preservation Commission is under no obligation to approve projects that do not adhere to these requirements, and may determine that more preferred alternatives be pursued as a condition of project approval.

The following guidelines will be updated as technologies change, improve or new technologies become available.

Wind Turbines

35. Due to current placement and height requirements for the effective use of wind turbines, we cannot recommend or approve their use on public and institutional buildings within the historic district.

Solar Panels

When installing solar technology on a commercial property, applicants shall adhere to the following requirements for design and placement of solar devices. These requirements are designed to minimize the visual and structural impact of the devices on the historic appearance and materials of the building.

36. Applicant must provide manufacturer's pamphlets showing a typical installation, and a full rendering of the installation showing the visual impact on the historic building and adjacent properties.
37. Solar technology shall not be visible from public rights-of-way.

    The following provisions must be met:

    a) The solar installation must be low in profile.

    b) Installation framing and mounting equipment associated with the installation must be treated to be as visually unobtrusive as possible.

c) The pitch, elevation and position relative to any existing architectural features should be adjusted to reduce visibility of the feature.

38. Solar panels and mounting systems shall be reasonably compatible in color to the property's roof materials.
39. Mechanical equipment associate with the installation of solar technology shall be treated or color clad to be as unobtrusive as possible.
40. Slope, elevation and position relative to existing architectural features shall be adjusted to reduce visibility from public rights-of-way.
41. Historic roofing materials may not be altered or removed in the installation of the solar installation.
42. The removal or alteration of historic roof configuration or features, including dormers, chimneys or other features, is not allowed.
43. The solar installation must be roof mounted.
44. The equipment must be set back from the roof edge and shall not be visible from public rights of way.
45. All brackets, edging around solar panels, and other metal features must be color coated or covered to minimize the contrast between the solar panels and equipment and any roofing materials.

Landscaping

Public and institutional buildings tend to cover almost the entire area of the lot on which they were located, leaving little room for landscaping. Trees were often planted only where they were needed for shade.

Use of Alternative Materials

Please refer to the guidelines found in the section ***Use of Alternative Materials*** on page 57.

Materials or Types of Construction to be Avoided for Public and Institutional Buildings

Vinyl siding or trim, vinyl windows+
Aluminum siding
Wood siding consistent with residential construction
Rustic wood shakes, barn wood
Corrugated metal
Corrugated fiberglass
Imitation rock, wood, stone or brick veneers
Metalized reflective glass
Glass block
Plywood
Wood shingle façade coverings or canopies
Contemporary metal canopies or awning

Design Review Guidelines for

New and Infill Construction

in the City of Woodstock Downtown Business Historic Preservation District

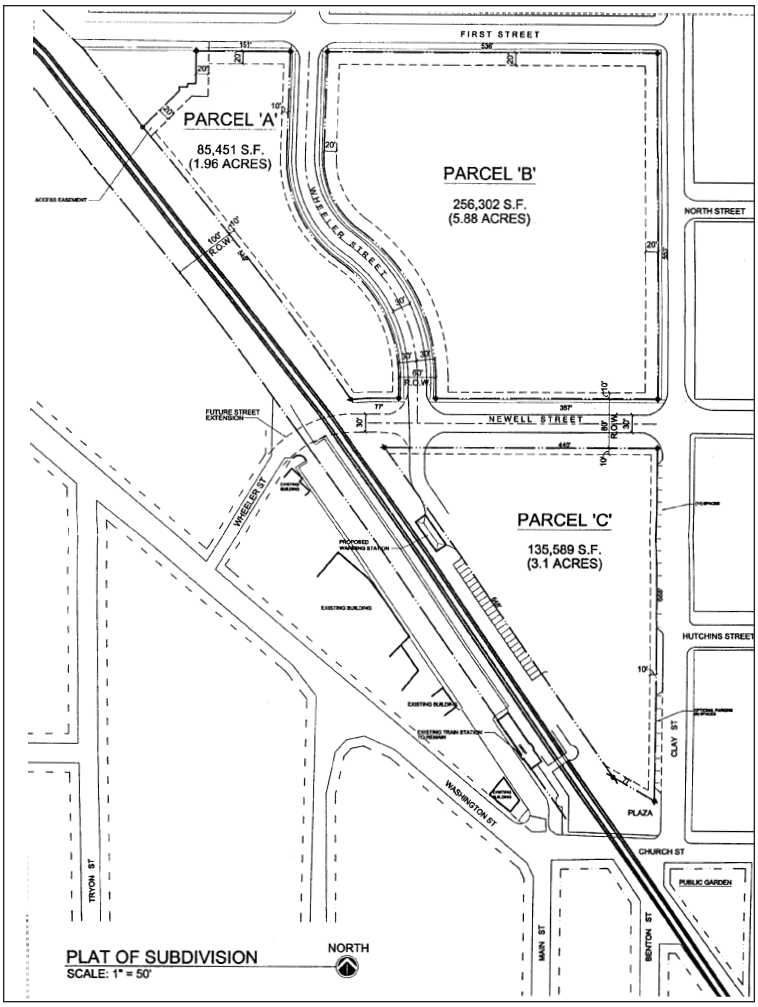
The following design guidelines should be utilized for the Woodstock Station site and any other new construction sites within the Historic District as they may occur.

It should be recognized that new buildings within the Historic District also will be old one day, and as such they should be able to age gracefully in the context of the Historic District, its surrounding structures and neighborhoods.

History/Background of Woodstock Station

The 12-acre vacant parcel roughly bounded by Clay Street on the east, First Street on the north, the Union Pacific railroad on the west and Church Street on the south is presently known as the Woodstock Station development site. This parcel offers an exciting mixed-use, high density development infill opportunity within the Downtown Business Historic Preservation District.

Until 1990, the site was the location of the former Woodstock Die Cast/Autolite facility. In 1896, the site became home to the Oliver Typewriter Company—one of two major typewriter manufacturers once located in Woodstock. As a major employer within the City, this facility had a tremendous economic impact on the downtown and surrounding neighborhoods. The manufacturing facility evolved over the years into the Woodstock Die Cast plant. When it ultimately closed in 1990, 757 jobs were lost. The City acquired the property in 1993 and since rehabilitation/ adaptive reuse of the property was cost prohibitive, it subsequently demolished the structure in 1993. The site's inclusion in the District not only reflects its importance to the historical vitality of Woodstock, but to the future economic revitalization of the downtown and surrounding neighborhoods. It is the City's desire that redevelopment of the site along with other infill or new construction be sensitive to the historic context in which it is located.



The former Die Cast Site–now the Woodstock Station development–offers infill redevelopment opportunities within the context of the Historic District.

Overall

1. New construction should not negatively impact the historic buildings and historic character of the Downtown Business Historic Preservation District. The development of the Woodstock Station site and other infill sites should not detract from the historic character of the District. It will be designed to be sensitive to the structures in the Historic District and compatible with them in terms of size, scale, materials, and character of those properties as well as the surrounding neighborhoods.
2. New construction should complement the surrounding historic structures and the Historic District. Shapes, forms, materials and styles that that are typical in the Historic District should be considered.
3. New construction should be pedestrian-friendly both in terms of design features and amenities. Visual appeal for both pedestrians and motorists should be considered.
4. Infrastructure should be well coordinated and well screened. Utilities should be underground. **Accessibility modifications should be located at side or rear entrances**, if necessary, to maintain façade integrity.

Site Layout

5. All parking lots and garages should be located at the rear of buildings, in the interior of the development blocks or where least visible from public view.
6. The building setback line should be consistent with the setbacks for other similar structures in the Downtown Business Historic Preservation District.
7. Mechanical, service, storage and loading areas should be well-screened and should be located away from public and pedestrian areas, at the rear of buildings or where least visible from public view.

Building Materials and Colors

8. Building materials used should be of high quality and durability; traditional in nature such as brick, cut or cast stone, tile, metal and wood; and should complement the existing contextual materials found within the Downtown Business Historic Preservation District. Materials and design elements should consider the effect of small-scale details on visual appeal for pedestrians.
9. Certain materials are not appropriate for use in the Historic District. Please refer to the section on ***Use of Alternative Materials*** found on page 57.

10. Masonry should not be painted. Decorative trim should be painted in traditional colors commonly found within the Historic District. Applied elements—such as awnings, signage and light fixtures—should coordinate with, rather than overwhelm, the color scheme of the building. Pastel and neon colors should be avoided.

Building Design

General

11. Buildings should have massing and form similar to other buildings in the Historic District. Large structures shall be designed to reduce their perceived height and bulk by dividing the building mass into smaller-scale components. Façades should utilize traditional features such as bay windows, recesses, inset wood panels, porches, frieze and corner boards, awnings, etc. to break up or minimize scale.
12. Commercial architectural styles should be compatible with historic styles found in Woodstock. Most commonly found in the Downtown Business Historic Preservation District is the two-part commercial block. They are generally two- to four-stories characterized by a horizontal division into two distinct zones. The single story lower zone at street level indicates public spaces such as retail stores, banks, etc. The upper zone suggests more private space such as offices or residential.
13. Historic residential styles in Woodstock include–but are not limited to–Greek Revival, Italianate, Second Empire, Folk Victorian, Queen Anne, Prairie, Craftsman and American Foursquare.
14. Front façades should face public streets. There should be no blank walls facing public streets. Structures on corners should be "double fronted" – with entrances, significant architectural features, lighting and signage on both street-facing sides.

These rowhouse are an example of new infill construction located on the Woodstock Station development site.

Commercial Buildings

15. Commercial structures should be constructed at the building setback line.
16. Commercial buildings should have traditional storefronts and large display windows.
17. Storefront framing may be traditional wood or metal. Glazing should not extend to the ground.
18. Commercial buildings should be designed with similar rhythm (windows, including transoms, doors, storefronts, and piers) to existing commercial buildings in the Historic District.

19. The primary façade of a building should be oriented toward a public street. Where a building has two or more primary facades the level of architectural detail should be consistent on all primary facades.
20. Commercial buildings should have roofs that are flat or nearly flat and are hidden behind parapet walls.

Storefront Cornices and Other Architectural Ornamentation

21. Cornices and storefront cornices should be in proportion to the building.

Awnings & Signage

22. Awnings may be fixed or retractable; in a traditional shed style with a free moving valance. Awnings should not cover architectural elements or span across structural bays unless they are retractable. Signage should never cover architectural details.
23. Awning materials should not be shiny, synthetic materials nor should they be pulled tightly around aluminum or metal frames. Awning colors should complement rather than overwhelm the overall building color scheme.
24. Awnings should not be backlit or internally illuminated.
25. All signage in the Downtown Business Historic Preservation District is subject to review by the Community and Economic Development Department (CED) as outlined in the Unified Development Ordinance.
26. Awnings and signage used at rear entrances should coordinate with the front façade design scheme to enhance business identity.

Storefront Entrance Doors

27. Entry doors and frames should be constructed of wood or metal with a large glass panel. Doors with mouldings, cross bucks, or window grills are more residential in character and are not appropriate.

Upper Story Windows

28. Double hung windows were traditionally found in commercial buildings above the storefronts.
29. Bay windows in keeping with traditional style and proportions may be considered.
30. Vinyl or vinyl clad windows are not appropriate.

Rear Façades

31. If a building is located such that some parking will occur in the rear or side, well-defined public entrances should be provided.
32. Rear doors for customer use should have large glass panels and

should coordinate with the front façade design scheme to enhance business identity.

Institutional/Public Use Buildings

33. The primary façade of a building should be oriented toward a public street. Where a building is located on two or more streets, public entrances should be located on both streets.

Residential Buildings

34. Residential structures should be constructed at the building setback line.
35. Buildings should be pedestrian-friendly with front porches and amenities such as benches and landscaping.
36. Building size and style should provide a transition between commercial structures and the adjoining residential neighborhoods.
37. For new residential infill buildings the massing and scale of the new structure should be appropriate to the surrounding structures.
38. Accessory buildings should be constructed of the same materials and styles as the residential structure; roof styles should be compatible. Garages (attached or detached) should be located behind the residences.

Public Use of Rooftop Spaces

Prior to undertaking any project planning/design involving the public use of rooftop spaces property owners are strongly encouraged to consult with CED. In addition to meeting code requirements including–but not limited to–structural loads, set-backs, egress, placement of fire escapes, screening/fencing/railings, and placement of mechanical systems a Certificate of Appropriateness from the Woodstock Historic Preservation Commission is required. The Commission will also consider the following:

39. The project must be compatible with the surrounding historic properties.

Use of Sustainable or "Green" Technologies

The Woodstock Historic Preservation Commission recognizes that the "greenest" buildings are those that presently exist. The conservation and improvement of our existing built resources, including the reuse of historic and older buildings, recognizing their embodied energy, "greening" the existing building stock, and reinvestment in older and historic communities is crucial to combating climate change.

The Woodstock Historic Preservation Commission generally encourages the use of "green" technologies within the historic district and in particular on new construction projects. However, their placement should not negatively impact surrounding properties or the

historic district as a whole. At present, federal tax incentives for "green" investments may be available for new construction projects within the Historic District. *We encourage you to consult early with your tax advisor when planning your project.*

The Historic Preservation Commission is under no obligation to approve projects that do not adhere to these requirements, and may determine that more preferred alternatives be pursued as a condition of project approval.

Contact CED early in the planning process for information about green technology installations.

The following guidelines will be updated as technologies change, improve or new technologies become available.

Wind Turbines

Contact CED early in the planning process for information about wind technology installations.

Due to current placement and height requirements for the effective use of wind turbines, we cannot recommend or approve their use on commercial, public or institutional buildings within the historic district.

When installing wind technology on a residential property in the historic district, an applicant shall adhere to the following requirements for design and placement of wind devices. These provisions are designed to minimize the visual and structural impact of the devices on the historic appearance or condition of the property.

40. Applicant must provide manufacturer's pamphlets showing a typical installation, and a full rendering of the installation showing the visual impact on the historic building.
41. Wind turbines that are attached directly to any historic structure are prohibited.
42. Free-standing turbines or other wind energy systems should not be installed in yards adjacent to the street.
43. Free-standing pole-mounted systems must be placed a distance equal to at least 110% of the height of the pole away from property lines and historic structures.

Solar Panels

Contact CED early in the planning process for information about solar technology installations.

When installing solar technology on a residential property in the historic district, applicants shall adhere to the following requirements

for design and placement of solar devices. These provisions are designed to minimize the visual and structural impact of the devices on the historic appearance and materials of the building.

44. Applicant must provide manufacturer's pamphlets showing a typical installation, and a full rendering of the installation showing the visual impact on the historic building.
45. Solar technology shall not be visible from public rights-of-way. The following provisions must be met:
    - The solar installation must be low in profile.
    - Installation framing and mounting equipment associated with the installation must be treated to be as visually unobtrusive as possible.
    - The pitch, elevation and position relative to any existing architectural features should be adjusted to reduce visibility of the feature.
46. Solar panels and mounting systems shall be reasonably compatible in color to the property's roof materials.
47. Mechanical equipment associated with the installation of solar technology shall be treated or color clad to be as unobtrusive as possible.
48. Slope, elevation and position relative to existing architectural features shall be adjusted to reduce visibility from public rights-of-way.
49. Historic roofing materials may not be altered or removed in the installation of the solar installation.
50. The removal or alteration of historic roof configuration or features, including dormers, chimneys or other features, is not allowed.
51. If the solar installation is roof mounted:
    a) On a sloped roof, the solar equipment must be mounted parallel to the roof slope and not more than six inches above the roof, as measured vertically from the top of the equipment to the top of the roof.
    b) The equipment must be set back from the roof edge and visibility from ground level must be minimal.
    c) All brackets, edging around solar panels, and other metal features must be color coated or covered to minimize the contrast between the solar panels and equipment and any roofing materials.

Use of Alternative Materials

Please refer to the guidelines found in the section ***Use of Alternative Materials*** on page 57.

Streets and Streetscapes

52. Please refer to the city's streetscape and wayfinding plan available in CED.
53. Sidewalks in new commercial areas should be wide enough to accommodate a variety of activities including outdoor tables, decorative planters and benches, and special events such as sidewalk sales, craft shows, etc.

Parking

Surface Lots

54. Safe pedestrian access through parking lots should be provided.
55. Parking lot lighting should be adequate for safety. However the fixture selected should not allow light to spill over into residential areas.
56. Parking lots should be located behind buildings with minimal interruption of building frontages and limited visibility from public streets.

Parking Structure

57. Parking structures should have not more than one entry per street façade (e.g. curb cuts should be minimized.)
58. Parking structures should be setback from the public right of way and have a landscaped buffer between the structure and the right of way. Break up long expanses of blank wall with architectural features such as:
    1) pilasters to suggest structural bays, or vary massing to provide visual interest with the surrounding architecture, and/or,
    2) softened through the use of landscape treatments such as foundation plantings or trellises.
59. Building materials used should be of high quality and durability; traditional in nature such as brick, cut or cast stone, tile, metal and wood; and should complement the existing contextual materials found within the Downtown Business Historic Preservation District. Materials and design elements should consider the effect of small-scale details on visual appeal for pedestrians.

Bicycle Parking

60. Bicycle parking should be conveniently located to encourage bicycling but should not interfere with pedestrians or vehicle parking.

Lighting

61. Site lighting should be designed in accordance with the light level

(foot-candle) standards prepared by the Project Review Commission.

62. Traditionally styled, pedestrian-level street light fixtures are encouraged.
63. Lighting should be used only to illuminate entries, signage, displays, adjacent pedestrian and parking areas, or to highlight significant architectural elements.

Landscaping

64. A landscape buffer should be provided between parking areas and building walls.
65. The Unified Development Ordinance requirements for parking lot landscaping must be met.
66. The Project Review Commission has prepared extensive landscape plan guidelines.

Design Review Guidelines for the

Placement of Park Benches and Flower Pots on the Public Right of Way

in the City of Woodstock Downtown Business Historic Preservation District

Park benches and flowers may be placed on public right of way in the Woodstock Downtown Business Historic Preservation District subject to the following conditions:

1. Benches and flower pots must be temporary and of a size and style such that they can be readily moved inside when necessary.
2. Benches and flower pots must be located so as not to pose a hazard for pedestrians.
3. Benches and flower pots must be located in front of the bench/flower pot owner's storefront.
4. At least six feet of unobstructed sidewalk must be available in front of a bench to allow sufficient room for pedestrians and persons occupying the bench.
5. Flower pots may be placed on a sidewalk provided at least four feet of sidewalk width remains unobstructed.
6. During winter months, no benches or pots may be placed on the sidewalks which are cleared of snow by city crews.
7. Benches and flower pots may be decorated but may not be used as signage. Lettering not to exceed 1 inch in height may be used to identify the name of the bench owner only.
8. The City of Woodstock assumes no responsibility for the maintenance or replacement of any benches or flower pots.
9. The City of Woodstock reserves the right to require that a particular bench or benches, flower pot or pots, be removed if problems occur.

Design Review Guidelines for the

Use Of Alternative Materials

in the City of Woodstock Downtown Business Historic Preservation District

General Requirements

Repairing and reusing the existing historic fabric is the most sustainable practice and remains the recommended preservation treatment in the Historic District. Only after the Woodstock Historic Preservation Commission determines by careful evaluation that the existing material cannot be repaired should replacement or substitute materials be considered. The core treatments for historic preservation outlined in *The Secretary of Interior's Standards* are demonstrably sustainable practices.

Alternates to historic material choices to be used in building renovations or rehabilitation projects will be reviewed on a case-by-case basis. This includes previously approved alternative materials. The Woodstock Historic Preservation Commission is under no obligation to approve the material presented and may offer an alternative to the material(s) being proposed. Several aspects of the project will need to be considered following *The Secretary of Interior's Standards for Rehabilitation* before an alternate material can be approved. The following issues should be considered when selecting a non-historic material for your project:

1. A petitioner should be prepared to submit to CED two (2) estimates for the repair and reuse of the historic material, and two (2) estimates for replacing the historic material with the proposed alternative material. The petitioner should also include photos of the historic feature to be replaced, samples of the alternative material, color selection, manufacturers product literature and warranty information for consideration by the Woodstock Historic Preservation Commission.

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

3. Substitute materials must meet three basic criteria before being considered:

    1) they must be compatible with the historic materials in appearance;

    2) their physical properties must be similar to those of

the historic materials, or be installed in a manner that accommodates expansion/contraction tolerances; and

3) they must meet certain basic performance expectations over an extended period of time.

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

Please note: Alternative materials must be considered on a case-by-case basis even if they have been previously approved for another project. *(See Preservation Briefs #16: The Use of Substitute Materials on Historic Building Exteriors. (www.nps.gov/history/hps/tps/briefs/presbhom.htm)*

The Woodstock Historic Preservation Commission will consider these qualities during the project review following the Alternative Materials Consideration Matrix found in this section:

- surface texture
- surface reflectivity
- finish
- maintenance/durability
- color
- cost/availability
- profile
- quality

All of these qualities must be taken in to account before selecting a non-historic material. ***Please note: that use of synthetic materials may make the project ineligible for federal or state historic rehabilitation tax credits or incentives.*** The HPC will be happy to work with the property owner in selecting the appropriate material choice, if so desired. Samples of the alternate materials to be considered will need to be submitted to the HPC for review.

Alternative Material Considerations By Project Type

The following alternative material considerations describe the historic precedent found in Woodstock, replacement material defining characteristics and previously approved alternative materials. This

listing is by no means conclusive and will be updated as newer materials are determined to meet the *Secretary of the Interior's Standards for Rehabilitation* by the Illinois Historic Preservation Agency.

Exterior Siding

Historic precedent: painted wood (usually cedar, pine, spruce, redwood, cypress, or Douglas fir)

Replacement material defining characteristics:

-must be paintable (matte or satin finish)
-slat exposure width to match historic precedent
-slat profile to match historic precedent
-no exposed edge trim allowed (as with vinyl siding installation).
-Similar installation technique to wood siding

Examples of previously approved replacement materials:

-James Hardie Building Products (www.jameshardie.com)

Exterior Decorative Trim, Soffit, Cornice, Fascia

Historic precedent: painted wood (usually cedar, pine, spruce, redwood, cypress, or Douglas fir), metal, terra cotta

Replacement material defining characteristics:

-resemblance to historic precedent

Examples of previously approved replacement materials:

-James Hardie Building Products (www.jameshardie.com)
-Fypon

Doors

Historic precedent: painted or stained wood frames with tenon and mortise assembly

Replacement material defining characteristics:

-resemblance to historic precedent
-historical profile shape, as is appropriate for the building type
- for commercial structures, wood or metal
- for residential, should be paintable or stainable

Examples of previously approved replacement materials:

-wood, prefinished metal and fiberglass doors

Windows

Historic precedent: painted wood frames with tenon and mortise assembly, true divided lites

Replacement material defining characteristics:

-thin mullion profile, as is appropriate for the building type
-historical profile shape, as is appropriate for the building type
-pane configuration identical to historic precedent
-true or applied lites, snap-in not allowed

Examples of previously approved replacement materials:

-wood and aluminum clad wood

Please note: Only wood replacement windows will be approved for residential projects. See Appendix E for historic preservation resource specialists.

Commercial alternates may be acceptable upon review.

Roofing

Historic precedent: wood shingles, clay tile, slate, metal, or asphalt shingles

Replacement material defining characteristics:

-harmonious color selection, in relation to urban context

-resemblance to historic precedent

-variances in finish texture

-durable quality

Railings

Historic precedent: painted wood. painted metal

Replacement material defining characteristics:

-historic shape, color, finish

Glazed masonry

Historic precedent: glazed terra cotta tiles, glazed brick

Replacement material defining characteristics:

-resemblance to historic precedents

Building Veneers/Cladding

Historic precedent: stone, concrete, cementitious plaster/stucco, porcelain enamel panels, terra cotta, terrazzo

Replacement material defining characteristics:

-resemblance to historic precedents

-durability

Examples of previously approved replacement materials:

-cast or cultured stone cladding systems

-cast concrete

Materials or Types of Construction to be Avoided in the Historic District

Vinyl windows, vinyl siding, shutters, or vinyl trim
Aluminum siding
Wood siding consistent with residential construction
Rustic wood shakes, barn wood
Corrugated metal
Corrugated fiberglass
Imitation rock, wood, stone or brick veneers
Metalized reflective glass
Glass block
Plywood
Wood shingle façade coverings or canopies
Metal canopies or awnings
Barrel vault, semi-circular, umbrella-style awnings
Awnings tightly pulled around an awning frame

Selected Additional Resources

- ***Preservation Briefs #6****: Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings*
- ***Preservation Briefs #9****: Repair of Historic Wood Windows*
- ***Preservation Briefs #16****: Use of Substitute Materials on Historic Building Exteriors*

Visit ***www.nps.gov/history/hps/tps/briefs/presbhom.htm*** for additional briefs.

Woodstock Historic Preservation Commission

Alternative Materials Consideration Matrix

1) Is the property….?

Historically Significant (More than 50 years old) **or** **Non-Contributing** (Less than 50 years old)

2) Existing Historic Material Investigation

Is the existing material able to be repaired? **yes** → Repair material using the least abrasive techniques and restore to original appearance

no

Can a salvaged historic replacement be found? **yes** → A historic match will be more likely to have similar physical properties to the original material.

no

Can a quality replica be made to closely match the original? **yes** → A custom replica of the original feature with similar materials and design may be appropriate in most cases to retain the visual integrity of the building.

no

3) Alternative Materials Investigation

Alternative (Non-historic) Materials may be considered on a case-by-case basis if repair and replacement options are not feasible. Some materials may be deemed inappropriate for the historic district. Please know that using such materials may disqualify a project for federal tax incentives as they do not conform to federal guidelines for historic rehabilitation.

Is the feature visible from the public Right-of-Way? **yes** → Check all that apply in the list provided below regarding the proposed material or feature.

	Is it visually compatible with the building?
	Is the design historically compatible?
	Are the physical properties similar to the original?
	Is the proposed finish similar to the original in texture and reflectivity?
	Is the material proven to be durable?
	Can the installation be reversed without causing further damage to the historic fabric of the building?

no

Visually compatible material choices are recommended. Care should be taken to install a material that does not expand and contract at different rates than the adjacent materials as this may cause further damage to the building fabric.

4) Conclusion

The proposed alternative material will be reviewed by the HPC according to the above information. Material sample boards and manufacturers data, as well as proposed installation techiques may be required as well before an approval may be considered.

Appendix A:
Secretary of the Interior's Standards for Rehabilitation

REHABILITATION IS DEFINED AS the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be

differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

REHABILITATION AS A TREATMENT. When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate, Rehabilitation may be considered as a treatment.

Appendix B:

Summary of Required Certificate of Appropriateness Review and Approval

Applications for a Certificate of Appropriateness are available in the Community and Economic Development Department at City Hall, 121 W. Calhoun St., Woodstock, IL Office hours are Monday—Friday, 8:30 a.m. to 5:00 p.m.; Tuesday, 8:30 a.m. to 7:00 p.m. Certificates of Appropriateness for all Category I Minor Projects are reviewed administratively by the Community Development Department. Certificates of Appropriateness for all Category II Major Projects are reviewed by the Historic Preservation Commission. A decision of the CED my be appealed to the Historic Preservation Commission. Historic Preservation Commission decisions may be appealed to the City Council. Once a Certificate of Appropriateness is issued, it must be displayed in a window that is visible from the street for the duration of the rehabilitation project. A Certificate of Appropriateness is valid for one year from the date of issue.

Type of Project/Work	**Category I Minor Projects** **Community Development Department Approves Certificate of Appropriateness***	**Category II Major Projects** **Historic Preservation Commission Approves Certificate of Appropriateness**
Awnings and Canopies	Awning additions or removals; significant change in color or material	
Construction of New Building or Building Addition		All projects visible from public right of way
Cornices	Alterations to existing cornice design, new cornices	
Decks		All projects visible from public right of way
Demolition		All projects
Doors	Replacement of doors with no change in opening size	New doors for new openings or when there is a change in opening size
Dumpster Enclosure	All projects visible from public right-of-way	
Fencing and Retaining Walls	No, for 1 and 2 family residences; yes for all other uses.	
Gutters	Not required for ordinary maintenance, Yes, for new gutters	

Type of Project/Work	**Category I Minor Projects** **Community Development Department Approves Certificate of Appropriateness***	**Category II Major Projects** **Historic Preservation Commission Approves Certificate of Appropriateness**
Handicapped Accessibility	Yes, if visible from public right-of-way	
Interior Alterations	No	No
Landscape, Sidewalks	No, for 1 and 2 family residences; yes for all other uses.	
Lighting	Yes, to change a fixture which is visible from the public right-of-way	Lighting installed in conjunction with major projects
Masonry Cleaning, Tuckpointing or Sealing	All projects	
Ordinary Maintenance	No	No
Painting	No, for 1 and 2 family residences, yes for all other uses	
Parking Lots	All projects	
Roofing	No for replacement of existing materials with identical material; yes for changes in material or color	Yes, if alterations in roof design are proposed
Rooftop Mechanicals	Not required for ordinary maintenance	Yes, if building permit is required and visible from public right-of-way
Shutters	All projects other than ordinary maintenance	
Siding	All projects other than ordinary maintenance	
Signs	All projects	
Skylights		Yes, if visible from public right-of-way
Stairs—exterior		Yes, if visible from public right-of-way
Windows	All projects visible from public right-of-way if opening is unchanged	Yes, if new /change in opening is proposed

* Due to individual project specifications, the Community and Econonic Development Department may in some circumstances refer a Category I Minor Project to the Historic Preservation Commission for its review of the Certificate of Appropriateness.

Appendix C:

City of Woodstock Facade Improvement Program

Overview

The purpose of the City of Woodstock's Façade Improvement Program is to encourage projects which contribute to the economic revitalization and historic character of the downtown area by providing financial and technical assistance for facade and other related improvements. Funding for the Façade Improvement Program comes from revenue generated by the downtown Tax Increment Financing (TIF) district.

The City will budget funds for façade improvement funding annually. Façade funds will be awarded on a merit basis. Façade program information and project applications will be coordinated by the City Planner (Façade Improvement Coordinator) through the Department of Community and Economic Development.

The Façade Improvement Program may be used along with other state and federal incentives when applicable.

General Requirements

All projects within the Downtown Business Historic Preservation District must comply with the *Secretary of the Interior's Standards for Rehabilitation* and the *Design Review Guidelines for Properties in the City of Woodstock Downtown Business Historic Preservation District.*

Funding award amounts are at the discretion of the City and will be based on the merits of the project and the amount of funding that has been budgeted.

The Façade Improvement Program is a reimbursement program. Funds will be reimbursed by the City only after all authorized work is completed, inspected and approved and only after all contractors and/or subcontractors (e.g., architects, suppliers, etc.) have been paid by the applicant. Façade funds are only applicable to work begun after an application has been approved.

Eligibility

Overall Eligibility: The Façade Improvement Program is statutorily limited to properties located in the downtown TIF district.

Eligibility for Commercial Projects: The owner or responsible tenant (with consent of owner) of any building within the TIF district may participate in the Façade Improvement Program. Buildings used in whole or part for commercial purposes are also eligible for a reimbursement grant for rear entrance improvements if they also meet all of the following criteria:

1. The building must have an existing rear entrance that is accessible to the public from a dedicated public street, alley, or other right-of-way, or from a parking lot or walkway that is owned or leased by the City, or from other property that is encumbered by an

easement granting public pedestrian access; and,

2. The rear entrance to be improved must provide public access to a business or businesses within the building.

Eligibility for Residential Projects: The owner of any residential building within the TIF District may participate in the Façade Improvement Program.

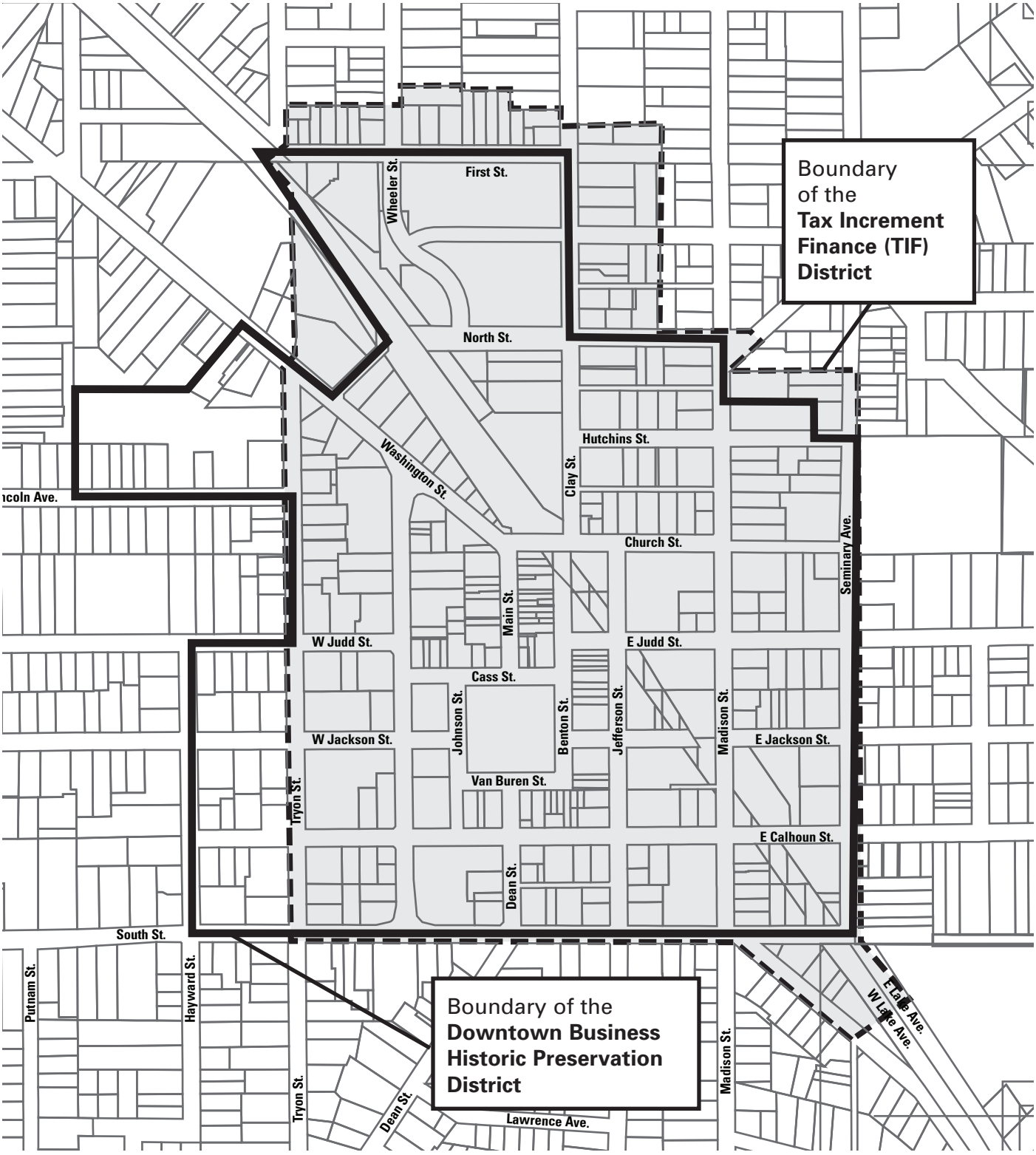
Participating property owners and tenants must not be in default of any municipal fees, taxes, etc., and must not have any outstanding building, zoning, or city code violations on any properties owned and/or occupied by them within the corporate limits of the City of Woodstock. Also, Façade Improvement Program applicants who have applied for, but not received, funding in previous fiscal years will be considered first-time applicants and will be given priority consideration. After all first-time applicants are processed, the remaining applicants will be considered in the order that they are received.

Eligibility Criteria:

- Projects receiving façade improvement funds must be visible from a public way.
- Projects must conform to the Historic Preservation Commission's *Design Review Guidelines for Properties in the City of Woodstock Downtown Business Historic Preservation District* and a Certificate of Appropriateness must be approved, if required by City Code (if the property is located within the Downtown Business Historic Preservation District).

For complete information, eligibility requirements and an application for the Facade Improvement Program contact:

Community and Economic Development Department
City of Woodstock
121 W. Calhoun St.
Woodstock, IL 60098
815-338-4305
www.woodstockil.gov>forms and documents>facade improvement program


Boundary of the **Tax Increment Finance (TIF) District**
Boundary of the **Downtown Business Historic Preservation District**
First St.
Wheeler St.
North St.
Washington St.
Hutchins St.
Clay St.
Church St.
Seminary Ave.
Main St.
W Judd St.
E Judd St.
Cass St.
Johnson St.
Benton St.
Jefferson St.
Madison St.
W Jackson St.
E Jackson St.
Van Buren St.
Tryon St.
E Calhoun St.
Dean St.
South St.
Putnam St.
Hayward St.
Tryon St.
Dean St.
Madison St.
Lawrence Ave.
E Lake Ave.
W Lake Ave.

Appendix D:
Design Review Definitions

Adaptive Reuse—is a process that adapts old buildings for new uses while retaining their significant historic features.

Alteration—Any act or process which changes one or more of the exterior architectural features of a structure, including, but not limited to, the erection, construction, reconstruction of any improvement as defined herein.

Architectural Significance—The distinctive characteristics of a type, period, style, or method of construction or use of indigenous construction, or representing the work of an important builder, designer, architect, or craftsman who has contributed to the development of the community, McHenry County, State of Illinois or the Nation.

Awning—A framework covered with fabric projecting from the façade of a building located on a storefront or individual window openings.

Baluster—An upright member supporting railing or banister.

Balustrade—A railing assembly composed of a handrail which is supported by baluster.

Bargeboard—A wide ornamental fascia board hung from the eaves or in a gable.

Base—Lowest part of a structure.

Belt Course—A continuous horizontal band on an exterior wall. Also called a string course.

Belvedere—Small room-like structure built at the highest point on a building.

Bevel Siding—A traditional horizontal wooden siding that tapers to a thin edge and is lapped over the board below it. Also called lap siding, clapboard siding.

Brackets—Supporting members of wood, stone or metal often used for both decorative and structural purposes and generally found under projecting features such as eaves or cornices.

Bulkhead—The wood or metal panel located beneath the display window in a typical storefront.

Capital—The head or topmost part of a round column or rectangular pilaster.

Carrara Glass—A trade name for the structural pigmented glass popular in the 1920's and 1930's. Carrara glass was the name that Penn-American Glass Company selected for their white structural glass.

Casement—A window that is hinged on one side and swings open like a door.

Category I Minor Projects—Projects which do not require a building permit including, but not limited to awnings, windows and doors (with no change in the size of the opening), paint, masonry maintenance

(cleaning, sealing, or tuckpointing), dumpster enclosures, gutters, landscape, sidewalks, parking, re-shingling, removing inappropriate and/or non-original siding and simple repairs affecting a nominated or designated landmark or property within a nominated or designated historic preservation district.

Category II Major Projects—Projects which require a building permit such as the creation of new openings, enlarging window or door openings, new construction, additions, demolition, storefront renovations, and the replacement of historic elements affecting a nominated or designated landmark or property within a nominated or designated historic preservation district.

CED—Community and Economic Development Department.

Certified Local Government (CLG)—Program established by the National Historic Preservation Act Amendments of 1980 that gives municipalities and counties the opportunity to participate as partners in state and federal preservation activities and incentive programs. Woodstock is a Certified Local Government.

Clapboard Siding—Horizontal overlapping wood or weatherboard siding.

Construction—The act of adding an addition to a structure or the erection of a new principal and/or accessory structure on a lot or property.

Coping—The capping or top course of a wall, usually intended to protect the wall below it from weather.

Corbeling—A series of stepped or overlapping pieces of brick or stone, often forming a support.

Corner Boards—Vertical trim boards installed at the outside and inside corners of a wall covered with wooden siding.

Cornice—Generally refers to a horizontal, projecting moulding that crowns the top of a wall. Also, a projecting molding that crowns the top of a storefront or façade.

Cresting—Metal ornament used to trim the ridge of a roof.

Dentil Blocks, Dentils—Ornamental moulding composed of a series of evenly spaced small blocks usually placed under a cornice or overhang.

Dormer—Windowed projection from a roof.

Double Hung Window—The most common type of window in older buildings. Composed of two windows, each called a sash, that slide up and down.

Eaves—The part of a roof that projects beyond the side walls of building.

Entablature—Horizontal cross members, architrave, frieze and cornice, supported by a column.

Eye Window—Round window located within a gable or pediment façade.

Façade—The front face of a building.

Fascia Board—A finish board attached to the projecting ends of the roof rafters.

Fenestration—The arrangement of windows in a wall.

Finial—A carved, turned, or sawn ornament made of wood, metal or stone that crowns a roof, gatepost or some other peak.

Fishscale Shingles—Wood or terra cotta shingles with rounded butts.

Flashing—Strips of metal or rubber-like material installed on roof areas vulnerable to water leakage such as in valleys or around chimneys. Also used at the top of window and door openings.

Frieze—Part of the entablature or similar decorative band or feature.

Gable—The triangular upper portion of a wall beneath a peaked roof.

Gable Ornament—Ornamental trim beneath the peak of a gable.

Gable Roof—A roof that has a ridge at the center and slopes in two directions.

Gambrel Roof—Roof with two sloping planes of differing pitches on either side of a ridge, the lower place being the steeper one.

Glazing—The transparent or semi-transparent glass in a window.

Glue Chip Glass—Opaque glass that has the appearance of frozen ice crystals. Often used in doors and transoms.

Hip Roof—A roof with slopes on all four sides meeting at a central point or ridge.

Hood Mould—A projecting moulding made of wood, brick , or stone above an arch, door, or window.

Jamb—The top and side members of door and window frames.

Keystone—The topmost or center brick or stone in an arch.

Lintel—A horizontal beam bridging a window or door opening to carry the weight of the wall above the opening.

Meeting Rail—The horizontal, overlapping rail in a double-hung window unit.

Mineral Fiber—formerly known as cement asbestos. It is roof and siding material made from Portland cement, water, and asbestos or other mineral fiber which is molded under intense pressure to make thin, slate like shingles or sheets.

Mullion—A vertical bar which divides a window into sections that may be further subdivided into panes.

Muntin—The strips that separate glass panes in a sash. Also called glazing bars.

Newel Post—Main upright member that support the handrails of a staircase.

Oculus—Small round or oval window.

Ordinary Maintenance—That which does not alter the exterior features of a historic site or historic resource within a historic preservation district. Exterior features include the architectural style, design, and general arrangement of the exterior: the nature, and texture of building materials; and the type and

style of all windows, doors, light fixtures, signs, and similar items found on, or related to, the exterior of a historic site or historic resource within a historic preservation district. Ordinary maintenance is that which will have no material effect on the historical, architectural, cultural, or archaeological value of the historic site or resource within a historic preservation district.

Oriel Window—Bay window projecting from an upper story supported upon corbels or brackets.

Parapet Wall—The portion of a wall that extends above the roof line.

Parting Strip—The vertical piece of wood that separates the upper and lower sash of a double hung window.

Patterned Glass—A catch-all term used to describe all purpose glass that features an obscured surface to admit light without permitting vision through it.

Pediment—The triangular face of a roof gable, especially on a classical style building or any similar form above a door, window, or on a porch roof.

Pedestal—Support for a column, statue, etc.

Pent Roof—A roof with only a single sloping plane, sometimes a small ornamental roof found projecting from a wall or parapet.

Pier—An upright structure of masonry that serves as support.

Pilaster—A square or rectangular representation of a column that projects from a wall surface.

Pitch, Roof—Angle of the roof expressed in inches of rise per foot, or degrees.

Plate Glass—A premium quality clear glass made by rolling sheets of molten glass that are finely polished to remove all blemishes and distortion.

Portal—An imposing entrance.

Portico—Covered colonnade forming an entrance to a building.

Prism Glass—Glass that has a smooth outer surface and an inner, molded surface composed of many tiny, faceted prisms. It can refocus light to areas where it is needed on the interior.

Quoin (Coign)—Cornerstones or brickwork resembling cornerstones expressed at corners of masonry walls.

Rafter—Usually a sloping member that support the roof sheathing and roofing materials.

Rehabilitation—Renewing old buildings for modern living.

Repointing—Is the process of removing deteriorated mortar from the joints of a masonry wall to a depth approximately two and a half times the width of a joint and replacing it with new mortar.

Restoration—The rejuvenation and/or restoration of historic architectural features.

Rhythm(s)—Describes the patterns apparent in a structure's façade.

Roundhead Window—A window with a semicircular top.

Rubble Masonry—Walls made with rough, uncut stones.

Sash—A frame designed to hold the glass in a window.

Segmental Arch Window—A window with a shell curved arch formed by the segment of a circle.

Shed Roof—A roof type composed of a single sloping plane

Sign Board/Fascia—A horizontal panel either of wood or an inset in a brick wall located immediately below the cornice. It is usually an ideal location to place a sign.

Sill—The bottom member of a window frame

Soffit—the underside of an assembly such as a roof overhang, staircase, arch, or box beam

Spandrel—The triangular space between the curve of an arch and an enclosing right angle. Also commonly used to describe a panel below a window.

Storefront—The first story of a façade of a commercial building, usually having display windows.

Threshold—The bottom member of a door frame.

Transom—Small window, sometimes moveable, located over a door or another window.

Transom Window—A small horizontal window located above a door or display window.

Tuckpointing—Refilling deteriorated mortar joints with fresh mortar.

Turret—A small tower at the corner of a building that usually extends above the eaves line.

Vitrolite—The trade name Libby-Owens-Ford used for the structural glass which was popular in the 1920's and 1930's.

Water Table—A projecting moulding or angled strip located at the bottom of a wall that is designed to divert run-off water away from the wall or masonry foundation below it.

Window Cap—Decorative element that trims the top of a window surround.

Window Hood—An exterior projecting molding on the top of a window, located in the upper façade.

Wythe—One unit thickness of a masonry wall.

Appendix E:
Historic Preservation Resources

Historic Preservation Organizations

Woodstock Historic Preservation Commission
c/o Community & Economic Development Department
City of Woodstock
121 W. Calhoun St.
Woodstock, IL 60098
815-338-4305
www.woodstockil.gov
Meets the fourth Monday of each month at 7:00 p.m. in City Council chambers

Preservation Organizations
Illinois Historic Preservation Agency
500 E. Madison
Springfield, IL 62701
217-785-1511
www.illinoishistory.gov

National Trust for Historic Preservation
1785 Massachusetts Ave., N.W.
Washington, D.C. 20036
202-588-6000
www.preservationnation.org

Landmarks Illinois
Suite 1315
53 W. Jackson Blvd.
Chicago, IL 60604
312-922-1742
www.landmarks.org

Joint Council of Historic Groups
c/o McHenry County Historical Society
6422 Main St.
Union, IL 60180
815-923-2267
www.mchsonline.org

Historic Rehabilitation Tax Credits & Incentives

National Park Service
U.S. Department of the Interior
www.cr.nps.gov/hps/tps/tax/index.htm
www.nps.gov/history/tax.htm
www.nps.gov/history/grants.htm
www.nps.gov/history/contact.htm

Illinois Historic Preservation Agency
(See address above)
www.illinoishistory.gov/PS/financial.htm

National Trust for Historic Preservation
(See address above)
www.preservationnation.org/resources/find-funding/

Landmarks Illinois
(See address above)
www.landmarks.org/incentives.htm

Publications

Preservation Briefs
National Park Service
U.S. Department of the Interior
Technical Preservation Services
Washington, D.C.
www.nps.gov/history/hps/tps/briefs/presbhom.htm

The Buildings of Main Street:
A Guide to American Commercial Architecture
Richard Longstreth
2000., AltaMira Press: A division of Rowman & Littlefield Publishers Inc., Walnut Creek, CA

A Field Guide To American Houses
Virginia & Lee McAlester
1986, Alfred A. Knopf, Inc., New York, NY

Green Restorations: Sustainable Building and Historic Homes
Aaron Lubeck
2010, New Society Publishers, Gabriola Island, BC V0R 1X0, Canada

Secretary of the Interior's Standards for Rehabilitation
National Park Service
U.S. Department of the Interior
Technical Preservation Services
Washington, D.C.
www.nps.gov/history/hps/tps/tax/rh

Historic Preservation Restoration Specialists

Preservation Trades Resource List
(Compiled by the McHenry County Joint Council of Historic Groups)
www.mchhpc.org/Preservation-Trades-Resource-List-2011-Jan.pdf

Illinois Restoration Resources Online Guide
(Compiled by Landmarks Illinois)
www.landmarks.org/restoration_resources/introduction.htm

Appendix F:
Historic Residential Styles In Woodstock

Folk Houses
before ca. 1850–ca. 1920



Italianate
1840-1885



Second Empire
1855-1885

Queen Anne
1880-1910





Colonial Revival
1880-1955

Dutch Colonial (Colonial Revival subset)
1880-1955

Tudor
1890-1940

Spanish Eclectic
1915-1940

Prairie
1900-1920

Craftsman
1905–1930

Some of the homes pictured in this section are outside of the Historic District, but are included here as representative examples of historic residential styles found in Woodstock.

Appendix G:

Policy Guide for Window or Door Repairs or Replacement Requests

in the City of Woodstock Downtown Business Historic Preservation District

Introduction

The windows and doors on many historic buildings are an important aspect of the architectural character of those buildings. The fenestration, or pattern of windows and doors, often defines the architectural style, period, material, ornamentation, mass and scale of the historic structure. Their design, craftsmanship or other qualities make them worthy of preservation.

The Woodstock Historic Preservation Commission has developed this policy guide to assist owners of properties within the historic district(s) with their decisions on repairing or replacing historic windows or doors. It is also intended to provide them with an understanding of the criteria used by the Community & Economic Development Department (CED) and the Woodstock Historic Preservation Commission for granting Category 1 Minor Project and Category 2 Major Project Certificates of Appropriateness.

Since the City of Woodstock has been granted Certified Local Government status (a federal program administered by the Illinois Historic Preservation Agency), historic property owners may qualify for tax incentives for the rehabilitation of their property. Commercial property owners may qualify for the 20% Federal Income Tax Credit, homeowners may qualify for the Illinois Property Tax Assessment Freeze Program and not-for-profit organizations may qualify for an Illinois Heritage Grant. Additionally, property owners may be eligible for assistance through the city's Facade Improvement Program. Contact the Community and Economic Development Department or the Illinois Historic Preservation Agency (IHPA) for more information.

Obtaining a Certificate of Appropriateness

Prior to beginning any exterior work, property owners should first contact the Community and Economic Development Department to review the project scope and to obtain a copy of the *Design Review Guidelines for Properties in the City of Woodstock Downtown Business Historic Preservation District.*

Except for ordinary maintenance, all property owners must obtain a Certificate of Appropriateness before any exterior work (including the replacement of doors and/or windows) can begin on any structure located within the historic district(s). Ordinary maintenance is defined on page 73 of the *Design Review Guidelines for Properties in the City of Woodstock Downtown Business Historic Preservation District* as, "That which does not alter the exterior features of a historic site or historic

Window and Door Facts

- **Windows and doors convey building character.**
- **Historic windows and doors are made of irreplaceable materials.**
- **All windows and doors, regardless of age, need periodic maintenance.**
- **Renovation of windows and doors is realistic and affordable.**

resource within a historic preservation district. Exterior features include the architectural style, design, and general arrangement of the exterior: the nature, and the texture of building materials; and the type and style of all windows, doors, light fixtures, signs, and similar items found on, or related to, the exterior of a historic site or historic resource within a historic preservation district. Ordinary maintenance is that which will have no material effect on the historical, architectural, cultural, or archaeological value of the historic site or historic resource within a historic preservation district."

A **Category 1 Minor Project Certificate of Appropriateness** is generally described as those projects that do not require a building permit and can be approved by the Community and Economic Development Department. This includes rehabilitation, repairs, and painting of windows and doors. The Community Development Department may, at its discretion, refer a Category 1 Minor Project request to the Historic Preservation Commission for its review.

A **Category 2 Major Project Certificate of Appropriateness** is generally described as those projects that require a building permit and must be approved by the Woodstock Historic Preservation Commission. This includes replacement of windows and doors that require a change in openings and/or size.

Once a Certificate of Appropriateness is issued, it must be displayed in a window that is visible from the street for the duration of the rehabilitation project. A Certificate of Appropriateness is valid for one year from the date of issue.

The Secretary of the Interior's Standards for Rehabilitation

The Woodstock Historic Preservation Commission and the Community and Economic Development Department use the *Secretary of the Interior's Standards for Rehabilitation* (Standards) when reviewing specific rehabilitation projects in the historic district(s) and granting Category 1 Minor Project or Category 2 Major Project Certificates of Appropriateness. They have also been incorporated into the Woodstock Historic Preservation Ordinance and approved by the City Council.

The following Standards should be considered when undertaking the repair or replacement of historic windows and doors.

Standard #2 The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

Standard #4 Changes to a property that have acquired historic significance in their own right shall be retained or preserved.

Standard #5 Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

Standard #6 Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

Based on these Standards, the approach to the repair and replacement of historic doors and windows should be prioritized as follows:

1. **Repair of historic materials;**
2. **Replacement with the same type of materials, and as a last resort;**
3. **Replacement with similar or like materials.**

Window or Door Significance

Not all windows or doors are equally significant. Factors determining significance include:

- **Age of windows or doors**
- **Design of windows or doors**
- **Physical integrity**
- **Street facing façade**
- **Architectural or historical significance**

Windows or doors should be considered significant if they:

1. **Are original or historic.**
2. **Reflect the original design intent for the building.**
3. **Reflect a period or regional styles or building practices.**
4. **Reflect changes to the building resulting from major periods or events.**
5. **Are examples of exceptional craftsmanship or design.**

Why Save Wood Windows and Doors?

Wood windows and doors are part of the original, irreplaceable historic fabric of a building. The *Standards* are explicit about saving all original fabric where possible. Skilled craftsmen can restore any wood window or door to its former beauty.

About the Wood in Historic Wood Windows and Doors

- The wood in historic windows and doors likely came from old-growth forests which means it was more dense and durable than today's modern wood products. Most commercial lumber today comes from tree farms where fast-growing trees are fed growth stimulants and the cell structure is not as dense.
- The wood chosen for historic windows and doors was clear and knotless with very fine graining, and at a time when there was an abundance of different wood species. Typically pine was used for the sash and hardwood for the trims.

Energy Conservation

Energy conservation is no excuse for the wholesale destruction of historic windows which can be made thermally efficient by historically and aesthetically acceptable means.

Weather-stripping is the single most cost-effective way to improve the energy performance of your windows.

Adding a quality, properly fit storm window is a more cost effective solution to replacement windows and offers comparable energy efficiency.

Today, it is difficult to buy certain wood species and the quality is not as high.

- Historic window and door systems used full dimension lumber, and the sash and frames were always milled much thicker. Some of these frame members were up to 15 feet or more in length. It is no longer possible to buy this thick, lengthy lumber. Today, only laminated boards can approach these same lengths.

The Craftsmanship of Historic Wood Windows and Doors

- Older windows and doors were built right into the wall by skilled craftsmen, producing solid, very stable windows and doors. Great care was taken to match door and window trims with other architectural features on a building. The craftsmanship was precise and the tolerances tight. There were no gaps in the joinery.
- All of the window and door joints were of mortise and tenon construction, which is the best joint possible–especially for windows. When these joints are restored, the door or window will not wrack or warp, and will stay square for years to come. Joints on windows today are finger joints, or other styles, and are typically glued together.
- Many unique door and window shapes and styles were created because wood could be crafted into any shape. Today's doors and windows are mass-produced, and unusual features such as rope brick mold or lugs on the sash are very difficult to create.

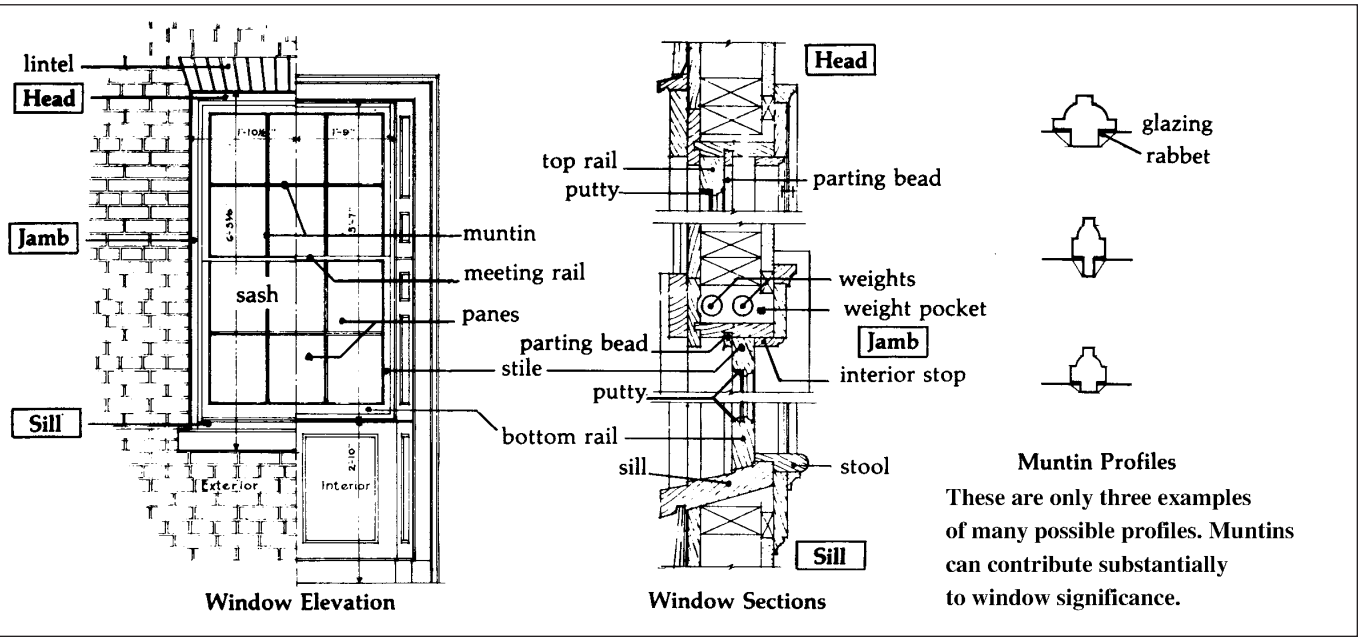
The Window Mechanisms

- The original weight and chain balance system is still the best balance system available from the standpoint of durability and service. It will last another 50 years and it is also very attractive after restoration.

What is the Condition of Your Windows or Doors?

When evaluating the physical condition of windows or doors, look at the following:

1. **Window or door location**
2. **Condition of paint**
3. **Condition of window frame and sill or door frame and threshold**
4. **Condition of sash (rails, stiles and muntins) or door trim**
5. **Glazing problems**



Source: Preservation Briefs #9: The Repair of Historic Wooden Windows; U.S. Department of the Interior, National Park Service Preservation Assistance Division, Technical Preservation Services

6. Hardware

7. Overall condition (excellent, good, fair, poor, etc.)

Moisture is the primary contributing factor in wooden window or door decay.

Failure of the paint should not be mistakenly interpreted as a sign that the wood is in poor condition and hence, beyond repair. Wood is frequently in sound condition beneath unsightly paint.

Window or Door Repair

Routine maintenance needed to upgrade a window or door to "like new" condition normally includes the following:

1. Some degree of interior and exterior paint removal.

2. Removal and repair of sash (including reglazing and replacement of sash cords and chains, where necessary).

3. Repairs to the frame.

4. Weather-stripping of jambs liners and reinstallation of sash.

5. Repainting

How You Can Determine if a Window or Door Is Deteriorated Beyond Repair?

Window and door replacement can be an expensive undertaking for historic property owners. It is more cost-effective and thermally efficient to maintain and repair windows or doors than it is to replace them. However, the Woodstock Historic Preservation Commission recognizes that there may be instances when a historic door or window is deteriorated beyond repair.

To help with that determination, the property owner should provide to the CED:

1. Detailed photographs of the interior and exterior of the window(s) or door(s).

Storm Windows

The use of exterior storm windows should be investigated whenever feasible because they are:

1. **Thermally efficient**
2. **Cost-effective**
3. **Reversible**
4. **Allow the retention of original windows**

Storm windows, in combination with historic windows, can provide better energy performance than most modern replacement windows, which utilize insulating glass. Wood storm windows are preferred as wood has a better insulating value than metal. However, aluminum clad storm windows may be allowed provided they do not cover the trim. Storms windows can also provide significant protection from the weather to your historic windows. If old or historic storm windows exist, consider continuing their use. Storm windows can also be placed on the inside of a window. Interior storm windows are available and do work best in some situations.

Storm windows should be tight fitting with weatherstripping to achieve maximum thermal efficiency.

2. **Two (2) estimates for repairing the window(s) or door(s).**
3. **Two (2) estimates for replacing the window(s) or door(s) with the same material and configuration.**
4. **Two (2) estimates for the owner's preferred solution for the window(s) or door(s) if different than those in #2 and #3 above.**
5. **Detailed product specification sheets for the replacement window(s) or door(s) that includes styles, dimensions, profiles, materials, colors, method of construction, product guarantee/warranty, etc.**
6. **Historic reference photos, where available, of the original window and/or door configuration. (The CED or the Woodstock Public Library may be able to assist property owners in obtaining copies of historic reference photos.)**
7. **Schedule an on-site inspection of the window(s) or door(s) with the CED and/or the Woodstock Historic Preservation Commission prior to the review of their Certificate of Appropriateness.**

Materials to Avoid

The *Design Review Guidelines for Properties in the City of Woodstock Downtown Business Historic Preservation District*, approved by the City Council, specifically state that among the materials to avoid in the historic district(s) are:

1. **Vinyl windows**
2. **Vinyl siding, shutters or trim**
3. **Metalized reflective glass**
4. **Glass block**
5. **Fiberglass doors**

The use of these materials is inconsistent with the *Standards* and for approved use by the Illinois Historic Preservation Agency. Additionally, the use of these materials will likely result in a negative decision for historic property owners from the Illinois Historic Preservation Agency (IHPA) regarding all programs administered by the IHPA including the Federal Income Tax Credit, the Illinois Property Tax Assessment Freeze program or from the city regarding its Facade Improvement Program.

Review Considerations for Replacing Window(s) or Door(s)

When reviewing requests for replacement of historic doors or windows, the Woodstock Historic Preservation Commission will consider the following:

1. **The Woodstock Historic Preservation Ordinance.**
2. **The *Secretary of the Interior's Standards for Rehabilitation*.**
3. ***Design Review Guidelines for Properties in the City of Woodstock Downtown Business Historic Preservation District*.**
4. **Is the building considered a contributing structure to the historic district(s)? Is it within the National Register of Historic Places District? Is it a national or local landmark? Does the structure have special historic or architectural significance or architectural interest?**

5. **Is it considered a non-contributing structure to the historic district(s)?**
6. **Is the façade original, nearly original or has it been greatly altered?**
7. **Is it a recent, but non-intrusive structure?**
8. **Will the replacements be on the primary façade (visible from street level), the secondary façade (upper story windows, but visible from the street) or utilitarian façade (generally, the backs of buildings and not visible from the street)?**
9. **Do the replacement windows or doors reflect the original architectural style, design, and general arrangement of the building exterior; the nature and texture of the original building materials; and the type and style of the original windows and doors of the historic site or historic resource within the historic district?**

The following policies will be used by the Woodstock Historic Preservation Commission to determine the appropriateness of replacing historic window(s) or door(s):

1. **Contributing (or landmark) buildings. Includes Commercial, Industrial, Residential, Public and Institutional.**
   Thoroughly assess the condition of the door or window sash and frames. Repair first, assuming windows or doors are original or historic. If the assessment determines that windows or doors are deteriorated beyond repair, replacements should be of materials, detailing and styling that are consistent with that of the original or existing historic windows or doors.

2. **Non-contributing buildings.**
   Thoroughly assess the condition of the door or window sash and frames. Repair first. If the assessment determines that windows or doors are deteriorated beyond repair, the style and proportions of replacements should be consistent with building style, however, more flexibility should be allowed in the window or door material.

3. **Existing additions to contributing (or landmark) buildings prominently and easily viewed from the street.**
   Thoroughly assess the condition of the door or window sash and frames. Repair first, assuming windows or doors are original or historic. If the assessment determines that windows or doors are deteriorated beyond repair, replacements should be of materials, detailing and styling that are consistent with that of the original or existing historic windows or doors.

4. **Existing additions to contributing (or landmark) buildings not prominently or easily viewed from the street.**

Window and Door Replacement

Replacement windows or doors should match historic windows or doors in:

- **Style and operation**
- **Dimensions**
- **Materials**
- **True-divided lite**
- **Clad windows may be acceptable on secondary or utilitarian facades**

Look at the following when replacing windows or doors:

1. **Pattern and size of the openings.**
2. **Proportions of the sash and frame.**
3. **Configuration of the windowpanes.**
4. **Muntin profile.**
5. **Type of wood.**
6. **Paint color.**
7. **Characteristics of the glass.**
8. **Other details (arched hoods, decorative elements, etc.)**

Thoroughly assess the condition of the door or window sash and frames. Repair first. If the assessment determines that windows or doors are deteriorated beyond repair, the style and proportion of replacements should be consistent with building style, however, more flexibility should be allowed in the window or door material. Original historic portion will always be addressed by #1.

5. **New additions to contributing (or landmark) buildings.** Windows and doors should match material, detailing and styling of existing windows and doors if on a prominent façade, but allowing flexibility of materials if addition is not prominent or readily visible from the street. Original historic portion will always be addressed by #1.

6. **New additions to non-contributing buildings.** Windows and doors should match material, detailing and styling of existing windows and doors if on a prominent façade, but allowing for flexibility of materials if addition is not prominent or readily visible from the street.

7. **New commercial or residential construction.** Flexibility should be allowed in material, however, styling, detailing, spacing and proportions should be appropriate to the suggested architecture or styling of the new structure. Interior snap-in or false, between-pane window grids are not appropriate.

Resources

- **Preservation Briefs**
  www.nps.gov/history/hps/tps/briefs/presbhom.htm
- **Epoxies for Wood Repairs in Historic Buildings**, Morgan Phillips and Judith Selwyn, Washington, D.C., Technical Preservation Services, U.S. Dept. of the Interior, (Government Printing Office, Stock No. 024-016-00095-1), 1978
- **NPS Guidelines for Rehabilitating Historic Buildings: www.nps.gov/history/hps/tps/tpscat.htm**
- **Green Restorations: Sustainable Building and Historic Homes**, Aaron Lubeck, New Society Publishers, Gabriola Island, Canada, 2010
- **Residential Windows: A Guide to New Technologies and Energy Performance**, John Carmody, Lisa Heschong and Stephen Selkowitz, New York, W.W. Norton & Company, 1996
- **Caring for Your Historic House**, Heritage Preservation and National Park Service, New York: Harry N. Abrams, Inc., 1998
- **A Field Guide to American Houses**, Virginia McAlester and Lee McAlester, New York: Alfred A. Knopf, 1997
- **The Window Handbook: Successful Strategies for Rehabilitating Windows in Historic Buildings**, (16 different NPS Tech Notes on Windows.)

- **The Window Workbook for Historic Buildings** (Companion to the Handbook, contains technical papers and listings for windows and restoration products.)
- See the following web page to view the Preservation Tech Notes: **www.nps.gov/history/hps/tps/tpscat.htm**
- **Repairing Old and Historic Windows: A Manual for Architects and Homeowners**, Washington, D.C., The Preservation Press, 1992
- **Save Your Wood Windows**, John Leeke; see Historic Homeworks website for ordering information: www.historichomeworks.com
- **Federal Historic Preservation Tax Credits:** www.illinoishistory.gov/PS/financial.htm
- **Illinois Property Tax Assessment Freeze Program:** www.illinoishistory.gov/PS/financial.htm
- **Illinois Historic Preservation Agency**: http://www.illinoishistory.gov
- **National Trust for Historic Preservation:** http://www.preservationnation.org

Appendix H:

Policy Guide for Painting Historic Structures

in the City of Woodstock Downtown Business Historic Preservation District

Introduction

The Historic Preservation Commission recognizes that painting with appropriate colors can improve the appearance of a building and protect the underlying historic materials. Color variety is encouraged to give a building its own character, but the use of inappropriate color schemes can detract from the historic character of the entire historic district.

Historic Preservation Commission generally does not review painting projects, but the following considerations are important to ensure that:

- the selection of paint type will not result in unnecessary maintenance;
- substrate will not be damaged by the surface preparation and painting process;
- paint colors are harmonious to the historic character of the property and the surrounding properties.

The following guidelines are based in part on the U.S. Department of Interior Standards for Rehabilitation and the Woodstock Downtown Sub-area Plan and apply to all buildings in the historic district.

Unpainted Surfaces

Paint should not be applied to surfaces such as masonry or stucco that have historically not been painted.

Paint Removal and Surface Preparation:

Prior to beginning any painting project it is important to follow the U.S. Environmental Protection Agency's current Lead Renovation, Repair and Painting Program. *See www.epa.gov/lead.*

The primary function of painting is to prevent the deterioration of wood, metal and sometimes masonry features by creating a long-lasting, smooth sealed surface that water does not penetrate.

Abrasive cleaning of painted surfaces is destructive to historic materials and will not be allowed. Alternative means of removing dirt, stains and paint from a historic building's surface should be accomplished by using the "gentlest means possible." All cleaning methods should be approached with caution and should follow the procedures described in *Preservation Brief #6: Dangers of Abrasive Cleaning to Historic Buildings* (Washington, DC; Technical Preservation Services; National Park Service; U.S. Department of the Interior.)

On previously painted masonry surfaces removal of the paint using the gentlest means possible is encouraged, however, some brick facades were originally meant to be painted and should remain painted. Contact CED for more information.

- If a brick façade was originally painted, it should remain painted. Paint that firmly adheres to and thus protects masonry surfaces should not be removed.
- If a brick façade has never been painted, it should not be painted.
- Colors should be complementary with surrounding buildings. Color should be used to tie building elements together. This is usually most successful when a maximum of three colors is used. Elaborate color changes within decorative surfaces is neither historically accurate nor aesthetically desirable.
- Removal of existing paint should be done by the gentlest means possible such as by manual scraping or appropriate chemical removers.
- Abrasive cleaning to remove paint shall not be used. Water blasting to remove loose paint is not recommended as it can damage historic materials.
- Surface preparation should include identification and appropriate handling of lead based paints and/or other hazardous materials.
- Before painting, the existing substrate should be properly prepared and all moisture problems corrected. This will provide maximum adhesion and longevity of the painting application. Paints should be applied according to the manufacturers' instructions.
- When repainting, the type of paint or stain should be compatible with the substrate.
- Joints between wood trim and masonry should be caulked with paintable caulk before painting.
- The surface to be painted should be clean and dry.

Color

Bright primary colors are generally considered inappropriate to the historic character of the historic district. Historically appropriate colors should be considered.

Color should be used to tie building elements such as details, decorations, cornices, signs and storefronts, together. This is usually most successful when a maximum of three colors are used. Elaborate changes within decorative surfaces is not historically accurate.

The color scheme should be consistent throughout the upper and lower portions of the building's front facade.

The color scheme should be compatible with adjacent buildings. Radical changes in color should be avoided.

Obtaining a Certificate of Appropriateness

Prior to beginning any exterior work, property owners should first contact the Community and Economic Development Department to review the project scope and to obtain a copy of the *Design Review Guidelines for Properties in the City of Woodstock Downtown Business Historic Preservation District.*

A Certificate of Appropriateness is required when painting is proposed for any landmark structure or structure in the historic district, except for one and two family residences, when any of the following conditions exist:

- The surface has not been previously painted;
- The existing color or color scheme is not historically appropriate;
- The proposed color change(s) is not historically appropriate;
- The paint removal, surface preparation, or painting process may damage historic materials.

Once a Certificate of Appropriateness is issued, it must be displayed in a window that is visible from the street for the duration of the rehabilitation project. A Certificate of Appropriateness is valid for one year from the date of issue.

The Secretary of the Interior's Standards for Rehabilitation

The Woodstock Historic Preservation Commission and the Community and Economic Development Department use the *Secretary of the Interior's Standards for Rehabilitation (Standards)* when reviewing specific rehabilitation projects in the historic district(s) and granting Certificates of Appropriateness. They have also been incorporated into the Woodstock Historic Preservation Ordinance and approved by the City Council.

The following Standards should be considered when undertaking the painting of a historic structure.

Standard #1 A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

Standard #2 The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

Standard #3 Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.

Standard #4 Changes to a property that have acquired historic significance in their own right will be retained and preserved.

Standard #5 Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

Standard #6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

Standard #7 Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

Resources

- **Preservation Brief #10: Exterior Paint Problems On Historic Woodwork**, www.nps.gov/history/hps/tps/briefs/brief10.htm
- **Preservation Brief #37: Appropriate Methods For Reducing Lead-Paint Hazards In Historic Housing**
  www.nps.gov/history/hps/tps/briefs/brief37.htm
- **Preservation Brief #38: Removing Graffiti From Historic Masonry**
  www.nps.gov/history/hps/tps/briefs/brief38.htm
- **Green Restorations: Sustainable Building and Historic Homes**, Aaron Lubeck, New Society Publishers, Gabriola Island, Canada, 2010
- **Caring for Your Historic House**, Heritage Preservation and National Park Service, New York: Harry N. Abrams, Inc., 1998