



Oak Park

# Village of Oak Park Historic Preservation Commission

## GUIDELINES



*The John Farson House known as "Pleasant Home" was designed by prominent Prairie School architect George W. Maher in 1897. It is an important example of early Prairie style and is a Landmark and a contributing property to the Ridgeland-Oak Park Historic District.*

### PURPOSE OF THE GUIDELINES

The Architectural Review Guidelines (Guidelines) are intended to assist property owners with their projects while protecting Oak Park's historic resources for appreciation, education, and enjoyment of today's residents and visitors as well as those in the years to come. The Guidelines provide requirements, best practices, and information, for property owners, design professionals, contractors, the Historic Preservation Commission (HPC), Village officials, and Village staff. However, every property and project is different. The Guidelines are a reference but should not to replace consultation with qualified architects, contractors, the HPC, and Village staff.

The Guidelines Introduction explains the historic review processes in the Village. The HPC uses the Secretary of the Interior's Standards (10) and Requirements (12) in approving Certificates of Appropriateness for projects. The following Requirements and Guidelines sections are divided by material and resource type. They feature the requirements in green boxes with further explanation and historic preservation guidelines that may be considered for any project on a historic property. If you have any questions, please reach out to Village staff by calling, visiting Village Hall, or emailing [historicpreservation@oak-park.us](mailto:historicpreservation@oak-park.us).

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American Foursquare houses are a prominent piece of Oak Park's heritage, particularly in the Gunderson Historic District.

### IS YOUR PROJECT SUBJECT TO REVIEW?

While Oak Park has a large number of historic buildings and sites, only a portion of them have been officially designated as Landmarks or included in historic districts. Certificates of Appropriateness (COAs) are generally required from the Historic Preservation Commission (HPC) for all projects requiring a building permit that are associated with Historic Landmarks, include full or partial demolition of properties in a historic district, or alter historic properties with Village, State, or Federal funding. Certificates of Advisory Review (Advisory Review) are required for some projects within the Village's historic districts that do not necessitate demolition, such as the construction of new buildings.

Although all properties within historic districts are important, they may or may not be considered contributing within the district, depending on their history and integrity. As such, they are classified into two categories:

**Contributing:** resources that are integral components because they are historically or architecturally significant within the context of the surrounding district

**Non-Contributing:** resources that are not historically or architecturally significant within the context of the district (for example, buildings built outside the district's period of significance)

While all properties in a historic district are subject to historic review, non-contributing resources do not require a COA. To find out if your building has been designated, you can reference the map of the historic districts and Landmarks at [www.oak-park.us](http://www.oak-park.us), or speak with staff by calling 708-358-5440, visiting Village Hall, or emailing [historicpreservation@oak-park.us](mailto:historicpreservation@oak-park.us).



Brick apartment buildings line many of the streets in the Ridgeland-Oak Park Historic District.

### IF YOU ARE OUTSIDE A HISTORIC DISTRICT

Oak Park's historic buildings are not limited to the historic districts and Landmarks. In fact, the historic character that defines Oak Park can be found throughout the Village. While historic review is not required in these cases, the architects and preservation professionals on the HPC are happy to provide advice on how you can meet your goals for your building while preserving its character defining features. You may even find that your house is eligible to be an Oak Park Landmark. For additional information and resources, please contact Village staff by calling, visiting Village Hall, or emailing [historicpreservation@oak-park.us](mailto:historicpreservation@oak-park.us).



The Dr. Henry Bernhardt Cottage, designed by Jarvis Hunt in 1919, is a Landmark that is not located within a historic district.



*The Frank Lloyd Wright-Prairie School of Architecture Historic District includes a variety of architectural styles from before, during, and after the Prairie style. The Queen Anne house above depicts one of the styles that preceded and informed the Prairie School architects.*

## **OVERVIEW OF THE GUIDELINES & PERMIT REVIEW PROCESS**

In most instances, property owners, contractors, and architects will interact with the HPC when applying for a building permit. The HPC reviews building permit applications for exterior alterations, additions, new construction, landmarked interiors, and full or partial demolition of properties located within historic districts or designated as Landmarks.

### **Types of Work that Don't Require HPC or Staff Review**

- Ordinary maintenance and repairs that do not require a building permit
- Exterior paint colors
- Interior alterations, unless they affect the exterior (e.g. window alterations) or affect Interior Landmarks
- Changes to exterior plantings (e.g. trees)

### **Types of Work That Do Require Review**

- Change of the exterior appearance of any building, structure, site, or object including additions, alteration, reconstruction, or replacement
- Construction of any new building
- Relocation or demolition of any building, structure, site, object, or improvement
- The addition or removal of signs and awnings on Landmarks

### **Types of Work That Can Be Reviewed by Staff**

It is important to note that Village staff can approve certain types of projects if they meet certain conditions.

## **Nearly 95% of projects are reviewed by staff and never come before the HPC.**

Your project can be approved by staff if it meets one of these conditions:

- Consists of interior work only
- Is on a non-contributing resource in a historic district
- Only makes exterior changes that are not visible from the sidewalk or street
- Does not change the existing exterior materials
- Restores the original/historic conditions (this requires documentation)
- Includes only changes that have limited effect on the property

If Village staff approve your project in one of these categories, your permit application will be approved and returned to the Permit Processing Division for completion.

### **Projects Requiring HPC Review**

Projects requiring review that do not meet the conditions outlined above will likely require review by the HPC or the HPC's subcommittee, the Architectural Review Committee (ARC). This may be a Certificate of Advisory Review or a Certificate of Appropriateness.

## **THE TIMING OF YOUR REVIEW**

Most building permit applications are reviewed by Village staff within five business days. If a project requires HPC review, the applicant will be asked to submit a COA or Advisory Review application. The HPC meets monthly, so applicants should anticipate approximately thirty days for review. If the HPC requests a change, or if all Village deadlines are not met, the issuance of permits and approvals may take several months.

**Who are the HPC and ARC?** The Historic Preservation Commission (HPC) consists of 11 Oak Park residents appointed by the Village President who volunteer their time to evaluate proposals affecting the Village's landmarks and historic districts. At least eight members have demonstrated expertise in a historic-preservation-adjacent field. The Architectural Review Committee (ARC) is a subcommittee consisting of five Commissioners appointed by the HPC Chair.

## CERTIFICATE OF ADVISORY REVIEW

The Advisory Review process generally applies to proposed construction projects within historic districts that do not require a COA and do not meet the requirements for staff approval. For example, Advisory Review is required for the construction of new buildings in historic districts and for new garages on historic properties where a historic garage does not exist. Through Advisory Review, the HPC advises on how a project may best meet these Guidelines.

The Advisory Review process may be started either by submitting a building permit or by contacting Village staff about an intended project. Once the necessary information is received, the applicant will be informed of the next steps. Depending on the scope of the project, Advisory Review may be required from staff, the ARC, or the HPC.

If Advisory Review is required from the ARC or HPC, the applicant must attend a meeting at which the ARC or HPC will provide any relevant recommendations based on these Guidelines. Once these recommendations are received by the applicant, historic review is complete. While applicants are encouraged to take Advisory Review recommendations into account, the review consists of recommendations only. The applicant may choose to make any recommended revisions or may seek permits for the project as originally proposed.

## CERTIFICATE OF APPROPRIATENESS REVIEW

### When is a COA Required?

A COA is required in order to obtain a building permit for projects involving full or partial demolition of a contributing resource in a historic district, exterior alterations to a Landmark, or alterations to properties with Village funding. Unlike Advisory Review, projects requiring a COA must be completed as approved. Village staff is available to answer questions prior to and throughout the COA process.

### How Does the Review Process Start?

The historic review process may be started either by submitting a building permit or by contacting Village staff about an intended project. Once the necessary information is received, one of the following may occur:

- Staff may expedite approval if work falls within certain set categories (see “Types of Work That Can Be Reviewed by Staff,” page 3).
- Staff may forward the application to the next regularly scheduled monthly meeting of the HPC
- The HPC may review the application and approve it if it meets the Guidelines
- The HPC may review the application and recommend revisions that meet the Guidelines

### How do You Obtain a COA?

If the project requires a COA, the applicant will be notified of the next scheduled HPC meeting and the requirements. Project permits will not be approved until an approved COA is received. The HPC meets monthly and submission materials are due seven days prior to the meeting date. Submission materials are detailed on the COA form and listed in “What You Need to Submit for Your Project” (page 5). If all the necessary information is not submitted, the review will be delayed until all the information is received.

The applicant may be required to submit additional information to assist the HPC with the review. If the HPC finds the proposed work is in accordance with the Guidelines, the COA will be approved.

A COA remains in effect for one year following approval. Any changes to the approved project or requests for time extensions after a COA has been issued will require additional review and approval by the HPC.

### What Happens if a COA is Not Approved?

If the HPC decides that a project does not meet the Guidelines, they may “take no action,” after which the applicant has three options:

1. Submit a revised application that meets the Guidelines,
2. Request a public hearing before the HPC
3. Withdraw the application

If the COA is denied after a public hearing, the applicant can appeal to the Village Board or, if applicable, request a public hearing before the HPC for a Certificate of Economic Hardship.

For a Certificate of Economic Hardship application, property owners must submit a completed application and all required documents for HPC review. Please contact staff for submission requirements and review criteria.



Many of the Village's historic properties, including that pictured above, are located in historic districts.

## WHAT YOU NEED TO SUBMIT FOR YOUR PROJECT

In order for your project to be reviewed as quickly and accurately as possible, all project details should be submitted to Village staff. Submitting a permit application will automatically begin the historic review process. However, you are encouraged to reach out to Village staff to begin the historic review process prior to permit application. Depending on the project and meeting dates, this may help streamline the process.

For ARC and HPC reviews, submission materials must be received by monthly deadlines for inclusion in the meeting agendas. You are welcome to contact Village staff at any point in your project for feedback on the review and materials required. In most cases, submission materials should include the following:

### For Repairs and Replacements

- 1 copy of completed COA form (if applicable)
- Project narrative describing areas and extent of work
- Labeled color photographs showing all exterior project locations
- Samples or manufacturer's brochures of materials to be used (if applicable)
- Any additional information that is requested after your initial consultation or review with staff

### For Alterations, Additions, New Construction, Relocation, and Demolition

- 1 copy of completed COA (if applicable)
- Project narrative describing areas and extent of work
- Labeled color photographs showing all exterior views of building or structure, the surrounding site, adjacent

properties and properties across the street

- Drawings indicating existing conditions, proposed changes, and new work. Include existing and proposed floor plans and elevations, a roof plan, and details or sections. Label all new materials to be used.
- Samples or manufacturer's brochures of materials of proposed materials
- Any additional information that is requested after your initial consultation or review with staff

For COA applications, a detailed list of requirements is found on the back of the COA form. If you have any questions about the submission requirements or process, please contact Village staff for assistance.



The Nathan G. Moore House is one of 25 buildings in the Village designed by Frank Lloyd Wright. It is a contributing building within the Frank Lloyd Wright-Prairie School of Architecture Historic District.

## WORKING WITHOUT A PERMIT

Projects should not be started without appropriate permits. Projects started without permits will be stopped while appropriate approvals are received. Revisions to work may be required by the HPC in order to comply with the Guidelines.

Any work subject to HPC review that does not have the necessary approvals is subject to penalties listed in Oak Park's Historic Preservation Ordinance. This can include both civil remedies and criminal prosecution, with fines up to \$500 per day for a violation. Please contact Village staff with any questions.

## BEST PRACTICES FOR ALL PROJECTS

(Refer to individual Appendix C for a complete list of requirements.)

### Maintenance

- Preserve original materials on historic structures as long as possible through regular maintenance
- Avoid replacing original materials with new materials whenever possible
- Refer to *Guidelines for Exterior Maintenance* and topic-specific sections for additional maintenance information

### Repairs & Replacement

(Listed in order of preference)

1. Perform careful repairs -- focused specifically on damaged or deteriorated areas -- to preserve and protect the building's most important materials and features
2. Replace damaged historic materials and features with matching materials to the greatest extent possible, reproducing the original features and matching the original material, size, scale, finish, profile, detailing, and texture
3. Use compatible materials and techniques to create a new feature that is similar to the original feature in design, color, texture, finish, and overall appearance

### Alterations & Renovations

- Preserve the overall character and appearance of historic resources with new construction that is compatible and sympathetic to the original construction
- Provide compatible design elements, materials, details, and finishes
- Construct additions at rear or side elevations wherever possible, so they are secondary to the historic building in size and location, and compatible with the design of both the property and the surrounding neighborhood
- Construct additions in a way that does not radically change, obscure, damage, or destroy any historic building materials
- Refer to *Guidelines for New Construction & Additions in a Historic Context*

### Sustainable "Green" Building & Preservation

- Restore and reuse existing buildings and materials rather than building new
- Restore and utilize passive heating and cooling features such as exterior shutters or awnings to minimize solar heat gain, or natural ventilation through existing transom windows and vertical features such as corner towers
- Supplement inherently sustainable features with today's sustainable technology such as insulation and storm windows
- Utilize recycled and sustainable materials
- Install alternative energy sources such as solar panels or wind turbines in areas not visible from the street

### Demolition or Relocation of Structures

- Evaluate the significance of the historic resource (for example, the house may be a contributing resource within a historic district or a Landmark)
- Explore all options to reuse the historic resource before considering relocation or demolition

*The property owner shall not:*

- Demolish historic resources in whole or in part unless they consist entirely of a non-historic addition or portion of the building (such as a non-historic door) and will not negatively affect historic portions of the property or neighboring properties
- Demolish buildings or portions of buildings unless they consist entirely of a non-contributing resource that is not a Landmark and the demolition will not negatively affect historic portions of the property or neighboring properties
- Demolish all or part of a building or structure without a building permit or demolition permit

## MAINTENANCE IS PRESERVATION

Regular maintenance helps preserve historic resources, protects real estate values and investments, and keeps Oak Park an attractive place to live, work, and visit. Lack of regular upkeep can result in accelerated deterioration of building elements. In the case of historic buildings, these elements are often character-defining features that are difficult and costly to replace. Long-term lack of maintenance can seriously affect a building's structure, resulting in expensive repairs.

Buildings and sites should be regularly inspected to identify potential problems. If problems are detected early, minor maintenance may not only improve a property's overall appearance and value, but also can prevent or postpone extensive and costly future repairs. Regular maintenance items typically include cleaning gutters and painting exterior woodwork. Refer to the *Guidelines for Exterior Maintenance* for additional information.



*Replacement of exterior building materials such as roofing can maintain a weather-resistant enclosure and protect a home's interior.*

## REPAIR & REPLACEMENT

When it is no longer feasible to maintain historic features, repair or replacement may be required. Repairs maintain the existing building while making it weather-resistant and structurally sound. If repair is not possible, replacement in kind is encouraged. These activities can prevent or postpone extensive and costly future repairs.



*The Cheney Mansion, a former residence, is now publicly owned and used for special events and functions.*

## ALTERATIONS & RENOVATIONS

Alterations and renovations can include modifications to existing buildings that improve the quality of life for the occupants, such as installing a new window opening within a wall or adding a railing to a porch. They are sometimes needed to ensure the continued use of a building, but have the potential to alter the character of historic properties. When considering alterations or renovations, great care should be given to the original building and its relationship to the alteration or renovation.



*Enclosing a porch to provide more habitable space is an example of an alteration.*

## NEW CONSTRUCTION & ADDITIONS

Additions and new construction within a historic district or to a landmark can dramatically alter the appearance of a property and the surrounding district. An exact reproduction of historic buildings is not required or desired. Contemporary design compatible with the historic buildings and their surroundings is encouraged. Great care should be taken when proposing an addition or new construction in a historic district or to a landmark. Refer to *Requirements for New Construction & Additions within a Historic Context*.



*Retaining and maintaining serviceable historic materials, such as windows, is often a more sustainable approach than replacing them with new materials. This is particularly true if the windows are replaced with vinyl or other modern alternatives.*

## **SUSTAINABLE ARCHITECTURE & PRESERVATION**

Sustainable architecture is a goal that both property owners and design professionals strive for in an effort to minimize the carbon footprint associated with buildings. Both preservationists and green building advocates acknowledge there is embodied energy in existing buildings that, if retained, can minimize the environmentally costly process of demolishing and transporting existing building materials to landfills, in addition to manufacturing, transporting, and installing new materials.

Historic buildings were often designed with sustainable features such as passive heating and cooling as well as daylight illumination. When effectively restored and used, these features can bring about substantial energy savings. In addition, today's sustainable technology, such as insulation and storm windows, can supplement inherently sustainable features without compromising unique historic character. It is generally agreed that sustainability begins with preservation.

Although retaining historic building materials is inherently sustainable, the HPC has worked with the Oak Park Environment and Energy Commission to provide sustainable recommendations throughout the Guidelines, if you are interested in trying to minimize your carbon footprint.

## **DEMOLITION OR RELOCATION OF HISTORIC RESOURCES**

The demolition or relocation of historic resources within a historic district or on landmark is considered a drastic action since it can alter the character of the streetscape and surrounding buildings. Once resources or buildings that contribute to the heritage of the community are destroyed, they cannot be replaced. Similarly, if a building is relocated from its historic context, the character of the area is changed.

Both demolition and relocation could represent a lost educational resource for the community whether the building was an example of past construction techniques, or has associations with a significant architect, individual, or event in history. As a result, demolition or relocation of buildings or structures within a historic district or on a landmark is rarely considered to be an appropriate option. Please contact Village staff to clarify whether a COA is required for a proposed demolition or relocation project. Refer to *Requirements for New Construction & Additions within a Historic Context*.

### **ACKNOWLEDGEMENTS**

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**Village of Oak Park - Board of Trustees**

**Historic Preservation Commission Staff Liaison**

**Environment & Energy Commission Guidelines Focus Group**

**Business Districts, Inc.**

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### **PREPARATION**

Components of the Architectural Review Guidelines, including text, graphic design, photography, and illustrations, were prepared by:

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# Historic Preservation and Oak Park's Historic Districts

The Village of Oak Park is known internationally for its architecture and nationally for its role as an early American suburb. Oak Park is known particularly for being the home of Frank Lloyd Wright from 1889-1909 and consequently holding the largest concentration of Prairie School architecture in the world, including 25 designs by Wright. Early historic preservation efforts ensured that the legacy of Wright and other local architects, as well as the story of Oak Park's development, was preserved for generations to come. Oak Park's Historic Preservation Commission was established in 1972, just six years after the passage of the National Historic Preservation Act (1966), putting Oak Park not just at the forefront of modern residential design but historic preservation efforts in America. Oak Park's first historic district, the Frank Lloyd Wright-Prairie School of Architecture Historic District, was created by the Village in 1972 and listed on the National Register of Historic Places (NRHP) in 1973.

Today, Oak Park has three historic districts listed both locally and nationally, as well as over 70 local landmarks. Oak Park's architecture tells the story of a developing Chicago suburb and an evolution in American design at both the high style and vernacular levels (the work of Wright and the Prairie school lead directly to the American Foursquare house form, also known as the "Prairie Box"). Oak Park's architecture is also the fabric of the community and an integral part of Oak Park's identity. You are invited to get to know your historic district through the summaries below. Additional information, including historic district maps, may be found online, as well as by reaching out to Village staff.

## FRANK LLOYD WRIGHT-PRAIRIE SCHOOL OF ARCHITECTURE HISTORIC DISTRICT

**Period of Significance:** ca. 1865-1941



*The Rollin Furbeck House, by Frank Lloyd Wright, is a local landmark and contributes to the Frank Lloyd Wright-Prairie School of Architecture Historic District.*

The Frank Lloyd Wright-Prairie School of Architecture Historic District contains a wide range of

architectural styles from before, during, and after the Prairie style that serve as a visual documentation of Oak Park's evolution from a rural village to an urban suburb. The district is not only the world's largest concentration of residences by architects collectively known as the Prairie School, it also offers excellent examples of other architectural styles including the Queen Anne, Stick, Italianate, Shingle, Gothic Revival, Tudor Revival, Colonial Revival, Art Deco, and Craftsman styles.

The district was listed locally in 1972 and on the NRHP in 1973. It is generally bounded by Division Street on the north, Lake and Ontario Streets on the south, Ridgeland Avenue on the east, and Harlem Avenue on the west. It consists of approximately 2,000 buildings, of which about 1,700 are considered contributing within the district.

*The Ridgeland-Oak Park Historic District is significant in part for its*



*integration of single-family housing with early 20<sup>th</sup> century apartment buildings.*

## RIDGELAND-OAK PARK HISTORIC DISTRICT

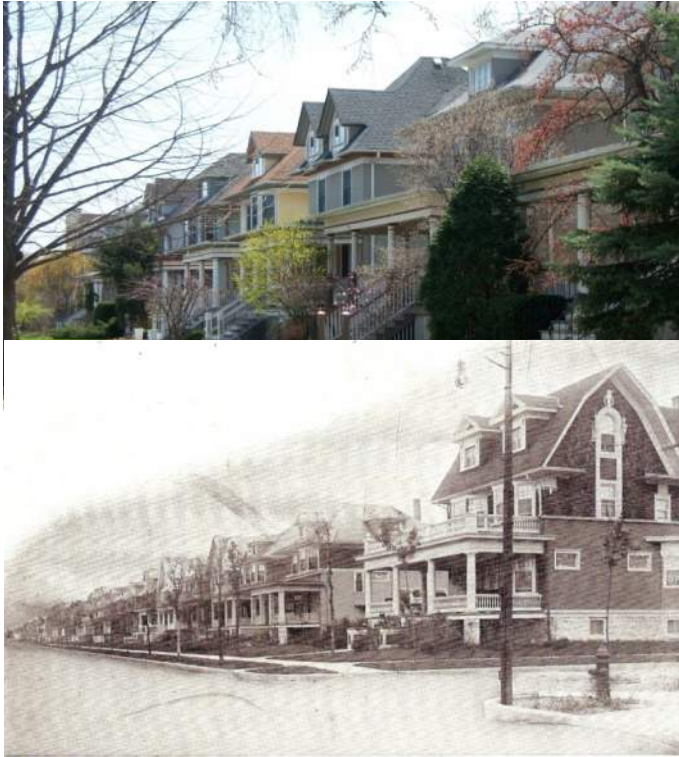
**Period of Significance:** 1870-1929

The Ridgeland-Oak Park Historic District spans the decades from the mid-19<sup>th</sup> century to the early 20<sup>th</sup> century, illustrating a major evolution in domestic architecture including the shift from wood to stucco exteriors and development of neighborhood design including parkway lawns. Single-family residence areas are bounded by streets lined with brick apartment buildings. Also included in the district are many of Oak Park's finest civic, religious, and commercial buildings. The largely successful attempts during the early 20<sup>th</sup> century to plan, order, and regulate the merging of the urban apartment building form and the suburban single-family neighborhood in the district represents a significant precedent in American community planning. Oak Park was part of a national trend in the creation of such architectural and planning precedents.

The district was listed on the NRHP in 1983 and locally in 1994. It has irregular boundaries, but is generally bounded by Austin Boulevard on the east, Harlem Avenue on the west, Madison Street on the south, and South Boulevard, Superior Street, and Lake Street on the north. Of the approximately 1,700 buildings within the district, nearly 1,500 contribute to its historic and architectural character.

## GUNDERSON HISTORIC DISTRICT

Period of Significance: 1906-1920



*The Gunderson Historic District consists of a turn-of-the-century development built by S.T. Gunderson & Sons. Below: 1906 photo courtesy of Historical Society of Oak Park and River Forest.*

The Gunderson Historic District consists of single-family and two-flat apartment buildings developed by the firm S.T. Gunderson & Sons during the first decade of the 20<sup>th</sup> century. The single-family houses are predominately American Foursquare types. All of the buildings are individualized with original detailing in the Colonial Revival, Arts & Crafts, or Prairie style. The sameness of house style, identical setbacks, and other common features of the subdivisions foreshadow later suburban development. They were designed to provide homeownership to a burgeoning middle class. This meant building a community that emphasized both the proximity and good transportation to the jobs of nearby Chicago and the amenities of a high-class suburban community including excellent schools, plentiful churches, and other desired services.

The district was listed on the NRHP in 2002 and was recognized locally in 2003. It consists of two discrete subdivisions. The northern subdivision is roughly bounded by Gunderson Avenue, Madison Street, Ridgeland Avenue, and Harrison Street. The southern subdivision is roughly bounded by Wenonah Avenue, Lexington Street, Home Avenue, and Fillmore Street. Nearly all of the buildings in the Gunderson Historic District were built by S.T. Gunderson & Sons and are considered contributing to the district.

## OAK PARK'S LANDMARKS

A building that has architectural or historic significance may be designated as an Oak Park Landmark, a special category created under the 1994 Historic Preservation Ordinance. Owners of Landmarks may obtain professional advice and tax incentives, which enable to continued preservation of the integrity of their buildings while fostering continued contemporary uses. Oak Park has over 70 Landmarks. These landmarks include a wide range of buildings that tell a variety of stories in design and history. They include such buildings as the Oak Park Conservatory, Frank Lloyd Wright's Home & Studio, Pilgrim Congregational Church, and a variety of other buildings ranging in use from commercial to apartment buildings and single-family residences. A list of landmarks is available on the Village website and in the Historic Preservation Ordinance. If you have any questions about the status of a building, or are interested in nominating a landmark, please contact Village staff.

## GET TO KNOW YOUR HISTORIC HOUSE

Oak Park has numerous resources to assist those interested in learning more about their neighborhoods and even specific houses. Each historic building is a thread in Oak Park's rich tapestry of history and has a story to tell. Perhaps your house contributes to the broader significance and understanding of one of Oak Park's existing historic districts. Or perhaps your house's story is yet to be discovered. The Village of Oak Park keeps historic building permits (1902-present) and historic preservation files that can be referenced for research purposes. If you are interested, please reach out to Village staff for more information. The Historical Society of Oak Park and River Forest and the Oak Park Public Library also contain invaluable resources.



*Oak Park Landmark, the John Schmidt House, was built ca. 1872 and renovated by prominent local architect E.E. Roberts in 1908.*



## APPENDIX A: ESTABLISHING HISTORIC CONTEXTUAL CHARACTER

The purpose for architectural review is to protect the unique visual qualities of a building and its site that define their sense of history from inappropriate proposed alterations that will reduce that sense. This is essential to retaining the historic integrity of both individual properties and the historic districts as a whole. The basic principles of review are to determine that the following qualities of the building and site are compatible with both the building in question and its neighborhood context:

- 1. Siting**
- 2. Massing**
- 3. Scale**
- 4. Materials**
- 5. Street rhythm**

Prior to review of any project, the Historic Preservation Commission will establish the historic character of the property being reviewed and its context through study of the drawings and visits to the site. To establish the inherent historic character of the building, the historic district, or the immediate neighborhood of the building in question, the Commission will determine the following:

### **1. Siting**

- a. Landscape style
- b. Major tree locations
- c. Building setbacks
- d. Garage and automobile access
- e. Driveways
- f. Fencing

### **2. Massing**

- a. Building height to width ratio
- b. Rhythm of facade opening spacing
- c. Major divisions of street facade into 'bays'
- d. Overall plan shape
- e. Roof shapes
- f. Roof slopes
- g. Chimney location (center, ridge, slope)
- h. Roof overhangs
- i. Ratio of solid to void in façade (i.e., window openings to wall)
- j. Height to width ratio of windows

### **3. Scale**

- a. Lot width to building width
- b. Number of stories
- c. Size of material textures

### **4. Materials**

- a. Roofing materials
- b. Gutters and downspouts
- c. Wall materials
- d. Trim around windows and doors
- e. Colors of roof, walls, and trim
- f. Decorative cornices
- g. Window types (double hung, casement, leaded glass, Palladian)
- h. Door types (flush, paneled, glazed)
- i. Porch types (partial, full, wrap-around, screened, enclosed, none)

### **5. Street rhythm**

- a. Historic styles in the area
- b. Building massing of adjacent buildings
- c. Roof shapes of adjacent buildings
- d. Roof slopes of adjacent buildings



# Village of Oak Park Historic Preservation Commission

## APPENDIX B: SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

### ***SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION***

The following *Standards for Rehabilitation* were developed in 1995 by the National Park Service of the U.S. Department of the Interior ([www.nps.gov/tps/standards/rehabilitation/rehab](http://www.nps.gov/tps/standards/rehabilitation/rehab)). They are the national standard to guide rehabilitation work on historic buildings and sites. They are used by the Village of Oak Park's Historic Preservation Commission (HPC) when making its recommendations.

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

**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. Prior to undertaking work, a documentation plan for rehabilitation should be developed.

### **HOW THESE STANDARDS APPLY TO A PROJECT**

The *Standards* are part of the Oak Park Architectural Review Guidelines and are used by the Historic Preservation Commission in determining the appropriateness of a project. If you have questions about how the *Standards* apply to a specific project, please contact Village staff to discuss.



# Village of Oak Park

## Oak Park Historic Preservation Commission

### APPENDIX C: REQUIREMENTS

#### OAK PARK HISTORIC PRESERVATION REQUIREMENTS

Requirements are summarized in the following pages. For more detailed information, including best practices and recommendations, see the corresponding sections in the Guidelines. Requirements follow by section:

1. Masonry or Stucco Projects Reviewed by the HPC
2. Exterior Wood Siding & Trim Projects Reviewed by the HPC
3. Window Projects Reviewed by the HPC
4. Door Projects Reviewed by the HPC
5. Porch, Balcony, or Deck Projects Reviewed by the HPC
6. Roofing Projects Reviewed by the HPC
7. New Construction, Addition, & Demolition Projects Reviewed by the HPC
8. Commercial Building Projects Reviewed by the HPC

#### 1. REQUIREMENTS FOR MASONRY OR STUCCO PROJECTS REVIEWED BY THE HPC

##### *Property Owners Shall:*

- Stabilize deteriorated or damaged masonry as a preliminary measure prior to undertaking appropriate preservation work.
- Retain historic masonry, trim and ornament.
- Repair stucco by removing the damaged material and patching with new stucco that duplicates the old in strength, composition, color and texture. Do not remove sound stucco or repair with new stucco that is stronger than the historic material or does not convey the same visual appearance.
- Selectively replace damaged or missing materials with new materials that match the original in size, shape, texture, color and overall appearance.
- Replace damaged or deteriorated original materials with the same size, shape, texture, color, pattern, material and overall appearance.
- Replace damaged or missing materials with new materials that are similar to the original in size, shape, texture, color, pattern and overall appearance if repair of the original is not possible.
- Repair masonry features by patching, piecing-in, or otherwise reinforcing the masonry using recognized preservation methods. Use proven mortar mixtures for historic buildings.
- Duplicate mortar joints in width and profile.

##### *Property Owners Shall NOT:*

- Remove or encapsulate masonry, trim or decorative features that characterize a property.
- Install artificial siding or stucco over masonry.
- Install alternatives to masonry and trim unless they match in exposure, thickness and detailing.
- Add detail or ornament not appropriate to the building type or style without historic documentation.
- Remove or replace masonry that could be stabilized, repaired and conserved; or use untested consolidants and untrained personnel, thus causing further damage to fragile materials.
- Sandblast masonry using abrasives.
- Use high-pressure water to blast masonry.
- Clean masonry with chemical products that will damage masonry
- Repoint with mortar with a high cement content that is stronger than the historic material, causing damage due to expansion.

- Use electric saws and hammers to remove deteriorated mortar from joints, as the joints can become overcut and brick may be damaged.
- Repoint with synthetic caulk or sealant.
- Paint, stucco or apply other coatings over masonry materials that have not historically been painted

## **2. REQUIREMENTS FOR EXTERIOR WOOD SIDING & TRIM PROJECTS REVIEWED BY THE HPC**

### **Exterior Wood Siding & Trim Repair & Replacement**

*Property Owners Shall:*

- Retain historic wood siding, trim and ornament.
- Selectively replace damaged or missing materials with new materials to match the original material in size, shape, texture, color and overall appearance.
- If the damage or deterioration of the original material is beyond repair, completely replace damaged or missing materials with new materials to match the original in size, shape, texture, pattern, color and overall appearance.
- If replacement matching original material is not possible, replace the damaged or missing materials with new materials that are similar in size, shape, texture, pattern, color and overall appearance with a paintable finish.

### **Substitute Exterior Wood Siding & Trim Materials**

*Property Owners Shall NOT:*

- Remove or encapsulate siding, trim or decorative trim features that characterize a property including siding, shingles, window and door trim, brackets, cornices, eaves, rafters, spindles, corner boards, columns, posts, etc.
- Install artificial siding or stucco over existing exterior wood siding or trim.
- Install alternatives to wood siding and trim unless they match in exposure, thickness, detailing and have a paintable smooth finish and not a wood- grained finish.
- Add detail or ornament not appropriate to the building type or style without historic documentation.

## **3. REQUIREMENTS FOR WINDOW PROJECTS REVIEWED BY THE HPC**

*Property Owners Shall:*

- Retain and repair original or historic windows, including decorative windows, which are visible from the street.
- Repair historic windows using the same materials constructed in the same configuration, size, and shape as the original.
- Replace deteriorated or rusted frame or mullion sections of steel windows using the same metal to match size, configuration, and finish of original.
- Retain and repair historic storm windows that are visible from the street.
- Match the muntin configuration and profiles of existing historic windows when replacement windows are used.
- Use true-divided lights (individual panes of glass) or simulated-divided lights (muntins permanently fixed to both the interior and exterior of the glass) when replacement windows are used.
- Design and detail of replacement window should be based on an existing example or documented historic appearance, or should be appropriate to the style.
- Make new windows look like the historic windows from the street, and match critical details such as size, shape, operation, glass (muntin) configuration, profiles, material, and finish. They should operate in the same manner as the historic windows and should be the same material.

- Replace a wood window with the same material, which may be vinyl or aluminum clad on the exterior. If the window is a simple 1-over-1 sash with non-ornamental frames, the new material may not have to match the original materials.
- Replace historic metal windows with new metal windows. Sash and frame profiles and finish should appear the same as the historic window from the street.
- Match the muntin configuration and profiles of replacement windows with existing historic windows. The windows should have true-divided lights (individual panes of glass) or simulated-divided lights (muntins permanently fixed to both the interior and exterior of the glass). Snap-in or removable muntins are not appropriate.

*Property Owners Shall NOT:*

- Remove or encapsulate window trim features that characterize a property.
- Remove historic decorative windows unless irreparably damaged and documented.
- Use snap-in or removable muntins, or flat muntins between panes of glass, when replacement windows are used.
- Install Plexiglas, acrylic, Lexan, or similar types of plastic glazing materials in place of historic glass that is visible from the street, unless documented that these products were used in the historic window.
- Install glass block as new or replacement windows that are visible from the street unless it is characteristic of the style of the building. If historic glass block is replaced, it shall be replaced with new glass block with similar shape, color, reflectivity and texture as the historic material.
- Close up or conceal historic windows or openings on the front façade. A side window which is visible from the street may be covered with a finished wall on the interior of the window if permitted by Code.
- Add new window openings to the front façade, unless documented that they previously existed. New windows which are similar to the proportion, size, shape, details, and materials of existing windows may be added in locations where none existed before, but only on side or rear façades of the building.
- Install skylights or roof windows that are substantially visible from the street.
- Use muntins in a replacement window if they were not used in the original window. In absence of historic evidence, they should only be used if characteristic of the style of the building.

## **4. REQUIREMENTS FOR DOOR PROJECTS REVIEWED BY THE HPC**

*Property Owners Shall:*

- Retain and repair original or historic doors that are visible from the street.
- Repair historic doors using the same materials constructed in the same configuration, size, and shape as the original.
- Retain and repair historic storm and screen doors that are visible from the street.
- Design and detail of replacement door should be based on an existing example or documented historic appearance, or should be appropriate to the style.
- Make new doors look like the historic doors from the street, and match critical details such as size, shape, operation, glass (muntin) configuration, profiles, material, and finish. They should operate in the same manner as the historic doors and should be the same material.

*Property Owners Shall NOT:*

- Remove or encapsulate door surround features that characterize a property.
- Add new door openings to the front façade, unless documented that they previously existed. New doors which are similar to the proportion, size, shape, details, and materials of historic doors may be added in locations where none existed before, but only on side or rear façades of the building.

## **5. REQUIREMENTS FOR PORCH, BALCONY, OR DECK PROJECTS REVIEWED**

## BY THE HPC

### *Property Owners Shall:*

- Maintain and repair historic porches and balconies which are visible from the street.
- Replace existing porches and balconies that have deteriorated or become badly damaged in the same size and shape with appropriate new materials.
- Replace deteriorated wood elements with another material, if the dimensions, appearance, size, profiles, texture, and finish match the historic elements.
- Paint new and existing wood on porches and balconies that are visible from the street, unless it can be documented that the original wood was unpainted or stained. Unpainted pressure-treated wood is not permitted in locations that are visible from the street.
- If opening a previously enclosed porch, property owners shall restore historic porches to their appearance during the period of significance unless the enclosure, by nature of its age, architectural significance, or other special circumstance has achieved historic significance of its own.
- Install removable wood-framed seasonal storm windows or screens rather than permanent and scale-changing storm and screens.
- If constructing a new porch, property owners shall construct proposed new porches to be similar to historic porches which have been removed with regard to size, style and detail, to the extent that such historic porches can be documented. Where inadequate documentation exists for the original porch, proposed new porches shall be typical of those built in the style of the historic building. Enclose porches as long as the changes are readily reversible and no character-defining features or architectural elements are damaged or obscured by the enclosure.

### *Property Owners Shall NOT:*

- Alter historic porches and balconies in such a manner that the characteristics of the style of the porch are lost, obscured or modified.
- Introduce new decorative elements that were not historically part of the porch or balcony.
- Destroy or conceal important architectural features or details.

## 6. REQUIREMENTS FOR ROOFING PROJECTS REVIEWED BY THE HPC

### **Substitute Roof Materials**

#### *Property Owners Shall:*

- Install roofing materials (not siding materials) on steep roof slopes.

### **Roof Repair & Replacement**

#### *Property Owners Shall:*

- Repair rather than replace historic roofing materials.
- Selectively replace damaged or missing historic materials with new materials that match the original material in size, shape, texture, color and appearance.
- Replace damaged or deteriorated materials with new materials that match in size, shape, texture, pattern, color, material and appearance.
- If repair of the original material is not possible, replace damaged or missing materials with new materials that are similar in size, shape, texture, pattern, color and appearance.

### **Roof Accessories**

#### *Property Owners Shall:*

- Retain and repair the historic drainage system and its appearance.

### **Roof Features**

#### *Property Owners Shall NOT:*

- Alter the original roof form, shape, or slope, unless reversing non-historic changes.



- Remove historic, character-defining roof features such as chimneys, dormers, cupolas, weathervanes, or finials.
- Add or alter rooftop features visible from the street that change the roof configuration including roof windows, roof decks, and chimney stacks.
- Add rooftop features that create a false sense of history (weathervanes, cupolas, wood shingles to replace an original slate roof) without producing supporting evidence.
- Add new features or modern amenities that are visible from the street and do not match the roof's character, scale, materials, or detailing. This includes satellite dishes and antennas, skylights, vents, mechanical equipment, and telecommunications equipment; and renewable energy sources such as solar panels, wind turbines.
- Cover decorative elements such as cornices and brackets with vinyl or aluminum capping or siding.

## **7. REQUIREMENTS FOR NEW CONSTRUCTION, ADDITION, & DEMOLITION PROJECTS REVIEWED BY THE HPC**

### **Additions**

#### *Maintaining Historic Character*

- An addition shall not change the historic character of the historic building.
- An addition shall be compatible with the historic building to which it is attached, including siting, massing, scale, materials and street rhythm.
- An addition shall not remove character-defining features, historic windows, historic siding or other historic material from the historic building that are visible from the street.
- Exterior finish materials of the addition shall be compatible with that of the historic building.
- An addition shall protect the historic character of the building by making a visual distinction between the historic building and addition.

#### *Size and Configuration - Horizontal Additions*

- The size, configuration and massing of all additions shall be such that when viewed from the street, the addition does not visually overpower the historic building.
- Additions shall be constructed only on a rear or side façade so that the historic building retains its prominence as the primary structure viewed from the street.
- The shape and slope of roofs on an addition shall be compatible with those of the historic building.

#### *Size and Configuration - Vertical Additions*

- If a new floor or floors are added to a building, they shall be set back from the front façade an appropriate distance so as not to visually overwhelm the primary façade of the historic building.
- The overall massing and scale of a vertical addition shall be compatible with the scale of the neighboring buildings.
- The entire roof of a historic building shall not be raised vertically to provide attic headroom so that the attic would appear to be an additional floor.
- The shape and slope of roofs of an addition shall be compatible with those of the historic building.

#### *Size and Configuration - Dormer Additions*

- Any individual dormer visible from the street shall not cover more than 50% of the roof plane on which it sits. If more than one dormer is added, the aggregate configuration of all dormer additions shall not appear to add another floor to the existing building when viewed from the street.
- Dormer roof design shall be compatible with the slope of the main roof or be a slope and configuration characteristic of the style of the house.
- Every dormer shall have at least one window. Dormer windows shall be compatible with those used in the historic building.
- Exterior finish materials of dormer additions shall be compatible with that of the historic building.

### ***New Construction - Including Garages***

- New construction shall be compatible with the adjacent buildings and the historic district as a whole.
- New garages shall be accessed from the alley where alleys exist at the rear of any house. Where driveways and curb cuts exist, do not widen.
- New garages shall be compatible with the style, size, material, roof profile and details of the primary historic building on the lot.
- When a demolition of a significant accessory structure occurs, the new structure should closely resemble it to the greatest extent possible.

### ***Demolition and Relocation***

- Landmarks and contributing resources in historic districts shall be retained and repaired in their original location.
- Historic accessory buildings and structures, such as garages and coach houses, which are visible from the street shall be retained and repaired in their original location.
- In case of demonstrated economic infeasibility, demolition or relocation of contributing resources in historic districts and historic accessory buildings visible from the street can be considered at the discretion of the Commission.

## **8. REQUIREMENTS FOR COMMERCIAL BUILDING PROJECTS REVIEWED BY THE HPC**

### **Building Features**

#### *The Property Owner Shall:*

- Retain historic entrance stairs and doors.
- Retain residential characteristics of residences converted into commercial buildings (or vice versa).
- Retain and repair all character-defining features and decorative elements such as cornices and trim.
- Provide parking areas to the side and rear of buildings or along secondary elevations or streets whenever possible.
- Maintain the rhythm, size and shape of window and storefront openings and associated trim and moldings.

#### *The Property Owner Shall Not:*

- Infill or alter historic window, door or storefront openings visible from the street.
- Install any material other than clear glass within a display window.
- Introduce a new storefront or element that alters or destroys historic building materials.
- Enclose or remove elements such as building cornices and storefronts.
- Install stylistic or design elements from periods that are different from the storefront or building and do not complement the overall character.
- Install HVAC systems or louvers that are visible from the street.
- Remove, damage or alter historic architectural building features for the installation of signs and awnings.
- Install exposed conduit, junction boxes and raceways for channel letters or sign lighting.
- Remove, relocate, or modify architectural features to accommodate garage doors and openings.
- Install walk-up services such as Automated Teller Machines (ATMs) that include the removal of historic building fabric or negatively impact the historic character of the building.

### **Signs & Awnings**

#### *The Property Owner Shall:*

- Repair historic signage and awnings with materials to match the original whenever possible.
- Align awnings within storefront bays.

- Locate signs in traditional or historic signage locations. If no documentation is available, the size, materials and locations of new signs and awnings should be appropriate for the character of the building.

*The Property Owner Shall Not:*

- Remove historic signage.
- Obscure distinctive architectural elements and features with signage or awnings.
- Install billboards.
- Install internally illuminated box signs.
- Install awnings in locations where they are non- functional.
- Use contemporary or glossy awning materials not compatible with the historic building such as vinyl, plastics, or leatherette.
- Install internally illuminated awnings.
- Install awnings with a solid or closed underside.
- Use awning materials that act as wall signs.

### **Accessibility**

*The Property Owner Shall:*

- Comply with all aspects of accessibility requirements, while minimizing alterations of the primary building façade and historic architectural features.
- Integrate the accessibility provision with the historic design of the building.
- Install ramp or lift styles that are compatible with the building and are reversible and readily removable.
- Use railings that are simple and visually unobtrusive.



# Village of Oak Park

## Historic Preservation Commission

### APPENDIX D: PRESERVATION RESOURCES

#### ORGANIZATIONS

##### Local Organizations

###### *Village of Oak Park Historic Preservation*

Village Hall: 123 Madison St., Oak Park, IL 60302  
(708) 358-5417; [historicpreservation@oak-park.us](mailto:historicpreservation@oak-park.us)  
[www.oak-park.us/village-services/planning/historic-preservation](http://www.oak-park.us/village-services/planning/historic-preservation)

###### *The Historical Society of Oak Park & River Forest*

129 Lake Street, Oak Park, IL 60302  
(708) 848-6755; [www.oprfhistory.org](http://www.oprfhistory.org)

###### *Oak Park Public Library*

834 Lake Street, Oak Park, IL 60301  
(708) 383-8200, [www.oppl.org](http://www.oppl.org)

###### *Cook County Assessor's Office*

118 North Clark Street, Chicago, IL 60602  
(312) 443-7550; [www.cookcountyassessor.com](http://www.cookcountyassessor.com)

##### State Organizations

###### *Illinois State Historic Preservation Office*

###### *Illinois Department of Natural Resources*

1 Natural Resources Way, Springfield, IL 62702  
(217) 782-4836; [www.illinoishistory.gov](http://www.illinoishistory.gov)

###### *Landmarks Illinois*

30 N Michigan Ave, #2020; Chicago, IL 60602  
(312) 922-1742; [www.landmarks.org](http://www.landmarks.org)

##### National Organizations

###### *Advisory Council on Historic Preservation*

[www.achp.gov/nhpp.html](http://www.achp.gov/nhpp.html)

###### *National Park Service; History and Preservation*

[www.nps.gov/history](http://www.nps.gov/history)

###### *National Park Service; Education and Training*

[www.nps.gov/history/education-training](http://www.nps.gov/history/education-training)

###### *National Park Service; Historic Preservation Tax Incentives*

[www.cr.nps.gov/hps/tps/tax](http://www.cr.nps.gov/hps/tps/tax)

###### *National Center for Preservation Technology & Training*

(318) 356-7444; [www.ncptt.nps.gov](http://www.ncptt.nps.gov)

###### *National Trust for Historic Preservation*

(800) 944-6847; [www.savingplaces.org](http://www.savingplaces.org)

###### *U.S. Green Building Council*

(800) 795-1747; [www.usgbc.org](http://www.usgbc.org)

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# Village of Oak Park

## Historic Preservation Commission

### APPENDIX E: PRESERVATION TAX INCENTIVES

#### PRESERVATION TAX INCENTIVES

There are federal, state, and county tax incentives programs available for historic properties. The submission and review requirements are rigorous and it is highly recommended that applicants contact the applicable agency at the early planning stages of a potential project.

##### Federal Historic Preservation Tax Incentives

The Historic Preservation Tax Incentives Program rewards private investment in rehabilitating historic income producing properties such as offices, rental housing, and retail stores. The program, established by the Tax Reform Act of 1986, is jointly administered by the Department of the Treasury and the U.S. Department of the Interior, National Park Service. Owner-occupied single family residences are not eligible for the program. If eligible, up to 20 cents on every dollar spent on qualified rehabilitation work (including most architectural and engineering fees) would be available as a credit against income taxes. The 20% tax credit is available to buildings that are listed on the National Register of Historic Places, either individually or as a contributing building in a National Register historic district, or as a contributing building within a local historic district that has been certified by the Department of the Interior. To be eligible for the 20% tax credit, project work must be certified as meeting *The Secretary of the Interior's Standards for Rehabilitation*.

##### Illinois Historic Preservation Agency – Property Tax Assessment Freeze Program for Historic Residences

The Property Tax Assessment Freeze Program provides tax incentives to owner-occupants of certified historic residences who rehabilitate their homes. To be eligible, the property: must be a registered historic structure either by listing on the National Register or by an approved local historic preservation ordinance; must be owner occupied with a maximum of six units; must have a minimum of 25% of the assessed market value spent on the approved rehabilitation; and the rehabilitation must be substantial, significantly improving the condition of the building in a manner that meets *The Secretary of the Interior's Standards for Rehabilitation*.



*The Boulevard Arcade Building is a Landmark that used the Cook County Class L tax incentive to restore the façade and interior for office use.*



**Landmarks Illinois – Preservation Easement Program**

Owners of historic buildings and structures throughout Illinois have protected their properties in perpetuity by donating preservation easements to non-profit entities such as Landmarks Illinois. Qualified properties must be individually listed or a contributing resource within a district listed on the National Register of Historic Places. The preservation easement donation is typically coupled with a cash donation (for monitoring and enforcing the easement), and allows owners to protect their property and receive associated tax benefits.

##### Cook County Class L Property Tax Incentive

The Class L property tax incentive encourages the preservation and rehabilitation of designated historic commercial, industrial, and income-producing non-profit building owners can have the property tax assessment levels of their buildings, and potentially their properties, reduced provided they complete a substantial rehabilitation project that has been approved by the local Preservation Commission.



# Village of Oak Park Historic Preservation Commission

## APPENDIX F: HISTORIC PRESERVATION ORDINANCE

The Historic Preservation Ordinance is Chapter 7, Article 9, within the Code of the Village of Oak Park, Illinois. A current version of the Village Code may be found through the Village website or by following this direct link: <https://codelibrary.amlegal.com/codes/oakparkil/latest/overview>

### **Chapter 7, Article 9 of the Village Code Historic Preservation**

7-9-1: Purpose Of Article

7-9-2: Definitions

7-9-3: Historic Districts

7-9-4: Criteria For Designation Of Historic Landmarks And Interior Historic Landmarks

7-9-5: Nomination And Preliminary Determination Of Eligibility For Designation As A Historic Landmark Or Interior Historic Landmark

7-9-6: Designation Hearing

7-9-7: Designation Of Historic Landmarks And Interior Historic Landmarks

7-9-8: Work Requiring The Issuance Of A Certificate Of Appropriateness, A Certificate Of Economic Hardship Or A Certificate Of Advisory Review

7-9-9: Zoning And Subdivision Actions Affecting Any Nominated, Eligible Or Designated Historic Landmarks Or Designated Historic Districts

7-9-10: Acquisition Or Use Of Public Property

7-9-11: Review Criteria For Certificate Of Appropriateness And Certificate Of Advisory Review

7-9-12: Procedures For Certificate Of Appropriateness

7-9-13: Procedures For Certificate Of Economic Hardship

7-9-14: Appeals

7-9-15: Advisory Review Procedures

7-9-16: Prevention Of Demolition By Neglect

7-9-17: Hazardous Structures And Public Nuisances

7-9-18: Handicapped Accessibility Provisions

7-9-19: Enforcement And Penalties For Violation

7-9-20: Judicial Review Of Final Decision

**7-9-1: PURPOSE OF ARTICLE:**

The purpose of this Article is to promote the economic, educational, cultural and general welfare of Oak Park by:

- A. Providing a municipal process to identify, preserve, protect and enhance the distinctive historic and architectural heritage of Oak Park representing elements of the Village's cultural, social, economic, political and architectural history;
- B. Conserving and improving the value of properties designated as historic landmarks or located within historic districts;
- C. Enhancing the attractiveness of the Village to homeowners, visitors, tourists, and shoppers and, thereby, supporting business, commerce and industry in the Village and providing economic benefits to the Village;
- D. Fostering civic pride in the accomplishments of the past as manifested in properties, structures, improvements and areas of historical and architectural significance within the Village;
- E. Fostering and encouraging the preservation, restoration and rehabilitation of properties, structures, improvements and areas and, thereby, preventing deterioration, dilapidation and blight.

**7-9-2: DEFINITIONS:**

For the purposes of this Article, the following words and phrases shall have the following meanings; and words and phrases used in the context of this Article but not defined below shall have the meanings ascribed to them in section 1-1-2 of this code and this chapter, other than this Article, including the building, mechanical, electrical and plumbing codes adopted by reference in this Code. All other words and phrases used in the context of this Article shall have the commonly understood meanings normally ascribed to them.

**ADVISORY REVIEW:** The process of examining the documents prepared by an owner of property and/or an improvement within a historic district that is not a historic landmark which describe proposed construction on such property and/or improvement, which will lead to a certificate of advisory review.

**ALTERATION:** Any act or process that changes one or more of the exterior architectural features of property which has been designated as a historic landmark under this Article, or any interior architectural feature of any structure when such interior has been specifically designated as an interior historic landmark.

**ARCHITECTURAL REVIEW COMMITTEE:** A Committee of no less than three (3) members of the Commission, of which one member need not possess the demonstrated expertise required under

subsection 2-23-1C of this Code for at least eight (8) members of the full Commission, appointed by the chairperson to review documents for certificates of advisory review which shall be issued by the Commission, based upon the Committee's review of the documents and recommendations to the owner. Subsection 7-9-11C of this Article authorizes the Commission to recommend and the Village Board to adopt amended rules and regulations which would expand Committee and/or Commission staff liaison authority to minimal types of construction and alteration work requiring a certificate of appropriateness.

**BUILDING PERMIT:** Any permit required by the Development Customer Services Department of the Village of Oak Park.

**CERTIFICATE OF ADVISORY REVIEW:** A certificate issued by the Commission after advisory review of plans for construction on, or relocation of, property and/or improvements located within a historic district which have not been designated as historic landmarks, indicating that the Commission has conducted a review of the plans and has made recommendations to the owner with regard to same.

**CERTIFICATE OF APPROPRIATENESS:** A certificate issued by the Commission indicating its approval of plans for the alteration, or construction, or relocation of a historic landmark, or the removal or demolition of a historic landmark or a building, structure or improvement within a historic district.

**CERTIFICATE OF ECONOMIC HARDSHIP:** A certificate issued by the Commission, after denying a certificate of appropriateness, which authorizes the performance of alterations, construction or relocation with regard to historic landmarks, or the removal or demolition of a historic landmark or a building, structure or improvement within a historic district when such historic landmarks, or properties within a historic district, cannot be put to a reasonably beneficial use or the owner will suffer a substantial economic loss thereon without the proposed alteration, construction, relocation, removal or demolition; and the owner is not responsible in any way for the hardship from which he or she is seeking relief.

**COMMISSION:** The Oak Park Historic Preservation Commission as established pursuant to Article 23 ("Historic Preservation") of Chapter 2 ("Administration") of this Code.

**COMMISSION STAFF LIAISON:** An employee of the Village assigned by the Village Manager or the Village Manager's designee as staff liaison to the Commission.

**CONSTRUCTION:** Any act or process which requires a building permit, including the act of adding to a structure by an addition, or the erection of a new principal or accessory structure on a lot or property.

**CONTRIBUTING RESOURCE:** A property and/or improvement located within a historic district that represents the significant historical and/or aesthetic characteristics which qualified that district as a historic district under this Article.



**DAY:** A calendar day, except where otherwise specified in this Article.

**DEMOLITION:** The razing or destruction, whether entirely or in significant part of a building, structure, site or object. Demolition includes the removal of a building, structure or object from its site or the removal or destruction of its facade or surface.

**ELIGIBLE HISTORIC LANDMARK:** Any property and/or improvement nominated for designation as a historic landmark which has been determined by the Commission, after notice and an opportunity to be heard for the owner(s), nominators and other interested parties in accordance with Section 7-9-4 of this Article, to be eligible for designation by resolution and recommendation of the Commission to the Village Board, but which has not yet been so designated by the Village Board.

**EXTERIOR ARCHITECTURAL FEATURES:** The architectural character and general composition of the exterior of a structure or improvement, including the kind and texture of all the building materials and the type, design and character of all architectural details, including, but not limited to, windows, walls, roofs, doors, light fixtures, fences, signs and appurtenant elements.

**HISTORIC DISTRICT:** A historic district is an area with geographically definable boundaries, possessing a significant concentration, linkage or continuity of properties and/or improvements united by past events or aesthetically by plan or physical development that has been designated as an Oak Park historic district pursuant to Village ordinance. A district may include properties and/or improvements which are individually designated as historic landmarks under this Article and may also contain other properties and/or improvements which, while not of such individual historical and/or architectural value to be designated historic landmarks, nevertheless contribute to the overall special character or value of the landmark or landmarks located within the district.

**HISTORIC LANDMARK:** Any property and/or improvement which has special character or significant historical, cultural, architectural, archeological, community or aesthetic value as part of the heritage of the Village of Oak Park, the State of Illinois, or the United States which has been designated as an Oak Park historic landmark pursuant to this Article and shall include all designated interior historic landmarks.

**IMPROVEMENT:** Any visible built feature constituting a physical addition or any part of such addition to a property, including any building, structure, fixture, bridge, work of art, place, parking facility, fence, gate, wall, landscaping or paving.

**INTERIOR ARCHITECTURAL FEATURES:** The architectural character and general composition of the interior of a structure, including the room design and configuration, color and texture of materials, and the type, pattern and character of all architectural details and elements, including, but not limited to, staircases, doors, hardware, moldings, trim, plaster work, light fixtures and wall coverings.

**INTERIOR HISTORIC LANDMARK:** An interior, or part thereof, which is normally open or accessible to the public and which has a significant historical or aesthetic interest or value as part of the

development, heritage or cultural characteristics of the Village, State of Illinois or United States and which has been designated as an interior landmark pursuant to the provisions of this Article.

**NOMINATED HISTORIC LANDMARK:** A property and/or improvement nominated by an interested party for consideration by the Commission for designation as a historic landmark prior to determination by the Commission that it is eligible for historic landmark designation.

**NONCONTRIBUTING RESOURCE:** A property and/or improvement located within a historic district that does not represent significant historical and/or aesthetic characteristics which qualified that district as a historic district under this Article.

**OWNER:** Owner of record as determined by the tax rolls except where otherwise specified in this Article.

**PROPERTY:** Land and improvements identified as a separate lot for purposes of the zoning regulations of the Village of Oak Park.

**PUBLIC WORKS PROJECT:** Work carried out by the Village of Oak Park for public use or service, including, but not limited to, the installation, major repair or improvements to streets, curbs and gutters, alleys, sidewalks, public utilities, streetlights, signs, banners and traffic signals.

**RELOCATION:** Any repositioning of an improvement on the same property upon which it is located.

**REMOVAL:** Any moving of an improvement from the property upon which it was originally located.

**REPAIR:** Minor work which does not require a building permit and which does not affect the architectural features of an improvement.

**REVIEW:** The process of examining the plans and documents prepared by an owner of property and/or an improvement designated as a historic landmark which describes proposed work on the landmark, which will lead to the decision to grant or deny a certificate of appropriateness or a certificate of economic hardship.

**SITE:** The location of an event, activity, building, structure or improvement.

**STRUCTURE:** Anything constructed or erected, the use of which requires permanent or semi-permanent location on or in the ground.

**THE SECRETARY OF THE INTERIOR'S STANDARDS:** The "Secretary Of The Interior's Standards For Rehabilitation And Guidelines For Rehabilitating Historic Buildings", revised U.S. 1990, Department of the Interior, National Park Service, Preservation Assistance Division, Washington, D.C.

**WORK:** Any construction, alteration, repair, relocation, removal or demolition of an

improvement.

**7-9-3: HISTORIC DISTRICTS:**

- A. Historic districts shall be designated, amended and removed only upon by an ordinance adopted by the Village Board
  
- B. Frank Lloyd Wright-Prairie School of Architecture Historic District:
  - 1. On February 7, 1972, the Oak Park Historic District, renamed the Frank Lloyd Wright-Prairie School of Architecture Historic District, was recognized and affirmed as a locally designated historic district within the Village of Oak Park.
  - 2. On December 6, 1973, the Oak Park Historic District, renamed the Frank Lloyd Wright-Prairie School of Architecture Historic District, was listed in the National Register of Historic Places where such district remains officially registered as the Frank Lloyd Wright-Prairie School of Architecture Historic District.
  - 3. On May 22, 2009, a newly expanded Frank Lloyd Wright-Prairie School of Architecture Historic District was listed in the National Register of Historic Places.
  - 4. On February 12, 2012, a newly expanded Frank Lloyd Wright-Prairie School of Architecture Historic District was recognized and affirmed as a locally designated historic district within the Village of Oak Park.
  - 5. The Village hereby designates the area set forth on the map attached to Ordinance 1972-O-8 as Exhibit A which is incorporated in this Article by reference, as amended, historic district within the Village known as the Frank Lloyd Wright-Prairie School of Architecture Historic District. Such designation shall be reflected in the official zoning map of the Village.
  
- C. Ridgeland/Oak Park Historic District:
  - 1. On July 20, 1983, the Ridgeland/Oak Park Historic District was listed in the National Register of Historic Places where such district remains officially registered as the Ridgeland/Oak Park Historic District.
  - 2. On February 26, 1993, the Ridgeland/Oak Park Historic District was recognized and affirmed as a locally designated historic district within the Village of Oak Park.
  - 3. The Village hereby designates the area set forth on the map on file in the office of the Village Clerk attached to Ordinance 1993-O-12 as Exhibit A which is incorporated in this Article by reference, as amended, as a historic district within the Village known as the Ridgeland/Oak Park Historic District. Such designation shall be reflected on the official zoning map of the Village.

D. Gunderson Historic District:

1. On March 1, 2002, the Gunderson Historic District was listed in the National Register of Historic Places where such district remains officially registered as the Gunderson Historic District.
2. On June 17, 2002, the Gunderson Historic District was recognized and affirmed as a locally designated historic district within the Village of Oak Park.
3. On May 19, 2003, a newly expanded Gunderson Historic District was recognized and affirmed as a locally designated historic district within the Village of Oak Park.
4. The Village hereby designates the area set forth on the map on file in the office of the Village Clerk attached to Ordinance 2003-0-28 as Exhibit A which is incorporated in this Article by reference, as amended, as a historic district within the Village known as the Gunderson Historic District. Such designation shall be reflected on the official zoning map of the Village.-

**7-9-4: CRITERIA FOR DESIGNATION OF HISTORIC LANDMARKS AND INTERIOR HISTORIC LANDMARKS:**

A. The Commission, in determining whether to recommend for designation, and the Village Board, in determining whether to approve designation of particular sites, structures, or improvements as historic landmarks and/or interiors of structures or parts thereof as interior historic landmarks, shall consider the following criteria:

B. Historical And/Or Cultural Importance

1. Significance as an example of the architectural, cultural, economic, historic or social development or heritage of the Village of Oak Park, the state, or the United States;
2. Location as a site of a historic event, with a significant effect on the Village of Oak Park, the state, or the United States;
3. Identification with a person or persons who significantly contributed to the architectural, cultural, economic, historic or social heritage, or other aspect, of the Village of Oak Park, the State, or the United States;

C. Architectural And/Or Engineering Importance

1. Existence on the National Register of Historic Places;
2. Embodiment of those distinguishing characteristics of significant architectural

type, or style, or engineering specimen;

3. Identification as the work of a builder, designer, architect, craftsperson, engineer or landscape architect whose individual work is significant in the development of the Village of Oak Park, the State, or the United States;
  4. Contains design elements, detail, materials or craftsmanship that make the property or building structurally or architecturally innovative, rare or unique;
  5. Representation of an architectural, cultural, economic, historic or social theme, style or period, expressed in distinctive areas, districts, places, buildings or structures that may or may not be contiguous.
- D. Any site, structure or improvement that meets one or more of the above criteria shall also be at least fifty (50) years old and shall have sufficient integrity of location, design, materials and workmanship to make it worthy of preservation or restoration.
- E. It shall be within the discretion of the Village Board to deny designation of any historic landmark, irrespective of whether or not the proposed landmark satisfies one or more of the above listed criteria.

**7-9-5: NOMINATION AND PRELIMINARY DETERMINATION OF ELIGIBILITY FOR DESIGNATION AS A HISTORIC LANDMARK OR INTERIOR HISTORIC LANDMARK:**

- A. Submission Of Nominations: Historic landmark and interior historic landmark nominations may be submitted to the Commission by any person, group of persons, or association, including any member of the Commission, on a nomination form provided by the Commission. The nomination form shall include, or be accompanied by, the following:
1. The name and address of the owner of the property proposed for designation, including the names of the beneficial owners of property held in a land trust, where possible.
  2. The legal description and common street address of the property proposed for designation.
  3. An indication of whether or not the owner is in favor of the proposed designation.
  4. A written statement describing the property and setting forth reasons in support of the proposed designation.
  5. Photographs of the property or selected properties within a district.
  6. Such other information as may be required by the Commission.
- B. Commission Action:

1. The Commission staff liaison shall, upon receipt of a properly completed nomination, immediately the Director of the Development Customer Services Department or the Director's designee of the Commission's receipt of such nomination and shall deliver copies of same to the and Development Customer Services Department as soon thereafter as is possible and shall make a preliminary determination of eligibility within fifteen (15) days of the receipt of the nomination, or by the Commission's next regularly scheduled meeting, whichever occurs later. A determination by the Commission of preliminary eligibility must be based upon a finding by the Commission that there is a likelihood that a nominated historic landmark will meet one or more of the "Criteria for Designation" set forth in Section 7-9-4 of this Article.
2. If a majority of the Commission members determine that there is not a likelihood that the nominated historic landmark may meet at least one of the criteria for designation, it shall enter a formal denial of the nomination and so notify the party making the nomination in writing. Such a denial shall be the final administrative decision. The Commission may not reconsider the preliminary eligibility of such a historic landmark for at least one year following the submission of the original nomination and, then, only upon further evidence of qualification. If a preliminary determination is made that there is a likelihood that the nominated historic landmark may meet one or more criteria, the Commission shall schedule a designation hearing to be held within forty five (45) days of the preliminary determination and shall send the owner of record written notice of same no less than fifteen (15) days in advance of such hearing by regular and electronic mail, properly addressed to the owner of record as shown in the records of the Recorder of Deeds or Registrar of Titles, whichever is appropriate, and with sufficient postage affixed thereto. Failure to receive notice shall not invalidate the proceedings of the Commission.

#### **7-9-6: DESIGNATION HEARING:**

- A. Following a preliminary determination by the Commission that there is a likelihood that a proposed historic landmark may be eligible for designation, the Commission shall conduct a hearing and shall notify the party making the nomination, the owner(s) of record of the proposed historic landmark and the owners of record of any property within two hundred fifty feet (250') of the proposed historic landmark, by regular mail as to the date, time, place and purpose of the public hearing. Notice shall also be published in a newspaper of general circulation in the Village. The notice shall be sent and published not less than fifteen (15) days nor more than thirty (30) days prior to the date of the hearing. Such notice shall include the date, time and place of the hearing, a general description of the request to be heard, and the address or location of the property to which the request applies. If the owner(s) of record is not the party making the nomination, the Commission's notice to the owner(s) of record of the proposed historic landmark shall also include a copy of the nominating petition, any supporting documentation submitted

therewith and a form for use by the owner entitled the "Owner(s) of Record Statement of Position" form indicating the owner's support for or opposition to the proposed designation and a brief statement of the owner's position. The form shall provide a return address for the Commission and shall direct the owner to return the completed form to the Commission no less than seven (7) days prior to the scheduled hearing. The form shall further indicate that the owner's failure to respond shall be presumed by the Commission to indicate the owner's support for the proposed designation. The owner may rebut this presumption by appearing at the hearing and testifying in opposition to the proposed designation. The Commission shall make every reasonable effort to contact personally or by telephone owner(s) of record who have not returned an executed owner's form to explain the designation process and to encourage the return of the signed form.

- B. At the hearing the Commission shall take testimony and receive evidence from the nominators, owner(s) of record, and any other interested parties who wish to be heard and/or present evidence on the application of the criteria for designation, set forth in Section 7-9-4 of this Article, to the proposed historic landmark. The Commission shall hear testimony and receive evidence in accordance with such procedural rules that are not inconsistent with this Article as the Commission may, from time to time, propose and the Village Board may, from time to time, adopt for the purpose of governing the conduct of such hearings before the Commission.

**7-9-7: DESIGNATION OF HISTORIC LANDMARKS AND INTERIOR HISTORIC LANDMARKS:**

- A. Within forty five (45) days following completion of the public hearing(s), the Commission shall determine, based on the criteria set forth in Section 7-9-4 of this Article whether to recommend designation of a historical landmark to the Village Board and shall deliver to the nominator, the Village Board, the Village Clerk or the Village Clerk's designee, the Development Customer Service Department and to the owner(s) of record, a resolution and report recommending designation if such a determination has been made by the Commission. The resolution shall require an affirmative vote of a majority of the members of the Commission to recommend designation to the Village Board. The resolution shall include or be accompanied by a written report summarizing the evidence presented at the hearing, setting forth findings of fact based thereon, and explaining the basis for the Commission's recommendation. A decision by the Commission not to recommend designation is final and will terminate the designation process. The Commission shall notify the owner and nominators of its decision not to recommend designation within forty-five (45) days of the completion of the public hearing. The Commission shall not consider the re-nomination of the same or a substantially similar historic landmark for at least one year following submission of the original nomination and the nominated property shall not be considered an eligible historic landmark during that time.
- B. Within thirty (30) days after receiving the resolution and report containing the recommendation for designation from the Commission, the Village Board shall either designate the historic landmark or reject the nomination by a majority vote of the Village

Board, unless the owner is opposed to the nomination, in which case designation of the historic landmark may only occur upon a unanimous vote of the Village Board. In making this determination, the Village Board shall apply the designation criteria set forth in Section 7-9-4 of this Article and shall give due consideration to the record of the public hearing(s), and findings and recommendations of the Commission set forth in the Commission’s resolution and report and may take public testimony with regard to same. Upon a majority vote of the Village Board to approve designation, the Village Board shall enact an ordinance designating the historic landmark, which ordinance shall provide that the newly designated historic landmark shall be subject to the provisions of this Article.

- C. Upon designation of a historic landmark by the Village Board, the Commission shall provide written notification by regular and electronic mail to the owner(s) of record of the designated historic landmark which notification shall include a copy of the ordinance designating same. Failure to receive electronic notice shall not invalidate the proceedings of the Commission. The Village shall file a copy of the designation ordinance with the Cook County Clerk for each historic landmark designated. A copy of the designation ordinance shall be sent to the Village Development Customer Services Department and the Village Clerk.
- D. If the Board of Trustees does not approve a designation, then a nomination for the same or a substantially similar historic landmark may not be considered by the Commission for at least one year from the date of the Village Board action and the nominated property shall not be considered an eligible historic landmark during that time.
- E. Designations may be amended or rescinded by the same procedure and according to the same criteria set forth in this Article for an original designation.
- F. The following properties and/or improvements have been designated as Oak Park historic landmarks (including interior landmarks) pursuant to this Article:

	Landmark Properties	Designation Date
1.	Frank Lloyd Wright Home & Studio	June 17, 1996
	428 Forest and 951 Chicago Avenue	
	Interior, exterior and improvements	
2.	John Farson Home	June 17, 1996
	217 Home Avenue	



	Exterior, walk and fence	
3.	Pilgrim Congregational Church	June 17, 1996
	460 Lake Street	
	Exterior	
4.	Unity Temple	June 17, 1996
	875 Lake Street	
	Interior and exterior	
5.	Ernest Hemingway Birthplace Home	June 17, 1996
	339 N. Oak Park Avenue	
	Interior and exterior	
6.	The Plaza Hotel	March 16, 1998
	123 S. Marion Street	
	Exterior	
7.	The Plaza Hotel	March 16, 1998
	123 S. Marion Street	
	Interior	
	The lobby or foyer area including: the four-story atrium with a turned spindle latticework stairway, the ornamental stained and beveled glass door surround between the foyer of the original building and the former dining area in the addition, and the	

	two (2) brick archways leading off from the foyer area.	
8.	The Hills-DeCaro House	January 7, 2002
	313 Forest Avenue	
	Exterior	
9.	The Rollin Furbeck House	January 7, 2002
	515 Fair Oaks Avenue	
	Exterior	
10.	The Harry S. Adams House	January 7, 2002
	710 Augusta Street	
	Exterior – house and coach house	
11.	The George Furbeck House	November 18, 2002
	223 N. Euclid Avenue	
	Exterior	
12.	The Thomas Gale House	November 18, 2002
	1027 Chicago Avenue	
	Exterior	
13.	The Oak Park and River Forest Day Nursery	November 18, 2002

	1139 Randolph Street	
	Exterior	
14.	Charles Roberts House	December 2, 2002
	321 N. Euclid Avenue	
	Exterior – house and garage	
15.	Roberts Building	December 2, 2002
	300-304 N. Grove Avenue/818 Erie Street	
	Exterior	
16.	Odd Fellows Hall	November 17, 2003
	812-818 Harrison Street	
	Exterior	
17.	The Albert and Kittie Ernst House	November 17, 2003
	1023 Wenonah Avenue	
	Exterior	
18.	Oak Park Conservatory	June 21, 2004
	615 Garfield Street	
	Exterior – original structure	

19.	Park Grove and Park View Manor	June 21, 2004
	173-181 N. Grove Avenue	
	Exterior	
20.	Bishop Quarter School Addition	June 21, 2004
	605 Lake Street	
	Exterior	
21.	C.A. Sharpe House (Dole/Cheney Mansion)	July 6, 2004
	220 N. Euclid Avenue	
	Exterior – house, greenhouse, coach house, fence	
22.	Andreas Brisch House	December 6, 2004
	701 S. East Avenue	
	Exterior	
23.	Harold C. Lewis House	December 6, 2004
	950 Columbian Avenue	
	Exterior	
24.	George and James Tough House	December 6, 2004
	1045 Wesley Avenue	
	Exterior – house and garage	

25.	Poley Building	December 6, 2004
	408-410 S. Austin Boulevard	
	Exterior	
26.	Margaret Morse House	February 22, 2005
	1036 Fair Oaks Avenue	
	Exterior	
27.	Albert Schneider House	February 22, 2005
	553 N. Marion Street	
	Exterior	
28.	Dorothy Manor Apartments	June 20, 2005
	424-426 S. Austin Boulevard	
	Exterior	
29.	Maze Branch Library	November 7, 2005
	845 Gunderson Avenue	
	Exterior, interior (main floor, foyer)	
30.	First United Methodist Church	November 7, 2005
	324 N. Oak Park Avenue	

	Exterior	
31.	Howard Jenkins House	May 1, 2006
	500 Linden Avenue	
	Exterior – house and garage	
32.	Dr. Harry Bernhardt Cottage	May 1, 2006
	705 S. East Avenue	
	Exterior – house and garage	
33.	Charles W. Eils House	November 6, 2006
	625 S. Oak Park Avenue	
	Exterior – house and garage	
34.	Boulevard Arcade Building	June 4, 2007
	1033 South Boulevard	
	Exterior	
35.	Cicero Fire House No. 2	June 16, 2008
	129 Lake Street	
	Exterior	
36.	Gustaf and Fride Benson House	July 20, 2009

	1139 Woodbine Avenue	
	Exterior – house and garage	
37.	Robert Parker House	July 20, 2009
	1019 Chicago Avenue	
	Exterior	
38.	Linden Apartments	October 6, 2009
	175-181 Linden Avenue/643-645 Ontario Street	
	Exterior – building and garage	
39.	Charles Schwerin House	March 15, 2010
	639 Fair Oaks Avenue	
	Exterior – house and garage	
40.	Edward and Caroline McCready House	March 15, 2010
	231 N. Euclid Avenue	
	Exterior – house, garage, and retaining wall	
41.	Russell Wallace House	March 15, 2010
	178 N. Euclid Avenue	
	Exterior – house and garage	

42.	Charles S. Castle House	March 15, 2010
	647 Linden Avenue	
	Exterior – house and garage	
43.	Joseph D. Everett House	May 17, 2010
	228 Forest Avenue	
	Exterior	
44.	Chester Flitcraft House	June 21, 2010
	845 Chicago Avenue	
	Exterior	
45.	Paul Blatchford House No. 1	June 21, 2010
	250 Forest Avenue	
	Exterior	
46.	William A. Douglass House	September 20, 2010
	317 N. Kenilworth Avenue	
	Exterior, coach house	
47.	Nineteenth Century Club	September 20, 2010
	178 Forest Avenue	
	Exterior	



48.	Rutherford-Dodge House	January 3, 2011
	308 N. Oak Park Avenue	
	Exterior	
49.	Vernon W. Skiff House	January 3, 2011
	633 N. East Avenue	
	Exterior, coach house, fence	
50.	Charles E. Matthews House	February 22, 2011
	432 N. Kenilworth Avenue	
	Exterior, garage	
51.	Harlem Office Building	March 7, 2011
	1515 N. Harlem Avenue	
	Exterior	
52.	John D. Caldwell House	July 5, 2011
	130 S. East Avenue	
	Exterior	
53.	Charles W. Helder House	July 5, 2011
	629 Fair Oaks Avenue	

	Exterior, garage	
54.	Freeman Landon House	September 19, 2011
	700 S. Lombard Avenue	
	Exterior, garage	
55.	George and Mary Sheppard House	October 3, 2011
	217 S. Humphrey Avenue	
	Exterior	
56.	Rankin-Hemingway House	November 28, 2011
	639 N. Oak Park Avenue	
	Exterior, garage	
57.	William J. Ehlers Flats	July 2, 2012
	241 S. Elmwood Avenue	
	Exterior, garage	
58.	Edwin H. Ehrman House	July 2, 2012
	410 N. Kenilworth Avenue	
	Exterior	
59.	George L. Smith House	November 5, 2012

	743 Columbian Avenue	
	Exterior, garage	
60.	Charlton H. Catlin Flats	April 1, 2013
	209 – 211 S. Elmwood Avenue	
	Exterior, garage	
61.	Andreas Brisch House no. 1	July 1, 2013
	745 S. East Avenue	
	Exterior	
62.	Purcell-Yager House	May 5, 2014
	300 Forest Avenue	
	Exterior, garage	
63.	Walter S. Gerts House	October 6, 2014
	200 S. East Avenue	
	Exterior	
64.	Edward B. Kittle House	October 6, 2014
	636 Fair Oaks Avenue	
	Exterior	

65.	I.M. and Fannabell Fixman House	December 8, 2014
	1010 Fair Oaks Avenue	
	Exterior	
66.	Charles Roberts Stables	November 21, 2016
	317 North Euclid Avenue	
	Exterior	
67.	James T. Hayden House	June 5, 2017
	209 Forest Avenue	
	Exterior	
68.	Edgar Rice Burroughs House no. 1	December 11, 2017
	414 Augusta Street	
	Exterior	
69.	John J. Schmidt House	May 7, 2018
	400 North Kenilworth Avenue	
	Exterior	
70.	Robbins-Chapmen House	November 4, 2019
	408 North Kenilworth Ave	
	Exterior	

71.	Telfer MacArthur House	February 1, 2021
	609 Linden Ave	
	Exterior, coach house	
72.	Swenson-Gottlieb House	May, 15, 2023
	1201 Fair Oaks Avenue	
	Exterior, garage	

**7-9-8: WORK REQUIRING THE ISSUANCE OF A CERTIFICATE OF APPROPRIATENESS, A CERTIFICATE OF ECONOMIC HARDSHIP OR A CERTIFICATE OF ADVISORY REVIEW:**

- A. No building permit or demolition permit shall be issued and no alteration authorized by the Development Customer Services affecting any site, building, structure or improvement designated in this Article until such time as the corresponding requirement or requirements set forth in this Article for each such designated site, building, structure or improvement shall first have been satisfied:
  - 1. In the case of the construction on, and/or the alteration, relocation, demolition or removal of an eligible historic landmark, the building or demolition permit shall be issued or the alteration authorized upon the denial of designation of historic landmark status by the Village Board; provided, however, that if the site, building, structure or improvement which has been denied landmark status is located within a designated historic district, then the issuance of a building or demolition permit shall also be contingent upon satisfying the requirements set forth in this Article for property located within a designated historic district; or
  - 2. In the case of a demolition or removal of: a) an eligible or designated historic landmark; b) any site, building, structure or improvement within a designated historic district; or c) a site, building, structure or improvement located in a designated historic district or listed in the National Register of Historic Places, which is wholly or partially financed by the Village or by one or more Federal, State or Village funding sources which are dispersed through or administered by the Village, the demolition permit shall be issued upon the authorization of such a permit by formal resolution of the Village Board as being necessary to protect the public health, safety or welfare; or

3. In the case of: a) the construction on, and/or the alteration, relocation, demolition or removal of an eligible or designated historic landmark; b) the alteration, demolition or removal of a site, building, structure or improvement located in a designated historic district or listed in the National Register of Historic Places which is wholly or partially financed by the Village or by one or more Federal, State or Village funding sources which are dispersed through or administered by the Village; or c) the removal or demolition of any building, structure or improvement located within a designated historic district for which demolition has not been authorized under subsection 7-9-8A2 of this section, the building or demolition permit shall be issued or the alteration shall be authorized upon the issuance of a certificate of appropriateness in accordance with Section 7-9-12 of this Article or a certificate of economic hardship in accordance with Section 7-9-13 of this Article.
- B. No building permit for construction shall be issued by the Development Customer Services Department affecting any non-landmark property or structure within a designated historic district unless a certificate of advisory review is issued in accordance with Section 7-9-15 of this Article.
- C. The Development Customer Services Department shall provide written authorization for alteration work affecting eligible or designated historic landmarks, which does not require a building permit, upon receipt of the certificate of appropriateness or certificate of economic hardship for such alteration work. Such authorization must be given prior to commencement of such alteration work.
- D. No work requiring the issuance of a building or demolition permit or the authorization of an alteration by the Development Customer Services Department, shall commence prior to such issuance or authorization in accordance with this Section.
- E. Public works projects within designated historic districts or affecting eligible or designated historic landmarks shall require a certificate of advisory review. The Director of Public Works or the Director's designee shall report such projects to the Commission as they are proposed by the Director or Director's designee in a timely fashion. In emergency situations, or where time constraints otherwise require the immediate commencement of such projects, work may commence prior to the issuance of the certificate of advisory review.

**7-9-9: ZONING AND SUBDIVISION ACTIONS AFFECTING ANY NOMINATED, ELIGIBLE OR DESIGNATED HISTORIC LANDMARKS OR DESIGNATED HISTORIC DISTRICTS:**

- A. The Director of the Development Customer Services Department or applicable Village staff, in the case of applications before the Zoning Board of Appeals, Plan Commission, or Community Design Commission, shall notify the Commission staff liaison, a reasonable time of submission to the Department, of all applications for zoning amendments, variances, special use permits, design review applications, subdivision or planned unit

developments affecting: 1) property in any designated historic district, 2) any eligible or designated historic landmarks, or 3) any property located within two hundred fifty feet (250') of such landmark.

- B. In furtherance of its duties as set forth in subsection 2-23-2F of the Village Code, the Commission, or Commission staff liaison when appropriate, shall evaluate the anticipated effect of the zoning action requested in the application on the designated historic district or nominated, eligible or designated historic landmark(s) and shall consider the long-term compatibility of the proposed zoning action with the character of the affected historic resources and the effect of any proposed zoning action on the long-range preservation of these resources. In its review, the Commission shall also consider the criteria specified in Section 7-9-11 of this Article.
- C. The Commission may present its evaluation or opinion on the effects of such anticipated zoning action on a historic district or nominated, eligible or designated landmark to the board or commission hearing such zoning action.
- D. In no event shall the provisions of this Section preclude the necessity of obtaining a certificate of appropriateness or a certificate of economic hardship when required under Section 7-9-12 or 7-9-13 of this Article.

**7-9-10: ACQUISITION OR USE OF PUBLIC PROPERTY:**

- A. The Village Manager shall advise the Commission, in a timely manner, of all proposed or pending acquisitions, sales or changes in use by the Village or by any other public agency, including any other unit of local government, when known to the Village, of any property designated as a historic landmark, or located within two hundred fifty feet (250') of a landmark, or located in a historic district. The Commission shall advise the Village Board, other appropriate public agency or other units of local government, as to the effects of such actions on the special historic, architectural, community or aesthetic interest or value of such properties to Oak Park.
- B. The Commission shall request that other public agencies serving the community agree to advise the Commission of pending acquisition, sales or changes by such agencies in use of property designated as a historic landmark or located within two hundred fifty feet (250') of a landmark, or located in a historic district, in order that the Commission may advise such agencies as to the impact of such actions on the historic, architectural, community or aesthetic interest or value of such properties to Oak Park. The Commission shall take appropriate steps to notify all public agencies which own or may acquire property in the Village about the existence and character of designated historic landmarks and historic districts, and the Commission shall provide a current record of such landmarks and districts to such public agencies for their maintenance.

**7-9-11: REVIEW CRITERIA FOR CERTIFICATE OF APPROPRIATENESS; CERTIFICATE OF ADVISORY REVIEW; NONCONTRIBUTING RESOURCES:**

- A. Guidelines For Construction, Alteration And Relocation Work: In making a determination to issue or deny a certificate of appropriateness for construction, alteration or relocation work affecting an eligible or designated historic landmark, or a determination to conduct an advisory review and either approve or make recommendations with regard to construction or relocation work on property located in a designated historic district, either the Commission or the Village Board, when considering an appeal, shall consider the effect of the proposed construction, alteration, or relocation on the architectural features and on the historic, aesthetic or architectural value, characteristics and significance of the eligible or designated historic landmark or designated historic district
- B. In determining whether to issue a certificate of appropriateness or a certificate of advisory review, the Commission, or the Village Board when considering an appeal, shall follow the “Secretary of the Interior’s Standards”, revised 1990, as amended in this Article, and such other criteria and guidelines as the Commission may recommend, and which the Village Board may adopt, for use by the Commission, or the Village Board when considering an appeal. Such criteria shall include, but are not limited to, the following:
1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
  2. The significant original qualities and/or historic character of a property shall be retained and preserved. The removal or alteration of historic or distinctive architectural materials or features and spaces that characterize a property shall be avoided.
  3. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
  4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
  5. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
  6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, inherent and not renewable color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.



7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
  8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
  9. The historic and architectural integrity of the property and its environment shall be protected by making the new work compatible with the existing structures, surrounding structures, streetscape or the character of the historic district, whenever one or more of these elements is affected by such work, with respect to the following design criteria:
    - a. The height of the alteration, addition or construction;
    - b. Proportions between the width and height of structure's front façade;
    - c. The proportions and relationships between doors and windows;
    - d. Relationship of building masses and the open space around them, including setbacks and placement on the lot;
    - e. The design of the roof shapes, forms and materials;
    - f. Landscaping and appurtenances which should also be sensitive to the individual structure, its occupants and their needs;
    - g. The scale of the proposed structure;
    - h. Dominant horizontal or vertical directional expression of front elevation; and
    - i. Architectural style, design, details and materials, including textures and patterns, but not necessarily color.
  10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
- C. Guidelines For Removal Or Demolition Of Historic Landmarks, Or Buildings, Structures Or Improvements Located Within A Historic District: Guidelines to be used by the Commission, or by the Village Board when considering an appeal, in determining of appropriateness of the removal or demolition of a landmark or a building, structure or improvement in a historic district shall include, but not be limited to, the guidelines set forth in subsection 7-9-11A of this Section.

- D. Noncontributing Resources: A property or improvement shall be considered to be a noncontributing resource if it is contained as a noncontributing resource in the National Register Historic District nomination form for the historic district. A noncontributing resource is not subject to the requirements of this Article, except for advisory reviews pursuant to Section 7-9-15 of this Article or if the resource is listed as an Oak Park Landmark.

**7-9-12: PROCEDURES FOR CERTIFICATE OF APPROPRIATENESS:**

- A. Preapplication: Any owner of a historic landmark may, at any time, request the Commission to make a preliminary review of proposed work in order to determine whether the proposed work will meet the criteria set forth in this Article. The Commission or Committee may, on the basis of documents and other material presented, make a preliminary finding of acceptability which may then be used by the Commission to expedite the processing of a certificate of appropriateness after the owner has applied for a building permit and/or a certificate of appropriateness. The certificate of appropriateness will be issued by the Commission only if the work described on the permit documents submitted by the owner to obtain the permit are found to be substantially the same as that which was preapproved. If, during the preapplication review, the Commission or Committee finds that the proposed work does not meet the criteria, the Commission or Committee may advise the owner on possible ways to meet the criteria.
- B. Application: Any application for a building permit and/or certificate of appropriateness for construction, alteration or relocation affecting an eligible or designated historic landmark or for the removal of an eligible or designated historic landmark or the removal of a building, structure or improvement from a property within a designated historic district and any application for a demolition permit for the demolition of an eligible or designated historic landmark or for the demolition of a building, structure or improvement in a designated historic district shall be sent by the Development Customer Services Department, within three (3) working days of receipt, to the Commission. At the time of receipt of the application(s), the Development Customer Services Department shall issue to the applicant a historic preservation guidelines pamphlet prepared by the Commission which summarizes the preservation requirements and preservation assistance available in the Village with regard to the historic landmarks and historic districts. The Development Customer Services Department shall not issue a building permit and shall not authorize any alterations until a certificate of appropriateness or certificate of economic hardship has been issued.
- C. Architectural Review Committee And Commission Staff Liaison Review And Issuance Of Certificate of Appropriateness: The Commission may propose, and the Village Board may adopt rules, procedures and criteria under which a committee of the Commission and/or Commission staff liaison may approve applications for certificates of appropriateness when the proposed work involves: 1) restoration to original conditions, or 2) no changes

in materials, or 3) changes not visible from the street and not affecting an interior landmark, or 4) other types of activities determined by the Commission to have limited effect on the historic, architectural or aesthetic qualities of landmarks or districts. Such rules, procedures and criteria for the above-mentioned limited activities only, if adopted, shall provide that Commission staff liaison shall act within five (5) working days from receipt of the application to review, approve and issue a certificate of appropriateness, refer the application to the Architectural Review Committee, or refer the application to the full Commission for its consideration.

- D. Commission Review: If rules, procedures and criteria are adopted providing for committee and/or staff issuance of certificates of appropriateness under certain limited circumstances, applications which would not meet the criteria for committee or staff review under subsection 7-9-12C of this Section, shall be referred to the Commission by such committee or Commission staff liaison, or applications which have been denied a certificate of appropriateness by committee or Commission staff liaison shall be referred to the Commission. Except as otherwise provided for in rules and procedures adopted in accordance with subsection 7-9-12C of this Section, all applications for certificates of appropriateness shall be referred directly to the full Commission for review. The Commission shall review the completed application and supporting information within forty-five (45) days of receiving same, either from a committee or directly from the Development Customer Services Department. The applicant shall be notified, in writing, of the date, time and place of the meeting at which Commission review on the proposed work shall take place. The applicant shall be requested to submit such plans, drawings, photographs or other information the Commission may request to complete its review. Requested information shall not delay the meeting. The notice shall be sent no less than five (5) days before the meeting at which the proposed work is to be reviewed. The requirement for this five (5) day advance notice may be waived by the applicant. A final vote, as to approval or denial, shall be made within forty-five (45) days of the receipt of a complete application. If a decision is not made within forty-five (45) days, it will constitute an automatic withdrawal of the application and the Commission staff liaison will reschedule the application if appropriate.
- E. Acceptance Of Proposed Work And Issuance Of Certificate Of Appropriateness: If, upon review, a quorum of the Commission finds the proposed work is in accordance with the applicable criteria set forth in Section 7-9-11 of this Article and the purposes of this Article, it may issue a certificate of appropriateness, with or without conditions reasonably related to the review guidelines. Notice of the issuance of a certificate of appropriateness shall be provided to the applicant and the Development Customer Services Department within five (5) working days after the decision. A certificate of appropriateness shall expire one year after the date of issuance. Any change in the proposed work after issuance of a certificate of appropriateness shall require inspection by the Commission staff liaison to determine whether the work is still in substantial compliance with the certificate of appropriateness. If staff determines that the change in work is not in substantial compliance with the certificate of appropriateness, then the

owner must immediately cease work upon notification and submit a revised application to the Commission for review. The owner may be required to revise plans and redo work to comply with the certificate of appropriateness. The owner may dispute conditions regarding a certificate of appropriateness at a public hearing as set forth below.

- F. Failure To Issue A Certificate Of Appropriateness: If the Commission finds that the proposed work does not meet the established criteria and, will adversely affect or destroy any significant historic, aesthetic or architectural feature or value of an eligible or designated historic landmark, or that the demolition or removal of a building, structure or improvement in a designated historic district will adversely affect the historic, aesthetic or architectural character or value of the historic district or is inappropriate or inconsistent with the spirit and purposes of this Article, it shall not take action on the application and shall so advise the applicant and the Development Customer Services Department, in writing, within five (5) working days of the determination not to act on the application and shall further indicate to the applicant at that time that the applicant may submit an amended application for expedited review or may request a public hearing.

Within the same five (5) working day time frame, the Commission shall send a letter to the applicant explaining any changes recommended by the Commission before an amended application may be considered. The letter will address the appropriate review criteria and other points deemed pertinent by the Commission. The applicant may either amend the application and resubmit same for expedited review, or the applicant may request a public hearing on the application. If the applicant submits an amended application and it is determined to conform to Commission recommendations, a certificate of appropriateness may be issued by a quorum of the Commission.

- G. Public Hearing Following Denial Of A Certificate Of Appropriateness Or Disputed Conditions: Within fifteen (15) days of notice to the applicant of either an approval of a certificate of appropriateness with conditions or to file an amended application or request a public hearing, the applicant may request that the Commission hold a public hearing where additional evidence and testimony may be heard regarding the application for a certificate of appropriateness. The Commission shall hold such a public hearing within forty-five (45) days of receipt of the written request.
  - 1. Notice of the date, time, place and purpose of the public hearing shall be sent by regular and electronic mail to the applicant and by regular mail to property owners within two hundred fifty feet (250') of the property for which the application has been made, and said notice shall also be published in a newspaper of general circulation in the Village of Oak Park. The notice shall be sent and published not less than fifteen (15) days nor more than thirty (30) days prior to the date of the hearing. Such notice shall include the date, time and place of the hearing, a general description of the request to be heard, and the address or location of the

property to which the request applies. Failure to receive electronic notice shall not invalidate the proceedings of the Commission.

2. At the public hearing, the Commission shall take testimony presented by the applicant and any other interested parties concerning the effect of the proposed alteration, construction, relocation, removal or demolition of an eligible or designated historic landmark upon an eligible or designated historic landmark and the surrounding neighborhood or the effect of the proposed removal or demolition of any structure, building or improvement within a historic district upon the district, and shall conduct such hearings in a manner consistent with the Rules of Procedure for Hearings before the Historic Preservation Commission, as amended from time to time, which are, adopted pursuant to this Article and made a part hereof and as may be amended, from time to time, by action of the Commission and the Village Board. The hearing may be continued to a date certain, with the concurrence of the applicant.

3. Within fifteen (15) days following the completion of the public hearing, the Commission shall issue or deny the certificate of appropriateness or modify or keep intact conditions of approval related thereto. Notice of the Commission's decision will be sent to the applicant and owner and the Development Customer Services Department within five (5) working days of rendering the decision. Notification procedures outlined under Sections 7-9-6 and 7-9-7 of this Article will apply.

H. Appeal To The Village Board: Upon denial of the application for a certificate of appropriateness by the Commission or denial of a request to modify conditions related thereto, the applicant may either appeal the denial to the Village Board or may request a certificate of economic hardship.

#### **7-9-13: PROCEDURES FOR CERTIFICATE OF ECONOMIC HARDSHIP:**

A. Application: Following denial of a certificate of appropriateness by the Commission or by the Village Board on appeal, the owner or designated representative may apply for a certificate of economic hardship by submitting to the Commission a completed application for a certificate of economic hardship, which form shall be available in the Village Hall and in particular, at the Development Customer Services Department.

B. Public Hearing Process: The Commission shall hold a public hearing within forty-five (45) days of receipt of a completed application for a certificate of economic hardship. Notice of the public hearing shall be sent by regular and electronic mail to the applicant and by regular mail to property owners within two hundred fifty feet (250') of the property for which application has been made. Notice also shall be published in a newspaper of general circulation in the Village of Oak Park. The notice shall be sent not less than fifteen (15) days nor more than thirty (30) days prior to the date of the hearing. Such notice shall include the date, time and place of the hearing, a general description of the contents of

the request to be heard and the address or location of the property to which the request applies. Failure to receive electronic notice shall not invalidate the proceedings of the Commission.

At the public hearing, the Commission shall take testimony presented by the owner(s) and any other interested parties concerning the effect of the proposed alteration, construction, relocation, removal or demolition of an eligible or designated historic landmark or removal or demolition of a building, structure or improvement within a designated historic district based upon the criteria set forth in Section 7-9-11 of this Article and shall conduct such hearing in a manner consistent with the rules of procedure for hearings before the Commission. The hearing may be continued to a date certain. A record shall be kept of all proceedings.

- C. Standards For Commission Decision And Factors To Be Considered: The Commission shall issue a certificate of economic hardship only if the Commission finds that the subject property cannot be put to any reasonably beneficial use or that the owner/applicant will suffer a substantial economic loss thereon without the alteration, construction, relocation, removal or demolition being sought by the owner/applicant and that the owner/applicant is not responsible in any way for the hardship from which he or she is seeking relief. The factors to be considered by the Commission and the Village Board on the issue of economic hardship shall include, but are not limited to, the following:
1. A substantial decrease in the fair market value of the property as a result of the denial of the certificate of appropriateness;
  2. A substantial decrease in the pretax or after-tax return to owners of record or other investors in the property as a result of the denial of the certificate of appropriateness;
  3. The cost of the proposed construction, alteration, relocation or demolition, and an estimate of any additional cost that would be incurred to comply with the recommendations of the Commission for changes necessary for the issuance of a certificate of appropriateness;
  4. The structural soundness of any structures on the property and their suitability for rehabilitation;
  5. The economic feasibility of rehabilitation or reuse of the existing structure or improvement on the property in the case of a proposed demolition.
  6. The owner/applicant's purchase of the subject property after the enactment of the relevant provisions of this Article without making said purchase contingent upon the owner/applicant first obtaining necessary Board and/or Commission approvals under this Article shall be deemed to be conclusive evidence of the fact that the applicant is responsible for the applicant's own economic hardship, if any.

D. Evidence: The Commission may solicit expert testimony. The applicant may be required to submit evidence at the hearing to support any of the factors, including those listed above, which the applicant believes to have contributed to the economic hardship which the applicant alleges he or she would suffer if the applicant is not granted a certificate of appropriateness. Specific information and documentation which should be presented by the applicant as competent evidence at the hearing shall include, but not be limited to, the following:

1. The amount paid for the property, the date of purchase and the party from whom purchased (including description of the relationship, if any, between the owner and the person from whom the property was purchased);
2. The assessed value of the land and improvements thereon according to the two (2) most recent assessments;
3. Real estate taxes for the previous two (2) years;
4. Annual debt service, if any, for the previous two (2) years;
5. All appraisals obtained within the previous two (2) years by the owner or applicant in connection with the owner or applicant's purchase, financing or ownership of the property;
6. Any listing of the property for sale or rent, price asked and offers received, if any;
7. Any consideration by the owner as to profitable adaptive uses for the property;
8. If the property is income-producing, the annual gross income from the property for the previous two (2) years, itemized operating and maintenance expenses for the previous two (2) years, and annual cash flow, if any, during the same period;
9. Executed construction agreements or proposals;
10. Engineering or architect reports on the structural integrity of the building or structure upon which work is being proposed.

In the event that any of the required information is not reasonably available to the applicant and cannot be obtained by the applicant, the applicant shall provide to the Commission a statement of the information which cannot be obtained and describe the reasons why such information cannot be obtained.

E. Issuance Or Denial Of Certificate of Economic Hardship:

1. If the Commission finds that the owner/applicant has not established that the owner/applicant will suffer a demonstrable economic hardship as a result of the

denial of a certificate of appropriateness, then the Commission shall deny the applicant's application for a certificate of economic hardship.

2. If the Commission makes an initial determination that the applicant has presented a case which may establish that without approval of the proposed work all reasonable use of, or return from, a designated historic landmark or building, structure, or improvement within a designated historic district will be denied a property owner, but the Commission finds that reasonable alternatives may exist which should be addressed by the applicant, then the application shall be delayed for a period of no more than sixty (60) days following the finding. During the first thirty (30) days of this period, the Commission shall investigate plans and make recommendations to the owner and Village Board which are intended to provide for reasonable use of, or return from the property, or to otherwise preserve the subject property. During the second thirty (30) days of this period, the applicant will investigate the proposal of the Commission and provide the Commission with written response thereto.
3. If, at the end of this sixty (60) day period, after reviewing its initial finding and its subsequent proposals and the applicant's response thereto, the Commission finds that without approval of the proposed work the property cannot be put to any reasonable use or the owner cannot obtain a reasonable economic return ~~therefrom~~, then the Commission shall issue a certificate of economic hardship approving the proposed work. If the Commission finds otherwise, it shall deny the application for a certificate of economic hardship. Within fifteen (15) days following the completion of the public hearing and within fifteen (15) days of the sixty (60) day delay period provided for in subsection 7-9-13E of this Section, if applicable, the Commission shall render its decision on the certificate of economic hardship by adopting a resolution which shall set forth the findings of fact and decision of the Commission either granting or denying the certificate of economic hardship.
4. An executed copy of the resolution shall be sent to the applicant and property owner and the Development Customer Services Department within five (5) working days after the decision.

#### **7-9-14: APPEALS:**

- A. Within fifteen (15) days of receipt of a final denial of a certificate of appropriateness or a certificate of economic hardship by the Commission, the applicant and/or the applicant's representative may appeal the Commission's decision to the Village Board. The Village Board, within forty-five (45) days of the applicant filing an appeal, shall affirm, reverse or modify the decision of the Commission after due consideration of the facts contained in the record, which the Commission shall submit to the Village Board within ten (10) working days of the filing of the appeal. The Village Board may receive comments on the contents of the record, orally at the meeting or in writing, not less than ten (10) days prior



to the meeting at which the Board will first consider the appeal but shall not consider any new matters that were not presented during the Commission hearings.

- B. The Village Board shall, within ten (10) days of its decision, advise the applicants and the Commission, in writing, of its final decision and shall direct the Village Manager or the Village Manager's designee to advise all affected departments of the Village government.
- C. The failure of the Village Board to affirm, modify or reverse the decision of the Commission within forty-five (45) days of the applicant filing an appeal shall be considered as an affirmance by the Village Board of the decision of the Commission and a denial of the appeal, and the Commission shall so notify the applicant and the affected departments of the Village government

The decision of the Village Board will be the final administrative decision of the Village.

**7-9-15: ADVISORY REVIEW PROCEDURES:**

- A. Application For Advisory Review:
  - 1. Advisory review is provided by the Commission as a service to the public. Any owner may, at any time, consult with the Commission to determine whether intended work on a structure may comply with the review guidelines and seek the Commission's advice on how best to accomplish the work to comply with them.
  - 2. Except as otherwise provided by rules and procedures adopted in accordance with subsection 7-9-15B\_of this Section, any application for a building permit for construction or relocation work on a property within a historic district other than historic landmarks, government-funded projects and structures intended to be demolished (which receive certificate of appropriateness reviews as outlined above), shall be sent to Commission staff by the Development Customer Services Department. The Development Customer Services Department shall not issue a building permit until the Commission, Architectural Review Committee, and/or Commission staff, have reviewed the permit application and acted, or until the passage of thirty (30) days from the filing of the said application, whichever occurs first.
- B. Architectural Review Committee And Commission Liaison Staff Review And Approval: The Commission may propose and the Village Board may approve rules, procedures and criteria under which a committee of the Commission, or the Commission staff liaison, may review applications for advisory review when the proposed work involves: 1) restoration to original conditions, or 2) no changes in materials, or 3) changes not visible the street, or 4) other types of activities determined by the Commission to have limited effect on the historic, architectural or aesthetic qualities of the structure. Such committee or Commission staff liaison shall take one of the following actions within five (5) days from receipt of the application from the Development Customer Services Department:

1. Review the permit application return to the Development Customer Services Department marked: “approved”;
  2. Request that the owner meet with the review committee to receive suggestions concerning revisions to the proposed work which will bring it in line with review criteria. As soon as possible, but no later than ten (10) days after the meeting, staff will provide a review summary and confirmation to the applicant and will mark the permit as “approved” for historic review. At this point the applicant is free to either revise the applicant’s plans in accordance with the suggested changes and proceed with the permit process without changes; and
  3. Meet with the owner and/or submit the permit application and project description to the full Commission to review at its next regularly scheduled meeting.
- C. Commission Review: Applications which have been referred to the Commission either directly from the Development Customer Services Department or indirectly through the committee or Commission staff liaison shall be reviewed by the full Commission within thirty (30) days of receipt of the complete application. The applicant shall be notified, in writing, of the date, time and place of the meeting at which a review of the proposed work shall take place. The applicant may be requested to submit plans, drawings, photographs or other information to enable the Commission to conduct a more complete review. The Commission may, at that meeting, make recommendations concerning revisions to the proposed work which will bring the work into conformity with review criteria set forth in Section 7-9-11 of this Article. These recommendations will be forwarded, in writing, to the applicant as soon as possible after this meeting, but no later than ten (10) days after the meeting, and the application for permit will be marked as “approved” for historic review. At this point, the applicant is free to either revise the plans in accordance with the suggested changes and submit them to the Development Customer Services Department, or to submit them without change, and the permit will be issued if the application is otherwise in compliance with Village Code. The Commission may delay issuance of the permit by a period of no longer than thirty (30) days from time of its receipt of the complete permit application in an attempt to resolve nonconformity issues with regard to the review criteria.

#### **7-9-16: PREVENTION OF DEMOLITION BY NEGLECT:**

The Commission, on its own initiative, may file a petition with the Development Customer Services Department requesting that the Department require correction of defects or repairs to eligible or designated historic landmarks or buildings, structures or improvements in designated historic districts so that such landmarks, buildings, structures or improvements shall be preserved and protected in accordance with the purposes of this Article.

#### **7-9-17: HAZARDOUS STRUCTURES AND PUBLIC NUISANCES:**

- A. This Article shall not prohibit the demolition of any structure which poses an immediate hazard to human health and safety. When an eligible or designated historic landmark or building, structure or improvement in a designated historic district requires immediate demolition due to its imminent threat to human health and safety and an authorized Village official, pursuant to ordinance, has made the determination that the landmark, building, structure or improvement should be demolished immediately, then nothing in this Article shall prohibit the demolition of such landmark, building, structure or improvement. The Village official ordering the demolition shall, prior to causing the demolition, attempt notification of the Commission and Commission staff liaison, of the imminent threat posed by the landmark, building, structure or improvement if such notice may be given without jeopardizing human health and safety.
- B. If the Village has, pursuant to official action, declared a building, structure or improvement that is an eligible or designated landmark or is located in a designated historic district as a public nuisance and has authorized its demolition, the Village Manager or the Village Manager's designee shall have a copy of the declaration of public nuisance delivered to the chairperson of the Commission and Commission staff liaison, who shall place the matter on the agenda of the next meeting of the Commission. The Commission shall be authorized to review the building, structure or improvement and determine if the owner or some other person can commence rehabilitation of it immediately. The Commission shall ensure that whoever will rehabilitate the building, structure or improvement shall have either public or private financing, or both, to make sure that the building, structure or improvement is promptly rehabilitated in accordance with the criteria set forth in this Article. If the Commission is unable to secure the rehabilitation of the building, structure or improvement within ninety (90) days of the date that it was declared a public nuisance by the Village or by the date the Village obtains judicial authorization to demolish it, whichever is later, then the Village may proceed with the demolition of the building, structure or improvement.
- C. An owner of a building, structure or improvement eligible or designated as a landmark or located within a historic district shall not be authorized to demolish such building, structure or improvement without filing an application for and obtaining a certificate of appropriateness or certificate of economic hardship, except when an authorized Village official, pursuant to ordinance, or has made the determination that the building, structure or improvement poses an imminent threat to human health and safety and should be demolished immediately.
- D. If the Village has declared an eligible or designated landmark or a building, structure or improvement in a designated historic district to be a public nuisance and, after such declaration, the owner of the building, structure or improvement files an application for a certificate of appropriateness so the building, structure or improvement may be rehabilitated, the Commission may exercise jurisdiction over the application and the structure until such time as the Village obtains judicial authorization to demolish the structure. Once the Village has obtained such judicial authorization, then the

rehabilitation of the structure may proceed only if the Village Board consents to withholding its authority to demolish the structure in abeyance while the structure is rehabilitated.

**7-9-18: HANDICAPPED ACCESSIBILITY PROVISIONS:**

Nothing in this Article shall exempt owners from complying with applicable Federal, State or Village laws concerning handicapped accessibility. In providing for handicapped accessibility as may be required by such laws or desired by an owner, every effort shall be made to visually integrate such physical devices as may be necessary to accomplish accessibility with the architectural design of the historic landmark or building, structure or improvement in a historic district. Emphasis shall be placed on providing readily removable physical accessibility provisions such as ramps or chair lifts, with no permanent damage to the historic fabric of the building.

**7-9-19: ENFORCEMENT AND PENALTIES FOR VIOLATION:**

- A. It shall be unlawful for any person to alter, relocate, remove or demolish any historic landmark or to do construction work on, relocate, remove or demolish any building, structure or improvement within a historic district, or attempt to take any of these actions without complying with the provisions of this Article. Persons violating any provision of this Article other than mandatory advisory review shall also be subject to the institution of proceedings by the Village to prevent, restrain, abate or correct such violations of this Article, including restoration of the building or structure and its site to its appearance prior to the violation if such appearance is integral to the significance of the site or structure as determined by the Commission. Any action to enforce this Section shall be brought by the Village Attorney, the Village Attorney's designee or by designated representatives of the Village Manager. This civil remedy shall be in addition to and not in lieu of any criminal prosecution and penalty contained in this Section.
- B. If construction, alteration, relocation, removal or demolition of an eligible or designated historic landmark or of any building, structure or improvement, located in a designated historic district occurs without a permit or without proper authorization as set forth in this Article, then the Village may seek to revoke the license of the company, individual, principal owner, or its or his/her successors' interest in performing such construction, alteration, relocation, removal or demolition for a period of one year.
- C. If demolition of a historic landmark occurs without a permit, the person causing such demolition shall, upon conviction, be guilty of a misdemeanor offense punishable by incarceration in the County jail for a term not to exceed six (6) months.
- D. Any person violating any provision of this Article shall, upon conviction, be punished by a fine not to exceed five hundred dollars (\$500.00). Each day during which any violation hereof is committed shall constitute a separate offense.

**7-9-20: JUDICIAL REVIEW OF FINAL DECISION:**

Any final decisions rendered by the Village Board under this Article shall be subject to judicial review pursuant to the provisions of the Administrative Review Law, 735 Illinois Compiled Statutes 5/3-101 et seq., as amended, and rules adopted pursuant thereto.

**Section 3. Severability and Repeal of Inconsistent Ordinances.** If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All ordinances in conflict herewith are hereby repealed to the extent of such conflict.



# Village of Oak Park

## Historic Preservation Commission

### DEFINITIONS

**ADVERSELY AFFECT:** Negatively changing the quality of the historical, architectural, or cultural significance of a historic resource, or the characteristics that qualify the historic resource as historically important.

**ADVISORY REVIEW:** The process of examining the documents prepared by an owner of property and/or an improvement within an historic district that is not an historic landmark which describe proposed construction on such property and/or improvement, which will lead to a certificate of advisory review.

**ALTERATION:** Any act or process that changes one or more of the exterior architectural features of property which has been designated as an historic landmark, or any interior architectural feature of any structure when such interior has been specifically designated as an interior historic landmark.

**ARCHITECTURAL SIGNIFICANCE:** Importance of a property based on physical aspects of its design, materials, form, style, or workmanship.

**ARCHITECTURAL REVIEW COMMITTEE:** A Committee of no less than three (3) members of the Commission appointed by the chairperson. Subsection 7-9-13C of the Village Code authorizes the Commission to recommend and the Village Board to adopt amended rules and regulations which would expand Committee and/or Commission staff authority to minimal types of construction and alteration work requiring a certificate of appropriateness.

**BEST PRACTICES:** A method or technique that has consistently shown results superior to those achieved with other means, and that is used as a benchmark.

**BUILDING PERMIT:** Any permit required by the Permit Processing Division of the Development Customer Services Department of the Village of Oak Park.

**BULK:** The qualitative visual perception of the composition and shape of a building or structure's massing. Bulk is affected by variations in height, setbacks, and step-backs of second stories.

**CERTIFIED LOCAL GOVERNMENT (CLG):** A local government officially certified to carry out some of the purposes of the National Historic Preservation Act, as amended, including to enforce appropriate historic

preservation ordinances, certain delegated SHPO responsibilities, receive federal matching funds for development of their local preservation program, and participate in the National Register of Historic Places nomination process.

**CERTIFICATE OF ADVISORY REVIEW:** A certificate issued by the Commission after advisory review of plans for construction on, or relocation of, property and/or improvements located within an historic district which have not been designated as historic landmarks, indicating that the Commission has conducted a review of the plans and has made recommendations to the owner with regard to same.

**CERTIFICATE OF APPROPRIATENESS:** A certificate issued by the Commission indicating its approval of plans for the alteration, or construction, or relocation of an historic landmark, or the removal or demolition of an historic landmark or a building, structure or improvement within an historic district.

**CERTIFICATE OF ECONOMIC HARDSHIP:** A certificate issued by the Commission, after denying a certificate of appropriateness, which authorizes the performance of alterations, construction, or relocation with regard to historic landmarks, or the removal or demolition of an

historic landmark or a building, structure or improvement within an historic district when such historic landmarks, or properties within an historic district, cannot be put to a reasonably beneficial use or the owner will suffer a substantial economic loss thereon without the proposed alteration, construction, relocation, removal or demolition; and the owner is not responsible in any way for the hardship from which he or she is seeking relief.

**COMMISSION:** The Oak Park Historic Preservation Commission.

**COMMISSION STAFF:** An employee of the Village assigned by the Village Manager as staff liaison to the Commission.

**COMPATIBLE:** Able to exist together harmoniously.

**CONSTRUCTION:** Any act or process which requires a building permit, including the act of adding to a structure by an addition, or the erection of a new principal or accessory structure on a lot or property.

**CONTRIBUTING RESOURCE:** A property and/or improvement located within an historic district that represents, in part, the significant historical and/or aesthetic characteristics which qualified that district as an historic district.

**DAY:** A calendar day, except where otherwise specified herein.

**DECORATIVE FEATURE:** Architectural element on a building, structure, or object which is decorative in nature.

**DECORATIVE WINDOWS:** Historic windows that possess special architectural value, or contribute to the building's historic, cultural, or aesthetic character. Decorative windows include those with leaded glass, art glass, stained glass, beveled glass, prismatic glass, Luxfer prisms, or specially shaped windows such as lancet, round-arched, oriel, or Palladian windows.

**DEMOLITION:** The razing or destruction, whether entirely or in significant part of a building, structure, site or object. Demolition includes the removal of a building, structure or object from its site or the removal or destruction of its facade or surface.

**DESIGN:** Quality of integrity applying to the elements that create the physical form, plan, space, structure, and style of a property.

**DIFFERENTIATE / VISUAL DISTINCTION:** Specific design elements that separate an addition from an existing building, structure, or object through a change in massing, scale, setbacks, or materials, while still remaining compatible.

**DOCUMENTATION:** Information that describes, locates, and explains a historic property, resource, or improvement. In some cases, specific documentation requests are detailed in the Guidelines.

**ELEVATION:** A "head-on" drawing of a building façade or object, without any allowance for perspective. An elevation drawing will be in a fixed proportion to the measurement on the actual building.

**ELIGIBLE HISTORIC LANDMARK:** Any property and/or improvement nominated for designation as a historic landmark which has been determined by the Commission, after notice and an opportunity to be heard for the owner(s), nominators, and other interested parties in accordance with Section 7-9-6 of the Village Code, to be eligible for designation by resolution and recommendation of the Commission to the Village Board, but which has not yet been so designated by the Village Board.

**EXTERIOR ARCHITECTURAL FEATURES:** The architectural character and general composition of the exterior of a structure or improvement, including the kind

and texture of all the building materials and the type, design and character of all architectural details, including, but not limited to, windows, walls, roofs, doors, light fixtures, fences, signs, and appurtenant elements.

**FAÇADE:** The face or exterior surface of a building.

**FALSE SENSE OF HISTORY:** New architectural or design elements which strive to mimic historic elements in situations where they never originally existed.

**FEELING:** Aspect of integrity through which a historic property evokes the aesthetic or historic sense of past time and place.

**FUNCTION (or USE):** Purpose for which a site, building, structure, object, or district is used.

**HISTORIC:** Of or created in the past, in particular, something built within the period of significance for the historic district in which the given building, structure, site, object, or improvement is located.

**HISTORICAL:** Of, pertaining to, treating, or characteristic of history or past events.

**HISTORIC CHARACTER:** Used in planning parlance to describe structures and features of architectural and historic interest. The term might be extended to a whole street, block, or area.

**HISTORIC CONTEXT:** Conditions that exist at a certain time in history. An organizing structure for interpreting history that groups information about historic properties which share a common theme, common geographical location, and common time period.

**HISTORIC DISTRICT:** An historic district is an area with geographically definable boundaries, possessing a significant concentration, linkage, or continuity of properties and/or improvements united by past events or aesthetically by plan or physical development that has been designated as an Oak Park historic district pursuant to Village ordinance. A district may include properties and/or improvements which are individually designated as historic landmarks under the Village Code and may also contain other properties and/or improvements which, while not of such individual historical and/or architectural value to be designated historic landmarks, nevertheless contribute to the overall special character or value of the landmark or landmarks located within the district.

**HISTORIC MATERIAL (OR OBJECT):** Material (or object) used in the construction or typical of buildings, structures, sites, or objects greater than 50 years in age or within the period of significance for a designated historic district.

**HISTORIC RESOURCE:** A building, structure, object, or site that is important to history or culture as an example of important architecture, engineering, connections to past people or events, and retains sufficient integrity to convey its story.

**LANDMARK:** Any property and/or improvement which has special character or significant historical, cultural, architectural, archeological, community, or aesthetic value as part of the heritage of the Village of Oak Park, the State of Illinois, or the United States which has been designated as an Oak Park Landmark pursuant to the Ordinance and shall include all designated interior Landmarks.

**GLAZING:** Part of a wall or window made of glass.

**INFILL CONSTRUCTION:** Construction designed to occupy a vacant parcel of land within a developed area.

**IMPORTANT PERSON:** An individual who has made significant contributions to history; specifically, an individual whose activities are demonstrably important within a local, state, or national historic context.

**IMPROVEMENT:** Any visible built feature constituting a physical addition or any part of such addition to a property, including any building, structure, fixture, bridge, work of art, place, parking facility, fence, gate, wall, landscaping or paving.

**INTEGRITY:** Authenticity of a property's historic identity, evidenced by physical characteristics that existed during the property's historic or prehistoric period. Integrity is often recognized through seven aspects or qualities: location, design, setting, materials, workmanship, feeling, and association.

**INTERIOR ARCHITECTURAL FEATURES:** The architectural character and general composition and design of the interior of a building or structure, including the layout, the materials, and the type, pattern and character of all architectural details and elements, including, but not limited to, staircases, doors, hardware, moldings, trim, plaster work, light fixtures, and wall coverings.

**INTERIOR HISTORIC LANDMARK:** An interior, or part thereof, which is normally open or accessible to the public and which has a significant historical or aesthetic interest or value as part of the development, heritage or cultural characteristics of the Village, State of Illinois or United States and which has been designated as an interior landmark by the Village of Oak Park.

**MAINTAIN:** To keep a building and grounds in an acceptable state of good repair and function in accordance with applicable Oak Park Codes.

**MASONRY:** Brick, concrete block, or natural stone.

**MASS:** The general shape and size of a building.

**MATERIAL IN KIND:** Material that matches existing materials, as much as possible, in material, design, color, texture, and other visual qualities.

**MULLION:** A horizontal or vertical element that connects two adjacent glass panes, sash units, or sections of a curtain wall.

**MUNTIN:** A strip of material, generally wood, separating pieces of glass in a window.

**MOLDING:** A strip of material with various profiles used to cover transitions between surfaces or for decoration.

**NATIONAL HISTORIC LANDMARK (NHL):** A historic property evaluated and found to have significance at the national level and designated as such by the Secretary of the Interior.

**NATIONAL REGISTER OF HISTORIC PLACES:** Official list of buildings, districts, sites, structures, and objects deemed worthy of preservation due to their importance in United States history. This list is managed by the National Park Service. Properties listed in the National Register that are not otherwise recognized as an Oak Park Landmark or part of a locally recognized historic district generally do not require review by the Oak Park Historic Preservation Commission. However, Commission review may be required for projects involving alteration, demolition, or removal of a site, building, structure, or improvement listed in the National Register that wholly or partially funded by Federal, State, or Village funding sources which are administered by the Village.

**NATIONAL SIGNIFICANCE:** Importance of a property to the history of the United States as a nation.

**NOMINATED HISTORIC LANDMARK:** A property and/or improvement nominated by an interested party for consideration by the Commission for designation as an historic landmark prior to determination by the Commission that it is eligible for historic landmark designation.

**NON-CONTRIBUTING RESOURCE:** A property and/or improvement located within an historic district that does not represent significant historical and/or aesthetic characteristics which qualified that district as an historic district under the Village Code.

**OBJECT:** A construction primarily artistic in nature or relatively small in scale and simply constructed, such as a statue or fence.

**ORDINARY MAINTENANCE OR REPAIR:** Any work for which a building permit or Certificate of Appropriateness is not required and where the purpose of such work is stabilization, and further, where such work will not adversely affect the exterior appearance of the historic resource. Any work not satisfying the above requirements



shall not be considered ordinary maintenance and repair.

**OWNER:** Owner of record as determined by the tax rolls except where otherwise specified herein.

**PERIOD OF SIGNIFICANCE:** The time period in which the building was first built or during which it has derived its historical significance, as stated in the Landmark or historic district nomination. The term be applied individual historic resources as well as to historic districts.

**PRESERVATION:** To apply measures necessary to sustain the existing form, integrity, and materials of a historic property. Work may include preliminary measures to protect and stabilize the property, as well as ongoing maintenance of the historic building materials.

**PRESERVATION PLANNING:** Series of activities through which goals, priorities, and strategies for identification, evaluation, registration, and protection of historic properties are developed.

**PROPERTY:** Land and improvements identified as a separate lot for purposes of the zoning regulations of the Village of Oak Park.

**PROTECT AND MAINTAIN:** To remove deteriorating corrosion, reapply protective coatings, and install protective measures such as temporary guards; to provide the least degree of intervention.

**PUBLIC WORKS PROJECT:** Work carried out by the Village of Oak Park for public use or service, including, but not limited to, the installation, major repair or improvements to streets, curbs and gutters, alleys, sidewalks, public utilities, streetlights, signs, banners and traffic signals.

**RECONSTRUCTION:** To reproduce in the exact form and detail a building, structure, or artifact as it appeared at a specific period in time.

**REHABILITATION:** To make possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features that convey its historical, cultural, or architectural values.

**RELOCATION:** Any repositioning of an improvement on the same property upon which it is located.

**REMOVAL:** Any moving of an improvement from the property upon which it was originally located.

**RENOVATION:** The act or process of returning a property to a state of utility through repair or alteration that makes possible a contemporary use.

**REPAIR:** 1) To maintain a building or portion of a building in place using existing materials and features while employing as little new material as possible. Repair includes patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading materials. Within

restoration, repair also includes limited replacement in-kind, rehabilitation, and reconstruction, with compatible substitute materials for deteriorated or missing parts of features when there are surviving prototypes. 2) Minor work that does not require a building permit and which does not affect the architectural features of an improvement.

**REPLACE:** To duplicate and replace entire features with new material in kind. Replacement includes the following conditions:

1. Duplication: Replacing elements damaged beyond repair or missing. Original material is indicated as the pattern for creating new duplicated elements.
2. Replacement with New Materials: Replacement with new material when original material is not available as patterns for creating new duplicated elements.
3. Replacement with Substitute Materials: Replacement with compatible substitute materials. Substitute materials are not allowed, unless otherwise indicated.

**RESTORATION:** To accurately depict the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and the reconstruction of missing features from the restoration period.

**REVERSIBLE:** New construction work that can be removed in the future without requiring demolition of historic materials.

**REVIEW:** The process of examining the plans and documents prepared by an owner of property and/or an improvement designated as an Landmark which describes proposed work on the landmark, which will lead to the decision to grant or deny a certificate of appropriateness or a certificate of economic hardship.

**RHYTHM:** A regular pattern of shapes including, but not limited to, windows, doors, projects, and heights, within a building or structure, or a group of same.

**SASH WINDOW:** One or more movable panels or “sashes” that form a frame to hold panes of glass, which are often separated from other panes (or “lights”) by narrow muntins.

**SCALE:** Building elements and details as they proportionally relate to each other and to the human figure. The terms Size, Bulk, and Mass are used when referring to scale and form.

**SETTING:** Quality of integrity applying to the surrounding physical environment of a historic property, including other buildings, structures, site features, landscaping and streets, which contributes to the aesthetic quality of the

historic or architectural resource.

**SIGNIFICANCE:** Importance of a historic property as defined by the Oak Park Historic Preservation Ordinance criteria or the National Register of Historic Places criteria in one or more areas of significance.

**SITE:** The location of an event, activity, building, structure or improvement.

**SIZE:** Two-dimensional measurement of the length and width combined (i.e., square feet).

**STABILIZE:** To apply measures designed to re-establish a weather-resistant enclosure and the structural reinforcement of an item or portion of the building while maintaining the essential form as it exists at present.

**STATE HISTORIC PRESERVATION OFFICER (SHPO):** The official designated by the Governor to administer the State's historic preservation program. SHPOs also advise and assist Federal, State, and local governments in matters of historic preservation such as identifying eligible properties to the National Register and providing consultation for Federal undertakings under the Section 106 provision of the National Historic Preservation Act.

**STOP WORK ORDER:** A written notice from the Village that work on any building, structure or site must stop because it has been or is being implemented contrary to provisions of the Village Code, contrary to the conditions of an approved Certificate of Appropriateness, or in an unsafe and dangerous manner.

**STRUCTURE:** Anything constructed or erected, the use of which requires permanent or semi-permanent location on or in the ground.

**"THE SECRETARY OF THE INTERIOR'S STANDARDS":**  
*The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*, revised U.S. 1990, Department of the Interior, National Park Service, Preservation Assistance Division, Washington, D.C.

**STREET ACCESSORIES:** Those sidewalk or street fixtures which provide cleanliness, comforts, direction, or safety, and are compatible in design to their surroundings, and include,

but are not limited to, trash receptacles, benches, signs, lights, hydrants, and landscaping, including but not limited to trees, shrubbery and planters.

**STREETScape:** A road and its associated elements which together form a view of the street. Elements may include adjoining buildings, street furniture, trees and open spaces.

**SYNTHETIC SIDING or SOFFITS:** Aluminum, vinyl, cement-asbestos shingles, thin pressed wood (Masonite), plywood sheathing, or similar materials which are used to imitate other materials on buildings for siding or soffits, and which are non-historic. Synthetic siding or soffits were normally used, but not always, to cover original historic siding and soffit material.

**TUCKPOINTING:** Repointing masonry by removing existing mortar from joints and filling with new mortar.

**UNUSUAL AND COMPELLING CIRCUMSTANCES:** Those uncommon and extremely rare instances, factually detailed, which would warrant a Commission recommendation for relief to the evidence presented.

**VISIBLE FROM THE STREET:** Able to be seen by a person walking on the public street or sidewalks along the street on which a building is located. In the case of a building located on a corner lot, the street means both streets on which the building is located. "Street" does not mean the alley behind the building.

**VISUAL DISTINCTION / DIFFERENTIATE:** Specific design elements that separate an addition from an existing building, structure or object through a change in massing, scale, setbacks, or materials, while still remaining compatible.

**VISUAL FAÇADE CHANGES:** Any modification to the appearance of a façade caused by alteration, construction or demolition.

**WORK:** Any construction, alteration, repair, relocation, removal, or demolition of an improvement. (Ord. 1999-0-7, 3-15-99)

**WORKMANSHIP:** Quality of integrity applying to the physical evidence of the crafts of a particular culture, people, or artisan.

## GUIDELINES FOR EXTERIOR MAINTENANCE



*In this photo, the wood base is in contact with the concrete step. Regular wood dampness can eventually lead to rot and deterioration. The spigot should be checked for leaking and the downspout checked to make sure there is appropriate drainage away from the building foundation.*

### BUILDING MAINTENANCE

The historic architecture of the Village of Oak Park includes a large quantity of well-constructed housing stock from the late-19th through the mid-20th centuries. Regular maintenance allows them to continue to serve Village residents, now and in the future.

A home is typically a family's largest single investment. One of the best ways to retain your property's value is to adopt a regular maintenance schedule. However, unlike the buyer of a car, a new homeowner does not receive an operator's manual or warranty book outlining recommended maintenance. As a result, some homeowners may not do regular maintenance or repair until a serious problem appears. When the problem is finally noticed, repairs can be much more difficult and costly to address.

The Guidelines were developed in conjunction with the Village of Oak Park's Historic Preservation Commission (HPC). For more information regarding application and review procedures, please consult the *Guidelines Introduction* or contact Village Historic Preservation staff at [historicpreservation@oak-park.us](mailto:historicpreservation@oak-park.us) or by visiting Village Hall.

### BUILDING ENVELOPE DETERIORATION

The exterior of a building typically consists of a roof, walls, windows and doors. Each of these elements can be constructed from various materials, for instance wood siding on wall surfaces or asphalt shingles on the roof. Overall, these building elements work together to create a system that protects the interior of the building from moisture and the weather. Some of the environmental conditions that can affect the exterior building components include:

- Moisture, rain, snow, ice, humidity, and groundwater
- Wind
- Sunlight
- Temperature variations
- Atmospheric chemicals and acid rain
- Insects, birds and rodents
- Vegetation, molds, algae, and fungi

All building materials, new or old, will deteriorate over time. Environmental factors have the potential to damage a building's exterior and cause deterioration. The potential reactions are further complicated by the way the materials are installed, joined together, and are located. But if you adopt a regular maintenance and repair program for your building, the rate of deterioration can be dramatically slowed, allowing your historic building to last for centuries.

## MAINTENANCE IS PRESERVATION

Regular maintenance helps preserve buildings and property, protects real estate values and investments, and keeps the Village of Oak Park an attractive place to live, work, and visit. Lack of regular upkeep can result in accelerated deterioration of buildings and sites. For example, small openings or unpainted surfaces let moisture inside the exterior and can eventually lead to rot and other forms of damage. Long-term lack of maintenance can also affect a building's structure, which will require much more significant and expensive repairs.

It is important for property owners to inspect their properties regularly to identify potential problems as soon as possible. If problems are detected early, a small amount of money can improve a property's overall appearance and value, but also can prevent or postpone extensive and costly future repairs. Regular maintenance items typically include painting, cleaning gutters and downspouts, and removing vines, moss, and other plants from the surface of the walls and roof. It is also prudent to inspect the roof and any signs of water infiltration, and to identify any open joints in masonry as well as cracks or bulges in the walls.

## REPAIRS & REPLACEMENT

When it is no longer possible to maintain a historic feature such as a bracket, porch railing, or trim detail, repairs or replacement may be necessary. In the case of historic buildings, these features are often important to the overall character of the building and great care should be taken in their repair or replacement. By concentrating specifically on areas of deterioration, repairs can maintain the condition of buildings and ensure they are weather-resistant and structurally sound.

For example, you can repair portions of an existing wood window rather than replacing it in full. When a feature is too damaged or deteriorated to repair, the HPC encourages replacement "in-kind." This means replacing the damaged historic feature with a new version that matches the original as closely as possible in style, shape, size, and material. Although it is tempting to install newer materials such as vinyl siding or windows, many of these materials are not compatible with historic building systems and can lead to costly future repairs or a frequent, ongoing replacement schedule.

## DEMOLITION BY NEGLECT

The Village of Oak Park has provisions within its Codes to prevent demolition by neglect, which is the destruction of a building or structure caused by the failure to perform maintenance over a long period of time.

## INSULATION & AIR INFILTRATION

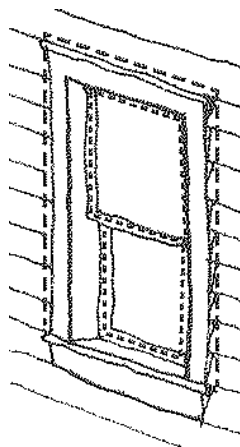
Insulation can be a very efficient and cost-effective means of reducing heat loss in a building and associated heating and cooling bills.

There are three general types of insulation:

- Rigid board insulation
- Fiberglass batt insulation
- Blow-in insulation, which includes fiberglass, rock wool, cellulose, and expanding foam insulation

When combined with a vapor barrier, which is integral to most batt insulations, insulation can reduce the amount of moisture that enters through a building's exterior. It is important to check the recommendations for your climate as well as your attic design, including whether your attic is vented. In climates like Oak Park, it is generally recommended that the vapor barrier be installed between the interior living space and the insulation. When installing batt insulation at an attic floor, the vapor barrier should be facing down and the fiberglass batts exposed within the attic. In addition to the attic and walls, it is also important to insulate the perimeter of the basement or crawlspace and the underside of the first floor framing.

Before installing insulation, make sure to seal or caulk all cracks and openings. If the basement or crawlspace is not heated, insulate the water heater and exposed piping and ducts. Typical areas of concern are adequate attic, kitchen, bathroom and laundry area ventilation as well as any areas of leaks or condensation. A door blower air test can locate exterior wall openings.



*Recommended weather stripping locations:*

- Behind window sash track
- Between window meeting rails
- At perimeters of doors and windows

*Recommended caulk locations:*

- Between door/window frame and adjacent wall
- Between abutting materials such as corner boards and siding, porch and wall surface
- Between dissimilar materials such as masonry and wood or flashing and a wall surface.

## WINDOWS

Properly maintained wood windows generally account for only 10% of overall heat loss in a home. To minimize the heat loss through your windows, verify that windows operate and sit properly in their frames, the sashes are locked in place, the frame perimeters are caulked and weather stripping is installed around each sash. Storm windows can increase the thermal efficiency of windows; wood exterior or interior storm windows are generally most appropriate for historic houses. Interior storm windows can substantially reduce condensation and are typically easily removed during warm weather.

## BUILDING CODES

For construction projects on existing buildings, Oak Park uses the International Existing Building Code, which works in conjunction with the International Residential Code (IRC), for residential work and the International Building Code (IBC) for commercial buildings, each with local amendments. The Codes are intended to protect the public health, safety and welfare of citizens from the hazards of inadequate, defective, or unsafe conditions. The Codes address the interior and exterior conditions of buildings, building systems, and the surrounding property. Oak Park has also adopted the State of Illinois Energy Conservation Code. All codes may be amended from time to time at the local or state level. For specific information regarding the applicable codes for your project, please contact the Permit Processing Division at (708) 358-5430 or at [www.oak-park.us](http://www.oak-park.us).

## SAFETY PRECAUTIONS

Repair and maintenance of a building can be potentially dangerous. Please follow all manufacturers' recommendations and take all appropriate safety precautions with ladders, tools, materials and processes. You should consult a professional for work that is unfamiliar or potentially unsafe. Older buildings can also have dangerous materials such as asbestos, lead, radon, and mold that might be uncovered during work. Familiarize yourself with these materials and your building's conditions prior to starting any work.

## PREVENTIVE MAINTENANCE CHECKLIST

To help you document the current condition of your building and keep track of the maintenance tasks you perform; the following pages include preventive maintenance checklists. The checklists refer to typical problems associated with various materials and provide you with recommended actions. The checklist should be modified to address the specific materials at your property. If a building has serious problems, you should contact a qualified architect or engineer with experience addressing similar historic properties who can recommend an appropriate treatment approach.

Homeowners should conduct property reviews at a minimum each spring and fall. The spring review will help you identify work that should be completed during the warm weather months, while the fall review will assist in weatherization before winter and the identification of projects that should be scheduled for the following year.

Areas of deterioration or problems such as leaking after a storm should be photographed during each inspection. Dating the photographs can help you document the problem's progression and assist you in planning for repairs.

## RECOMMENDED BEST MAINTENANCE PRACTICES FOR ANY BUILDING OR STRUCTURE

### Maintenance

#### *Recommended:*

- Conduct semi-annual reviews of buildings and structures to identify maintenance and repair needs - typically in the spring and fall
- Prolong the life of original materials on historic structures with regular maintenance
- Avoid replacing original materials with newer materials

### Repair & Replacement

#### *Recommended:*

- Non-intrusive repairs, focused on deteriorated areas and stabilizing and protecting the building's important materials and features
- When repair is not possible, replace in-kind to the greatest extent possible - reproduce the original feature exactly using similar techniques to match the original material, size, scale, finish, detailing and texture
- When replacement in-kind is not possible, use compatible materials and techniques that convey an appearance similar to the original feature, similar in design, color, texture, finish and visual quality to the historic elements

- Install recycled and sustainable materials for repair and replacement work whenever possible

#### *Not Recommended:*

- • Modern materials that can accelerate and cover up deterioration
- • Modern materials that are not compatible with historic materials or are stylistically incompatible with the building
- • Removal or covering of decorative building features and elements

### Insulation & Air Infiltration

#### *Recommended:*

- Install insulation after addressing all existing moisture problems
- Ensure adequate air flow in attics, bathrooms, kitchens, and laundry areas
- Make sure windows are operable and sit properly in frames
- Install weather stripping at windows and doors
- Caulk open joints around windows, doors, and where dissimilar materials adjoin
- Install properly-sized exterior or interior storm windows

## ROOFING & ROOFING ELEMENTS CHECKLIST

As a general rule, roofing and its associated components should be reviewed every spring and fall, when cleaning leaves and debris from gutters and downspouts. Also check gutters, downspouts, and attics during rainstorms to determine whether they are functioning properly. Flat roofs are best viewed immediately after rain to determine if there is any standing water or ponding. Be careful when maintaining roofs as they are potentially dangerous, particularly when wet.

If you question whether the severity of deterioration warrants replacement of an element, consult a professional. It is usually less costly to fix a small problem than to delay action and cause more extensive deterioration and repair. For more, refer to *Guidelines for Roofing*.



*In the above photo, slates are cracked, dislodged, and missing. Some of the surfaces are flaking and approximately 25- 30% of the slates on this roof are either missing or damaged. Given the extent of the problems, roof replacement would be appropriate.*

MATERIAL / LIFE SPAN	INSPECTION REVIEW	RECOMMENDED ACTION
<b>Roofing - General</b>	<ul style="list-style-type: none"> <li>• Sagging or bowing of roof ridge, surface or rafters</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Can indicate significant structural problems. Consult an architect or structural engineer, particularly if condition worsens.</li> </ul>
<b>Slate, Clay Tile, Concrete Tile</b> Typical life span 50+ years	<ul style="list-style-type: none"> <li>• Laid on open sheathing or batten strips (verify from attic)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm proper ventilation in attic.</li> </ul>
	<ul style="list-style-type: none"> <li>• Broken or missing slates or tiles</li> <li>• Shingles delaminating or flaking apart</li> <li>• Slate or tile particles visible in valleys, gutters and downspouts</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Re-attach, re-secure, or replace loose or missing units in kind.</li> <li><input type="checkbox"/> Replace deteriorated or missing individual units in-kind.</li> <li><input type="checkbox"/> Consider roof replacement when substantial number of units are split, cracked, missing, or deteriorated.</li> </ul>
<b>Asbestos Shingles</b> Typical life span 30+ years	<ul style="list-style-type: none"> <li>• Nails popping up or deteriorated</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Re-fasten or replace affected nails.</li> </ul>
	<ul style="list-style-type: none"> <li>• Moss, mold, algae growing on roof surface</li> <li>• Individual shingles are cracked or uniformly thin from erosion</li> <li>• Missing shingles</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clean and treat surface to inhibit future growth.</li> <li><input type="checkbox"/> Trim back overhanging tree limbs to allow direct sunlight onto roof surface.</li> <li><input type="checkbox"/> Replace deteriorated shingles with visually similar, non-asbestos roof shingles.</li> <li><input type="checkbox"/> Consider roof replacement if deterioration is substantial or prevalent.</li> </ul>
<b>Asphalt Shingles</b> Typical life span 20+ years	<ul style="list-style-type: none"> <li>• Mineral granules in gutters and at the base of downspouts</li> <li>• Mineral granules almost totally worn off shingle surface</li> <li>• Edges of shingles look worn</li> <li>• Missing shingles</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Replace deteriorated or missing individual shingles in-kind.</li> <li><input type="checkbox"/> Consider roof replacement when substantial number of units are split, cracked, missing, or deteriorated.</li> </ul>
	<ul style="list-style-type: none"> <li>• Nails popping up</li> <li>• Moss or mold forming on roof surface</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Re-fasten or replace affected nails.</li> <li><input type="checkbox"/> Clean and treat surface to prevent future growth.</li> <li><input type="checkbox"/> Trim back overhanging tree limbs to allow sunlight to hit roof surface.</li> </ul>

MATERIAL / LIFE SPAN	INSPECTION REVIEW	RECOMMENDED ACTION
<b>Flat Roofs</b>	<ul style="list-style-type: none"> <li>• Bubbles, separation, or cracking of the asphalt or roofing felt</li> <li>• Roof feels loose or spongy underfoot</li> <li>• Water ponding on roof</li> <li>• Mineral granules or gravel worn away</li> <li>• Roofing felt alligatored or cracked</li> </ul>	<ul style="list-style-type: none"> <li>□ Consider patching seams with compatible materials if area is isolated.</li> <li>□ Consider roof replacement if deterioration is substantial or leaking is observed. Verify condition of roof substrate.</li> </ul>
<b>Metal Roofs</b> Typical life span 60+ years	<ul style="list-style-type: none"> <li>• Substantial number of rust or corrosion spots</li> <li>• Signs of previous tar patch jobs</li> </ul>	<ul style="list-style-type: none"> <li>□ Tin, terne-coated steel, and terne-coated stainless all need regular repair and painting every 5-10 years and can last for decades if properly maintained.</li> <li>□ Consider patching with compatible materials if area of deterioration is isolated.</li> <li>□ Consider roof replacement if deterioration is substantial or prevalent.</li> </ul>
<b>Wood Shingles or Shakes</b> Typical life span 15+ years	<ul style="list-style-type: none"> <li>• Punctures in the metal</li> <li>• Broken joints or seams</li> </ul>	<ul style="list-style-type: none"> <li>□ Consider patching or re-soldering with compatible materials if area is isolated.</li> <li>□ Consider roof replacement if deterioration is substantial or prevalent. Verify condition of roof substrate.</li> </ul>
<b>Flashing</b> (Formed sheet metal at joint intersections to prevent moisture penetration)	<ul style="list-style-type: none"> <li>• Bounce in surface of fat metal roof</li> <li>• Ponding or standing water on surface</li> </ul>	<ul style="list-style-type: none"> <li>□ Consider roof replacement if deterioration is substantial or prevalent.</li> </ul>
<b>Roof Projections</b> (TV dish, antenna, dormer, skylight, vent, pipe, solar or mechanical equipment, lightning rod, cupola, etc.)	<ul style="list-style-type: none"> <li>• Laid on open sheathing or batten strips (verify from attic)</li> <li>• Moss or mold forming on roof surface</li> <li>• Cupping or warping of wood</li> <li>• Individual shingles or shakes are split</li> <li>• Individual shingles or shakes are uniformly thin from erosion</li> <li>• Missing shingles or shakes</li> </ul>	<ul style="list-style-type: none"> <li>□ Provide proper ventilation in attic.</li> <li>□ Clean and treat surface to inhibit future growth.</li> <li>□ Trim back overhanging tree limbs to allow direct sunlight onto roof surface.</li> <li>□ Replace deteriorated shingles or shakes in-kind.</li> <li>□ Consider roof replacement if deterioration is substantial or prevalent.</li> </ul>
	<ul style="list-style-type: none"> <li>• Loose, corroded, broken or missing flashing</li> <li>• Roofing cement or tar on flashing</li> <li>• Un-caulked openings or gaps at the tops of flashing</li> <li>• Vertical joint does not have both base and counter flashing</li> </ul>	<ul style="list-style-type: none"> <li>□ Consider patching or replacement with compatible materials if area of deterioration is isolated, such as around a chimney.</li> <li>□ Consider roof replacement if deterioration is substantial.</li> </ul>
	<ul style="list-style-type: none"> <li>• Connections around roof projections are not properly flashed and watertight</li> </ul>	<ul style="list-style-type: none"> <li>□ Consider patching with compatible materials if area of deterioration is isolated.</li> <li>□ Consider flashing replacement if deterioration is substantial.</li> </ul>

MATERIAL / LIFE SPAN	INSPECTION REVIEW	RECOMMENDED ACTION
Chimneys	<ul style="list-style-type: none"> <li>Flashing around chimney is not watertight</li> <li>Mortar joints in chimney are open or badly weathered</li> <li>Masonry or stucco coating is cracked or crumbling</li> <li>Chimney is leaning</li> </ul>	<ul style="list-style-type: none"> <li>Consider patching with compatible materials if area of deterioration is isolated.</li> <li>Re-point deteriorated or open mortar joints.</li> <li>Consider replacement if deterioration is substantial. Replacement might necessitate chimney rebuilding from the roof surface up. Decorative details should be reused or replicated where possible.</li> </ul>
	<ul style="list-style-type: none"> <li>Chimney is not properly capped</li> <li>Chimney is not properly lined</li> </ul>	<ul style="list-style-type: none"> <li>Install an appropriate chimney cap for the building style.</li> <li>Install a chimney liner if wood-burning fireplaces are used or if masonry inside of flue is crumbling.</li> </ul>
Gutters & Downspouts	<ul style="list-style-type: none"> <li>Clogged gutters or downspouts</li> </ul>	<ul style="list-style-type: none"> <li>Review roof drainage during a rainstorm. Water should collect in gutters and flow through downspouts without “spilling over” roof edge.</li> <li>Clean out debris at least twice each year, in the spring and fall, or more frequently based on debris accumulation.</li> <li>Install screens over length of gutters and/or strainers over downspout locations.</li> </ul>
	<ul style="list-style-type: none"> <li>Rusty, loose, askew or tilting gutters or downspouts</li> <li>Open or missing seams in hanging gutters</li> <li>Missing sections</li> </ul>	<ul style="list-style-type: none"> <li>Consider repair or patching with compatible materials if area of deterioration is isolated.</li> <li>Consider gutter or downspout replacement if deterioration is substantial or sections are missing.</li> </ul>
	<ul style="list-style-type: none"> <li>Broken seams in metal lining of built-in box gutter</li> </ul>	<ul style="list-style-type: none"> <li>Re-solder open joints.</li> <li>Consider replacement if deterioration is substantial.</li> </ul>
	<ul style="list-style-type: none"> <li>Water ponding adjacent to foundation</li> </ul>	<ul style="list-style-type: none"> <li>Re-grade area at foundation to direct water away from building.</li> <li>Verify water exiting from downspouts is directed away from building foundation. Install splash blocks or downspout extensions at the base of downspouts.</li> </ul>



*This chimney is leaning and has visible open joints. The chimney should be dismantled and rebuilt to match the existing form and details.*



*The “alligatored” roof surface shown here indicates deterioration and possible need for replacement.*



## EXTERIOR WOODWORK CHECKLIST

Exterior woodwork should be examined every spring and fall. This will alert a property owner to damage that occurred over the winter and allow for immediate repair. An examination in the fall allows you to prepare for winter and plan for spring repairs and painting.

If you question whether the severity of deterioration warrants the replacement of a component or an element, consult with a professional. For further information, refer to the *Guidelines for Exterior Wood Siding & Trim* and *Guidelines for Windows & Doors*.



*Gaps or openings in wood siding should be repaired to prevent moisture and pests from entering the wall cavity.*

MATERIAL	INSPECTION REVIEW	RECOMMENDED ACTION
<b>Exterior Walls - General</b>	<ul style="list-style-type: none"> <li>• Exterior walls not plumb or vertically straight</li> <li>• Bulges visible at exterior walls</li> <li>• Door and window frames out-of-square</li> <li>• Siding has wavy surface</li> </ul>	<ul style="list-style-type: none"> <li>□ Can indicate differential or uneven foundation settlement or significant structural problems. Consult with an architect or structural engineer, particularly if the condition worsens.</li> </ul>
<b>Wood Siding, Wall Shingles &amp; Decorative Woodwork</b> <b>Asbestos Siding</b> (Care should be taken in the handling, removal and disposal of asbestos. Refer to Safety Precautions section for more information.)	<ul style="list-style-type: none"> <li>• Loose, cracked, missing, or open joints at wood siding, shingles, or decorative woodwork</li> </ul>	<ul style="list-style-type: none"> <li>□ Could lead to water infiltration and rot. Repair or replace in-kind as appropriate.</li> <li>□ Apply caulk to open joints. Verify compatibility with adjacent materials.</li> </ul>
	<ul style="list-style-type: none"> <li>• Loose, cracked, missing or open joints at asbestos siding</li> </ul>	<ul style="list-style-type: none"> <li>□ Fill hole or split with grout of Portland cement mixed with water.</li> <li>□ Replace damaged shingles with non-asbestos shingles to match original.</li> </ul>
	<ul style="list-style-type: none"> <li>• Thin or worn shingles</li> </ul>	<ul style="list-style-type: none"> <li>□ Attempt patching with compatible materials if area of deterioration is isolated.</li> <li>□ Consider replacement in-kind if deterioration is substantial or prevalent.</li> </ul>
	<ul style="list-style-type: none"> <li>• Open joints around window and door frames</li> <li>• Open joints between dissimilar materials (such as wood siding and porch roof)</li> </ul>	<ul style="list-style-type: none"> <li>□ Re-caulk, repair or replace deteriorated flashing as appropriate. Verify compatibility of caulk with adjacent materials.</li> </ul>
	<ul style="list-style-type: none"> <li>• Mold, algae or mildew on siding or trim, especially on north side or shady areas</li> </ul>	<ul style="list-style-type: none"> <li>□ Indication of potential moisture problem. Verify whether a vapor barrier is present in wall.</li> <li>□ Clean and treat surface to inhibit future growth. Do not use high pressure water since this could result in more significant problems.</li> <li>□ Trim back shrubs and overhanging tree limbs to allow air circulation and sunlight to hit surface.</li> </ul>
<ul style="list-style-type: none"> <li>• Original siding or trim has been covered with vinyl or aluminum siding</li> </ul>	<ul style="list-style-type: none"> <li>□ Vinyl and aluminum siding and capping can trap moisture and hide rot and damage. It possible, vinyl or aluminum siding and capping should be removed and woodwork inspected for damage and repaired.</li> </ul>	

MATERIAL	INSPECTION REVIEW	RECOMMENDED ACTION
<b>Water &amp; Insect Damage</b>	<ul style="list-style-type: none"> <li>• Vegetation, such as shrubs, are located immediately adjacent to foundation</li> <li>• Vines climbing on building</li> </ul>	<ul style="list-style-type: none"> <li>□ Vegetation can trap moisture in woodwork by blocking sunlight and air circulation. Remove vegetation close to building or conduct regular inspections for rot behind vegetation.</li> <li>□ Climbing vines can trap moisture and dislodge plaster and mortar. Remove climbing vines.</li> </ul>
	<ul style="list-style-type: none"> <li>• Wood is located on masonry foundation or pier or within 6 inches of ground</li> </ul>	<ul style="list-style-type: none"> <li>□ Wood on masonry foundation or piers or close to the ground can be a target for rot and insects. Conduct regular inspections and review alternatives.</li> <li>□ Retain a pest management company to provide regular inspections.</li> </ul>
	<ul style="list-style-type: none"> <li>• Signs of dirt veins on exterior walls, particularly near foundation, steps, under porches, etc.</li> </ul>	<ul style="list-style-type: none"> <li>□ Possible indication of insect damage; contact extermination company to determine if infestation is active and extent of damage.</li> </ul>
<b>Windows &amp; Doors</b> (Refer to <i>Guidelines for Windows &amp; Doors</i> for more information.)	<ul style="list-style-type: none"> <li>• Windows and doors do not it or operate properly</li> </ul>	<ul style="list-style-type: none"> <li>□ Verify whether frame is racked or out-of-square – possibly an indication of differential or uneven foundation settlement or deteriorated wall framing.</li> <li>□ Verify whether windows are painted shut and hardware (including sash cord or chain) is functional.</li> </ul>
	<ul style="list-style-type: none"> <li>• Wood rot, particularly at sills and lower rails</li> </ul>	<ul style="list-style-type: none"> <li>□ Repair or selectively replace deteriorated components in-kind.</li> <li>□ Following repairs, verify deteriorated areas are well painted and joints caulked.</li> </ul>
	<ul style="list-style-type: none"> <li>• Window is not operational</li> </ul>	<ul style="list-style-type: none"> <li>□ Verify whether window has been painted shut.</li> <li>□ Verify whether sash cords are attached to weights.</li> </ul>
	<ul style="list-style-type: none"> <li>• Glass is cracked</li> </ul>	<ul style="list-style-type: none"> <li>□ Replace glazing to match existing.</li> </ul>
	<ul style="list-style-type: none"> <li>• Glazing putty is missing, cracked or deteriorated</li> </ul>	<ul style="list-style-type: none"> <li>□ Replace glazing putty. Verify compatibility with adjacent materials. Older putty can contain asbestos. See Safety Precautions .</li> </ul>
	<ul style="list-style-type: none"> <li>• Screen windows or doors are missing, deteriorated or non-operational</li> </ul>	<ul style="list-style-type: none"> <li>□ Repair or replace deteriorated units as appropriate.</li> <li>□ Consider installing interior storm windows and doors. Interior installation can minimize potential condensation between the storm and window, reduce drafts, and are virtually invisible thus maintaining the exterior appearance of the building.</li> </ul>
<b>Painting</b> (Refer to <i>Guidelines for Exterior Wood Siding &amp; Doors</i> for painting information.)	<ul style="list-style-type: none"> <li>• Chalky or dull finish</li> </ul>	<ul style="list-style-type: none"> <li>□ Surface cleaning might be all that is needed.</li> <li>□ If repainting, additional preparation might be required.</li> </ul>
	<ul style="list-style-type: none"> <li>• Paint surface worn</li> </ul>	<ul style="list-style-type: none"> <li>□ Wood generally needs repainting every 8 to 10 years.</li> </ul>
	<ul style="list-style-type: none"> <li>• Peeling, curling, crazing and blistering</li> </ul>	<ul style="list-style-type: none"> <li>□ Possible indication of a moisture problem. Review drainage, potential leaks and vapor barrier in wall.</li> <li>□ Paint failures near roofs, downspouts and porch and ceilings are often the result of drainage problems.</li> </ul>

## EXTERIOR MASONRY & STUCCO CHECKLIST

Almost all buildings include some masonry - in some cases as a wall material, but typically as a foundation, pier, or chimney. Since masonry is often used as part of the structural system for older buildings, it is critical that it is maintained to prevent serious problems. For the best results, all masonry repair, stucco repair, and cleaning should be done when the temperature is consistently between 45 and 90 degrees Fahrenheit. This will minimize potential cracking and problems associated with colder temperatures and shrinkage that occurs during warmer temperatures.

If you question whether the severity of deterioration warrants replacement of an element, consult with a professional. It is usually less costly to fix a small problem than to delay action and cause more extensive deterioration and repair.



*A previous vertical crack has been improperly repaired with hard grout smeared onto the wall surface. The second diagonal crack suggests a settlement or foundation problem.*

MATERIAL	INSPECTION REVIEW	RECOMMENDED ACTION
<b>Exterior Walls &amp; Piers - General</b>	<ul style="list-style-type: none"> <li>• Cracks in masonry wall</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Can indicate differential or uneven foundation settlement or significant structural problems. Consult with an architect or structural engineer, particularly if the condition worsens.</li> <li><input type="checkbox"/> Vertical or diagonal cracks or the cracks that split individual bricks or stones tend to represent a more significant problem, such as differential settlement.</li> <li><input type="checkbox"/> Horizontal cracks or hairline cracks limited to mortar joints or individual stones or bricks tend to be less severe.</li> <li><input type="checkbox"/> Monitor and photograph conditions after repair during each inspection to see if the cracks return.</li> </ul>
	<ul style="list-style-type: none"> <li>• Bows or bulges in wall plane</li> <li>• Leaning walls</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Can indicate differential or uneven foundation settlement or significant structural problems. Consult with an architect or structural engineer, particularly if the condition worsens.</li> </ul>
	<ul style="list-style-type: none"> <li>• Water ponding adjacent to foundation</li> <li>• Vegetation, such as shrubs, are located immediately next to foundation</li> <li>• Vines are growing on walls</li> <li>• Damp walls</li> <li>• Moss or algae on masonry surface</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Verify water from downspout is directed away from building foundation. Install splash blocks or downspout extensions at base of downspouts.</li> <li><input type="checkbox"/> Vegetation can trap moisture in masonry by blocking sunlight and air circulation. Remove or thin the vegetation close to a building or conduct regular inspections for algae and mold behind vegetation; remove vines.</li> <li><input type="checkbox"/> Re-grade area adjacent to foundation to direct ground water away from building.</li> <li><input type="checkbox"/> Clean moss or algae from wall surface with low pressure water, with the possible use of detergent and brushing.</li> </ul>
	<ul style="list-style-type: none"> <li>• Efflorescence, i.e. water-soluble salts leached out of masonry and deposited on a surface by evaporation, usually as a white, powdery surface</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clean efflorescence from wall surface with low pressure water. Use a gentle detergent and a natural bristle brush, if necessary.</li> <li><input type="checkbox"/> Review area for any additional sources of moisture.</li> </ul>

MATERIAL	INSPECTION REVIEW	RECOMMENDED ACTION
Mortar	<ul style="list-style-type: none"> <li>• Soft and crumbling</li> <li>• Open joints or broken joint bonds</li> </ul>	<ul style="list-style-type: none"> <li>□ Consider patching with compatible mortar if area of deterioration is isolated. New should match the original in appearance, profile, hardness, and composition.</li> <li>□ Consider replacement if deterioration is substantial.</li> </ul>
Stones & Bricks	<ul style="list-style-type: none"> <li>• Spalling, chipping, faking, cracking or crumbling of surface</li> <li>• Loose or missing stones or bricks</li> <li>• Pitted surface from sandblasting or pressure wash</li> </ul>	<ul style="list-style-type: none"> <li>□ Consider patching with compatible materials if area of deterioration is isolated.</li> <li>□ Consider replacement if deterioration is substantial.</li> <li>□ Masonry with a damaged surface is more likely to absorb moisture leading to accelerated deterioration. Consult a professional.</li> <li>□ Monitor and photograph condition to see if it continues to deteriorate.</li> <li>□ Review adjacent materials and interior finishes for signs of moisture infiltration and rot.</li> </ul>
Stucco	<ul style="list-style-type: none"> <li>• Cracks in surface</li> <li>• Bulges in wall</li> </ul>	<ul style="list-style-type: none"> <li>□ Consider patching with compatible stucco if area of deterioration is isolated.</li> <li>□ Consider replacement if deterioration is substantial.</li> <li>□ Substantial cracks might indicate differential or uneven foundation settlement or severe structural problems. Consult an architect or structural engineer, particularly if condition worsens.</li> <li>□ Verify keying of stucco to lath or underlying substrate. If wall area moves when pushed, stucco is not bonded and should be replaced with compatible material to avoid potential surface collapse.</li> </ul>
Painted Masonry	<ul style="list-style-type: none"> <li>• Chalky or dull finish</li> <li>• Peeling, faking, curling and blistering</li> <li>• Paint surface worn</li> </ul>	<ul style="list-style-type: none"> <li>□ Additional preparation might be required prior to repainting depending on the surface.</li> <li>□ Possible indication of a moisture problem. Review drainage, potential leaks and whether there is a vapor barrier in the wall.</li> <li>□ Paint failures near the roof edge, downspouts and porch ceilings and foundations are often the result of drainage problems.</li> <li>□ Painted masonry needs repainting every 5 to 8 years with compatible paint.</li> </ul>



*The stucco has not been maintained and the bricks under the porch post are falling out of position. The dislodged bricks can lead to structural problems at the porch if not repaired.*

## PROPERTY CHECKLIST

Exterior maintenance extends beyond buildings to include the surrounding property. Seasonal property maintenance includes cutting grass, shoveling snow, and raking leaves. Larger maintenance issues include water management on the site, trimming trees, and regular repairs to fences, walls, walkways and paved surfaces. For further information, please refer to *Guidelines for Site Elements*.

*Without proper upkeep, tripping hazards can develop at steps and walkways. There are significant cracks and openings in these steps, exposing the reinforcing bars to storm water and de-icing salts. This can accelerate the rusting of the reinforcing bars and the deterioration of the concrete.*



MATERIAL	INSPECTION REVIEW	RECOMMENDED ACTION
Water Management	<ul style="list-style-type: none"> <li>• Groundwater directed towards building foundation</li> </ul>	<ul style="list-style-type: none"> <li>□ Re-grade area at foundation to direct ground water away from building.</li> </ul>
	<ul style="list-style-type: none"> <li>• Water ponding adjacent to foundation</li> </ul>	<ul style="list-style-type: none"> <li>□ Verify water from exiting downspouts is directed away from building foundation. Install splash blocks or downspout extensions at base of downspouts.</li> </ul>
	<ul style="list-style-type: none"> <li>• Vegetation, such as shrubs, are located immediately next to foundation or vines are climbing on buildings</li> <li>• Tree limbs extend over roof</li> </ul>	<ul style="list-style-type: none"> <li>□ Vegetation can trap moisture in wall surfaces by blocking sunlight and reducing air circulation. Remove or thin vegetation close to a building or conduct regular inspections for rot, algae, fungus and mold behind vegetation. Remove climbing vines.</li> <li>□ Trim limbs within 5 feet of house. They provide shade from the sun that can lead to the formation of moss, fungus, mold or algae; leaves and debris collect and clog gutters and downspouts. Tree limbs have the potential to cause severe damage if they fall during a storm.</li> </ul>
Metal & Wood Fences	<ul style="list-style-type: none"> <li>• Metal fences</li> </ul>	<ul style="list-style-type: none"> <li>□ Check for rust spots or bare metal. Remove rust, prepare and re-paint.</li> </ul>
	<ul style="list-style-type: none"> <li>• Wood fences</li> </ul>	<ul style="list-style-type: none"> <li>□ Check for deterioration, and follow recommendations in the <i>Exterior Wood Siding &amp;</i></li> </ul>
Walkways, Patios & Pavers	<ul style="list-style-type: none"> <li>• Brick, flagstone, or concrete pavers cracked or missing</li> </ul>	<ul style="list-style-type: none"> <li>□ Verify the condition of the sub-base and replace deteriorated or missing units in-kind.</li> </ul>
	<ul style="list-style-type: none"> <li>• Water ponding on paved surface</li> <li>• Subsidence of paved surface</li> </ul>	<ul style="list-style-type: none"> <li>□ Verify the condition of the sub-base and reset individual units to allow appropriate drainage.</li> </ul>
	<ul style="list-style-type: none"> <li>• Vegetation growing between individual units</li> </ul>	<ul style="list-style-type: none"> <li>□ Some vegetation has a substantial root structure that can dislodge individual paving units. Remove vegetation if appropriate.</li> </ul>
Asphalt Paving & Driveways	<ul style="list-style-type: none"> <li>• Cracked asphalt</li> </ul>	<ul style="list-style-type: none"> <li>□ Seal cracks to minimize potential water infiltration.</li> <li>□ Consider sealing or repaving entire surface if cracks are substantial or prevalent.</li> </ul>
	<ul style="list-style-type: none"> <li>• Water ponding on paved surface</li> <li>• Subsidence of paved surface</li> </ul>	<ul style="list-style-type: none"> <li>□ Verify the condition of the sub-base and patch to allow appropriate drainage.</li> </ul>

## INTERIOR CHECKLIST

Although the HPC does not review interior work except on designated Interior Landmarks, exterior maintenance problems can be most obvious on the interior of a building. The locations most likely to reveal exterior problems tend to be the least-visited parts of a house, such as the attic and basement. It is important to remember that attics and basements tend to be unique spaces with distinct conditions. Attics usually sit directly under roofs which can be highly susceptible to water infiltration. Similarly, basements are also susceptible to moisture and pest infestation and damage. These spaces tend to be unconditioned, without the same heat, air conditioning and moisture control as the rest of the building. As a result, problems can fester and become severe before being noticed.



*The dark areas at the top and side of the diagonal wood brace indicate moisture. The end of the diagonal wood frame is rotting. The cause of the moisture infiltration should be addressed, and the wood framing repaired or replaced.*

MATERIAL	INSPECTION REVIEW	RECOMMENDED ACTION
Attic Space	<ul style="list-style-type: none"> <li>• Water stains on rafters or roof boards, probably indicated by a dark patch on the wood or plaster or a white bloom representing salt crystallization</li> </ul>	<ul style="list-style-type: none"> <li>☐ Review during or after a rainstorm to understand whether staining is an active or past problem. Pay attention to flashing locations around roof penetrations such as vent pipes, chimneys and dormer windows, as well as at valleys and eaves.</li> </ul>
	<ul style="list-style-type: none"> <li>• Mildew on underside of roof structure</li> <li>• Dampness in attic space</li> <li>• Overheated attic</li> </ul>	<ul style="list-style-type: none"> <li>☐ Verify if the attic is sufficiently ventilated.</li> </ul>
	<ul style="list-style-type: none"> <li>• Broken or missing collar beams</li> <li>• Cracked or sagging rafters</li> </ul>	<ul style="list-style-type: none"> <li>☐ Potential structural problem. Consult with an architect or structural engineer, particularly if the condition worsens.</li> </ul>
	<ul style="list-style-type: none"> <li>• Inadequate insulation at attic floor or between rafters</li> </ul>	<ul style="list-style-type: none"> <li>☐ Install appropriate insulation as per the Energy Code.</li> </ul>
Basement & Crawlspace	<ul style="list-style-type: none"> <li>• Mortar of walls or piers is soft and crumbling</li> <li>• Damp or moldy smell</li> <li>• Evidence of dampness under first floor framing or around pipes</li> <li>• Evidence of wood rot or insect infestation at wood sills on top of foundation walls or first floor joists</li> <li>• Periodic flooding</li> </ul>	<ul style="list-style-type: none"> <li>☐ Review for potential moisture infiltration.</li> <li>☐ Verify water exiting from downspouts is directed away from building foundation. Install splash blocks or downspout extensions at base of downspouts.</li> <li>☐ Re-grade area at foundation to direct ground water away from building.</li> <li>☐ Verify that foundation vents are clear of debris.</li> <li>☐ Check underground water supply and drainage systems for cracked or clogged pipes.</li> <li>☐ Re-point areas of deteriorated mortar.</li> <li>☐ Apply stucco plaster to brick piers.</li> <li>☐ Hire a pest management company to provide regular inspections and contact immediately for potential infestation.</li> </ul>
	<ul style="list-style-type: none"> <li>• Inadequate insulation around pipes, heating and air conditioning ducts</li> </ul>	<ul style="list-style-type: none"> <li>☐ Install appropriate insulation as per the Energy Code. Condensation can form on unheated equipment and pipes.</li> </ul>



## REQUIREMENTS FOR MASONRY & STUCCO



Many of Oak Park's apartment buildings are brick with limestone trim. This is a less-common, single-family residential example.

### WHAT YOU NEED TO KNOW ABOUT MASONRY

Exterior masonry materials include stone, brick, terra cotta, and stucco. These exterior surfaces serve both visual and functional purposes. Visually, they are an important design feature that establishes the rhythm and scale of a building. They also establish a building's mass and proportion and can add pattern, texture, and artistic details. Exterior masonry types can be characteristic of certain architectural styles.

Functionally, historic exterior masonry can act as the principal load bearing system for the building, as well as its "skin," shedding water and deflecting sunlight and wind. It acts as a weather-tight enclosure, providing protection from rain, wind, and sun.

- Retain and preserve masonry features that are important in defining the over character of a building, such as walls, brackets, railings, cornices, window architraves, door pediments, steps, columns, and details such as tooling and bonding patterns, coatings, and color.
- Repair masonry walls and other masonry features by repointing the mortar joints where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plaster work.
- Retain and preserve non-deteriorated mortar in sound joints. It is not necessary to repoint an entire building to achieve a uniform appearance. Only repoint deteriorated joints to match existing.

### WHAT YOU NEED TO KNOW ABOUT STUCCO

Stucco is an exterior coating that provides a more finished appearance to a building. It acts as a weather repellent, protecting the building from the elements. Stucco can also provide an insulating layer to a wall and can improve a building's fire resistance.

The components of stucco are similar to mortar. They include sand, lime, Portland cement, water, and possible binders like animal hair or straw. In some cases, pigments are added to alter the finished color.

### WHAT TO CONSIDER WHEN DOING A MASONRY OR STUCCO PROJECT

- Is the work visible from the street?
- Does the work meet the definition of Demolition as defined by the Village of Oak Park? (see *Guidelines Definitions*) If yes, it will require a Certificate of Appropriateness.
- Is the building or structure a Contributing Resource within a local historic district?
- When repointing (tuck-pointing), match the historic mortar color and materials, as well as the joint type, size, and texture.
- New brick should match historic brick in size, texture, color, and composition.
- Maintain existing patterns found on the exterior.
- Clean masonry and stucco with appropriate methods.
- Prevent water infiltration.

## RECOMMENDED BEST PRACTICES FOR ANY MASONRY OR STUCCO PROJECT

### Masonry

- Repair, stabilize, and conserve fragile masonry by using well-tested consolidants when appropriate. Repairs should be physically and visually compatible and identifiable upon close inspection for future research.
- Protect and maintain masonry by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.

### Cleaning

- Clean masonry only when necessary to halt deterioration or remove heavy soiling.
- Do not use a cleaning method that uses water or liquid cleaners when there is a possibility of freezing temperatures.
- Clean masonry surfaces with the gentlest method possible, such as low pressure water and mild detergents, using natural bristle brushes.
- Carry out masonry surface cleaning tests after it has been determined that such cleaning is appropriate. Tests should be observed over a period of time so both the immediate and the long-range effects are known.

### Mortar & Repointing

- Remove deteriorated mortar by carefully hand-raking the joints to avoid damaging the masonry. Using hand tools to remove deteriorated joints is preferred over electric saws and hammers, because overcut mortar joints can alter a building's appearance and electric tools can damage historic brick.

### Surface Treatments

- Inspect painted masonry surfaces to determine whether repainting is necessary.
- It is not recommended to paint masonry surfaces if they have historically not been painted.
- When painting masonry, it is important to properly prepare the surface prior to applying the paint.
- It is not recommended to apply new or non-historic surface treatments such as water-repellent coatings to masonry.
- Remove damaged or deteriorated paint only to the next sound layer using the gentlest method possible prior to repainting (Refer to *Guidelines for Exterior Wood Siding & Trim*).

## REQUIREMENTS FOR MASONRY OR STUCCO PROJECTS REVIEWED BY THE HPC

### Property Owners Shall:

- Stabilize deteriorated or damaged masonry as a preliminary measure prior to undertaking appropriate preservation work.
- Retain historic masonry, trim and ornament.
- Repair stucco by removing the damaged material and patching with new stucco that duplicates the old in strength, composition, color and texture. Do not remove sound stucco or repair with new stucco that is stronger than the historic material or does not convey the same visual appearance.
- Selectively replace damaged or missing materials with new materials that match the original in size, shape, texture, color and overall appearance.
- Replace damaged or deteriorated original materials with the same size, shape, texture, color, pattern, material and overall appearance.
- Replace damaged or missing materials with new materials that are similar to the original in size, shape, texture, color, pattern and overall appearance if repair of the original is not possible.
- Repair masonry features by patching, piecing-in, or otherwise reinforcing the masonry using recognized preservation methods. Use proven mortar mixtures for historic buildings.
- Duplicate mortar joints in width and profile.

### Property Owners Shall NOT:

- Remove or encapsulate masonry, trim or decorative features that characterize a property.
- Install artificial siding or stucco over masonry.
- Install alternatives to masonry and trim unless they match in exposure, thickness and detailing.
- Add detail or ornament not appropriate to the building type or style without historic documentation.
- Remove or replace masonry that could be stabilized, repaired and conserved; or use untested consolidants and untrained personnel, thus causing further damage to fragile materials.
- Sandblast masonry using abrasives.
- Use high-pressure water to blast masonry.
- Clean masonry with chemical products that will damage masonry.
- Repoint with mortar with a high cement content that is stronger than the historic material, causing damage due to expansion.
- Use electric saws and hammers to remove deteriorated mortar from joints, as the joints can become overcut and brick may be damaged.
- Repoint with synthetic caulk or sealant.
- Paint, stucco or apply other coatings over masonry materials that have not historically been painted.





Oak Park

# Village of Oak Park Historic Preservation Commission

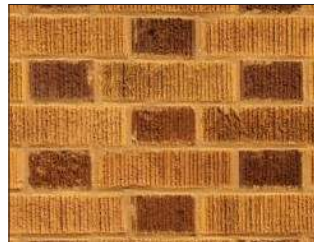
## GUIDELINES FOR MASONRY & STUCCO



*19th Century Brick - A soft, fired-clay, fairly regularly shaped building component, often with color and surface variations.*



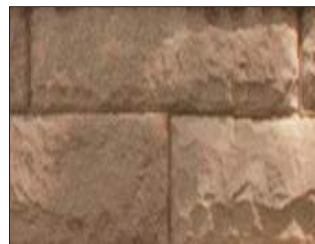
*Chicago Common Bond Brick- A hard, dense, fired-clay, regularly shaped building component, sometimes with a glazed surface.*



*Wire Cut Brick - A hard, dense, fired-clay, regularly shaped building component, with a ridged surface.*



*Roman Brick - A hard, dense, fired-clay, regularly shaped building component, with elongated proportions*



*Rusticated Limestone Foundation - A sedimentary rock, used for building walls and foundations.*



*Limestone Decorative Trim - A sedimentary rock, often found at window sills and lintels, ornamental stone, sculpture and for producing lime.*



*Lannon Stone - A high grade limestone, used as a masonry wall as well as a veneer.*



*Half-Timbering - An exposed timber framework filled with brick, stone or plastered laths.*



*Terra Cotta - A fired-clay, non-structural building component, often with colored glaze, used for decorative, ornate details and wall finishes.*



*Textured Concrete Block - A structural building material made by mixing water, cement, sand and aggregate, placing it in forms and hardening.*



*Pebble Dash Stucco - Textured finish with pronounced aggregate at the surface, used for exterior building surfaces.*

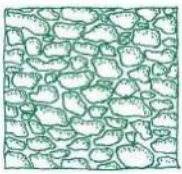


*Smooth Finish Stucco - Relatively smooth and flat finish with a plaster appearance.*

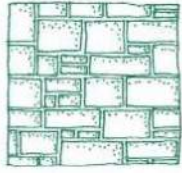
The Guidelines were developed in conjunction with the Village of Oak Park's Historic Preservation Commission (HPC). For more information regarding application and review procedures, please consult the *Guidelines Introduction*, visit Village Hall or [www.oak-park.us](http://www.oak-park.us), or contact Village staff at (708) 358-5440 or [historicpreservation@oak-park.us](mailto:historicpreservation@oak-park.us). For more information regarding HPC recommendations and requirements, refer to *Requirements for Masonry & Stucco*.

### COMPONENTS OF MASONRY WALLS

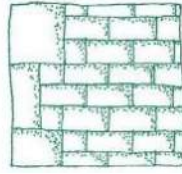
Masonry walls, foundations, and piers were historically constructed of stones, bricks, hollow clay tiles, or concrete blocks stacked on top of one another. The individual units were bonded by mortar, which served to hold the masonry units together and fill the gaps between them. Historically the masonry was load bearing, meaning it carried its own weight to the ground as well as the load of other building elements such as walls, floors and roofs. Stone veneer wall cladding was popularized in the 20th century.



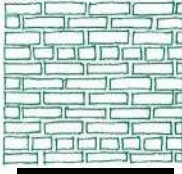
**Uncoursed Fieldstone**



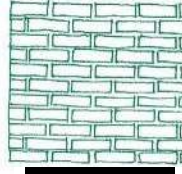
**Coursed Fieldstone**



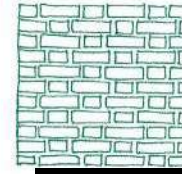
**Coursed Cut Stone with Quoins**



**Common Bond**



**Running Bond**



**Flemish Bond**

## BRICK

Brick is the most common masonry material in Oak Park. Bricks are made by inserting clay into a mold and then firing or baking the brick at very high heat. The result is a standardized unit, generally 8” by 4” by 2-1/4” in size. Roman Brick, which has an elongated form, is typically 12” by 4” by 2” in size. The color of brick can vary, but red is by far the most common. Other colors include yellow, orange, and brown. The color is determined by the chemical and mineral content of the clay, and the temperature and conditions of the kiln or oven. Similar to the color, the strength or hardness of brick is determined by the clay ingredients and the firing method, but it is also affected by the way the brick is manufactured.



*Limestone is often used as a decorative accent element in brick walls and at window and door openings.*

## STONE

Stone is often found as an exterior wall material in Oak Park on institutional buildings and was also a common foundation material for 19th and early 20th century houses. The most common type of stone in Oak Park is limestone, with some granite and marble. Limestone detailing is often found on brick buildings. In the mid-20th century, stone veneers became popular, particularly on storefronts. Stone veneers are thin slabs of masonry (typically marble or granite), “hung” on an underlying structural support system or applied to a wall surface with mortar in various patterns.



*The highly detailed, deep decorative relief in the panels and the capitals of the porch piers are made from terra cotta. A variety of terra cotta patterns and shapes were available at the beginning of the 20th century, providing a relatively inexpensive means of “decorating” building surfaces.*

## TERRA COTTA

Similar to brick, terra cotta is made of fired clay, often used for decorative ornamental details and wall finishes. It can have the color of red or yellow brick, or be fired with a clear or colored glaze. Terra cotta became popular in Oak Park at the beginning of the 20th century, and was often installed as decorative door and window surrounds as well as building cornices.

## CONCRETE MASONRY UNITS

Concrete masonry units (CMUs), also known as concrete blocks, are similar to bricks in that they are formed structural elements. They are made by mixing water, cement, sand, and aggregate, which is placed in forms to harden. The blocks are typically 8” by 8” by 16” in size and generally include voids. Similar to brick, they are typically stacked and bonded with mortar. They are most often laid in a running-bond pattern. Concrete blocks can also be formed in decorative molds that create varied textures and patterns when used in construction. In some cases these building elements are structural, weight-bearing elements, and in others they are purely ornamental.

## MORTAR

Historically, mortar was composed of ingredients such as sand, lime, and water, and possibly additives such as shells, animal hair, and clay particles. Starting in the mid-19th century, a small amount of Portland cement was added to the mix to improve its workability and hasten its setting time. In the early 20th century, the amount of Portland cement in mortar was increased, resulting in harder mortar corresponding with the manufacturing of harder bricks and concrete block.

**Sand** is the largest component of mortar and defines its color, character, and texture. Since masons would use products that were readily available, sand from historic mortars tends to have weathered, rounded edges and was available in a variety of grain sizes and shades of white, gray, and yellow. Most sand available today has sharper edges and is sieved into standard sizes. As a result, mixing sand colors and sizes might be needed to match historic mortar.

**Lime and Portland Cement** act as binders for the mortar. High lime mortar is soft, porous, and varies little in volume with temperature fluctuations. Because lime is slightly water soluble, high-lime mortars can be self-healing and reseal hairline cracks. By contrast, Portland cement can be extremely hard, is resistant to water movement, shrinks significantly upon setting, and undergoes relatively large thermal movements. The proportion of Portland cement can generally be increased when repointing 20th century buildings.

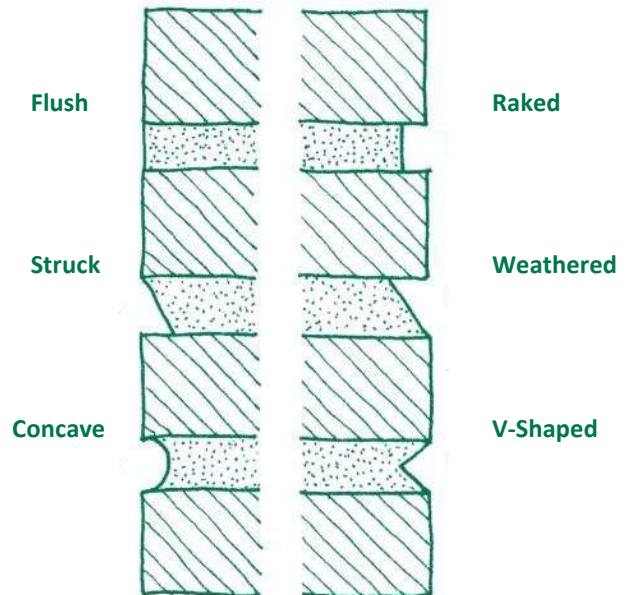
**Water** used in mortar needs to be clean and free of salts, harmful minerals, and acid. If not, it can break down the mortar and masonry and discolor finished surfaces.

## REFERENCES

For additional information about mortar and repointing historic masonry, refer to the following resources:

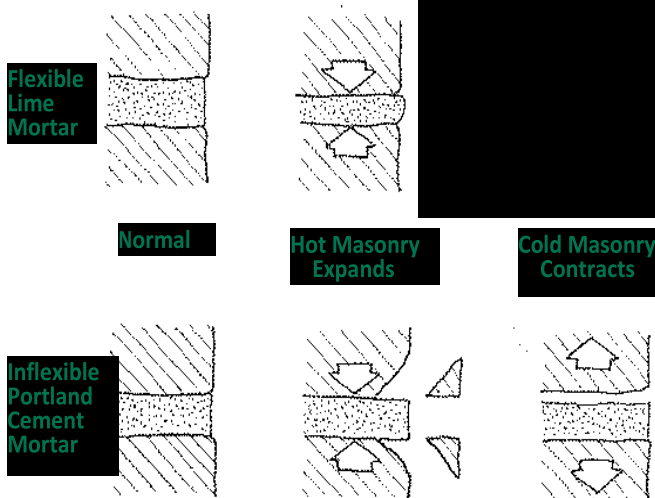
- *National Park Service Preservation Brief No. 2;* [www.nps.gov/tps/how-to-preserve/briefs.htm](http://www.nps.gov/tps/how-to-preserve/briefs.htm)
- *Illinois Preservation Brief No. 10*

## JOINT PROFILES



There are numerous joint profile types, each with different shadow lines and highlights. When repointing masonry, it is important to tool mortar to match the existing joint profile for a consistent appearance.

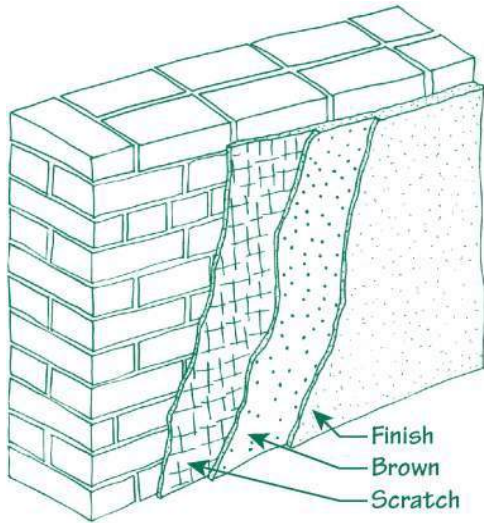
## MORTAR HARDNESS & MASONRY



Temperature changes cause masonry units to expand when heated and contract when cold. The expansion and contraction of the masonry units results in compression and flexing of the adjacent mortar joints.

Lime-based mortar is pliable and is more likely to compress and flex through temperature cycles. If properly installed, it should also be softer than the adjacent masonry.

Portland cement-based mortars are significantly harder than lime-based mortars and far less elastic. In addition, cement mortars tend to be substantially harder than historic masonry. When masonry units expand in warm temperatures and when heated by the sun, they press against the harder cement mortar and tend to spall at the edges. During colder temperatures, masonry units tend to pull away from harder mortar, resulting in open cracks that can allow moisture penetration.



Stucco was traditionally approximately 1" thick and applied in three layers:

1. The **Scratch Coat** is approximately 3/8" thick and applied directly to the wall surface. It is forced into the raked joints or pushed into the lath to provide a strong bond. The surface of the scratch coat is deeply scored to allow bonding of the brown coat.
2. The **Brown Coat** is also approximately 3/8" thick and finished with a wood float from a smoother surface.
3. The **Finish Coat** is generally about 1/4" thick with the overall thickness being determined by the finish style.

## STUCCO

Stucco is a relatively inexpensive material that can provide a more finished appearance to brick, stone, or wood-framed buildings. In some cases, the surface is scored to look like stone. It acts as a weather-repellent coating, protecting the building from rain, sun, and wind. Stucco can also provide an insulating layer to a wall, reducing the passage of air and improving a building's fire resistance.

Stucco was traditionally applied at the time of construction over concrete and concrete block as a decorative protective coating. Beginning in the 20th century, it was also applied on wood-framed buildings in revival styles of architecture. It is a common exterior finish on buildings in the Prairie, Craftsman, Art Deco, and Modern styles. Depending on the style, the texture of the stucco varies widely, from a smooth finish to textured, troweled, and Spanish-finish stuccoes.

Stucco was also applied on some buildings and structures years after the original construction, as a remodeling material to vary the original appearance or to conceal deterioration.

The components of stucco are similar to pointing mortar and include sand, lime, Portland cement, water, and possible binders. In some cases, pigments were added to the mix to alter the finished color.

## STUCCO APPLICATION

Stucco is essentially a layer of mortar held in position by the bond formed with the underlying material. Historically, one of the best ways to achieve a bond was to "rake-out" the mortar joints about 1/2" to form a groove that holds the stucco in place. When installed on masonry, stucco becomes an integral part of the wall when it sets. When stucco was installed historically on wood framed walls, the stucco was generally "hung" on strips of wood called lath that were nailed to wall studs. By the mid-20th century, metal lath replaced wood lath for stucco application.

## SYNTHETIC STUCCO

The Exterior Insulation and Finish System, or EIFS, is a synthetic stucco system that was popularized in the United States in the late-20th century. It generally consists of 3 layers:

- An inner foam insulation board secured to the exterior wall surface, often with adhesive
- A middle polymer and cement base coat that is reinforced with glass fiber mesh
- An exterior textured finish coat

One of the significant problems with EIFS is that it does not "breathe" and can trap moisture within the wall. This can lead to powdering or melting of softer masonry and rotting of wood sills and framing. If the problem persists, mold and mildew can develop in the building, providing a desirable home for termites.

Although the surface of EIFS can be finished to match many types of stucco, there are some differences. In larger areas of wall surface, EIFS is typically installed with control joints or grooves to allow the surface to expand and contract with temperature changes. These joints are typically not needed with lime based stucco and can result in odd wall patterns. Also, if properly installed, EIFS should not come in contact with roofing, wood trim, or porch and gallery floors to reduce the possibility of moisture infiltration. Instead, these joints are often filled with sealant that can crack and eventually allow moisture to penetrate.

Because of the differences in the visual characteristics of EIFS from stucco and the potential to harm historic building fabric, the application of synthetic stucco or EIFS on historic buildings or structures is not recommended.

## TYPICAL CAUSES OF MASONRY PROBLEMS

The principal components of most unit masonry walls in Oak Park are brick and stone with some concrete block and terra cotta. Mortar, which is located between the bricks, stones, blocks, or terra cotta, bonds the individual units together, transfers the load through the masonry, and provides a weather-tight seal at the exterior surface. Many problems associated with historic masonry result from the failure to keep mortar joints in good repair. Deteriorated mortar joints can allow water to penetrate the masonry and cause severe interior and exterior damage. There are five principal causes of mortar joint failures:

**Weathering** of mortar occurs when rain, wind, and pollution eat away at softer historic mortar over time. Historic mortar was purposely softer to allow the masonry wall to expand and contract with seasonal temperature changes.

**Uneven Settling** of masonry walls and seismic events may result in cracks along masonry joints or within masonry units.

**Poor Original Design and Materials** can cause ongoing problems if the masonry and mortar are incompatible or inappropriate for their installation location, or if the masonry does not properly shed water.

**Temperature Cycles** can cause deterioration of masonry in Oak Park, which has extreme heat in the summer and cold temperatures in the winter. Temperature cycles can cause masonry and mortar to expand and contract at different rates, breaking the masonry's bond with the mortar. This situation can be much worse if moisture enters an open joint, potentially popping out the surface of the mortar and the masonry, resulting in spalling.

**Insufficient Exterior Maintenance** may cause water to enter a masonry wall and contribute to its accelerated deterioration. Potential areas of concern are: poorly functioning gutters, downspouts and flashing; rising damp and standing water at foundations; water splashing back off paving and hard surfaces onto walls; or water-entrapping vegetation such as ivy or shrubs on or near masonry walls.

### DEFINITIONS

**Efflorescence:** Water-soluble salts leached out of masonry or concrete by capillary action and deposited on a surface by evaporation, usually as a white, powdery surface

**Spalling:** Chipping or flaking of masonry

## REPAIRING HISTORIC MASONRY

Due to the durability of historic masonry, repairs are typically limited to repointing. Repointing work can be time consuming and expensive; however, it can last more than 50 years when completed properly. Repointing requires a great deal of hand labor by skilled craftsmen to remove the existing mortar without damaging adjacent masonry, achieve the appropriate mortar mix and hardness, apply the mortar, and tool it to match the historic joint style and appearance. As a result, it is generally recommended that repointing projects be limited to areas of deterioration rather than an entire building.

To achieve the best results, repointing work should be completed when the temperature range is between 45 °F and 90 °F for at least two days after the installation of the mortar to help the mortar bond to the masonry. Mortar should be of a similar composition to the historic mortar, including hardness, color, and texture. It should be placed in joints in layers of no more than 3/8" thick and allowed to harden before additional layers are added. The final layer should be tooled to match the historic joint profile.

If more extensive repairs require the replacement of masonry units such as bricks or stones, new work can be unobtrusively dated to guide future research and treatment, such as inserting a newspaper with a date into the construction.



*The mortar, particularly in the vertical joints, is deteriorated, increasing the potential for water infiltration. The area in the lower right of the photograph was repointed and mortar was smeared over the surface of the brick rather than tooled. Replacement mortar should match the historic in appearance, color, texture, hardness, and joint profile.*

## MATCHING HISTORIC MORTAR & STUCCO

Most pre-mixed mortar is generally inappropriate for historic masonry, as it contains too much Portland cement and is too hard. The most exact method of matching historic mortar and stucco is to have it analyzed by a professional lab. Village staff is also available to provide guidance based upon the type, location, and condition of the masonry.



The crack from the window sill shown here might be a sign of building settlement. Review wall for other signs of movement. Repair crack and apply a lime-based paint for a uniform appearance.

## PATCHING STUCCO

Similar to repointing mortar, stucco should be applied in moderate weather conditions, avoiding extreme heat, sun, and freezing temperatures. The final appearance should duplicate the existing as closely as possible in strength, composition, color, and texture. Successful patching of stucco surfaces generally requires a skilled craftsman. Similar to stucco application, stucco repairs are applied in three coats. If stucco patches are too hard, they may cause additional damage to adjacent historic stucco surfaces or lead to the formation of cracks that can allow water migration into the wall.

When repairing stucco, hairline cracks can generally be filled with a thin slurry coat of the finish coat ingredients, while larger cracks need to be cut out and prepared for a more extensive repair. Similarly, bulging wall surfaces need to be cut out to a sound substrate. For the best appearance, the area to be patched should be squared off and terminated at a building joint or change in materials such as a window or door frame.

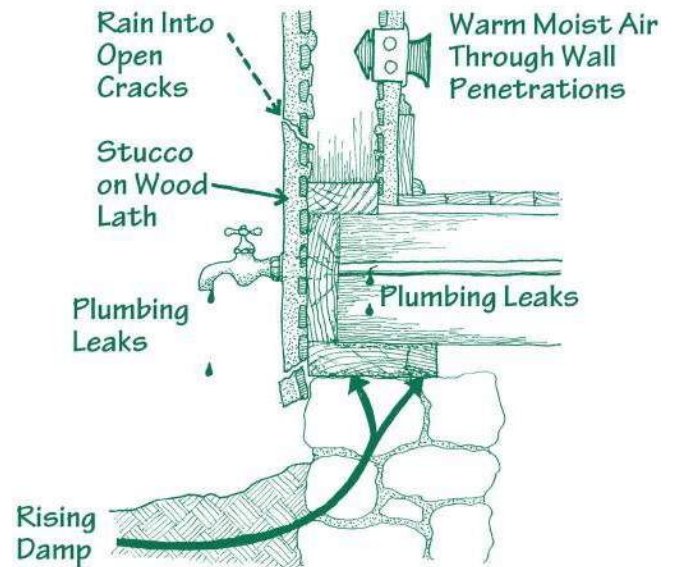
Repaired stucco often needs to be repainted for a uniform appearance. It is important that the new paint is compatible with earlier coats of paint and the stucco materials are applied following the manufacturer's recommendations.



When painting stucco, it is recommended that breathable masonry paint be used and that loose or flaking paint be removed prior to repainting.



Stucco is often used in addition to other materials as a wall material. In this example, it is combined with limestone and half-timbering.



**Rain and Precipitation** can enter the exterior envelope through damaged or cracked surfaces and crevices with adjacent materials, including window and door frames.

**Rising Damp** is the migration of moisture from the soil into the building structure through capillary action. Soil adjacent to the foundation can become saturated through improper drainage from gutters and downspouts and from vegetation planted adjacent to the foundation.

**Plumbing Leaks** may come from bathroom fixtures, kitchen and laundry appliances, and both interior and underground piping.

**Condensation** occurs when warm moist air from kitchens, bathrooms and laundry facilities comes in contact with cold surfaces and becomes water droplets.



*The rough texture and uneven surface of this brick suggest that an aggressive cleaning method was used. Stucco patches replace bricks and efflorescence, a powdery white substance, can be seen on the surface.*

## MASONRY & STUCCO CLEANING

Appropriate masonry and stucco cleaning can enhance the character and overall appearance of a building. However, improper cleaning of historic masonry can cause damage to the historic surfaces and do more harm than good.

There are three principal reasons for cleaning historic masonry:

- Improve the appearance by removing dirt, pollen, stains, graffiti, or paint
- Slow deterioration by removing deposits, salts, efflorescence, acids, ivy, algae, moss, mildew, and pollutants that can cause damage
- Clean select areas to match historic masonry or mortar or to assess surface condition

Masonry cleaning methods fall within three general categories:

- Low pressure water, with the possible use of gentle detergent and brushing
- Mechanical cleaning including sand blasting, power washing, grinding, sanding, and wire brushing
- Chemical cleaning

Because of the potential damage to historic surfaces, **cleaning should be completed using the gentlest means possible.** In many cases, soaking the masonry, stucco and concrete with low pressure water can remove much of the surface dirt and deposits. If the soaking method is not successful, it might be necessary to add a non-ionic detergent or brush the wall surface with a natural bristle brush.

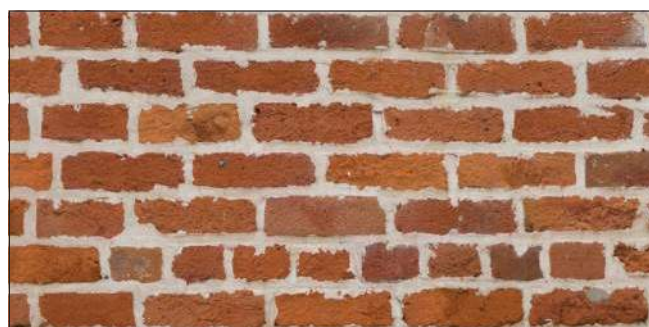
The use of mechanical methods, like abrasive blasting, power washing, sanding or grinding, can

remove decorative details and the protective surface of the masonry, stucco or concrete, resulting in an eroded surface and permanent damage. Abrasively cleaned masonry, stucco, and concrete usually has a rougher surface that can hold additional dirt and be more difficult to clean in the future.

Chemical-based cleaners can etch, stain, bleach or erode masonry, stucco and concrete surfaces. Both mechanical and chemical cleaning methods can also make the masonry, stucco and concrete surface more porous and deteriorate mortar joints, allowing for increased moisture penetration.

In instances where a severe stain or graffiti is present, it might be necessary to use a chemical-based cleaner in specific areas. Caution should be taken to test the effects of the proposed cleaner on a discrete area of the building before using it on a principal elevation. It is recommended that the most diluted possible concentration be used to minimize potential damage of the masonry surface.

It should be noted that many chemical cleaners are hazardous and require special protection, handling, and collecting, as well as appropriate disposal of the chemicals and rinse water.



*The surface of the brick has been damaged by inappropriate cleaning methods. A power tool was likely used to cut-out joints prior to repointing, resulting in the over-cut vertical joints.*



*The paint here is likely peeling because it is incompatible with the brick and moisture was trapped in the wall. The paint should be removed and moisture problems addressed.*

## REMOVING PAINT FROM MASONRY & STUCCO

When considering whether to remove paint from a masonry or stucco surface, it is important to assess whether removal is appropriate. In some instances:

- The building might have always been painted; less attractive, softer or more porous bricks, stones or concrete might have been painted to provide a water repellent protective layer
- Paint can mask later changes or additions

Reason to consider stripping paint:

- To reduce long term maintenance requirements associated with repainting
- Paint might have been originally applied to mask other problems such as a dirty building
- If existing paint has failed, it might be necessary to strip it before repainting

Signs of failed paint include:

- Chalking, flaking, or peeling, possibly due to moisture penetration. It is important to find the cause of moisture and repair it before repainting.
- If masonry or concrete has been “sealed” by layers of paint or waterproof coatings, the masonry might not be able to “breathe” and dispel internal moisture. Eventually, pressure can build up under paint layers and cause the paint to peel and masonry to spall.

If paint is stable, complete paint stripping may not be necessary. However, new paint should be compatible with previous paint layers for best adhesion.

### PAINT REMOVAL SAFETY

Caution should be used when removing paint as some paints include lead, requiring proper collection and disposal techniques. Please review *Guidelines for Exterior Wood Siding & Trim* for additional information.

## MASONRY & STUCCO COATING

Water repellent and waterproof coatings are generally applied to prevent water from entering a masonry, stucco, or concrete wall, but tend to be unnecessary on weather-tight historic buildings. Water infiltration through masonry and concrete buildings is generally caused by other moisture-related problems including open mortar joints, surface cracks or spalls, and poor or deferred maintenance. In instances where masonry has been severely compromised, such as previously sandblasted bricks, the use of water repellent coatings may be appropriate.

**Water Repellent Coatings**, also referred to as “breathable” coatings, keep liquid from penetrating a surface but allow water vapor to escape. Many water repellent coatings are transparent or clear when applied, but may darken or discolor over time.

**Waterproof Coatings** seal surfaces and prevent liquid water and water vapor from permeating the surface. Generally, waterproof coatings are opaque or pigmented and include bituminous coatings and some elastomeric coatings and paint. Waterproof coatings can trap moisture inside of a wall and can intensify damage. Trapped moisture can freeze, expand and spall masonry and concrete surfaces.

## MASONRY & STUCCO PAINTING

If the exterior of the masonry or stucco surface has been compromised through previous sandblasting, moisture infiltration, or the use of harsh chemicals, appropriate painting can provide a degree of protection. Proper application of a water-repellent paint can prevent water from penetrating while allowing water vapor to escape. Waterproof or inappropriate paint can trap moisture within a wall. Proper preparation is critical to a successful masonry or stucco painting project.

- Remove loose or flaking paint, mortar, masonry, or stucco, as well as ivy, algae, moss and mildew.
- Repair deteriorated gutters and downspouts.
- Complete repointing, re-caulking, and patching as needed.
- Select a paint color appropriate for the building style. Apply undercoat and paint appropriate for masonry application type. Follow the manufacturer’s recommendations for application.





# Oak Park Historic Preservation Commission

## Village of Oak Park

### REQUIREMENTS FOR EXTERIOR WOOD SIDING & TRIM



*Many of Oak Park's historic homes feature decorative exterior woodwork. This example includes wood siding, ornate window surrounds, deep roof eaves and decorative trim such as the corner pilasters. Decorative woodwork can also be found at the porch, including the corner columns and railings.*

#### WHAT YOU NEED TO KNOW ABOUT EXTERIOR WOOD SIDING & TRIM

Wood siding, shingles, trim, and ornament on a building's wall surface is often both functional and decorative. Functionally, exterior woodwork acts as the skin of the building, protecting it from weather. As a decorative element, its design greatly affects the overall appearance of a building. When planning any exterior woodwork project, consider the following functional and aesthetic issues:

- Weather-tight woodwork preserves a building and protects its wall structure and interior finishes from rain, wind, sun, and snow.
- Temperature changes and building movement affect exterior woodwork.
- Exterior woodwork is an important element of the building's character, and the types and detailing associated with siding, shingles, trim, and ornament can define its architectural style.
- The details and texture of the exterior siding, shingles, and trim affect the scale and massing of the building.
- Variations in exterior woodwork materials and styles add visual interest to the streetscape and neighborhood.
- Regular maintenance, particularly repainting, can greatly extend the life of exterior wood elements.

#### WHAT TO CONSIDER WHEN DOING AN EXTERIOR WOOD SIDING & TRIM PROJECT

When preparing an exterior woodwork project, here are the key issues you need to consider:

- Are the existing exterior woodwork and features historic (siding, shingles, window and door trim, cornices, corner boards, porches)? You should make every effort to preserve, reuse, and repair historic materials and features where they exist.
- Are you repairing or replacing your exterior woodwork or decorative features? If so, limit your repairs and replacement to the damaged areas only.
- What materials do you plan to use in your repairs or replacement? If the historic materials are too damaged to be saved, replacement materials should match the original as closely as possible.
- Are you making any major changes to the type of exterior woodwork or siding? Make sure those changes are compatible with the character of the historic building.
- Are you adding any new features to your building? Are they visible from the street?
- Address moisture problems, including leaking roofs and downspouts, and condensation through walls, before repainting.

## RECOMMENDED BEST PRACTICES FOR ANY EXTERIOR WOOD SIDING & TRIM PROJECT

### Exterior Wood Siding & Trim Repair & Replacement

- Don't rely on brochure photographs. Visit a similar completed project to see the materials.
- Confirm that the proposed material is appropriate for your exterior woodwork project location.
- Understand the total wall system, including insulation and vapor barriers, that is appropriate for each material.
- Know that some pre-finished artificial materials may fade or change in appearance over time.
- Understand that material placed over exterior woodwork, including synthetic siding or capping and encapsulating paints, often referred to as "liquid siding," "liquid stucco" and "liquid ceramic coatings," can trap moisture in woodwork and promote rot in the woodwork and wall framing.
- Reuse original window frames and trim when replacing windows, or exactly replicate the dimensions and profiles of the original frames.
- Installing caulk at joints between woodwork elements such as siding and window trim or woodwork and roofing can reduce the outside air entering a wall and drafts within a building. However, caulk should not be installed between layers of siding.

### Maintenance & Repainting of Wood Siding & Trim

- Prior to repainting, hand scrape and sand to minimize damage to woodwork and siding while meeting lead safety requirements.
- Prior to repainting, hand wash woodwork or siding with mild detergent and a soft bristle brush.
- Avoid rotary tools. The disks can leave circular marks and wires can tear into the wood surface.
- Avoid heat guns and heat plates. They can ignite paint or the underlying surface if left in one location too long.
- Avoid chemical paint removers. They can raise grains and can be expensive and potentially volatile. Runoff can be hazardous and should be collected to reduce harm to children, pets, vegetation, and ground water.
- Avoid flame tools such as blowtorches to soften paint. The smoldering sparks can start a fire and lead components in paint can vaporize and create toxic fumes.
- Avoid sandblasting. It is abrasive and can wear away protective exterior coatings and raise the wood grain.
- Avoid high-pressure water wash. It forces water into open joints, affecting interior finishes and structural framing. It can be abrasive to exterior surface and raise the grain.

## REQUIREMENTS FOR EXTERIOR WOOD SIDING & TRIM PROJECTS REVIEWED BY THE HPC

### Exterior Wood Siding & Trim Repair & Replacement

#### *Property Owners Shall:*

- Retain historic wood siding, trim, and ornament.
- Selectively replace damaged or missing materials with new materials to match the original material in size, shape, texture, color, and overall appearance.
- If the damage or deterioration of the original material is beyond repair, completely replace damaged or missing materials with new materials to match the original in size, shape, texture, pattern, color, and overall appearance.
- If replacement matching original material is not possible, replace the damaged or missing materials with new materials that are similar in size, shape, texture, pattern, color, and overall appearance with a paintable finish.

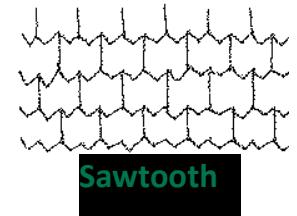
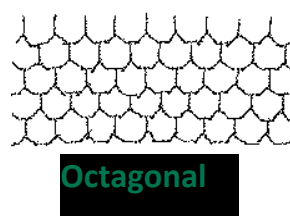
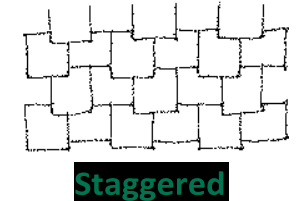
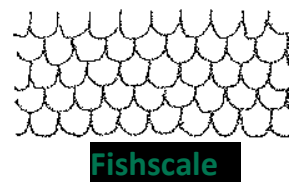
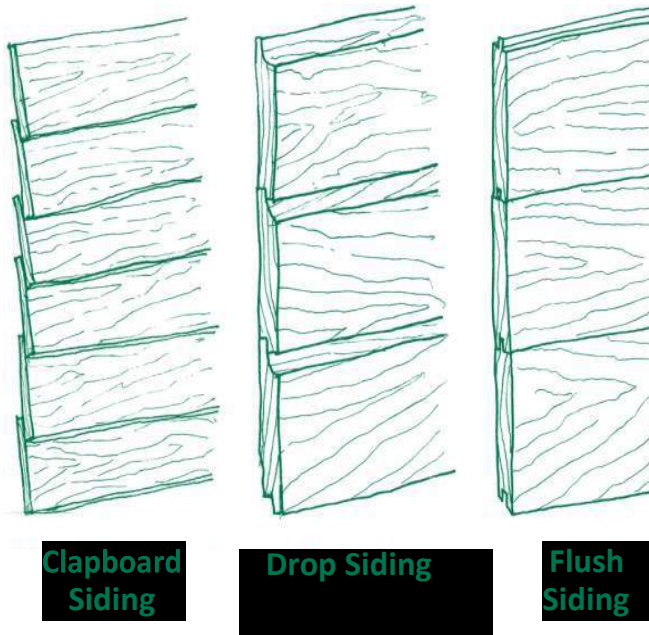
### Substitute Exterior Wood Siding & Trim Materials

#### *Property Owners Shall NOT:*

- Remove or encapsulate siding, trim, or decorative trim features that characterize a property including siding, shingles, window and door trim, brackets, cornices, eaves, rafters, spindles, corner boards, columns, posts, etc.
- Install artificial siding or stucco over existing exterior wood siding or trim.
- Install alternatives to wood siding and trim unless they match in exposure, thickness, detailing, and have a paintable smooth finish and not a wood-grained finish.
- Add detail or ornament not appropriate to the building type or style without historic documentation.



## GUIDELINES FOR EXTERIOR WOOD SIDING & TRIM



### WOOD SIDING TYPES

The most common type of wood siding in Oak Park is clapboard siding. Drop and flush siding are less common.

- **Clapboard siding**, also known as weatherboard or beveled siding, is made from long boards, tapered across the width.
- **Drop siding**, also known as drop-lap or German siding, is a flat-faced board with a concave top and notched bottom.
- **Flush siding** has tongue-and-groove boards of uniform width.

The Guidelines were developed in conjunction with the Village of Oak Park’s Historic Preservation Commission (HPC). For more information regarding application and review procedures, please consult the *Guidelines Introduction*, visit Village Hall or [www.oak-park.us](http://www.oak-park.us), or contact Village staff at (708) 358-5440 or [historicpreservation@oak-park.us](mailto:historicpreservation@oak-park.us). For more information regarding HPC recommendations and requirements, refer to *Requirements for Exterior Wood Siding & Trim*.

### SHINGLE TYPES

Wood shingles provide a highly textured wall finish and were often used as a cladding material for houses in the Queen Anne, Shingle, and Craftsman styles. Similar to clapboard siding, wood shingles are tapered and installed in an overlapping pattern with staggered joints to minimize potential moisture infiltration.

### WOOD TRIM & ORNAMENT

Visually, exterior wood trim frames areas of siding or shingles and serves as the transition to decorative elements such as doors, windows, cornices, and porches. Functionally, it seals siding and shingles at joints, corners, and openings, providing a weather-tight building exterior.

Wood trim includes window and door frames, cornices, corner boards, rake boards, and wood sills. In addition to trim, there are numerous types of wood ornament applied to buildings, including brackets, balustrades, newel posts, and spindles. Historically, trim and ornament profiles, details, and sizes varied with building styles and whether a building was high style or vernacular. As a result, trim and ornament are considered architecturally significant features.



*Porches, steps, and other areas where the woodwork is laid horizontally or located close to the ground are often first to deteriorate. Ongoing exposure to moisture can lead to rot of the column bases, porch deck, and apron.*

## EXTERIOR WOOD SIDING & TRIM CHECKLIST

Property owners generally do not notice their exterior woodwork unless a problem occurs, or there is a desire to improve its appearance or reduce maintenance. Typical exterior woodwork problems include peeling paint, rot, deterioration, insect infestation, and loose, cracked, or missing elements. Property owners often hide these problems by covering them with materials such as vinyl without addressing the root cause of the problem. This only results in further deterioration.

Even when exterior wood is poorly maintained and appears severely deteriorated, it is often not beyond repair. A deteriorated feature or area typically does not necessitate the replacement or covering of all exterior woodwork. In most instances, selective repair or replacement of the damaged parts and implementation of a regular maintenance program is all that is required. Full exterior woodwork replacement or encapsulation with artificial siding or other materials should be avoided.

The HPC encourages in order of preference:

- 1. Conduct semi-annual inspections** of all exterior wood elements to verify their condition and determine maintenance needs. Look for signs of deterioration, such as excessive paint peeling, that might indicate moisture problems. Look for veins of dirt on the exterior walls that may be termite mud tunnels. Clean exterior surfaces annually in warm weather with a garden hose, household detergent, and a bristle scrub brush. Avoid using power washers that can force water into wall cavities through crevices and damage decorative details.

- 2. Maintain and repaint exterior woodwork** on a regular basis. A high-quality paint job can last 8 to 10 years. For best results, address any moisture or deterioration problems prior to painting. Hand scrape and sand where possible to avoid removing or damaging decorative details with power tools or burning. Apply high quality and compatible primer and paint to clean and dry surfaces. Paint color and luster are not reviewed by the HPC, but should be appropriate to the building style.
- 3. Repair smaller areas of deterioration** by reinforcing or patching as needed. Small cracks can be repaired with an exterior wood filler, glue, or epoxy. Loose elements can be refastened with careful nailing or drilling and screwing.
- 4. Selectively replace deteriorated wood elements** when they are beyond repair. The replacement wood pieces should be the same size, profile, and character as the historic wood elements. It may be helpful to take a sample of the historic wood to the lumber yard or millwork shop for the best match. Wood filler in the joints between the new and old wood will help provide a smooth finish.
- 5. Large scale or significant replacement** of exterior wood might be necessary if deterioration of exterior woodwork is severe and extensive. Decorative woodwork should be retained whenever possible as it is likely a character defining element that can be difficult and costly to replace. Replacement elements should have the same characteristics as the historic woodwork, including the same size and profile. Replacement wood siding materials should be installed in the original pattern, being as careful as possible to match the original exposures and alignments relative to historic building elements such as door and window frames. Select a replacement wood species appropriate for the location and for exterior use.



*In some cases, removing non-historic siding like the aluminum pictured above may reveal historic wood siding underneath that is in good condition.*



*Due to frequent exposure to moisture, woodwork that is near the ground is more likely to rot than woodwork that is higher on a wall surface or protected by an overhang such as a porch.*

*Woodwork that is near the ground can also be accessible food for insects and pests.*

## WOOD ROT

Almost all wood rot is caused by fungi that break down dead wood. Spores of decaying fungi are continuously produced and airborne in the interior and outside of these buildings. Rot-causing fungi need four basic elements to thrive: oxygen, moisture, a food source and moderate temperatures. If one of these elements is missing, rot can be controlled.

Since oxygen and moderate temperatures are prevalent in the environment and most historic buildings are full of wood, the best hope to minimize rot is to control moisture. Moisture that leads to wood rot generally comes from one of four sources: ground water, precipitation, plumbing leaks, and condensation.

**Ground water** can migrate from the soil into a building by direct contact between wood and soil; improper drainage away from the foundation; shrubs or plants that are too close to the foundation or growing on the building; and capillary action or rising damp in masonry foundation walls or piers that can carry water several feet up the walls to wood sills.

**Precipitation** in all of its forms, from rain and mist to snow, can find its way into a building through small openings and crevices. Painted surfaces and caulked joints can reduce the potential for moisture infiltration. Blocked or undersized gutters and downspouts can overflow and direct water towards building surfaces. Rainwater splashing on hard ground surfaces can rebound, saturating exterior woodwork. In cold weather, ice buildup along roof eaves without appropriate flashing could back up under shingles and melt as can snow along foundations.

**Leaky plumbing** can be sudden, such as a cracked pipe; or slow, like a gradual, unnoticed leak, which can slowly soak a wood structure until significant damage

occurs. Cracks in grout and tiles on floors and around bathtubs, sinks, and washing machines can discharge enough water to rot wood framing. Periodic inspections for signs of leaking behind bathtub access panels, within sink vanities, and around washing machines and dishwashers can help catch a problem before it becomes serious.

**Condensation** comes from air vapor rather than an obvious source such as rain or a cracked pipe. If warm, moist air comes in contact with a cold surface that is below the dew point temperature, the excess moisture changes to water droplets on the cold surface.

Common areas for condensation and possible solutions include:

- Kitchens, bathrooms, and laundry areas with high humidity. Install exhaust fans directing humid air to the outside and exterior clothes dryer vents. If renovating a bathroom or kitchen, an exhaust vent may be required by the Building Code.
- Crawl spaces or unheated basements beneath a building where water can condense on framing members such as sills and joists, especially in corners with poor air circulation or if occupied spaces above are air conditioned. Put plastic sheathing over the exposed ground.
- Cold water pipes in humid weather. Make sure to insulate pipes.
- Exterior wood framed walls on top of foundation walls or pier. Install exterior wall insulation with no vapor barrier or an exterior-facing vapor barrier, paint interior wall surfaces with latex paint, and install interior humidity control.

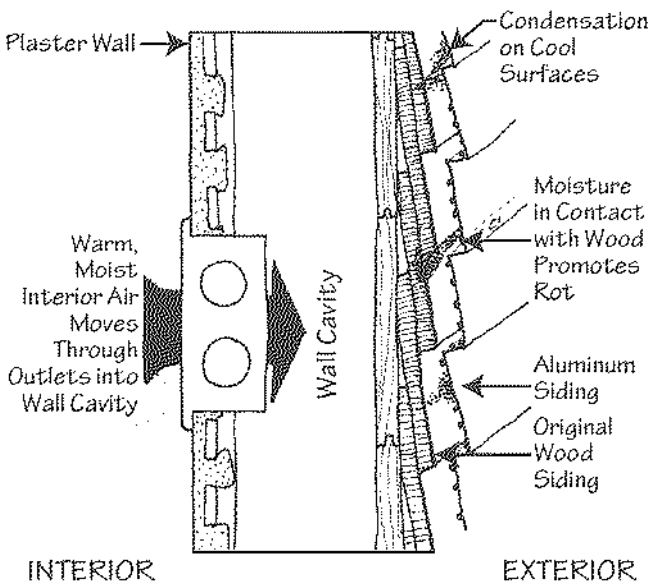
## CONDENSATION

As a result of changes in our living standards, condensation has become a significant problem in historic buildings. Today's buildings include central heating and air conditioning to stabilize temperatures and relative humidity, as well as insulation that can trap moisture. Buildings also include moisture-intensive conveniences such as plumbing, bathrooms, laundry, and cooking facilities.

While interior conditions have stabilized and moisture-laden activities have increased, exterior temperatures and relative humidity are continuously changing throughout the year. The differences in temperature and relative humidity between the interior and exterior of our buildings are "bridged" through the thicknesses of exterior building walls. If the temperature is below the dew point at any location within the wall, condensation will occur, causing the moisture to change into water droplets. Installing artificial siding or impervious coatings over wood can make this problem worse and hide deterioration until it is severe.

Unlike wood, vinyl and aluminum do not "breathe" and can trap moisture within a building's wall cavity, leading to rot, mold, and insect damage on the wood structural elements. As a result, it is important to inspect and repair potential water sources to minimize moisture within the wall cavity.

Encapsulating paints, often referred to as "liquid siding," "liquid stucco," and "liquid ceramic coatings," act similarly to vinyl and aluminum siding. They can also trap moisture and promote rot in the woodwork and wall framing by essentially placing a plastic coating over exterior wood surfaces that does not "breathe."



*The surface of this roof rafter has rotted and is no longer capable of holding the nails from the plywood sheathing. This rafter is rotted and beyond its useful life. It should be replaced.*

## DECAY-RESISTANT WOOD

There are some woods that are naturally decay-resistant, while others have a higher tendency to rot. Naturally decay-resistant woods tend to be denser woods, such as California redwood. These decay-resistance woods are not suitable for all uses. For example, detailed trim work is often done with softer, more malleable woods. The wood finish will also play a role in resisting decay. To ensure the greatest longevity, it is important to understand the proposed location and final finish of exterior wood siding, trim, or other element when considering wood for a project. Available decay-resistant woods include:

- Cedar
- Mahogany
- Redwood
- Air-dried, pressure-treated, southern yellow pine
- Pressure-treated wood for framing members

For those about the environment, the use of sustainably-harvested wood should be considered as an alternative to pressure-treated wood, which can leach harmful chemicals into the environment.

## TYPES OF ARTIFICIAL SIDING

Artificial siding has been applied by Oak Park property owners for years to provide an updated appearance and minimize maintenance and repair needs. Artificial siding materials include asphalt and asbestos and more commonly, vinyl and aluminum siding and “capping” applied over trim. These materials can significantly change a building’s character and appearance and are not necessarily maintenance free. For example, most forms of artificial siding can trap moisture within a wall thickness, accelerating potential rot and decay.



*Asbestos siding is often embossed with a wood grain pattern. The removal of asbestos siding can be dangerous and should be undertaken by trained professionals.*

### ASBESTOS SIDING

Asbestos became a popular siding at the beginning of the 20th century. It is made from asbestos mineral fibers and either Portland or hydraulic cement. They provide a durable, lightweight, economical, fireproof, and rot and termite-resistant alternative to wood siding. The manufacturing of asbestos shingles ceased when asbestos was banned by the EPA in 1973. If the shingles are damaged, consultation with a professional to determine whether repair is feasible. The removal of asbestos siding and restoration of underlying wood siding is generally the most appropriate alternative.



*Repair of this puncture requires replacement. Replacement of this aluminum siding is the best way to repair this puncture. A wood-grained texture is generally inappropriate.*

### VINYL & ALUMINUM SIDING

Vinyl and aluminum siding typically simulate wood. As vinyl and aluminum are sheets of plastic and metal, they are thinner and visually lighter than wood. Additionally, in the event of a fire, the fumes from melting vinyl can be very hazardous.



*Fiber-cement siding material is an economical alternative for an addition to a historic building. |*

### FIBER-CEMENT SIDING

Fiber-cement siding is a lightweight, solid material that is durable and visually more compatible with wood than vinyl or aluminum siding. It is manufactured in similar sizes and shapes to wood products including siding, shingles, and trim, making it easier to replicate historic characteristics. The installation method is similar to wood, allowing historic alignments around window and door frames. It can be cut to shape on-site using hand tools, and painted to match any color scheme.

Manufacturers indicate that fiber-cement is resistant to rot, termites, fire, and delamination, and is dimensionally stable, allowing paint to last longer. Fiber-cement products cost more than vinyl or aluminum siding, but less than wood siding, and can have a manufacturer’s warranty as long as 50 years. While not appropriate for replacement of historic wood siding, fiber cement siding can often be used for minimally visible additions and for new construction.



*Aluminum and vinyl siding were sometimes installed to conceal an underlying problem. In some cases, removal might be necessary to repair a deteriorated condition.*

### REMOVING ARTIFICIAL SIDING

Building owners should consider removing artificial siding and restoring the underlying woodwork. Artificial siding removal allows buildings to function as they were originally designed and exposes problems that might have developed since its installation. When removing artificial siding from wood siding and trim:

- Many property owners find at least 80% of the underlying woodwork can be maintained
- You may find missing ornament and trim
- Recycle aluminum siding

## EXTERIOR WOODWORK OR ARTIFICIAL SIDING

Property owners generally install artificial siding to avoid maintenance issues associated with repainting wood and because of misinformation about the benefits and drawbacks of artificial siding. Some believe that artificial siding will provide a maintenance-free solution that will solve their exterior building problems for a lifetime. The table below contrasts common myths about artificial siding adjacent to information from preservation professionals.

ARTIFICIAL SIDING MYTHS	PRESERVATION INFORMATION
<i>“Artificial sidings like vinyl and aluminum are cost effective alternatives to wood”</i>	<ul style="list-style-type: none"> <li>• Vinyl and aluminum siding are usually guaranteed for 20 years and cost approximately the same as two quality paint jobs. (Guarantees over 20 years are usually prorated.) Properly maintained wood siding will last hundreds of years.</li> <li>• Vinyl or aluminum siding installed over existing woodwork can trap moisture and lead to costly hidden structural repairs. (See weatherproof section below.)</li> <li>• Artificial siding can reduce home values by covering distinctive qualities and details.</li> </ul>
<i>“Artificial siding improves the appearance of a building”</i>	<ul style="list-style-type: none"> <li>• Exposures, shadow lines, joint layout, texture, and the sheen of synthetic siding typically do not match wood.</li> <li>• Historic or decorative trim is often covered or removed in the installation process. Installation typically damages historic wall materials.</li> <li>• Stock vinyl and aluminum trim is generally narrower than historic wood trim.</li> <li>• Historic details and decorative elements are generally not available in vinyl or aluminum.</li> <li>• Available colors may be limited and might not be appropriate for the building style.</li> <li>• Colors may be difficult to change. If change is desired, the type of paint should be compatible in material and color to minimize peeling, warping and curling.</li> </ul>
<i>“Artificial sidings like vinyl and aluminum are weatherproof”</i>	<ul style="list-style-type: none"> <li>• They can be weatherproof if properly installed, but many historic buildings have crevices and uneven surfaces that allow moisture behind the artificial siding or capping. New buildings with vinyl or aluminum siding are generally constructed with an internal vapor barrier to exhaust moisture-laden air.</li> <li>• Unlike wood, vinyl and aluminum siding do not breathe and can trap moisture. This can lead to rotting sills and structural components as well as potential mold and insect damage. To reduce trapped moisture, install continuous wall vents under eaves and add weep holes to artificial siding.</li> <li>• Installing vinyl or aluminum over deteriorated wood will not make an existing problem disappear. Often, by trapping additional moisture, the deterioration may accelerate and lead to costly hidden structural repairs.</li> </ul>
<i>“Artificial sidings like vinyl and aluminum conserves energy”</i>	<ul style="list-style-type: none"> <li>• The insulation of vinyl or aluminum siding is minimal, even when it is backed by a thin layer of insulating foam or rigid board insulation. Furthermore, added insulation may trap additional moisture within the wall cavity.</li> <li>• Studies have shown as much as 75% of a building’s heat loss can be through its roof. Adding attic insulation is a more cost effective method of reducing a heating bill.</li> </ul>
<i>“Artificial sidings like vinyl and aluminum are maintenance free”</i>	<ul style="list-style-type: none"> <li>• Like wood, vinyl and aluminum siding need regular cleaning.</li> <li>• Vinyl and aluminum siding are subject to denting, warping, cupping, and fading from sunlight exposure. Vinyl siding is prone to cracking in cold weather. Replacement patches usually do not match the earlier installation.</li> <li>• The painting of vinyl or aluminum siding to change or freshen its appearance often voids the manufacturer’s warranty. The type and color of paint should be compatible to minimize potential peeling, warping, and curling. Once painted, artificial siding will need to be repainted as often as or more often than wood.</li> </ul>
<i>“Artificial siding covers lead paint”</i>	<ul style="list-style-type: none"> <li>• Lead paint can be safely removed rather than covered, retaining the building’s historic appearance.</li> </ul>





*The window frame pictured has been completely covered with vinyl siding. The articulation formerly provided by the frame has been replaced with a J-channel for the vinyl siding. Without the frame, the visual dimensions of the window are changed and character of the building is diminished.*

*Aluminum capping has been installed over the window frame. Aluminum capping usually lacks the profile and detail of wood trim. It can also trap moisture within the wall surface that can accelerate rot and deterioration.*



## ARTIFICIAL SIDING & TRIM

In Oak Park, many of the historic frame buildings were originally clad with wood clapboard, which allowed some flexibility in installation by carpenters. Most artificial siding materials, particularly vinyl and aluminum siding, must be installed at a consistent vertical spacing as defined by the manufacturer. On historic buildings, siding was typically installed with a horizontal band aligning with the top and bottom of window and door frames. Artificial sidings often do not accommodate historic alignments at existing window and door frames.

Most historic buildings have wood door and window frames, moldings, and trim that can be damaged or concealed by inappropriate artificial siding installations. Many vinyl and aluminum siding installations include the application of aluminum “capping” or a J-channel or J-bead along the edges of the siding that cover decorative trim.

The loss of wood frames, trim, and moldings can significantly alter the character of a building. Artificial siding installation over existing materials can also increase the wall thickness, causing the wood trim to appear set back from the wall rather than projecting from it, further diminishing the visual characteristics of the building.

## ARTIFICIAL TRIM & ORNAMENT

Multiple manufacturers offer artificial trim products made from PVC (Polyvinyl chloride). Unlike vinyl and aluminum siding, which are sheet materials pressed to look like wood siding, PVC trim is typically a solid material that can be cut, screwed, nailed, and painted like wood. Manufacturers typically offer a variety of profiles to match standard wood sizes and shapes.

According to manufacturers, PVC trim boards, trim, and sheets do not absorb moisture, are not prone to insect damage, and will not warp, twist, cup or bow. However, PVC will likely expand and contract along its length, opening gaps between boards in the cold winter months if they are not properly fastened and adhered. This is particularly true for longer elements. Although PVC trim may be suited for areas that are exposed to moisture, such as dormer window trim or behind gutters, it tends to be more expensive than wood, and property owners should weigh the added costs if considering installation.

If considering the installation of PVC trim instead of wood trim, the HPC recommends that the PVC:

- Have the same size and profile as the wood element being replaced
- Has a smooth, painted finish that complements the style of the building
- Match existing details and ornament



*This house features a variety of exterior wood trim, ornament, and details that are highlighted by the paint scheme and would be difficult to replicate with artificial materials.*



*Paint colors can highlight the architectural features of a building. Stick Style houses, like that above, were historically painted with contrasting colors.*

## EXTERIOR PAINT

Paint is one of the most common ways to protect exterior materials from the weather, particularly wood without natural or chemical preservatives and metals that would otherwise rust. When the painted surface has been damaged, moisture from the elements can reach the underlying material and potentially accelerate deterioration.

Exterior paint provides a layer of protection to a building by adding a barrier that limits moisture infiltration and damage caused by things like weather and pests. Exterior woodwork without natural or chemical preservatives is susceptible to moisture-related deterioration of the exterior envelope and underlying wood framing, and many metals susceptible to rust. Although paint is an important protective layer that improves the longevity of historic materials and buildings, it must be viewed as a temporary barrier that is subject to wear over time and requires re-application to maintain its shielding properties.

In general, exterior surfaces may need repainting every 8 to 10 years, with intermediate touch-ups of high traffic, worn or deteriorated areas. If a building requires more frequent repainting, it might be an indication of another problem including moisture, inadequate surface preparation and non-compatible paint.

Painting of previously unpainted masonry is strongly discouraged. Paint layers can seal the surface, trapping moisture which can lead to masonry deterioration. Refer to Guidelines for Masonry & Stucco for more information on masonry paint removal and application.

## OIL & LATEX PAINTS

There are two main types of paint for buildings, oil and latex. Both types consist of three principal components: a pigment, a binder to adhere the pigment to a surface as the paint dries, and a solvent that makes the mixture loose enough to apply with a brush. Oil paint was the dominant paint type until about 1970 and latex paint was developed in the mid-1940s. Both can be found on historic buildings.

Oil and latex paints act differently when applied to surfaces. Oil paint forms a tough barrier film as the binder reacts with oxygen in the air. The binder can be natural oil such as linseed, or oil modified with alkyds. Earlier latex paint used synthetic rubber as the binder. Latex paint today uses acrylic, vinyl-acrylic, or vinyl-acetate binders. As the water evaporates, latex paint forms a flexible film and the binder and pigment move closer together to form a protective surface.

Critical differences between oil and latex paints are that they do not cure in the same way and they adhere differently to the underlying material. As oil paint ages, it continues to cure and oxidize. It becomes more and more brittle until it can no longer expand and contract through temperature and humidity cycles with the underlying substrate. By contrast, latex cures in about two weeks and remains more pliable.

The HPC encourages the safe disposal of any unused paints, paint strippers, and solvents to minimize the potential for environmental contamination.

For property owners concerned with sustainable paint choices, the HPC encourages the use of non-toxic paints and finishes. These include natural paints, which are made from natural raw ingredients including water, plant, earth and mineral dyes; low- or no-VOC (volatile organic compound) paints (because VOCs have been found to cause health problems and be environmentally harmful), as well as non-toxic paint strippers, solvents and treatments. The use of sustainable paint choices is particularly beneficial for interior applications where fresh air might be limited.

## ENCAPSULATING PAINT

It can be problematic to use encapsulating paints that can trap moisture in woodwork and promote rot. These are often referred to as “liquid siding,” “liquid stucco” and “liquid ceramic coatings.” These paints tend to create a watertight coating on the exterior surface of the woodwork that essentially acts like vinyl siding, trapping moisture within the wood.



*The paint on this door has alligatored, and severe cracking is visible. The paint should be removed down to bare wood and the door properly repaired prior to repainting.*

## REPAINTING

When considering repainting, the HPC recommends the following five steps:

- 1. Determine whether repainting is necessary:** Prior to beginning a painting project, determine whether complete repainting is required or if cleaning and spot repainting are more appropriate. Painting more often than necessary causes paint layers to build up, increasing the potential for future paint failure. A dingy finish might only require washing with a mild detergent solution and natural bristle brushes to freshen the appearance.
- 2. Inspect existing paint for causes of failure:** To make sure the new paint will last as long as possible, property owners should inspect the existing paint for causes of failure. Some common paint problems are:
  - **Peeling** - possible causes are painting under adverse conditions (too hot or cold), inadequate surface preparation or moisture infiltration.
  - **Cracking or crazing** - typically the sign of a hard surface that does not expand and contract with its underlying material. Sand and repaint if cracking and crazing is limited to the surface. Remove paint if cracking extends down to the wood.
  - **Wrinkling** - typically the result of the top coat drying before the underlying coat. Scrape smooth and repaint.

- **Blistering** - caused by air bubbles under the paint. If wood is visible upon cutting into the air bubbles, the problem is probably moisture related. If paint is visible, the problem area was probably painted in direct hot sun.
- **Alligatoring** - severe cracking and crazing. Remove all paint down to bare wood.

- 3. Repair causes of failure:** Before repainting, the causes of paint failure should be addressed. The most common cause of paint failure is moisture. The most typical causes of moisture problems are ground water, rain or storm water, leaking plumbing, and condensation.

Portions of the building that are most susceptible to moisture and its related problems include: areas near rooflines, gutters and downspouts; areas near the ground; horizontal surfaces such as window and door sills, porches and wood steps; and areas or walls adjacent to high humidity including kitchens, bathrooms and laundry rooms.

- 4. Prepare surface:** To ensure a long-lasting painted surface, appropriate surface preparation should be undertaken before repainting.

- Begin by washing the painted surfaces with a mild detergent solution and natural bristle brushes.
- Carefully scrape and sand for a smooth finish, removing any paint that is not tightly bonded to the surface.
- Putty or caulk countersunk nails, window glazing, gaps, joints, and openings, but do not caulk between layers of siding.
- Allow substrate to dry thoroughly before applying primer or paint.
- Spot-prime bare wood and any areas of repair and wood replacement.

- 5. Repaint:** You can improve the longevity of your paint job by using high-quality paint appropriate for the substrate and applying it in accordance with manufacturer's recommendations. In general, it is best to use compatible primer and paint from the same manufacturer and apply at least two coats of paint to previously bare wood or metal. For best results, apply paint during appropriate weather conditions, generally 50 °F to 90 °F, less than 60% relative humidity, and not in direct sunlight.

## COMPLETE PAINT REMOVAL

It is important to remember that any method of paint removal can result in harm to historic building fabric. Therefore, complete paint removal from a surface should only occur under limited circumstances.

Complete paint removal might be necessary in circumstances in which the existing paint on a surface has completely failed. Examples where complete paint removal would be appropriate include:

- Wholesale blistering or peeling that reveals the underlying substrate
- Continuous patterns of deep cracks in the surface of painted wood
- Windows, doors, or shutters that have been painted shut
- To achieve a smooth transition to an existing element when a new wood element is being installed as a repair
- To prevent deterioration of historic building features
- To prevent deterioration of masonry for historically unpainted masonry surfaces

## STRIPPING PAINT

If the existing paint has failed, it may be necessary to strip all or portions of the paint from the surface. Although there are a variety of tools and chemicals available to strip paint, many are potentially hazardous and can cause significant damage to materials, buildings, and the surrounding environment. To reduce potential damage to historic woodwork, it is generally best to hand scrape and hand sand any loose paint, then hand-wash with a mild detergent and bristle brush.

Heating methods can cause sparks and toxic fumes. Mechanical methods such as sandblasting, rotary tools and high-pressure water washes can damage details, etch the surface, and raise the wood grain. High-pressure water washes can also force water into open joints and can lead to damage of structural framing and interior finishes. Finally, chemical paint removers can raise grains, be expensive, and are potentially volatile. In addition, the runoff can be hazardous to the environment and should be collected to reduce harm to children, pets, vegetation and ground water.

## PAINT REMOVAL SAFETY

Paint removal is potentially hazardous. Children and pets should be kept clear of work areas. Property owners should consult a professional for work that is unfamiliar or potentially unsafe.

- Paint removal, particularly lead-based paint removal, must comply with the requirements of the Building and Property Standards Department and the Environmental Protection Agency ([www.epa.gov/lead](http://www.epa.gov/lead)).
- Always wear safety goggles and a dust mask.
- Paint dust from older buildings can contain lead from older lead-based paint. Always wear a dust mask or respirator, avoid open food or beverage containers in the area of paint removal and exposed skin, thoroughly clean work area, and launder your work clothes.
- Protect the soil from lead chips and dust to minimize contamination of the soil and environment.



*Proper preparation before repainting, including hand scraping, sanding and washing, as well as using quality paint and primer appropriate for the material, will result in a better-quality job. The tarp in the photograph does not meet current EPA requirements for protection of the soil and environment.*

Paint colors are not subject to HPC review, but they can highlight a building's architectural features and style, visually tie the parts of a building together, and reflect a building's history. A building's style, period of construction, materials, and setting can inspire appropriate paint colors.

## REQUIREMENTS FOR WINDOWS & DOORS



*This band of three paired 18-light, wood casement windows have true divided lite muntins. The windows provide interior illumination and allow for ventilation.*

### WHAT YOU NEED TO KNOW ABOUT WINDOWS

Windows are important character-defining features of historic buildings and should be retained and repaired. Maintaining and repairing wood windows includes replacing broken glass, muntins, moldings, glazing compound, and hardware with matching materials. Wood sashes and frames should be scraped, primed, and repainted. Repairing wood sashes, frames, and weather stripping, caulking and insulating cracks at window jambs, and using storm windows can reduce drafts and increase energy efficiency.

Historic decorative windows, which include leaded glass, art glass, stained glass, beveled glass, prismatic glass, Luxfer prism glass, or specially shaped windows such as lancet, round-arched, oriel or Palladian windows, shall be retained and repaired.

Removal of doors and decorative windows which are visible from the street is considered demolition and requires a Certificate of Appropriateness.

### WHAT YOU NEED TO KNOW ABOUT DOORS

Entrance doors are important character-defining features of historic buildings and should be retained and repaired. The original or historic size and proportion of a front door, its design details, the door surround, and the placement of the door all contribute to the character of the entrance and the building. Maintaining and repairing historic doors includes replacing deteriorated

weather stripping, repairing wood frames, caulking and insulating cracks at door jambs, and replacing broken glass, muntins, moldings, glazing compound and hardware with matching material. Scrape, prime, and repaint or stain wood doors and frames. Repairing historic doors and using storm doors can reduce drafts and increase the energy efficiency of a door.

Removal of original or historic doors which are visible from the street is considered demolition and requires a Certificate of Appropriateness.

### WHAT TO CONSIDER WHEN DOING A WINDOW OR DOOR PROJECT

- Is the work visible from the street?
- Does the work meet the definition of *Demolition* as defined by the Village of Oak Park? If yes, it will require a Certificate of Appropriateness.
- Is the building or structure a Landmark or a Contributing Resource within a historic district?
- Do proposed replacement doors or windows match the existing size, shape, pattern, and material?
- Have the following submittals prepared when proposing to replace windows or doors that are visible from the street:
  1. Photos of existing windows or doors documenting excessive deterioration
  2. Cost estimates for repair and replacement
  3. Details of replacement windows or doors showing they will match size, detail, appearance and material

## RECOMMENDED BEST PRACTICES FOR ANY WINDOW PROJECT

### Repair

- Avoid altering the character of a building by improper maintenance, repair, or replacement of historic windows.
- Repaint or stain windows and their frames regularly to prevent moisture infiltration and damage.

### Replacement Windows

- If a non-decorative historic window is not visible from the street or is so badly deteriorated that repair is not possible, replacement may be an option.

- If insulating glass is used in a replacement window, the spacers between layers of glass shall be dark bronze anodized aluminum to make it appear like a single-glazed window.

### Adding New Window Openings

- New windows which are similar to the proportion, size, shape, details, and materials of existing windows may be added in locations where none existed before, but only on side or rear facades of the building.

## REQUIREMENTS FOR WINDOW PROJECTS REVIEWED BY THE HPC

### Property Owners Shall:

- Retain and repair original or historic windows, including decorative windows, which are visible from the street.
- Repair historic windows using the same materials constructed in the same configuration, size, and shape as the original.
- Replace deteriorated or rusted frame or mullion sections of steel windows using the same metal to match size, configuration, and finish of original.
- Retain and repair historic storm windows that are visible from the street.
- Match the muntin configuration and profiles of existing historic windows when replacement windows are used.
- Use true-divided lights (individual panes of glass) or simulated-divided lights (muntins permanently fixed to both the interior and exterior of the glass) when replacement windows are used.
- Design and detail of replacement window should be based on an existing example or documented historic appearance, or should be appropriate to the style.
- Make new windows look like the historic windows from the street, and match critical details such as size, shape, operation, glass (muntin) configuration, profiles, material, and finish. They should operate in the same manner as the historic windows and should be the same material.
- Replace a wood window with the same material, which may be vinyl or aluminum clad on the exterior. If the window is a simple 1-over-1 sash with non-ornamental frames, the new material may not have to match the original materials.
- Replace historic metal windows with new metal windows. Sash and frame profiles and finish should appear the same as the historic window from the street.
- Match the muntin configuration and profiles of replacement windows with existing historic windows. The windows should have true-divided lights (individual panes of glass) or simulated-divided lights (muntins permanently fixed to both the interior and exterior of the glass). Snap-in or removable muntins are not appropriate.

### Property Owners Shall NOT:

- Remove or encapsulate window trim features that characterize a property.
- Remove historic decorative windows unless irreparably damaged and documented.
- Use snap-in or removable muntins, or flat muntins between panes of glass, when replacement windows are used.
- Install Plexiglas, acrylic, Lexan, or similar types of plastic glazing materials in place of historic glass that is visible from the street, unless documented that these products were used in the historic window.
- Install glass block as new or replacement windows that are visible from the street unless it is characteristic of the style of the building. If historic glass block is replaced, it shall be replaced with new glass block with similar shape, color, reflectivity and texture as the historic material.
- Close up or conceal historic windows or openings on the front façade. A side window which is visible from the street may be covered with a finished wall on the interior of the window if permitted by Code.
- Add new window openings to the front façade, unless documented that they previously existed. New windows which are similar to the proportion, size, shape, details, and materials of existing windows may be added in locations where none existed before, but only on side or rear façades of the building.
- Install skylights or roof windows that are visible from the street.
- Use muntins in a replacement window if they were not used in the original window. In absence of historic evidence, they should only be used if characteristic of the style of the building.

## RECOMMENDED BEST PRACTICES FOR ANY DOOR PROJECT

### Repair

- Avoid altering the character of a building by improper maintenance, repair, or replacement of doors.
- Repaint or stain doors and their frames regularly to prevent moisture infiltration and damage.

### Replacement Doors

- If a historic door is not visible from the street or is so badly deteriorated that repair is not possible, replacement may be an option.
- If insulating glass is used to replace a window within a door, the spacers between layers of glass shall be dark bronze anodized aluminum to make it appear like a single-glazed window.

## REQUIREMENTS FOR DOOR PROJECTS REVIEWED BY THE HPC

### *Property Owners Shall:*

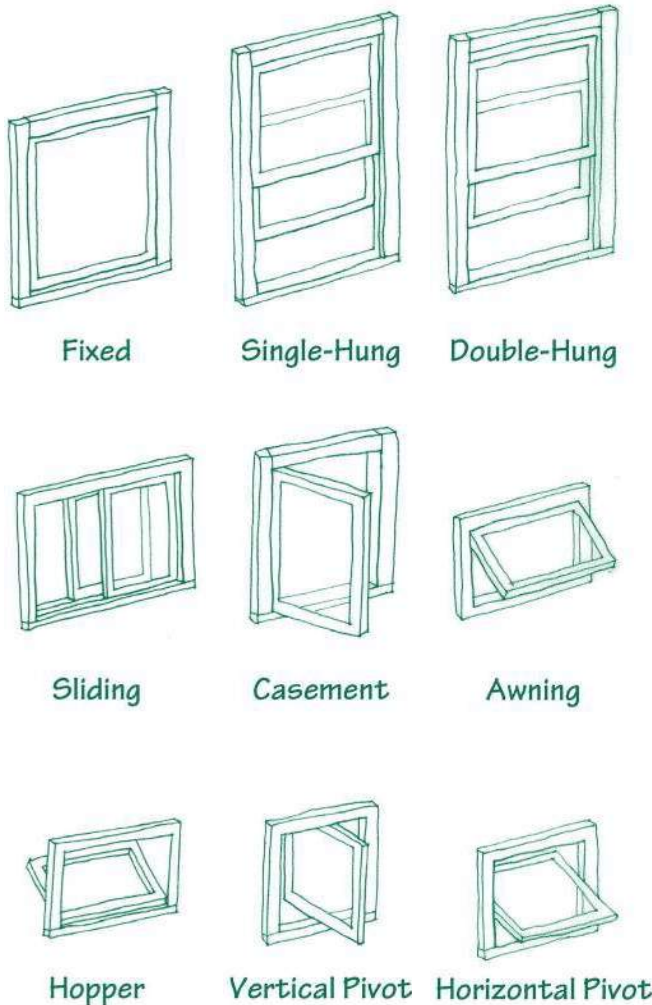
- Retain and repair original or historic doors that are visible from the street.
- Repair historic doors using the same materials constructed in the same configuration, size, and shape as the original.
- Retain and repair historic storm and screen doors that are visible from the street.
- Design and detail of replacement door should be based on an existing example or documented historic appearance, or should be appropriate to the style.
- Make new doors look like the historic doors from the street, and match critical details such as size, shape, operation, glass (muntin) configuration, profiles, material, and finish. They should operate in the same manner as the historic doors and should be the same material.

### *Property Owners Shall NOT:*

- Remove or encapsulate door surround features that characterize a property.
- Add new door openings to the front façade, unless documented that they previously existed. New doors which are similar to the proportion, size, shape, details, and materials of historic doors may be added in locations where none existed before, but only on side or rear façades of the building.



## GUIDELINES FOR WINDOWS & DOORS



### WINDOWS AND DOORS

Windows and doors typically comprise at least one quarter of the surface area of exterior walls of most historic buildings. Windows and doors, in addition to their trim and associated features, are important elements of historic buildings because they may:

- Define the character of a building
- Help define architectural style and building type
- Help date the age of construction
- Provide natural light and ventilation
- Act as a transition from the exterior to the interior

### COMMON WINDOW TYPES

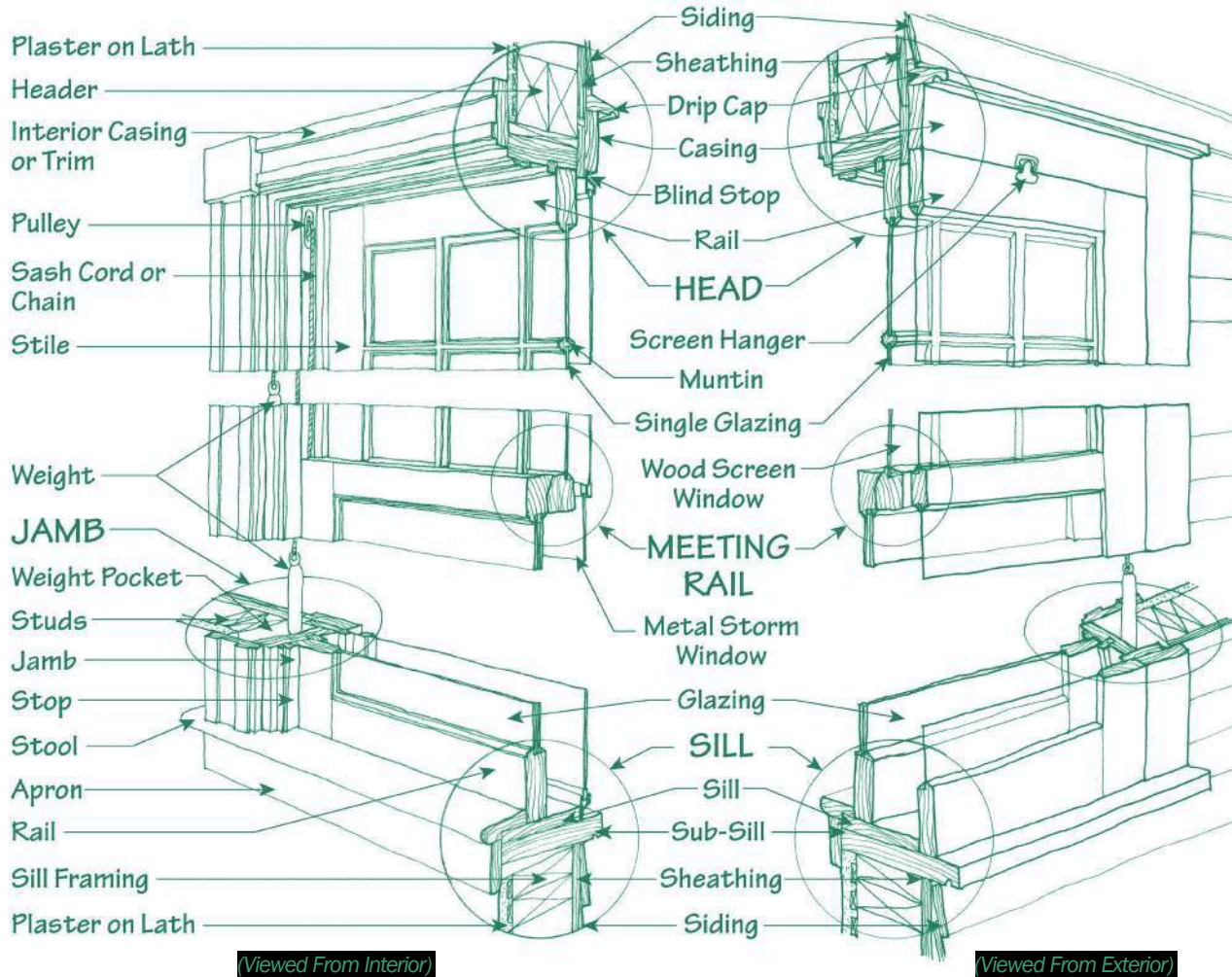
All window types can have different muntin patterns or configurations. The window type and pattern may be linked to a building's style. As such, not all types are appropriate for all buildings. For example, 3-over-1 double-hung sash windows are characteristic of the Craftsman style. Double-hung windows, in which both sashes can slide, and casement windows are the most common types of windows found in Oak Park. Double-hung windows promote cross-ventilation and are a good alternative to air conditioning in warmer months.

- **Fixed:** Non-operable framed glazing
- **Single-hung:** Fixed upper sash above a vertically rising lower sash
- **Double-hung:** Two sashes that can be raised and lowered vertically
- **Sliding:** Either a fixed panel with a horizontally sliding sash or two overlapping, horizontally sliding sashes
- **Casement:** Hinged on one side, swinging in or out
- **Awning:** Hinged at the top and projecting out at an angle
- **Hopper:** Hinged at the bottom and projecting in at an angle
- **Vertical Pivot:** Pivots vertically along its central axis
- **Horizontal Pivot:** Pivots horizontally along its central axis

The Guidelines were developed in conjunction with the Village of Oak Park's Historic Preservation Commission (HPC). For more information regarding application and review procedures, please consult the *Guidelines Introduction*, visit Village Hall or [www.oak-park.us](http://www.oak-park.us), or contact Village staff at (708) 358-5440 or [historicpreservation@oak-park.us](mailto:historicpreservation@oak-park.us). For more information regarding HPC recommendations and requirements, refer to *Requirements for Windows & Doors*.



## DOUBLE-HUNG WINDOW COMPONENTS



### DEFINITIONS:

**Glazing:** The clear or translucent part of a window or door, typically made from glass.

**Mullion:** A horizontal or vertical element that connects two adjacent glass panes, sash units, or sections of a curtain wall.”

**Muntin:** A secondary framing element that holds and separates window panes within a sash.

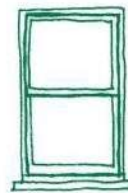
**Sash:** The part of the window frame that holds the glazing, especially when movable.

**Simulated Divided Light (SDL):** A window or door in which muntins are applied to the glass at the exterior, interior, and between layers of insulated glass.

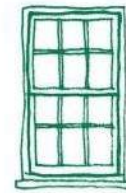
**True Divided Light:** A window or door in which the glass is divided into several small panes.

### WINDOW CONFIGURATIONS

Different window configurations are appropriate for each architectural period or style. Altering the window type, style, shape, material, size, component dimension, muntin pattern, or location can dramatically alter the appearance of the building.



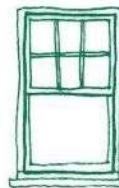
1/1 Window



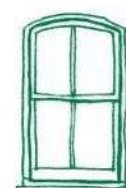
6/6 Window



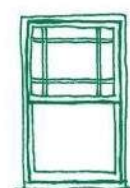
4/4 Window



6/1 Window



2/2 Arch-Top Window



Prairie Style Window

## WINDOW STYLES

Window patterns and configurations are linked to a building's period of construction and style. Pre-1850 buildings were typically constructed with small individual pieces of glass within an operable sash. As technology developed at the end of the 19th century, smaller pieces of glazing were replaced with larger pieces of glass allowing for more expansive views. This coincided with the beginning of the Victorian period, which encouraged varied shapes of windows and more elaborate frames, casings, applied ornament, and trim. When the Colonial Revival, Craftsman, and Prairie styles were popularized beginning in the 20th century, the use of multi-paned windows with simpler frames and casings was more prevalent.

Since all of the components and details of a window are essential to defining the construction period and style, the pattern and configuration of proposed replacement windows should be historically appropriate for each building.

## AWNINGS

Retractable and fixed canvas awnings were popular on residential buildings through the mid-20th century. Recent concerns over energy efficiency have created a renewed interest in using awnings to reduce heat gain, glare and cooling costs. Because awnings were so common in the past, they are visually appropriate for many historic buildings.



*Window awnings can help reduce solar heat gain in warmer months. Awnings should be sized to fit the window opening, and the color and style should be complementary to the house.*

Historic awnings should be maintained and repaired. New awnings should use materials and shapes appropriate to the style of the building. (Refer to *Guidelines for Commercial Buildings* for additional information.) Awnings are subject to the provisions of the Village Zoning Code. As awnings are considered to be temporary changes to a building, the HPC does not review awning permit applications on buildings not designated as Landmarks unless installation requires demolition of historic materials.

## HISTORIC WINDOW PROBLEM SOLVING

Property owners may not pay attention to their windows until a problem occurs. Typical concerns include operation, reducing air infiltration, maintenance, and improving appearance. Generally, the appearance of a window that has not been properly maintained can seem significantly worse than its actual condition. However, replacement of an entire wood window because of a deteriorated component, typically the sill or bottom rail, is rarely necessary. In many instances, selective repair or replacement of damaged parts and the implementation of a regular maintenance program is all that is required. It is generally possible to repair windows in fair or good condition relatively economically.

### To improve operation

- Verify that sash cords, chains, and weights are functional
- Remove built-up paint, particularly at jambs
- Repair or replace deteriorated components such as parting beads that separate window sash

### To reduce air infiltration

- Install weather-stripping snugly between moving parts. Quality metal weather-stripping can last 20 years.
- Replace broken glass (glazing)
- Re-caulk perimeter joints
- Remove and replace missing or cracked glazing putty
- Add sash locks to tighten windows
- Add an interior storm window. A storm window can achieve similar R-values to a new thermal window.
- Insulate weight pockets if no longer in use

### To reduce solar heat gain or heat loss

- Utilize operable exterior shutters or window awnings where historically and architecturally appropriate
- Install interior blinds or curtains
- Plant deciduous trees at south and west elevations to block summer sun and allow in winter sun. Plant conifer trees at the north elevation to reduce the effect of winter winds
- Install UV window shades or film

### Maintenance

- Regularly review condition and repair and repaint windows

## REPAINTING WINDOWS & DOORS

Refer to *Guidelines for Exterior Wood Siding & Trim* for more information on exterior paint, repainting and paint removal safety.



*The window sill and jamb have peeling paint and some checking or splitting. Removal of the loose paint will allow the wood to be inspected for signs of rot.*

## WOOD WINDOW REPAIR

Regular maintenance and repair of existing window elements can prolong the life of historic windows, which are a character-defining building element. In some cases it may be necessary to replace window components or an entire sash due to extensive deterioration or damage, but it is important to remember that because only a portion of the window is deteriorated, replacement of the entire component or unit might not be necessary. When evaluating window repair or replacement, consider the following:

- 1. Perform Routine Maintenance:** Replace broken or missing components such as trim, glazing, or sash cords. Verify that caulking, glazing putty, and weather-stripping are securely applied and repaint the window.
- 2. Treat or Repair Deteriorated Components:** At early stages of wood deterioration, it is possible to complete in-place treatments that do not necessitate component replacement. This includes treating wood for insects or fungus, epoxy consolidation, applying putty at holes, and cracks and painting.
- 3. Replace Deteriorated Components:** Replace either the deteriorated portion of wood with a “dutchman” or the entire component if the majority is deteriorated. A dutchman is a repair with a piece of the same material in a sharp-edged recessed cut. The replacement pieces should match the original in design, shape, profile, size, material, and texture. New sills are usually easily installed, while complete sash replacement might solve problems with broken muntins and deteriorated rails.
- 4. Replace Window:** If the majority of the window components are deteriorated, damaged, or missing and in need of replacement, installation of a new window that matches the original window might be warranted.

## SALVAGED WINDOWS

Architectural salvage stores may be a useful resource when replacing historic windows in whole or part is necessary. Due to the quality of wood used in historic windows, salvaged and repaired windows may outlast new replacement windows. These windows must meet the Guidelines and should match the size, shape, type, configuration, and profiles of historic windows.

## WINDOW MATERIALS PAST & PRESENT

Wood windows were historically manufactured from a durable, close, straight-grain hardwood, uncommon in today’s market. The quality of the historic materials and relative ease of repairs has allowed many-maintained wood windows to last for over a century or earlier.

Replacement windows and their components tend to have significantly shorter life spans. Selecting replacement windows is further complicated by manufacturers, who tend to offer different grades of windows, with varying types and qualities of materials and warranties. Today, a wide variety of materials are used in window production. Lower cost wood windows are typically made from new growth timber, which is softer and more likely to deteriorate than hardwoods. Vinyl and PVC materials, now common for replacement windows, break down in ultraviolet light, and have a life span of approximately 15 years. The great variety and combinations of other materials and finishes for replacement windows, including aluminum, continue to be tested to determine projected life spans.

Other areas of concern with replacement windows are the types and quality of the glazing, seals, fabrication, and installation. Double glazing or insulated glass, used in most new window systems, is comprised of an inner and outer pane of glass sandwiching a sealed air space. The air space is typically filled with an inert gas such as argon with a perimeter seal. In lower quality and vinyl windows, this perimeter seal can fail in as few as 10 years, resulting in condensation between the glass layers and necessitating replacement to allow for clear visibility. Many of the gaskets and seals that hold the glass in place also have a limited life span and deteriorate in ultraviolet light.

Problems with replacement windows may result from poor manufacturing or installation. This is particularly true if the existing window opening is not square or plumb. Twisted or crooked frames can make windows difficult to operate. Open joints allow air and water infiltration into the wall cavity or building interior.



One of the advantages of historic wood windows over modern prefabricated units is reparability. This photo demonstrates a dutchman repair at the corner of a historic wood window. Also note the new glazing putty.

## WINDOW OPTIONS - POSITIVES VERSUS NEGATIVES

### Repair or replacement of existing components:

Deteriorated sills, sashes, and muntins can be repaired by skilled craftsmen using wood consolidants or replacement parts, retaining original fabric and function. In-kind replacement sashes and sills can be custom-made to replace deteriorated sections if necessary.

#### *Benefits of repair and selective component replacement:*

- Original building fabric and historic character of the building are retained
- Historic profiles, dimensions and proportions match
- Repairs can be completed by skilled local carpenters
- Timber used in historic windows can last substantially longer than replacement units

**Sash replacement package:** Some manufacturers offer replacement jamb liners and sashes for installation within existing window casings. The system allows installation of a new sash with various muntin patterns within existing frames, but results in the loss of the historic sash.

#### *Sash replacement package benefits:*

- Original muntin pattern can be duplicated
- Maintains the historic opening, surround, and trim

#### *Sash replacement package negatives:*

- Historic sashes are removed and become landfill debris
- Stock replacement sashes are often inappropriate for the size and proportions of existing openings and detailing
- Replacement sashes have a limited warranty, likely needing partial or full replacement again in 10- 25 years as seals and joints open
- Modification of the jambs is necessary



Typically, the deterioration of wood windows first occurs at the sill. Peeling paint can allow moisture to enter wood and cause rot. Regular repainting is recommended to provide a protective barrier against moisture.

- The jamb liners do not always work well in existing window openings and might need more frequent replacement
- Racked openings can be hard to fit, making window sash hard to operate, and seals might not be tight

**Frame and sash replacement unit:** A complete frame with pre-installed sash of various muntin patterns for installation within an existing window frame opening. This option results in the total loss of the sash and modification of the frame.

#### *Frame and sash replacement unit benefits:*

- Manufactured as a unit to be weather tight
- Original muntin pattern can be duplicated

#### *Frame and sash replacement unit negatives:*

- Historic sash are removed and become landfill debris, and the historic character of the building is diminished
- Stock replacement sash are often inappropriate to the size and proportions of existing openings and detailing
- The surrounding frame is modified, alteration of built-in surrounds might be required and two frames and sills are typically visible at the exterior
- The size of the window sash and glass openings are reduced due to the new frame within the old frame
- In-fill might be required for non-standard sizes
- Can require modification of existing casing and sills

## REPLACEMENT WINDOW QUALITY

Reputable lumber yards and window specialists typically provide higher quality and a better selection of replacement window options. Each manufacturer also provides various grades of replacement window options. Manufacturer's information can generally be found on their websites or in catalogues.



*Historic wood windows typically have a three-dimensional quality that does not exist in newer replacement windows. These 20-light corner casement windows have decorative wood surrounds as well as single-light wood storm sash.*

## VINYL & ALUMINUM REPLACEMENT WINDOWS

One of the claims of the vinyl and aluminum window industry is that replacement windows do not require maintenance. However, considering the relatively short life span of many of the materials and components, they will need continual replacement.

- As joints or seals in replacement windows deteriorate, openings can be formed that allow air and water to enter into the window frame, wall cavity and/or building interior, causing additional damage. Repair of these openings typically requires replacement of the deteriorated parts.
- Replacement may be an issue if the manufacturer has modified their designs or is no longer in business, necessitating custom fabrication of deteriorated elements or replacement of the entire window.
- The double-glazing has similar problems over time with the deterioration of the perimeter seal. In addition, if the glazing unit is cracked or broken, it will require full replacement. This is further complicated when the double-glazing includes an applied or internal muntin grid.

By contrast, a good carpenter or handy homeowner can generally repair a historic wood window with single pane glazing and install an interior storm window to improve thermal performance. As a result, the use of a wood replacement sash with details to match other existing units on the building when the historic sashes are missing or non-reparable may be the best long-term, cost-effective option.

## REPLACEMENT WINDOW COSTS

Costs to consider in the installation of replacement windows include:

- Labor to remove old windows and disposal fee
- Purchase price and delivery of new windows
- Labor and materials to modify existing framing for new windows
- Labor to install new windows
- Life-cycle costs associated with more frequent replacement of deteriorated components and windows



*The 9/6 vinyl replacement windows in the image have applied muntins, are mounted flush against the outside wall, and lack the depth of traditional windows. They do not have trim or casings including a drip cap and sill. As a result they are inappropriate and diminish the historic character of the building.*

## MECHANICAL UNITS

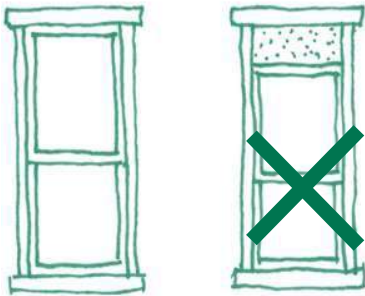
Placement of new mechanical units should not be visible from the street. Through-wall mechanical units are discouraged on surfaces of the building visible from the street. Window air conditioners are permitted where it can be shown that no historic features will be removed in their installation or removal. Refer to *Requirements for Roofing and Guidelines for Commercial Buildings* for additional information.

## INAPPROPRIATE REPLACEMENT WINDOWS

The following diagrams indicate historic windows with **inappropriate** examples of replacement windows. When considering a replacement window, every effort should be made to match the size, configuration, shape and proportions of the existing window in addition to retaining or duplicating the historic decorative wood trim.

Historic

Replacement



Size: The replacement window should be sized to fit the window opening - Infill panels should not be installed

Historic

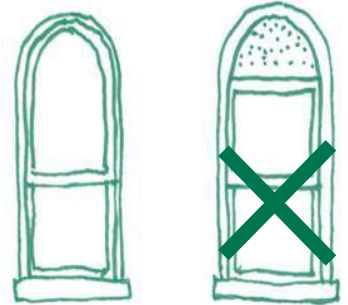
Replacement



Size: The replacement window should be sized to fit the window opening - Infill panels should not be installed

Historic

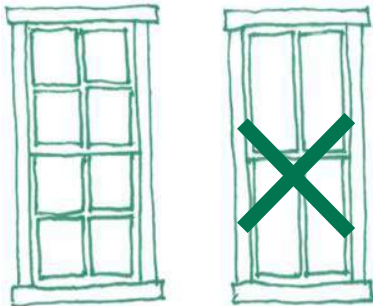
Replacement



Shape: The replacement window should be shaped and sized to fit the window opening - Infill panels should not be installed

Historic

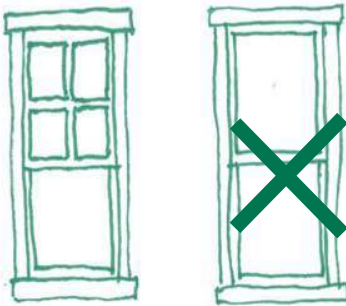
Replacement



Configuration: The replacement window should have a 4/4 light configuration to match the historic window

Historic

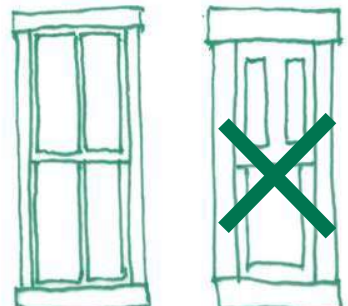
Replacement



Configuration: The replacement window should have a 4/1 light configuration to match the historic window

Historic

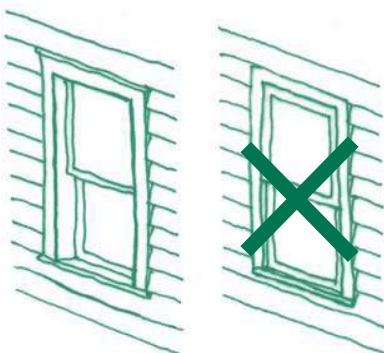
Replacement



Proportions: The proportions of window components should match the historic window including the size of the frame and muntins

Historic

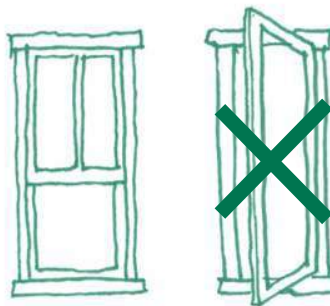
Replacement



Depth in Wall: The location of the replacement window should be set back into the wall the same distance as the historic window

Historic

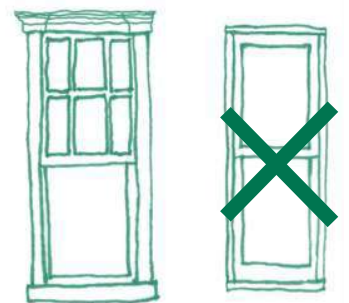
Replacement



Type: The replacement window should match the type of historic window

Historic

Replacement

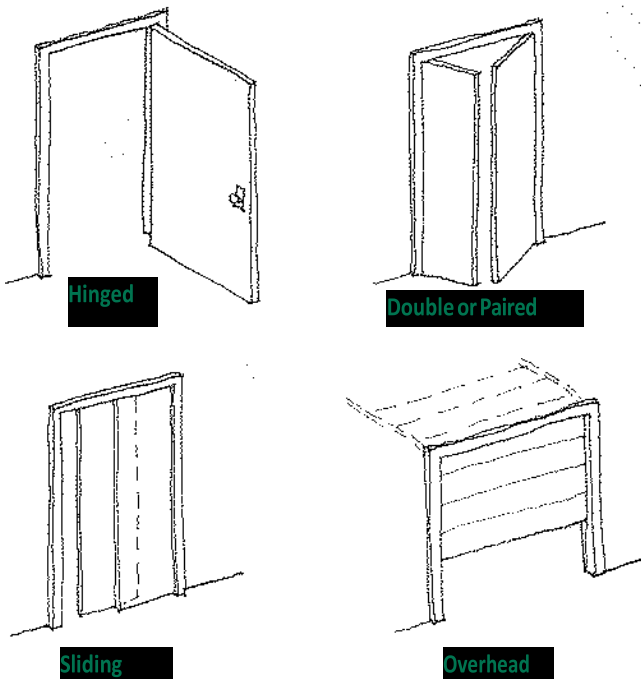


Decorative trim: Decorative trim should be retained or replaced to match

## DOORS

Exterior doors serve an important role in regulating the passage of people, light, and air into a building, as well as providing a threshold separating the exterior and interior. Historically, most doors were wood in material but can vary widely in style.

Doors are typically constructed of numerous parts. By the middle of the 18th century, elaborate paneled doors became more common, and are now the most common American residential door type. Paneled doors can be constructed in a variety of configurations that can reflect the style of the building. Later 19th century doors often included glazed panels. In the 20th century new door types, including flush doors and metal doors, had periods of popularity.



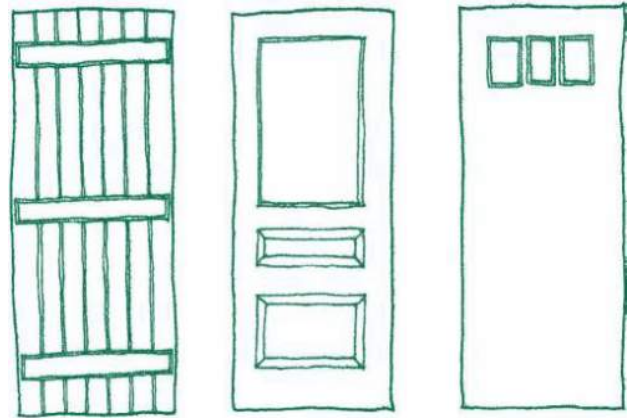
## COMMON DOOR TYPES

- **Hinged:** Swings to close at opposite jamb. Almost always mounted on the interior, swinging inward.
- **Double or Paired:** A pair of swinging doors that close an opening by meeting in the middle, e.g. French doors.
- **Sliding:** Either a fixed panel with a horizontally sliding door or overlapping horizontally sliding doors, e.g. patio doors
- **Overhead:** Horizontal sections that slide on tracks opening upward, most often found on garages

## WOOD DOOR TYPES

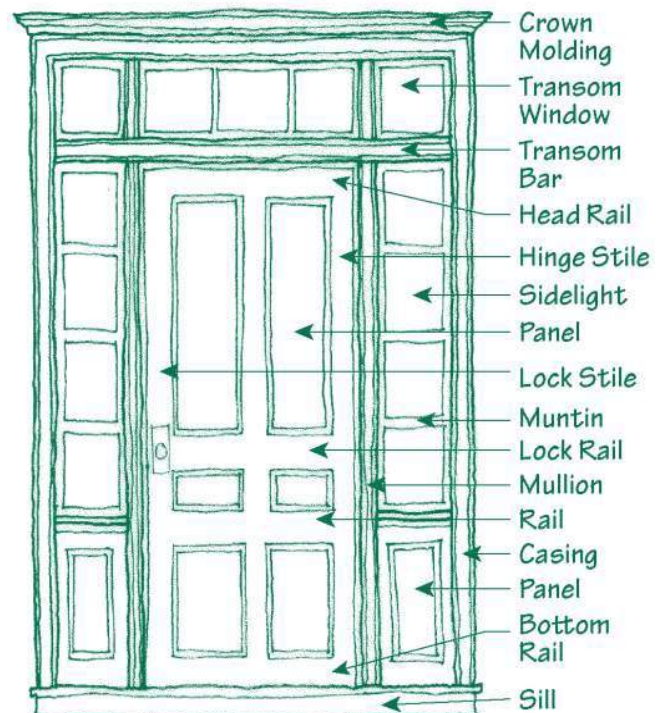
All door types can have glazing installed in different configurations.

- **Batten:** Full height boards attached edge-to-edge with horizontal boards nailed to the verticals
- **Paneled:** A frame of solid wood parts with either glass or wood panels
- **Flush:** A single plain surface on its face, typically wood veneer



## PANELED WOOD DOOR COMPONENTS

Paneled wood doors are most common on historic Oak Park houses. The diagram below identifies common wood paneled door components. Door configurations vary with a building's architectural style.





*High-style or grand door openings can often include masonry surrounds and decorative sidelights. In this example, the ornate masonry surround is arched and has flanking urns. The paneled, arch-headed wood door is flanked by sidelights and protected by a paneled wood storm door.*

## DOOR STYLES

Door styles vary widely in details and ornamentation, often corresponding with the architectural style of the building. As a result, doors are considered an important feature and the retention, maintenance, and repair of historic doors can help preserve the historic character of the building. If door replacement is warranted, the new door should be appropriate for the character and architectural style of the building.



*Most Oak Park houses have simple doors, often including glass. A transom window above a door provides ventilation in warmer weather. Also note the leaded glass double-hung window pictured.*

## HISTORIC DOOR PROBLEM SOLVING

Since doors tend to be one of the most operated elements on the exterior of a building, they are more likely to deteriorate from wear or damage and generally require more regular maintenance, such as painting. If deterioration occurs, selective repair or replacement of damaged parts and the implementation of a regular maintenance program is often all that is required to retain a historic door.

### To improve operation

- Verify that doors fit properly in their frames and that joints are tight
- Verify that hardware is operational, particularly that hinges are tight and that hinge pins are not worn
- Remove built-up paint on door and at jambs
- Repair or replace deteriorated components such as trim and stops

### To reduce air infiltration

- Install weather stripping between door and frame
- Replace broken glass (glazing) and remove and replace missing glazing putty
- Re-caulk perimeter joints around frame
- Install a storm door

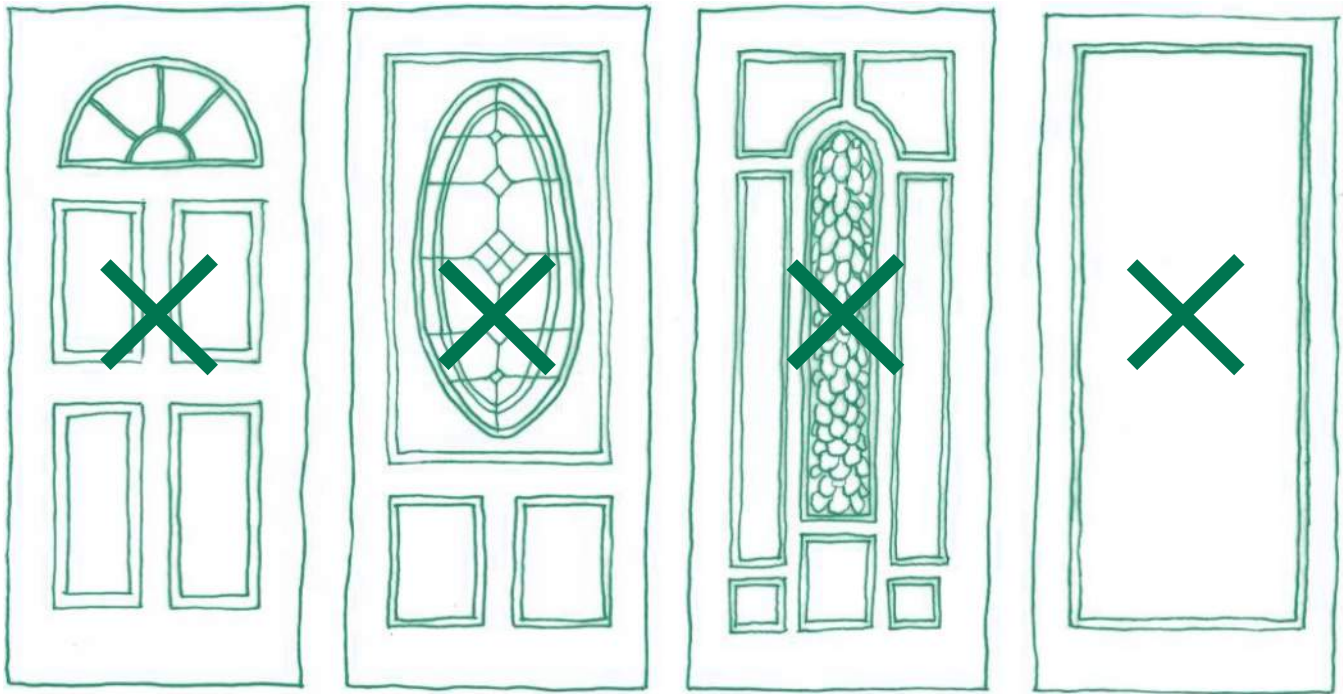
### Maintenance

- Regularly review condition and repair doors
- Re-paint wood doors



*Wood checking and peeling paint is visible. Minor repair and maintenance can prolong the serviceable life of this door. The trim at the bottom rail of the door helps prevent storm water from entering the building.*





*Half-round windows are generally not historically appropriate*

*Oval windows and modern leaded glass are generally not historically appropriate*

*Irregular panel doors with carved decorations or modern leaded glass are generally not historically appropriate*

*Flush doors with large glass windows are not generally appropriate for historic residences.*

## REPLACEMENT DOOR TYPES

Similar to windows, replacement doors should match the original materials, type, size, shape, configuration, panel pattern, glazed window type and pattern, proportions, profiles, and of historic doors.

There are numerous commercially available door styles associated with current architectural trends that are not appropriate for the styles of Oak Park's historic buildings (several examples above). Replacing with a door of the incorrect style can vastly diminish the historic character and integrity of a building.

## WINDOW TRIM AND ORNAMENT

Exterior wood trim frames windows and doors and serves as the transition to adjoining wall surfaces. Functionally, it provides protection at the perimeter and corners of openings, creating a weather-tight building enclosure. Historically, wood trim and ornament profiles, details, and sizes varied with building styles and types, which are important to the historic character. As a result, wood trim and ornament are important building features. Where a portion of wood trim or ornament has been removed, it should be replaced in-kind. If all original moldings have been removed, examples from similar buildings should be used as models.

## HARDWARE

Hardware (hinges, hooks, locks, etc.) forms an important part of the character of historic openings. Types should be carefully related to the type of window, door, or shutter that the hardware is intended to serve.

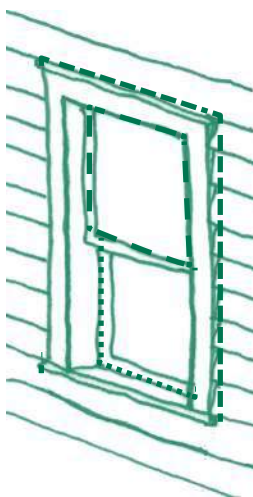
Until the mid-19th century, hardware was often made by hand and very simple in design. These simple designs included the strap hinges found on early doors and shutters. In the mid-19th century, the design of hardware became more detailed and elaborate, typically selected to complement the specific style of a building. The hardware of Arts and Crafts and Prairie Style buildings tends to return to simpler designs, made to appear handmade.

If hardware replacement is considered, it is important to keep in mind that simpler buildings would typically have simple hardware and more high-style designs would have more decorative designs. Hardware should complement the door and building style. In addition to style, the finish can dramatically alter hardware appearance. Glossy coated brass or bronze is rarely appropriate for a historic building. The design and finish of hardware should be carefully considered when replacement is necessary, and proposed hardware should match historic samples as closely as possible.

## WEATHER STRIPPING AND CAULK FOR WINDOWS AND DOORS

Proper application of weather stripping and caulk around windows and doors can greatly reduce air infiltration and drafts. When selecting weather stripping or caulk, it is important to choose the material appropriate for each location and follow the manufacturer's installation recommendations for the best results. As weather stripping is used between the moving parts of windows and doors, it can easily become damaged, loose, bent, or torn. Inspect weather stripping on a regular basis, preferably every fall, and replace as needed. For heavy use locations such as front doors, it may be beneficial to install more durable weather stripping, such as spring metal or nailed felt.

The installation of caulk or other sealants should occur throughout the exterior of the building. Locations where caulk is recommended include where two dissimilar materials meet, where expansion and contraction occur, and where materials are joined together. In some instances caulks and sealants can be sanded and/or painted to minimize their visual appearance. It is important to select the appropriate type for each location and exercise care when removing old caulk that might contain lead.



*Recommended weather stripping locations:*

- Behind window sash track
- Between window meeting rails
- At perimeter of doors and windows

*Recommended caulk locations:*

- Between window or door frame and adjacent wall
- Between abutting materials such as corner boards and siding, porch and wall surface
- Between dissimilar materials such as masonry and wood, flashing and wall surface

### DEFINITIONS:

**Weather Stripping:** A narrow compressible band used between the edge of a window or door and the jambs, sill, head, and meeting rail to seal against air and water infiltration; made of various materials including spring metal, felt, plastic foam and wood with rubber edging.

**Caulk:** A flexible sealant material used to close joints between materials; made of various materials including tar, oakum, lead, putty, and modern elastomerics such as silicone and polyurethane.



*Bare metal finished doors, such as this aluminum storm door, are not appropriate for most historic buildings. This example includes a thick horizontal division that spans across the center of the lower windows and decorative grillework that makes the door visually more prominent.*

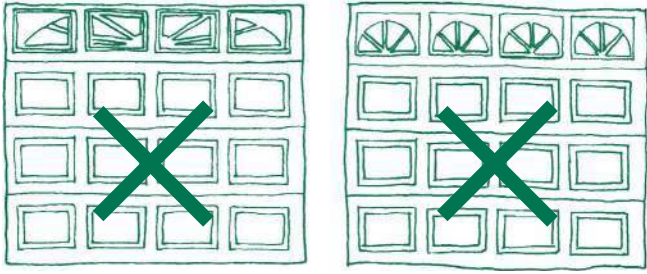
## SCREEN / STORM WINDOWS & DOORS

Screens and storm windows and doors should conceal as little of the historic window or door as possible and should be selected to complement each window or door type. This generally means selecting a screen or storm window or door that has rails that coincide with historic rails, matching the glazing pattern and overall configuration of the associated window or door. For windows, it is generally preferable to install interior storm windows which can achieve similar R-values to a new thermal window with reduced risk of condensation.

The most recommended option for a screen or storm door is a simple wood framed opening with a large screen and minimal ornament. If more elaborate detailing is desired, the style and level of detailing should complement the building style; for example, a screen or storm door with Queen Anne style woodwork would not be appropriate for a Colonial Revival or PrairieStyle house.



*The painted wood screen door pictured matches the color of the door beyond, decreasing its visual prominence. The large screen does not obstruct the details of the historic paneled wood door.*



Garage doors with arched or round window openings or patterns are generally not appropriate at historic buildings.

### NON-HISTORIC DOOR TYPES

Occasionally, modern uses require openings not found in historic architecture. These may include garage doors, doors that must swing outward to meet safety or code requirements, and the addition of louvered vents. It is often possible to integrate these types of openings into buildings in a way that maintains the historic character of the building and the neighborhood.

New required openings should replicate historic openings as possible. For example, match size and profile of trim elements. In some cases, it may be impossible to make certain changes simply because the style or type of building does not lend itself to such modification. Where existing additions or modifications do not fit the pattern of historic development in the district, every effort should be made to minimize their impact rather than making the alteration more prominent.

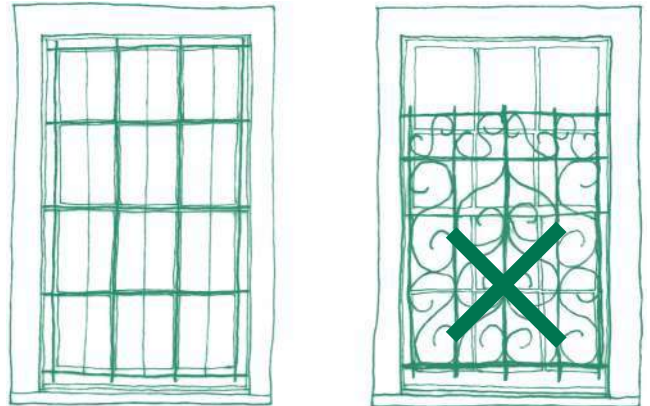


The multiple paint colors on this simple garage door complement the overall paint scheme

### WINDOW AND DOOR SECURITY

Traditionally, one of the best means of securing a property was to close shutters. More recently, re-glazing, particularly tempered glass, has been used as a deterrent, providing a barrier that is difficult for an intruder to break. Electronic security systems and warning devices with motion sensors can be installed on the interiors of doors and windows without altering the historic appearance of the building's exterior. In addition, small exterior security cameras can be installed discreetly to minimize their visibility.

If metal bars or grilles are considered the only acceptable method for securing a building, they can be installed on the interior of the window, door, or display window. If metal bars or grilles are installed on the exterior, the use of simple barrier grilles without decorative detailing can allow the historic window to remain visible. The bars or grilles should be properly sized to fit the opening and align with the frame opening and muntin configuration to the extent possible.



If metal bars or grilles are installed on the exterior, they should be sized to fit the opening and align with frames and muntins with simple barrier grilles and no decoration. Here, the left option is preferable.

### MODIFYING OR ADDING WINDOW OR DOOR OPENINGS

The arrangement, size, and proportions of window and door openings are key components of a building's style and character. As a result, the modification or addition of window or door openings, particularly on more prominent building façades, is discouraged. This includes the infill of all or part of an opening to make it smaller or to visually remove it. It also includes increasing the size of a door opening to provide a larger opening for a display window, garage, or other use.



Oak Park

# Village of Oak Park

## Historic Preservation Commission

### REQUIREMENTS FOR PORCHES, BALCONIES, & DECKS



Many residences in Oak Park feature generous front porches that provide a sheltered outdoor space for residents to enjoy the outdoors, welcome visitors, and provide a transition from outdoors to indoors. This full-width porch includes convex wood columns and a simple square balustrade supported by stone piers.

#### WHAT YOU NEED TO KNOW ABOUT PORCHES, BALCONIES, & DECKS

The rich architectural character of Oak Park is distinguished by its collection of porches. Porches are typically one of the most visible elements of a building. They serve as key elements in a building’s style and play a significant role in the appearance of the building and streetscape.

Historically, porches were an exterior living space where property owners could find a sheltered transition into their buildings, meet and converse with neighbors, and welcome visitors. Porch and balcony overhangs also protect windows and doors below from the elements.

Balconies project out from the face of a building, are generally supported by beams or brackets, and may be decorative. Stoops are steps that lead directly to the entrance without a landing (see photo in *Guidelines for Porches, Balconies, & Decks*). They can be wood, brick or concrete and may have side railings or walls. Decks are porches with a flat open floor area adjoining a building, which do not have a roof. Decks are typically found on rear façades not visible from the street.

#### WHAT TO CONSIDER WHEN PROPOSING A PORCH, BALCONY, OR DECK PROJECT

For any project related to porches, balconies, or decks, these are some key issues to consider:

- Is the building or structure a Contributing Resource within a local historic district? To learn a building’s designation status, visit the Village website or contact Village staff. Buildings that are not in historic districts and not Oak Park landmarks do not require Historic Review.
- Is the work visible from the street (generally the front or side elevations on an interior lot)? Historic porches and balconies which are visible from the street should be maintained and repaired as needed.
- Does the proposed work meet the definition of a Demolition as defined by the Village of Oak Park? (see *Guidelines Definitions*). If yes, it will require HPC review and a Certificate of Appropriateness.
- New porches and balconies should be characteristic of the style of the building. If there was no porch historically, adding one may not be appropriate.
- New decks should not be visible from the street or should be appropriate for the style of the building.

## RECOMMENDED BEST PRACTICES FOR ANY PORCH, BALCONY, OR DECK PROJECT

- Retain as much of the historic porch and balcony materials and elements as possible.
- Replacement elements should match historic elements in all aspects including material.

- New porches, balconies, and decks that are visible from the street are appropriate if they are characteristic of the style of the building and replacing similar porches, balconies, or decks that were previously removed.

## REQUIREMENTS FOR PORCH, BALCONY, OR DECK PROJECTS REVIEWED BY THE HPC

### *Property Owners Shall:*

- Maintain and repair historic porches and balconies which are visible from the street.
- Replace existing porches and balconies that have deteriorated or become badly damaged in the same size and shape with appropriate new materials.
- Replace deteriorated wood elements with another material, if the dimensions, appearance, size, profiles, texture, and finish match the historic elements.
- Paint new and existing wood on porches and balconies that are visible from the street, unless it can be documented that the original wood was unpainted or stained. Unpainted pressure-treated wood is not permitted in locations that are visible from the street.
- Restore historic porches which have been enclosed in the past to their appearance during the period of significance unless the enclosure, by nature of its age, architectural significance, or other special circumstance has achieved historic significance of its own.
- Install removable wood-framed seasonal storm windows or screens rather than permanent and scale-changing storm and screens.

### *Property Owners Shall (continued):*

- Construct proposed new porches to be similar to historic porches which have been removed with regard to size, style, and detail, to the extent that such historic porches can be documented. Where inadequate documentation exists for the original porch, proposed new porches shall be typical of those built in the style of the historic building.
- Enclose porches as long as the changes are readily reversible and no character-defining features or architectural elements are damaged or obscured by the enclosure.

### *Property Owners Shall NOT:*

- Alter historic porches and balconies in such a manner that the characteristics of the style of the porch are lost, obscured, or modified.
- Introduce new decorative elements that were not historically part of the porch or balcony.
- Destroy or conceal important architectural features or details.



### GUIDELINES FOR PORCHES, BALCONIES, & DECKS

#### MAINTAINING PORCHES & BALCONIES

Due to the importance porches have in the character of historic buildings and streetscapes, original materials and details should be preserved. Typically, areas covered by a porch roof, including windows, doors, and wall surfaces, require less maintenance. However, horizontal porch components including steps, railings, and roofs are usually exposed to the weather and might require additional maintenance. One of the best ways to preserve wood features is regular painting. If a component is deteriorating, repair or replacement in kind is recommended as part of regular maintenance.

Similar to wood elements, ornamental metals also require regular maintenance. Both wrought iron and cast iron, often used for balustrades and railings, are highly prone to rusting. When iron elements rust, there are two significant issues. First, rust can cause iron elements to increase in thickness by 7- to 10- times their original size. When embedded in a building assembly, this rust expansion results in cracking which affects the building's structural integrity. Second, rusted metal elements can lose structural integrity leading to the failure of important features such as railings. One of the best ways to protect metals is to regularly remove surface rust and repaint using a rust inhibitive paint.

For further intonation regarding the maintenance of porch and balcony components, refer to:

- *Guidelines for Exterior Wood Siding & Trim*
- *Guidelines for Roofing*
- *Guidelines for Masonry & Stucco*

The Guidelines were developed in conjunction with the Village of Oak Park's Historic Preservation Commission (HPC). For more information regarding application and review procedures, please consult the *Guidelines Introduction*, visit Village Hall or [www.oak-park.us](http://www.oak-park.us), or contact Village staff at (708) 358-5440 or [historicpreservation@oak-park.us](mailto:historicpreservation@oak-park.us). For more information regarding HPC recommendations and requirements, refer to *Requirements for Porches, Balconies, & Decks*.



*A porch is a covered exterior space adjoining a building, generally at an entrance.*



*A balcony is a platform enclosed by a railing that projects from an upper floor of a building.*



*A deck is a flat surface that extends off building, generally elevated and not covered. Decks usually lack the stylistic details of a porch, thus lacking integration with the building.*



*A stoop is an uncovered entrance to a building that can include a landing and/or a railing.*

## PORCH COMPONENTS, MATERIALS, & CHECKLISTS



**Roof:** Generally same material as main roof; can be metal if low pitch. Verify roofing material is secure, flashing is intact and there is no standing water

**Intersecting Gable End:** Typically wood; verify paint surface is intact, especially behind and below gutters

**Gutter & Downspout (not shown):** Typically metal; verify all are secure; clear leaves and other debris

**Lintel:** Typically wood; verify paint surface is intact, especially behind and below gutters

**Molding:** Typically wood; verify paint surface is intact, especially behind and below gutters

**Brackets (not pictured):** Typically ornate wood; verify paint surface is intact

**Porch Ceiling:** Typically tongue and groove wood; check for peeling paint that could indicate dampness and possible roofing or flashing problems

**Post (column if round):** Typically wood; check base for rot, proper attachment, and check that paint surface is intact

**Balustrade/Railing:** Typically wood top rail, bottom rail, and balusters; verify elements are secure and that paint surface is intact

**Porch Floor:** Typically tongue and groove wood; verify floor is sloped to drain water away from the building and paint surface is intact

**Apron/Skirt:** Typically wood; check substructure for water or insect damage and that paint surface is intact

**Porch Steps:** Wood, concrete, stone, or brick; check wood for rot, termite damage, and intact paint surface

**Support Pier (post if wood):** Brick, stone, or stucco; check for leaning, cracks, and missing mortar (for posts, check substructure for water or insect damage and if paint surface is intact)

**Lattice/Screening:** Typically wood; check substructure for water or insect damage and intact paint surface

## PORCH COMPONENTS

Porches are made up of a number of components. These components all work together to achieve an integrated and unified visual, architectural, and structural purpose that is characteristic of a building's style and type. It is important to note that all porches do not have all components.



**Roofing:** The roof of a porch shelters the area below, including windows and doors, from the elements. A roof's material is generally dependent on its slope. For a more steeply pitched roof, the roofing material would likely be a continuation of the main roofing material, such as slate. If the roof is relatively flat, or low-sloped, metal may be found. (Refer to *Guidelines for Roofing* for more information.)



**Lintels:** The lintel is the horizontal element between piers or columns. It provides structural and visual support for the roof or wall surface above.



**Ornament:** Decorative elements, such as a frieze, fretwork and detailing provide visual interest and are specific to a building's style and period of construction.



**Ceiling:** A porch ceiling is most often made of tongue and groove boards, but can be highly decorative.



**Flooring:** The traditional material for flooring is tongue and groove boards. An elaborate home may have marble or other stone flooring. The replacement of tongue and groove flooring with concrete is not appropriate.



**Brackets:** This supporting element under the eaves, a balcony, or a roof overhang projects from a building's wall surface and is a decorative feature often found on porches. Here the brackets project from the posts. Typically, brackets extend to the outside edge of the balcony or roof and can be wood or metal.



**Steps:** Steps may be made of a variety of materials including wood, brick, stone, and/or concrete. In most instances, wood steps are most appropriate. They may be flanked by plinths, feature railings matching the porch railing, or have flat stucco or wood sidewalls.



**Columns & Posts:** Posts and columns are vertical structural supporting members. Columns are round; posts are square or rectangular. The posts may feature a variety of stylistic details depending on the age and style of the porch.



*Classical Wood Column*



*Classical Stone Column*



*Turned Wood Post with Brackets*



*Wood Pier*



*Stucco Pier*

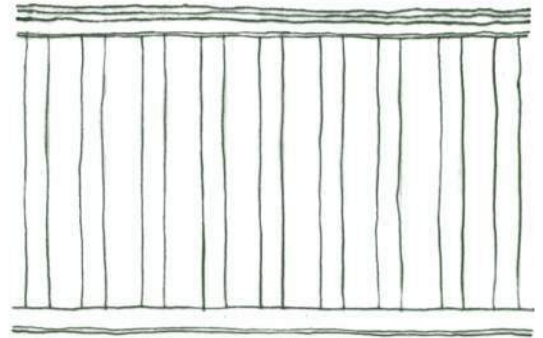


Most balusters in Oak Park are square or turned wood. This example includes a turned detail at the top of each baluster.

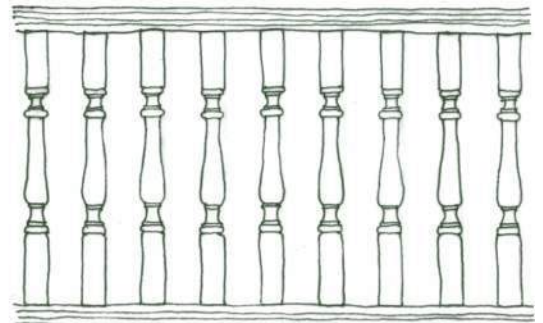
**Balustrades & Railings:** A balustrade is a railing with upper and lower horizontal members, known as rails, and vertical balusters of wood or metal. A replacement balustrade should match the overall style and character of the building.



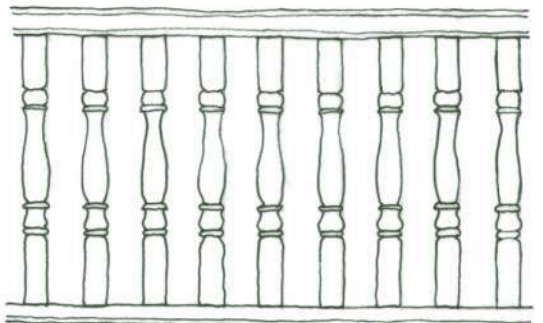
This balustrade is formed of regularly spaced, intersecting circles.



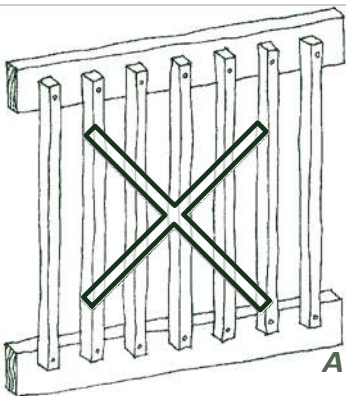
**Square Post Balustrade**



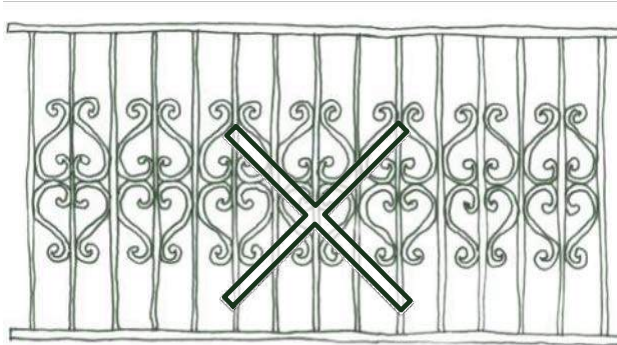
**Victorian Turned Balustrade**



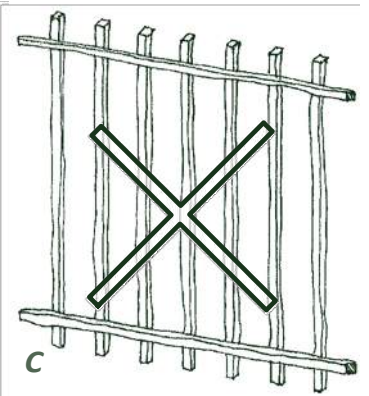
**Classical Turned Balustrade**



**A**



**B**



**C**

The HPC does not approve Certificate of Appropriateness requests for a wood "deck" balustrades (A), applied decorative scrolled metal ornament balustrades (B) or balustrades composed of metal bars (C) for front porches as they are not historically accurate in Oak Park and would diminish the overall integrity of the building and historic district.



*This limestone balcony is supported by brackets flanking the window below and is accessed by a central door. The railing is comprised of square balusters with corner piers.*



*This balcony is located above the entrance and includes similar detailing to the porch below. The balcony is protected by the main roof of the house.*

## **BALCONIES**

Balconies project out from the face of a building, generally at an upper floor. They tend to be supported by beams or brackets. These may include decorative elements, like those pictured.

### **NEW PORCHES, BALCONIES, & DECKS**

New porches and balconies can greatly alter the appearance of a building. The HPC may approve new porches and balconies if they meet the Guidelines. The following should be considered:

- If the building historically featured a porch or balcony that was removed
- If the installation will destroy or conceal important architectural features
- If the proposed design is compatible in size, scale, material, and design to the building and surrounding streetscape.
- If the porch or balcony is visible from the street.
- Decks are generally not historically accurate or compatible in Oak Park's historic districts. As such, new decks should be installed in locations where they are not visible from the street.

## LIGHTING

The type and placement of lighting plays an important role in maintaining the authentic historic character of a building. When modifying or installing lighting, there should be a balance between providing sufficient lighting and fitting within a neighborhood and streetscape context. For residential buildings, exterior lighting is typically located at the front porch. Additional security lighting may be located on the side and rear elevations of a building. (Refer to *Guidelines for Commercial Buildings* for lighting at commercial, institutional, and large-scale residential locations.)

All lighting should be installed to illuminate the porch and walkway surfaces without lighting spillover onto adjacent properties or into the night sky. In addition, the color and quality of the proposed light should mimic the soft, warm tone of incandescent lamps. Exposed conduit, wiring, or junction boxes should not be visible from the street.

When possible, the HPC encourages the use of original light fixtures adapted for contemporary use, for example, increasing brightness with new or additional bulbs. Fluorescent tube lighting and flood lights should not be visible at street elevations. Where the building no longer has original exterior lights or never had them, the HPC encourages light fixtures that are compatible in age, style, and scale of the building, or which are unobtrusive. Lighting should be maintained and burned-out bulbs replaced.



*Lighting is generally located near doors or on porch ceilings. It is generally best to select a style of lighting that is compatible with the building style, or a light that is simple in design such as this example.*

## LIGHTING TYPES

**Decorative Lighting** generally draws attention to the fixture or design rather than providing significant illumination. When a decorative lamp is illuminated, it becomes highly visible and attracts attention. Therefore, it should be compatible with the building. In most instances, the number of decorative lights should be limited and located near the primary entrance. They should be installed in a way that minimizes damage to historic building fabric, and evenly spaced on porch bays, or centered on or around an element such as a door. They should be scaled appropriately for the proposed location. Faux historic materials are not appropriate.

**Ambient Lighting** provides a wash of general illumination, e.g. on a porch. Since the emphasis of ambient lighting is the illumination rather than the fixture, all ambient lights should be small, unobtrusive, and as discreetly installed as possible.

**Security Lighting** should be unobtrusive and located at rear or non-street elevations. The number of security lights should be limited, and their use should be limited, e.g. motion sensors

## CEILING FANS

Ceiling fans should be as simple as possible, in a style that complements the building. They should be limited in number, evenly spaced, and centered on bays. The installation of ceiling fans with integral lighting is discouraged.

## SECURITY CAMERAS

Security cameras should be limited in number and size. They should be installed as unobtrusively as possible. Similar to lighting, exposed conduit, wiring, or junction boxes is discouraged.



*This porch has been partially enclosed with operable windows allowing the space to be used in the winter months.*

### **ENCLOSING PORCHES & BALCONIES**

Porches and balconies were generally meant to be open exterior spaces. Property owners may desire to enclose these spaces to provide additional interior space. However, these transitional spaces are an essential element of a building's type and style. As a result, enclosing these spaces, particularly where visible from the street, is a significant alteration to a building and its visual perception. Proposed changes should be readily reversible and no character-defining features or architectural elements should be damaged or obscured by the enclosure. Removable wood-framed seasonal storm windows or screens are recommended over more permanent and scale-changing storm windows and screens.



*The porch column above is wood but the base has been replaced with a composite material that is visually similar to the former wood base.*

### **ALTERNATE MATERIALS**

Elements that are highly susceptible to rot, such as column bases, or where the duplication of a material will be prohibitively expensive, the HPC will consider the use of alternate materials. The proposed replacement material should match the appearance, size, profiles, texture, and finish of the historic material being duplicated.



*The right side of this porch has been enclosed with insect screens. The screens are installed behind the columns and the balustrade and the supporting structure is not visible from the public right of way.*



Oak Park

# Village of Oak Park Historic Preservation Commission

## REQUIREMENTS FOR ROOFING



*A roof and its associated features, including form, materials, chimneys, dormers, and overhanging eaves, can be key elements in a building's style.*

### WHAT YOU NEED TO KNOW ABOUT ROOFS

A building's roof is one of its most important elements. Not only does it serve as the first line of defense against the weather, but its design greatly affects the overall appearance of the building. The following should be considered when planning any roofing project:

- Weather-tight roofing preserves a building and protects the building and its materials from rain, wind, sun, and snow.
- Temperature changes and building movement affect roofing materials.
- Roofing is an important element of a building's character, silhouette, and architectural style.
- The form, color, and texture of the roof and roof opening affect the scale and massing of a building.
- Variations in roofing materials and styles add visual interest to the streetscape.



*Individual missing or damaged slates can often be replaced, extending the serviceable life of the roof and postponing costly replacement.*

### WHAT TO CONSIDER WHEN DOING A ROOFING PROJECT

When preparing for a roof-related project, these are some key issues to consider:

- Are the existing roofing materials and features historic (clay or cement tile, slate, wood shingles, copper gutters)? Make every effort to preserve, reuse, and repair historic materials.
- Are you repairing or replacing the roof or roof features? If so, limit your repairs and replacement to the damaged areas only.
- What materials do you plan to use in your repairs or replacement? If the historic materials are too damaged to be saved, replacement materials should match the original as closely as possible.
- Are you making any major changes to the shape or form of the roof? Changing the shape or style of a roof (for example, from a gable end to a mansard) can dramatically alter the appearance of a building.
- Are you adding dormers? If so, minimize their size and visibility to avoid impacting the historic integrity of the building. New dormers should be sympathetic to the historic building in design and should not cover more than 50% of the total roof area visible from the street.
- Are you adding openings or new features to the roof? If so, they should be compatible the building. Features like skylights and solar panels should be placed on the rear slope, if possible, to limit visual impact.

## RECOMMENDED BEST PRACTICES FOR ANY ROOFING PROJECT

### Substitute Roof Materials

- Don't rely on brochure photographs. Get samples and, if possible, visit a similar completed project to see the materials.
- Confirm that the proposed material is appropriate for your roof slope.
- Understand the total roofing system and attic ventilation that is appropriate for each material.
- Know that some materials may fade or change their appearance over time.
- Know that some substitute roof materials may require more frequent replacement, increasing overall costs over time.

### Roof Repair & Replacement

- Maintain, clean, and repair your roofing, roof

- Inspect attics periodically after a storm or freeze to catch small leaks early and reduce the potential for interior damage.
- Regularly repaint metal and wood elements that are vulnerable to rusting, rot, and deterioration.
- Securely install fasteners and flashings.

### Roof Accessories

- Use flashing materials and fasteners with a life span longer than the roofing material's life span.
- Regularly clean your gutters and downspouts - at a minimum each spring and fall.
- Install half-round gutters rather than "K"-gutters and use plain round or rectangular downspouts instead of corrugated downspouts.
- Minimize the overall number of openings in the roof and locate them in unobtrusive locations that are not visible from the street.

## REQUIREMENTS FOR ROOFING PROJECTS REVIEWED BY THE HPC

### Substitute Roof Materials

*Property Owners Shall:*

- Install roofing materials (not siding materials) on steep roof slopes.

### Roof Repair & Replacement

*Property Owners Shall:*

- Repair rather than replace historic roofing materials.
- Selectively replace damaged or missing historic materials with new materials that match in size, shape, texture, color, and appearance.
- Replace damaged or deteriorated materials with new materials to match the original in size, shape, texture, pattern, color, material, and appearance.
- If repair of the original material is not possible, replace damaged or missing materials with new materials that are similar in size, shape, texture, pattern, color, and appearance.

### Roof Accessories

*Property Owners Shall:*

- Retain and repair the historic drainage system and its appearance.

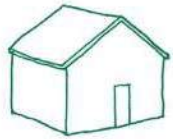
### Roof Features

*Property Owners Shall NOT:*

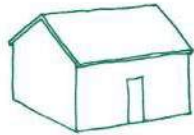
- Alter the original roof form, shape, or slope, unless reversing non-historic changes.
- Remove historic roof features such as chimneys, dormers, cupolas, weathervanes, or finials.
- Add or alter rooftop features visible from the street that change the roof configuration including roof windows, roof decks, and chimney stacks.
- Add rooftop features that create a false sense of history (weathervanes, cupolas, wood shingles to replace an original slate roof) without producing supporting evidence.
- Add new features or modern amenities that are visible from the street and do not match the roof's character, scale, materials, or detailing. This includes satellite dishes and antennas, skylights, vents, mechanical equipment, and telecommunications equipment; and renewable energy sources such as solar panels, wind turbines.
- Cover decorative elements such as cornices and brackets with vinyl or aluminum capping or siding.



## GUIDELINES FOR ROOFING



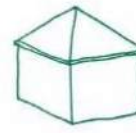
Front Gable



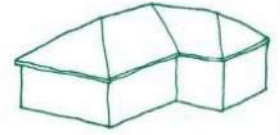
Side Gable



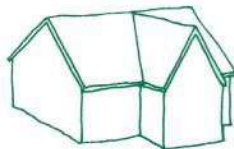
Ridged Hip



Pyramidal Hip



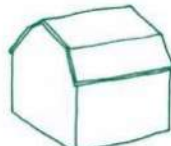
Cross Hipped



Cross Gable



Shed



Gambrel



Mansard



Flat with Parapet

### ROOF FORMS

There are six general roof forms. These roof forms can have various slopes and be combined in different manners to provide numerous types of roofs. They can be characteristic of different building styles.

- **Gable Roofs** include front, side, and cross-gable configurations. Gable roofs generally have two equally angled slopes that meet at a central ridge. They are one of the most common roof forms because of their ability to shed water and relative ease of construction. In the front gable configuration, the main entrance is located at a gable end. In the side gable configuration, the main entrance is located below the sloping side eaves of the roof. A cross-gable roof refers to intersecting front and side gable forms.
- **Shed Roofs**, also known as a pent roofs or lean-tos, are roofs with a single slope, essentially forming a half gable, with rafters spanning between one exterior and a secondary wall. Shed roofs are typically used for additions to existing buildings.

- **Hipped Roofs** features slopes on all sides, meeting at a ridge or, as with a pyramidal roof, at a point.
- **Gambrel Roofs**, also known as Dutch roofs, include a pair of shallow pitched slopes above a pair of steeply sloped roofs on each side of a center ridge. This roof type is characteristic of the Dutch Colonial Revival style.
- **Mansard Roofs** include a steeply sloped lower section beginning at the building cornice and a nearly flat upper slope that may not be visible from the ground. The lower slope can be straight, concave or convex. This roof type is characteristic of the Second Empire style.
- **Flat Roofs** may be a true horizontal or have a low slope to allow drainage. They often have a parapet, generally an extension of the building's exterior walls. In Oak Park, they are most often found on commercial and multi-family residential buildings.

### ROOF SLOPE & MATERIALS

The roof slope may help define the appropriate materials. Low-sloped to flat roofs need a continuous or nearly continuous roof surface to keep storm water from entering a building. Although very few roofs are truly "flat", low-sloped roofs, generally defined as a pitch below 3:12 slope (3-inch rise for 12-inch run) require a watertight roofing system, generally of metal roofing, built-up hot tar roofing, and rolled roofing. By contrast, steeper-sloped roof systems generally have shingles, in materials such as slate, clay, concrete, metal, wood, and asphalt.

The Guidelines were developed in conjunction with the Village of Oak Park's Historic Preservation Commission (HPC). For more information regarding application and review procedures, please consult the *Guidelines Introduction*, visit Village Hall or [www.oak-park.us](http://www.oak-park.us), or contact Village Staff at (708) 358-5440 or [historicpreservation@oak-park.us](mailto:historicpreservation@oak-park.us). For more information regarding HPC recommendations and requirements, refer to *Requirements for Roofing*.



## ROOF FEATURES

Roof features are decorative and sometimes functional elements that help to define the profile of a roof and should complement the building's style. Historic rooftop features include chimneys, dormers, cupolas, towers, turrets, finials, cresting, and weathervanes. When addressing roof features, it is important to remember they may be character-defining features and can be difficult and costly to replace.



**Chimneys** are typically designed to complement the style of a building and its period of construction. In Oak Park, many are constructed of brick and occasionally stone, some of which have been covered with stucco. Most building styles, including Colonial Revival and Classical Revival, tend to have square or rectangular chimneys, some with stone caps. Victorian period chimneys can include decorative detailing such as corbelling, varied patterns, and decorative surfaces.



**Dormers** protrude from the roof surface with a window at the downward slope, providing light and additional headroom in the interior. Dormer types, defined by their roofs, include gabled, shed, hipped, eyebrow, and arched dormers.

## ROOF ACCESSORIES

In addition to the roofing surface, roof accessories are part of the overall design. While they are primarily functional, they influence the roof's appearance. Roof accessories include flashing, gutters, downspouts and snow guards.

**Flashing** is thin sheet metal installed to prevent water from entering a building at joints and intersections. It is typically installed around chimneys, parapet walls, dormer windows, roof valleys, and vents, as well as at intersections of porches, additions, and bay windows. Flashing often deteriorates and fails before roof surfaces, particularly with more durable roofing materials such as slate, resulting in interior leaking. It is often possible to replace flashing without replacing the entire roof.

When replacing flashing or installing a new roof, it is important to select a flashing material that has an anticipated life span similar or longer than the roofing. Flashing is typically copper, terne coated (corrosion resistant alloy of lead and tin) steel, or aluminum. The longevity of is based upon its thickness, how quickly it deteriorates from weather, and whether it is galvanized, treated, or coated. Generally, copper and terne-coated steel have the longest life spans. Aluminum is more vulnerable to punctures, tears, and galvanic reaction to other metals and some roofing materials. It is important to verify that flashing materials are compatible with your roofing materials.

**Roof vents** are generally air and plumbing vents. Air vents include ridge and soffit vents. They provide an outlet for air and humidity from attics. ridge vents are installed at the peak of a sloped roof while soffit vents are located at roof eaves. Ridge vents are generally preferable. Plumbing vents typically provide ventilation for bathrooms, kitchens, and furnaces.

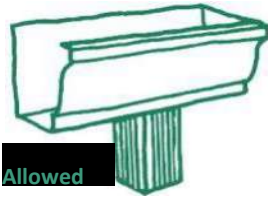
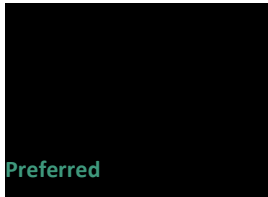
**Snow guards** are typically cast metal or bent wire devices arranged in a staggered pattern near an eave to prevent large masses of snow from sliding off a roof. Another form of snow guard is spaced brackets supporting metal rods above the roof surface. Both types of snow guards can protect eaves, cornices and gutters, and take advantage of the insulating effect of snow.

**Roof insulation** can greatly reduce heat loss during the winter and maintain a cooler environment in the summer, reducing cooling and heating costs. Installing a vapor barrier can also reduce attic moisture.

**Gutters** are typically located near or along the bottom edge of a roof slope to collect rainwater. Built-in gutters are hidden from view from the ground within or behind architectural features such as cornices or parapets. Built-in gutters are flashing materials wrapped around or within wood forms.

Hanging gutters are attached to the building just under the roof slope edge. Hanging gutters may be made of materials including wood, copper, galvanized metals, aluminum, and vinyl.

Similar to flashings, gutter materials have different life spans. Generally, copper has the longest life span, followed by terne coated steel. Aluminum is more vulnerable to punctures, tears, dents, and galvanic reaction to other metals. Vinyl or PVC can become brittle, and break in cold temperatures.



*Half-round gutters with round or rectangular downspouts are preferred over decorative gutters with corrugated downspouts. These decorative gutters often are stylistically incompatible with historic buildings.*

**Downspouts**, or rainwater conductors, are generally surface mounted to a building's exterior to bring a gutter's water down the face of the building to the ground or an underground drainage system. Downspouts can be made of copper, galvanized metal, aluminum and vinyl with similar characteristics, in a round or rectangular profile.

**Rain barrels** can collect water from downspouts for use in gardens and landscaping. As with other non-historic features, new rain barrels should be unobtrusive and placed where not visible from the street.



## INVESTIGATING HISTORIC ROOFING

Some research is usually needed to determine the historic roofing material for a building. A good place to start is in the attic. New roofs are often laid atop older roofing surfaces. Older roofs can sometimes be seen between the rafters. Another area to review is the roof framing, lath and sheathing. Lath is a wood strip used to support individual slates, tiles, and shingles, while sheathing is often a solid material such as plywood used to support asphalt and metal roofing.

Due to their weight, slate, clay, and concrete tile roofs require more substantial roof framing, and larger rafters with narrower spacing than the framing used to support wood shingles. If the original lath is visible, there are variations in lath spacing that relate to standard sizes for slate, clay and concrete tile, and wood shingles. Finally, metal roof installations may be identified by wood sheathing, which was often used in the place of lath.

If original materials have been removed or are not visible, historic photographs may be helpful. Check with staff at Village Hall and the historical society. Neighbors and similar nearby buildings may also provide clues about your original roofing materials.

## ROOFING MATERIALS

Historically, roofing materials were selected based on practical and aesthetic criteria including roof slope, weather conditions, and availability of materials and craftsmen. In Oak Park, historic roofing materials were generally slate, clay and concrete tiles, and wood shingles. Metal is also found and, later, asphalt shingles. Each material provides a specific color, texture, and pattern. For example, slate and wood shingles typically have variations in color, texture veining or graining, and thickness. Decorative slate shingles of varied colors and shapes were used in the late 19th century.

At the beginning of the 20th century new roofing materials were introduced, including asbestos and asphalt shingles, as well as varieties of rolled or built-up roofing for flat installations. The variety of metal roofing was also expanded to include copper, galvanized sheet steel, and aluminum.

Recently, a variety of roofing materials intended to simulate historic materials have been developed. These include "dimensional" or "architectural" asphalt-composition shingles and fiberglass, and metal or recycled rubber shingles intended to mimic the appearance of slate, wood, and clay shingles. The physical and aesthetic quality of these materials in comparison to the historic materials varies.



## Slate

Slate became a popular roofing material in the United States in the late 19th century as it became more available and favored architectural styles drew from early European traditions. Slate provided a durable, fire-resistant, and attractive surface. Slate is often seen on Victorian era houses including the Second Empire and Queen Anne styles, variety of shapes and colors made the roof surface a visually important building feature. Simple, square-cut slate was later used in with the Colonial Revival style.

A slate roof can last 60 to 125 years depending on the type of stone, quality of installation, and regularity of maintenance. A failing slate often slowly delaminates (splits into layers), chips, and absorbs moisture, causing the slate to deteriorate faster. Problems with slate roofs are typically the result of failure of roof accessories or fasteners, since they often do not have the same 100-year life span as the slate itself. To extend the life of a roof, property owners are encouraged to address small problems as they appear, using a qualified slate roofer.

Typical problems and possible repairs for slate:

- Loosening or corrosion of fasteners - reattach or replace fastener
- Split or cracked slate – install sheet metal under shingle, fill split or hole with roofing cement
- Missing or damaged slates or roof accessories – replace to match original

Extensive damage may mean that replacement of the roofing is needed. Property owners are strongly encouraged to match historic materials, including colors and decorative patterns. While installation of replacement slate roofing is encouraged, other materials with similar visual characteristics are available including ceramic tile, concrete/mineral fiber, and rubber. Some dimensional or architectural fiberglass asphalt shingles simulate the shapes, color, and varied color appearance of slate. If an alternative material is used, care should be taken to match the historic material as closely as possible. Additionally, synthetic materials may not be as durable.

## Clay & Concrete Tile

Clay and concrete tile roofs can last over 100 years, depending on the material's properties, manufacturing process, installation quality, and regularity of maintenance. Similar to slate, problems with tile roofs are typically the result of failure of roof accessories or fasteners, since they generally do not have the same life span as the tile itself. In addition, the tiles are relatively fragile and susceptible to damage from falling tree limbs and other impacts. To extend the life of a tile roof, property owners are encouraged to address small problems as they become apparent, using a qualified roofer.

Some benefits of tiles are that they can provide a watertight roofing system, fire resistance, and longevity at a relatively low cost over time. In addition, the tiles vary in shape, color, and texture, and can be made to resemble other materials including slate, weathered wood, and stone slabs.

Typical problems and possible repairs for tile:

- Loosening or corrosion of fasteners for tile or accessories – reattach or replace fastener
- Split or cracked tile – install sheet metal under tile; fill split or hole with roofing cement
- Missing or damaged tile or roof accessories – replace to match original

Depending on the number of tiles on a roof slope that are damaged or missing, replacement of the roofing might be warranted, although property owners are encouraged to install new clay or concrete tile and match the colors and decorative patterns with replacement materials. Other materials are used to simulate clay, concrete, or other tiles, but many do not have the same size and shape of the historic material and may not last as long. It is often possible to reuse salvaged tiles, taking care to verify availability of appropriate quantities of needed sizes, shapes, and colors. When replacing a roof, select flashing material that has a life span similar or longer than the roofing material.





### Asphalt

Asphalt and asbestos became popular roofing materials at the beginning of the 20th century because they were relatively inexpensive and easily installed. Early asphalt roofing was generally made of asphalt-saturated felts in a variety of shapes, styles, textures and colors. Today, asphalt shingles are made with fiberglass, generally as 3-tab or “architectural” or “dimensional” shingles, which include multiple layers of material with simulated shadows suggesting wood or slate. An asphalt shingle roof can be expected to last from 15 to 25 years with “architectural” or “dimensional” shingles lasting longer due to their multiple layers. Over time, asphalt shingles can curl, lose their mineral coating, be dislodged by wind or ice, or become brittle.

Typical problems and possible repairs for asphalt:

- Split or puncture – install sheet metal under shingle, fill split or hole with roofing cement
- Moss or mold on surface – trim adjacent trees allowing sun to dry out roof surface, check attic for adequate ventilation
- Missing or damaged shingles or roof accessories – replace to match original

Depending on the amount of damaged asphalt on a roof slope, replacement of the roofing might be required. Some historic styles and colors for asphalt shingles are still available. Property owners are encouraged to match historic materials as closely as possible.



### Asbestos Shingles

Great care should be taken when working with asbestos products. Work should be done by a licensed contractor. Property owners are responsible for ensuring that all asbestos removal and disposal meets all applicable regulations and procedures.

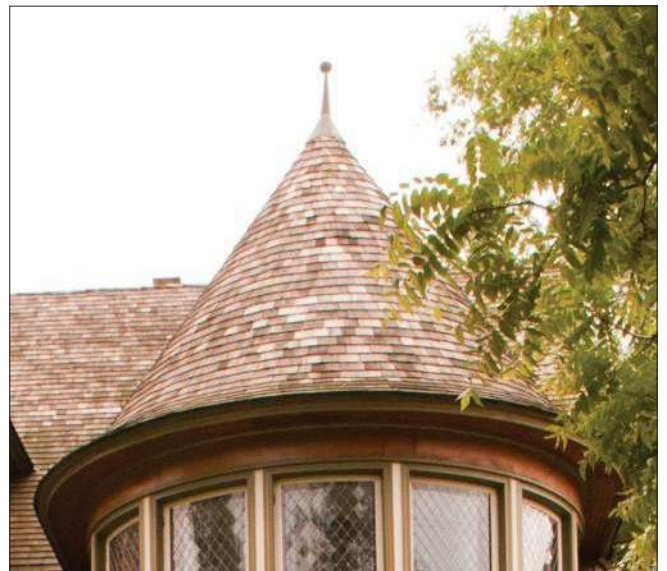
### Wood Shingles

Wood shingles are typically made from cedar, cypress, redwood, oak, elm or white pine. A wood shingle roof can last 30 to 60 years depending on the roof slope, quality of materials and installation. However, like all exposed exterior wood surfaces, a shingle roof is subject to deterioration from rot, splitting, warping and eroding. In many cases, wood shingle roofs are replaced at the first indication of a localized problem when regular maintenance or a less intensive repair would be sufficient. Common locations of problems are the roof accessories including the fasteners, flashing and gutters, which might have a shorter life span than the wood shingles. To extend the serviceable life of a roof, property owners are encouraged to address localized problems as they appear.

Typical problems and repairs for wood shingles:

- Loosening or corrosion of fasteners for shingles or accessories – reattach or replace fastener
- Split or punctured shingle – install sheet metal under shingle; fill split or hole with roofing cement
- Moss or fungi on surface – trim back adjacent trees, allowing sun to dry out roof surface; investigate fungicide application; check attic for adequate ventilation
- Missing or damaged shingles or roof accessories –
- Replace to match original

Depending on the extent of damage, replacement of the roofing might be necessary. Property owners are encouraged to install replacement wood shingles that match the historic material. Wood roofing replacement alternatives include dimensional fiberglass asphalt shingles. Alternatives should match existing as closely as possible.





## SUBSTITUTE ROOF MATERIALS

Use care when picking substitute materials as they may not have the longevity promised and they can potentially damage historic building materials.



Here, the roof rafters running down the roof slope, are relatively small and widely spaced. The darker wood lath strips located between the rafters are covered with plywood. The wide spacing of the rafters and lath suggests a lighter roofing material such as wood shingles instead of slate or tiles.

## ROOF REPLACEMENT CONSIDERATIONS

The following are a few items that should be considered for any roof replacement project:

- Roofing work is potentially dangerous and should be done by professionals.
- All roofers are not experienced in all materials. Be sure to obtain references and verify that roofers have appropriately completed similar work.
- Confirm the extent of both the material and installation warranties and company histories.
- Confirm the life-cycle cost associated with roof replacement. Traditional materials tend to last longer than newer materials.
- Confirm whether removal of existing roofing is required before installing the new roofing. Too much weight can damage structural elements.
- Look for rot or decay and make necessary repairs to the sheathing or lath and structural elements.
- Confirm that the roof framing can support the roof material and provide appropriate ventilation under roof surface.
- Use appropriate underlayment including building paper, rosin paper (slip sheet) and/or ice shield.
- Install appropriate vents for roofing materials and installation.

## Flat Roofing Systems

There are a variety of flat or low-slope roof systems including metal roofing, built-up roofing, single-ply roofing, and modified bitumen roofing.

Typical localized problems for flat roofs include:

- Splits, punctures, or cracking of surface
- Standing water or poor drainage

In selecting the most appropriate roofing material, it is important to select one that will address the building drainage and weight limitations and other functions such as maintenance and lifespan.



## Metal Roofing

Metal became popular for roofing following the Civil War and can be found on a variety of buildings and structures. Traditional sheet roofing metals include lead, copper, zinc, tin plate, terne plate (a corrosion resistant alloy of lead and tin), and galvanized iron (zinc coated). Many metal roofs require painting. Traditional colors include red, silver, green, and black. Shallow sloped roofs like porches, cupolas, or domes, feature small rectangular pieces of metal roofing soldered to form a weather-tight surface. On steeper roofs, long sheets of metal roofing are crimped together resulting in regular ridges down roof slopes.

A well-installed and maintained metal roof is very durable and can last well over a century. If not properly installed, metal roofing is subject to expansion and contraction with changes in temperature, resulting in buckling and warping. Similar to slate roofing, metal roofing work should be undertaken by a specialist.



*Ideally, the solar panels would not be visible from the street, but the above installation is appropriate as it is on a side, is removable, and does not affect any character defining features of the house.*

## **SOLAR PANELS IN HISTORIC DISTRICTS**

The Oak Park Historic Preservation Commission supports sustainable “green” building including reuse of historic buildings and use of alternative energy sources. However, solar panels should be installed in a way that is compatible with a historic district. Specifically, installation of solar panels should meet the Guidelines and the *Secretary of the Interior’s Standards*. If care is taken to consider impacts of solar panel installation both on the building in question and the neighborhood, such a project may be completed in a way that requires minimal review and preserves the historic character for which Oak Park’s historic districts are known.

The section below outlines review requirements and provides recommendations to best meet the Architectural Review Guidelines. For feedback on individual projects, please contact Village staff or consider attending an Architectural Review Committee meeting.

### **Are solar panels allowed in Oak Park’s historic districts?**

Solar panels are permitted in Oak Park’s historic districts but should be installed in a sensitive way that minimally visible from the street. Ideally, solar panels are installed in locations not visible from the street and in a way that does not damage any character defining features of a historic resource. For example, appropriate installation locations may include on the roofs of garages hidden from view by the main house or on rear roof slopes. If solar panels must be installed on side-facing roof slopes, they should be placed as far back from the street as possible.

In most cases, solar panels may be mounted on the structural framework of historic buildings and structures when the following conditions are met:

- All efforts have been made to place the panels in areas that are not readily visible from the street, such as on rear roof slopes, behind dormers, or on a garage located behind the house.
- Solar panels should stand off from the wall or roof of the building.
- Panels shall be “readily reversible.” This means that their installation allows for future removal of the panels without any damage or alteration of the original historic structure.
- No damage or removal of any historic feature of the building shall take place as part of the installation of the solar panels. Projects involving demolition of historic materials require a Certificate of Appropriateness from the Historic Preservation Commission.
- Solar panels are not to be placed on the slope of the roof or wall of the building’s primary facade, which faces the street on which the building is situated.

### **Do solar panel installations require Certificates of Appropriateness from the HPC?**

If the solar panel installation meets the criteria listed above, the project can likely be approved administratively without additional Historic Review. Any Oak Park Landmarks or projects involving demolition of historic materials will require a Certificate of Appropriateness from the Historic Preservation Commission.

If any of the conditions above are not met, then the applicant may need to get a Certificate of Appropriateness or a Certificate of Advisory Review from the Historic Preservation Commission. If you have any questions, contact Village staff at 708.358.5440 or [historicpreservation@oak-park.us](mailto:historicpreservation@oak-park.us) for more information.



*As with the photo at the top left, the ideal location of solar panels would not be visible from the street. However, this alternative is appropriate.*



# Village of Oak Park

## Historic Preservation Commission

### REQUIREMENTS FOR NEW CONSTRUCTION & ADDITIONS IN A HISTORIC CONTEXT

#### WHAT YOU NEED TO KNOW ABOUT NEW BUILDINGS AND ADDITIONS

New construction can be a sign of the economic health and vitality of Oak Park and can take many forms, including:

- New primary buildings, such as houses
- New secondary buildings, such as garages
- Additions to existing buildings

Prior to undertaking the construction of an addition or new building, the architectural character of the property, adjacent properties, and neighborhood should be taken into account. New construction should not mimic historic design, as this would tell a false history, but it should be compatible with surrounding properties in terms of massing, scale, height, and materials.

#### WHAT YOU NEED TO KNOW ABOUT DEMOLITION AND RELOCATION

Any permit to demolish or relocate a building or structure that is contributing resource within one of Oak Park's local historic districts requires a Certificate of Appropriateness (COA). The Historic Preservation Commission (HPC) must approve the COA prior to the issuance of a permit. This includes the demolition or relocation of houses, barns, garages, coach houses, and outbuildings.

Full or partial demolition or relocation of Oak Park Landmarks or of contributing resources within local historic districts may drastically alter the historic character and diminish the historic integrity of the property and the district as a whole. As a result, the HPC rarely considers the demolition or relocation of Landmarks or contributing resources within the historic districts. Alternatives should be considered such as rehabilitation, adaptive reuse, or the construction of an addition. These options may provide long-term viability while retaining the historic character of the neighborhood. In addition, these options are generally more sustainable.

Non-contributing resources within the historic districts may be relocated or demolished without

additional Historic Review. This is also true for some secondary structures that are not visible from the street, such as a garage located directly behind a house. Non-contributing resources include garages constructed outside the historic district's period of significance.

New construction, including of new garages visible from the street, requires Advisory Review from the HPC.

#### RECOMMENDED BEST PRACTICES FOR NEW CONSTRUCTION, ADDITIONS & DEMOLITION

##### Additions

- When designing a horizontal addition to a historic building, set it back in order to maintain the prominence of the main façade.
- To create a visual distinction between an addition and a historic building, consider such methods as creating a connecting link or "hyphen" between the building and addition, lowering the roof line or cornice of the addition so that it does not line up with the building,; or using compatible but different exterior materials.
- When considering compatibility of an addition, use the following general strategies: make the overall form and massing of the addition similar than the main structure; use the same general slope, form, and overhang on the addition as on the main structure (e.g., steep gable roof with deep eaves); use similar window size, orientation, and operation on the addition as the main structure; use materials that either match the original structure or are visually compatible; and use matching or similar details such as trim, porches, columns, etc.

##### New Construction

- When designing a new building to be compatible with the neighborhood and adjacent buildings, consider carefully how the new structure relates to the character of the neighborhood in terms of scale, massing, street frontage, materials, height, windows and door placement, details, and finishes.

## RECOMMENDED BEST PRACTICES FOR NEW CONSTRUCTION, ADDITIONS & DEMOLITION

### Demolition and Relocation

- Make every attempt to reuse a historic resource prior to considering demolition or relocation. These should include stabilization, weatherproofing and securing the building; the sale or transfer of the property to someone who will reuse the building; and renovation or adaptive use of the building.

- Consider reusing or donating salvageable materials such as windows, doors, hardware, shutters, bricks, and siding to an architectural salvage company for use in other projects rather than disposing in landfills.

## REQUIREMENTS FOR NEW CONSTRUCTION, ADDITION, & DEMOLITION PROJECTS REVIEWED BY THE HPC

### Additions

#### *Maintaining Historic Character*

- An addition shall not change the historic character of the historic building.
- An addition shall be compatible with the historic building to which it is attached, including siting, massing, scale, materials and street rhythm.
- An addition shall not remove character-defining features, historic windows, historic siding or other historic material from the historic building that are visible from the street.
- Exterior finish materials of the addition shall be compatible with that of the historic building.
- An addition shall protect the historic character of the building by making a visual distinction between the historic building and addition.

#### *Size and Configuration - Horizontal Additions*

- The size, configuration and massing of all additions shall be such that when viewed from the street, the addition does not visually overpower the historic building.
- Additions shall be constructed only on a rear or side façade so that the historic building retains its prominence as the primary structure viewed from the street.
- The shape and slope of roofs on an addition shall be compatible with those of the historic building.

#### *Size and Configuration - Vertical Additions*

- If a new floor or floors are added to a building, they shall be set back from the front façade an appropriate distance so as not to visually overwhelm the primary façade of the historic building.
- The overall massing and scale of a vertical addition shall be compatible with the scale of the neighboring buildings.
- The entire roof of a historic building shall not be raised vertically to provide attic headroom so that the attic would appear to be an additional floor.
- The shape and slope of roofs of an addition shall be compatible with those of the historic building.

#### *Size and Configuration - Dormer Additions*

- Any individual dormer visible from the street shall not cover more than 50% of the roof plane on which it sits. If more than one dormer is added, the aggregate configuration of all dormer additions shall not appear to add another floor to the existing building when viewed from the street.
- Dormer roof design shall be compatible with the slope of the main roof or be a slope and configuration characteristic of the style of the house.
- Every dormer shall have at least one window. Dormer windows shall be compatible with those used in the historic building.
- Exterior finish materials of dormer additions shall be compatible with that of the historic building.

#### *New Construction - Including Garages*

- New construction shall be compatible with the adjacent buildings and the historic district as a whole.
- New garages shall be accessed from the alley where alleys exist at the rear of any house. Where driveways and curb cuts exist, do not widen.
- New garages shall be compatible with the style, size, material, roof profile and details of the primary historic building on the lot.
- When a demolition of a significant accessory structure occurs, the new structure should closely resemble it to the greatest extent possible.

#### *Demolition and Relocation*

- Landmarks and contributing resources in historic districts shall be retained and repaired in their original location.
- Historic accessory buildings and structures, such as garages and coach houses, which are visible from the street shall be retained and repaired in their original location.
- In cases of demonstrated economic infeasibility, demolition or relocation of contributing resources in historic districts and historic accessory buildings visible from the street can be considered at the discretion of the Commission.





# Village of Oak Park

## Historic Preservation Commission

### GUIDELINES FOR NEW CONSTRUCTION & ADDITIONS IN A HISTORIC CONTEXT



*The Village of Oak Park encourages quality and excellence of design that relates to its historic context to allow for the creation of the Village's future landmarks.*

#### ZONING

When appropriate, the HPC will work with the applicant and the Zoning Board of Appeals or Plan Commission if a variance, special use permit, zoning amendment, subdivision, or planned development is requested within a local historic district or within 250 feet of an Oak Park Landmark.

The Guidelines were developed in conjunction with the Village of Oak Park's Historic Preservation Commission (HPC). For more information regarding application and review procedures, please consult the *Guidelines Introduction*, visit Village Hall or [www.oak-park.us](http://www.oak-park.us), or contact Village staff at (708) 358-5440 or [historicpreservation@oak-park.us](mailto:historicpreservation@oak-park.us). For more information regarding HPC recommendations and requirements, refer to *Requirements for New Construction & Additions in a Historic Context*.

#### NEW CONSTRUCTION & ADDITIONS IN A HISTORIC CONTEXT

Oak Park is internationally known for its historic architecture and features a variety of building ages, styles, and types. The HPC does not impose a single building type or architectural style for new construction. Instead, it encourages a review of the area surrounding the project site to influence and direct the proposed design. In the review of new construction, the HPC encourages quality and excellence of design that relates to its historic context to allow for the creation of the Village's future landmarks.

Prior to undertaking a new construction or addition project, the Village encourages property owners to understand the unique architectural character of Oak Park and allow that understanding to inform their design. Property owners are strongly encouraged to consult the other Requirements and Guidelines sections to better understand the historic context and appropriate design and materials for new construction and additions early in the design process.

## COMPATIBLE DESIGN PRINCIPLES

The development of each of Oak Park’s neighborhoods followed its own pattern and rhythm. Building types, styles, and sizes vary depending on the location and time of development. Each of Oak Park’s neighborhoods tells part of the story of Oak Park’s history. To continue the evolution of the built environment, the HPC encourages creative solutions that reflect current design while being sensitive to the character of their historic surroundings.

Each historic district and individual landmark has its own unique characteristics and vocabulary. The specific styles and types of compatible new construction or additions vary depending on the context. What might be appropriate at one property is not necessarily appropriate at another. As such, no specific design solutions for new construction or additions are mandated. However, in making determinations regarding the appropriateness of new construction or additions, the HPC uses *The Secretary of the Interior’s Standards for Rehabilitation* and general design principles when reviewing the compatibility of a proposal within the property’s specific context. When reviewing applications, the HPC will consider the following design principles:



*This new residence is compatible with the historic homes in the Village of Oak Park.*

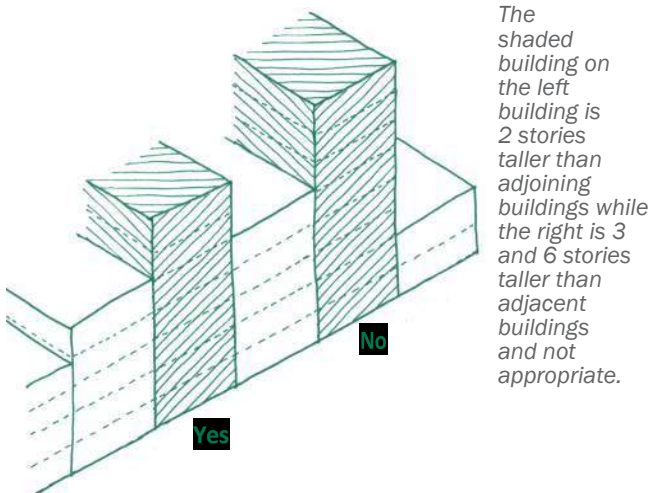
DESIGN PRINCIPLES	ADDITIONS AND NEW CONSTRUCTION
<b>Scale: Height and Width</b>	Proportions and size of the addition/new building compared to existing
<b>Building Form and Massing</b>	Three-dimensional relationship and configuration of the addition/new building footprint, walls, and roof, compared with existing
<b>Setback: Yards (Front, Side and Rear)</b>	Distance from the addition/new building to the street and property lines
<b>Site Coverage</b>	Percentage of the site that is covered by addition/new building, compared to similar nearby sites
<b>Orientation</b>	The location of the front of the addition/new building and its principal entrance relative to other buildings on the block
<b>Architectural Elements and Projections</b>	The size, shape, proportions and location of doors, porches, balconies, chimneys, dormers, parapets and elements that contribute to an overall building’s shape and silhouette relative to neighboring buildings
<b>Alignment, Rhythm and Spacing</b>	The effect the addition/new building will have on the existing street patterns
<b>Façade Proportions: Window and Door Patterns</b>	The relationship of the size, shape and location of the addition/new building façade and building elements to each other, as well as to other buildings on the block
<b>Trim and Detail</b>	The decorative elements and features of a building, such as molding and columns, and how they relate to the existing and neighboring buildings
<b>Materials</b>	The products with which an addition or building is composed or constructed and how these relate to existing buildings

## PRINCIPLES FOR NEW CONSTRUCTION

### Scale: Height and Width

The proportions of a new building and its relationship to neighboring buildings establish its compatibility within a neighborhood or block. The height-width ratio is a relationship between the height and width of a street façade and should be similar in proportion to neighboring buildings. New construction should be neither visually overwhelming nor underwhelming when compared to its neighbors.

While buildings of in variety of scales exist in Oak Park, buildings that differ in scale from those in their immediate surroundings can negatively impact their neighborhood. If large-scale construction is considered, particular attention will be given to the location, siting, setbacks, façade treatments (e.g. materials, windows, and doors ), and the effect of the proposed building on the streetscape and neighborhood as a whole.



*It is Generally Appropriate to...*

- Construct a new building that is similar in height and width to buildings on adjacent sites
- Construct a new building larger than adjacent buildings by breaking the building mass, e.g. dividing its height or width, to conform with those adjacent
- Construct taller portions of the buildings away from the street



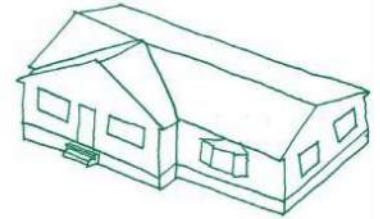
*The height and width of new construction should be visually similar to neighboring properties.*

*It is Generally Inappropriate to...*

- Construct a new building that appears significantly larger, wider, taller, shorter, or bulkier than surrounding buildings
- Construct a new building that does not maintain or suggest the widths and/or heights of adjacent buildings
- Construct a new building that is more than 2 stories taller than adjacent buildings



**Vertical**



**Horizontal**

*Although both of the proposed houses have intersecting gable roofs, the massing and proportions of the house to the right are significantly more horizontal compared to the more traditional, vertical house on the left.*

### Building Form and Massing

Building form refers to the shape of major volumes while massing refers to the overall composition of those volumes or its overall “bulk” and how it sits on the site. Elements that are typically used to define building form and massing include the roof form, as well as projecting elements such as wings or bays. New buildings should have similar form and massing to adjacent construction in order to be compatible with the surrounding neighborhood.

*It is Generally Appropriate to...*

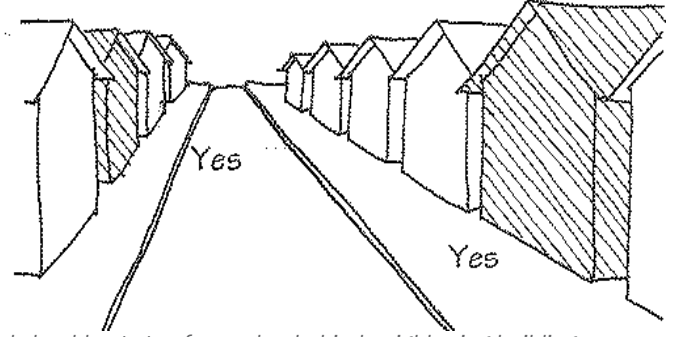
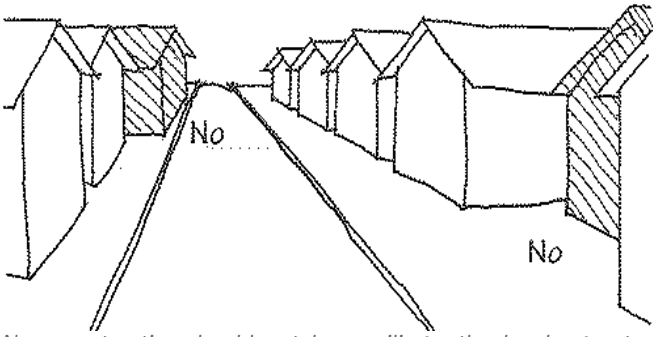
- Construct a new building with similar form and massing to buildings on adjacent sites
- Construct roof forms, wings, eaves and bays and other projecting elements that are similar to those found on the block of the proposed building
- Match adjacent cornice heights

*It is Generally Inappropriate to...*

- Construct a new building whose form and massing are not found in the immediate vicinity of the project



*The central building is five stories tall. It abuts adjoining walls, steps up in the center, and transitions to the lower adjacent building, making it appear less massive.*



New construction should match prevailing setbacks along a streetscape and should not step forward or behind neighboring buildings.

**Setback**

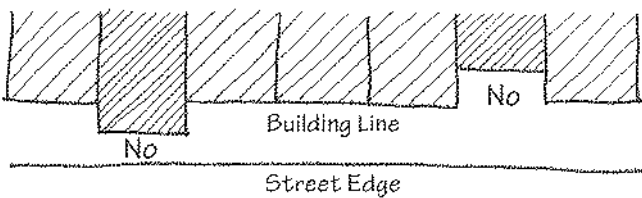
A setback is the distance between the building and the street or property lines. These are generally determined by zoning requirements. New construction should reflect prevailing setbacks to create visual continuity and cohesiveness along streetscape. These elements typically include walls, fences, building façades, porches and balconies. A consistent setback maintains the visual rhythm of the buildings and site elements in the neighborhood and makes new construction more compatible in its setting.

*It is Generally Appropriate to...*

- Keep the visual mass of the building at or near the same setback as buildings on adjacent sites
- Keep landscape elements, such as walls and fences, and projecting elements, such as porches and balconies, at similar setbacks as adjacent buildings

*It is Generally Inappropriate to...*

- Construct a new building in a location on a site that greatly varies from buildings on adjacent sites
- Create large front yard setbacks to allow for parking in front of a building



New construction should not step forward from or recede back from adjacent buildings on the streetscape.

**Site Coverage**

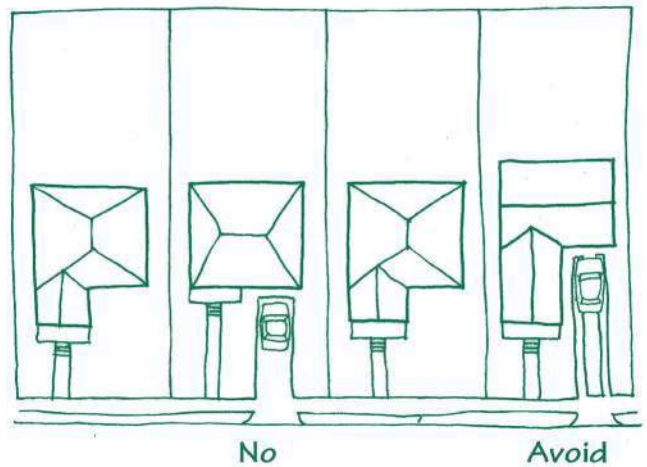
The percent of a lot that is covered by buildings should be similar to adjacent lots. Although zoning regulates the maximum allowable coverage area and minimum setbacks, the overall building-to-lot area should be consistent along a streetscape. If parcels are combined for a larger development, the site coverage proportions should be minimized by breaking large building masses into smaller elements to be more compatible with adjacent buildings.

*It is Generally Appropriate to...*

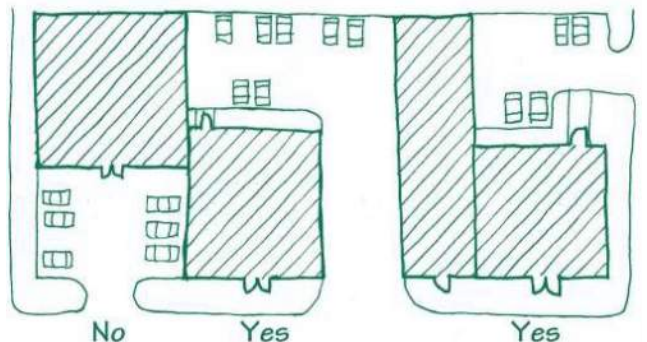
- Maintain the building-to-lot proportions found on adjacent lots
- Adjust the massing to suggest building-to-lot proportions found on adjacent sites
- Screening parking, mechanical equipment and garbage collection from public view with fencing, shrubs, or walls

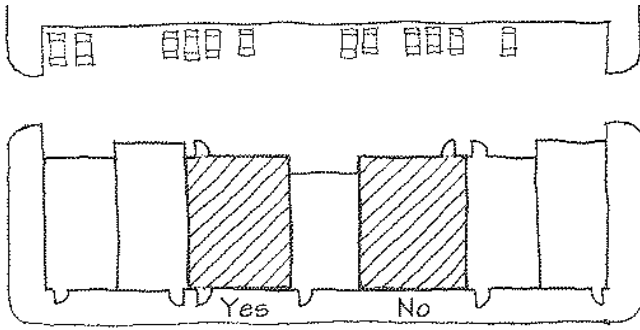
*It is Generally Inappropriate to...*

- Construct a building that does not maintain or suggest similar building-to-lot proportions as on adjacent sites



Parking in front of a building suggests a different building-to-lot relationship and is generally not appropriate. In residential cases where the side yard is not wide enough for a driveway leading to the rear yard and there is no rear alley, minimize the paved area of the front yard and park beyond the front of the house. In commercial settings, have cars access a rear parking lot by a driveway or secondary-street.

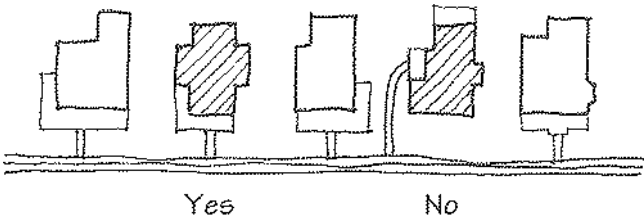




Commercial buildings should retain a street entrance. A secondary entrance facing a parking area can also be added.

### Orientation

The principal façade of new building should be oriented in the same direction as the majority of the buildings on the street, with main entrances located on the principal façade. In the case of new construction on a corner site, the front façade should generally face the same direction as the existing buildings on the street and follow the rhythm of the streetscape. Refer to the Zoning Ordinance for specific site orientation requirements.



In most cases, the primary entrance for residential buildings should face the street.

*It is Generally Appropriate to...*

- Orient the primary façade and principal door parallel with the street

*It is Generally Inappropriate to...*

- Orient the primary façade or principal elevation of a building on secondary street elevation



The entrance of the corner building is oriented towards the perpendicular street and is inappropriate.

### Architectural Elements and Projections

Throughout Oak Park’s neighborhoods, the rhythm of the streetscapes is highlighted by the projection of porches to relieve otherwise flat façades, as well as chimneys, dormers, and parapets projecting from each roof that contribute to its overall shape and silhouette. It is generally not appropriate to add new architectural elements or projections to a historic building, unless there is evidence that it previously existed or is appropriate for the building’s type or style. While it is important to avoid creating a false sense of history, new construction may take these elements into consideration when creating compatible designs.



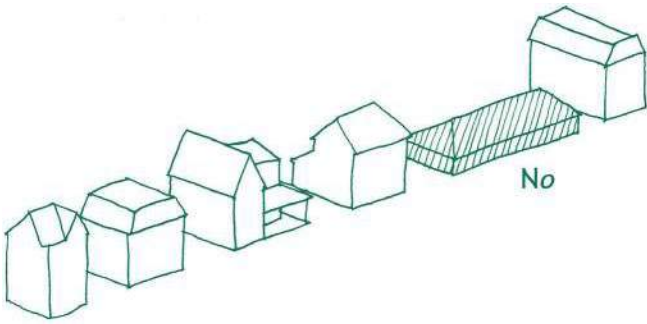
The original porch was missing and replaced with a compatible style, including scale and setback.

*It is Generally Appropriate to...*

- Construct a building with an architectural element or projection designed and detailed similarly to those found at neighboring buildings
- Design an architectural element with simplified detailing that is similar to architectural elements at comparable buildings within the local historic district or setting
- Construct porch floor and ceiling heights at similar heights as those found on neighboring buildings where permitted by code

*It is Generally Inappropriate to...*

- Construct a new architectural element on a historic building that is not historically accurate
- Construct a porch, balcony, parapet, or dormer on a building type or style which typically would not have included one or in a configuration or location where they are not appropriate for the building type



The existing houses along this row vary in design though they have similar heights, widths, and roof slopes. The scale of the new building is too short and wide for the context and is inappropriate.

### Alignment, Rhythm, and Spacing

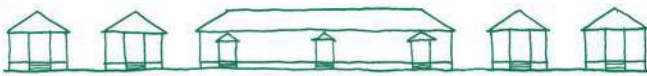
Although the architecture of Oak Park is characterized by great variety of building types and styles, within each block there tends to be consistency in façade proportions and space between buildings. Consistent spacing establishes a rhythm which should be applied to new construction. This rhythm and spacing not only refers to the building, but also the porch and bay projections along the streetscape.

*It is Generally Appropriate to...*

- Align the façade of a new building with the façades of existing adjacent buildings
- Align roof ridges, porches, balconies, cornices, eaves and parapets with those found on existing adjacent buildings
- Construct new buildings that have similar widths and side yard setbacks relative to other neighboring buildings on the street
- Construct larger new buildings than those on adjacent sites, if the larger building is visually divided to suggest smaller building masses

*It is Generally Inappropriate to...*

- Place the primary façade of a building out of alignment with existing buildings on adjacent sites
- Add a building to a site that does not maintain or suggest the spacing of buildings on adjacent sites



When constructing larger-scale buildings, they should be visually divided to suggest the rhythm and spacing of other buildings on the streetscape. The projecting porches on the lower example suggest multiple residences of similar spacing as adjacent buildings.



Front-facing garages are generally not appropriate in a historic residential context.

### Façade Proportions; Window and Door Patterns

The rhythm and pattern of principal façades of new construction should reflect and maintain neighborhood patterns. Across the width of a façade, rhythm and patterns typically include the number of bays and the location and spacing between doors, windows, porches, and other features.

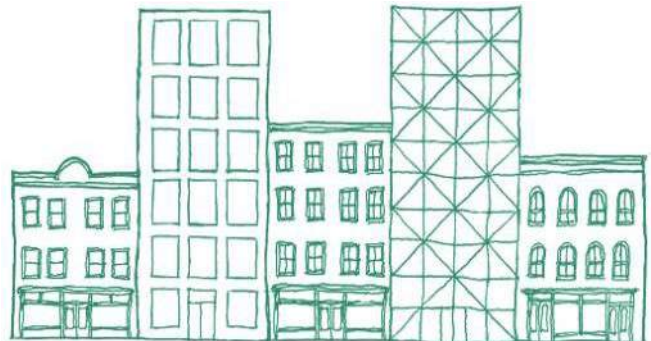
There are also vertical components of rhythm and pattern. These include the distance of the first floor or porch above ground level, building floor-to-floor heights, cornice heights, and the distance between rows of windows. In some instances, where the proposed use and scale of a new building prevents maintaining rhythms and patterns, the property owner is encouraged to incorporate detailing to suggest them such as pilasters, which give the impression of bays or multiple buildings.

*It is Generally Appropriate to...*

- Construct a building whose façade height and width proportions are similar to adjacent buildings
- Use similar sizes, locations, and numbers of windows and doors to adjacent buildings
- Use windows and doors on new construction that are stylistically compatible with adjacent buildings

*It is Generally Inappropriate to...*

- Install window or door types that are incompatible in type, proportion, or pattern with the surrounding local historic district or setting



The 6-story building to the left has a rectilinear window pattern that is compatible with its neighbors. The right building has a glass façade with a diagonal mullion pattern which is incompatible with adjacent buildings.

## Trim and Details

Trim and details include the moldings, decorative elements, and features of a building that are secondary to major surfaces such as walls and roofs. Historically, trim and details were often installed to serve functional needs. Over time, they were modified to enhance the building type and style. In addition, trim often serves to infill or provide a transition between different materials or building elements such as walls and windows.

Details can be functional and decorative and include cornices, lintels, arches, balustrades, chimneys, shutters, columns, and posts. For example, louvered shutters visually frame a window or door opening, provide security, and can regulate light and air when closed. By contrast, shutters screwed into a building wall do not serve a functional purpose.

In most cases, the exterior details and forms of new construction should provide a visual link to neighboring historic buildings. In the same way that new buildings should be compatible with but not copy historic buildings, new details should be compatible with but not copy historic trim and details. However, existing details and trim on other buildings may be used as the basis for those on new buildings.

The trim and details of new construction should be used to accomplish purposes similar to those used historically, both functionally and decoratively. When installed, trim and details should create a unifying effect on a building and should be compatible with the context of the neighborhood.

### *It is Generally Appropriate to...*

- Construct a new building with details and trim that complement historic neighboring trim and details
- Install trim and details appropriately scaled to the building type and style
- Install detail that is functional with a high level of craftsmanship rather than simply applied decoration

### *It is Generally Inappropriate to...*

- Copy historic trim and details exactly unless duplicating a historic building
- Apply details and trim that are stylistically incompatible with the new building



*The upper two stories of this building are an addition. The fenestration pattern, materials, and details are compatible with the historic portion of the building.*

## Materials

The materials used for walls, roofs, windows, doors, trim, porches, balconies, and other visible external elements contribute to a building's character and appearance. Typically, materials for new construction should match those predominantly found on surrounding buildings. However, for new construction, new materials need not be identical to historic materials if they are complementary, particularly along streets where existing buildings are of diverse materials.

Inappropriate materials include inaccurate representations of historic materials, such as plastic "bricks" and aluminum or vinyl "clapboards." These imitations fail to produce the size, texture, proportions, and colors of the real materials. It is important to note that the characteristics of exterior materials can be as important as the material itself.

### *It is Generally Appropriate to...*

- Use exterior materials that are present in adjacent neighboring historic buildings for new construction

### *It is Generally Inappropriate to...*

- Install a material where it is historically and stylistically incompatible
- Install building materials that do not exist in the surrounding area



Additions to historic buildings should be subordinate and read clearly as an addition.

## ADDITIONS TO EXISTING BUILDINGS

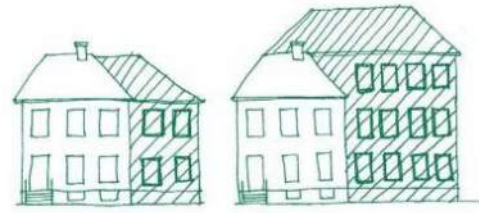
Most residential additions expand the footprint of an existing building by constructing more space at the rear or side. If appropriately designed, additions to existing buildings can provide increased space while maintaining the historic character of the original building and streetscape. To meet *The Secretary of the Interior's Standards for Rehabilitation*, an addition to a historic building should be subordinate to the historic building and read clearly as an addition. This can be achieved through its scale, form, massing, materials, and details.

Additions to existing properties should not obscure, damage, or destroy significant architectural material and should be compatible with the design of the property, as well as the neighborhood. Whenever possible, additions should be constructed in a manner that, if removed in the future, will leave the essential form and integrity of the historic building intact.

When constructing additions to existing buildings, property owners are encouraged to consider the integrity of the existing building and its historic significance. Similar to the principles for new construction, additions should not duplicate historic building details, but should be visually compatible. The character defining features of a historic building may help guide the design of a sensitive addition.

### ZONING REQUIREMENTS

Proposed additions must comply with all requirements of the Village of Oak Park Zoning Ordinance (as amended), including lot coverage, height, and setbacks.



Yes

No

The addition at the left example is more in keeping with the scale of the existing residence. In the right example, the addition overwhelms the existing residence.

## PRINCIPLES FOR ADDITIONS

### Scale: Height and Width

Additions to existing buildings should generally be smaller to the original building, with similar floor-to-floor and first floor heights.

*It is Generally Appropriate to...*

- Construct an addition that is smaller or similar in scale to the existing building or those adjacent
- Construct an addition larger than adjacent buildings by breaking the building mass, dividing its height or width to conform with adjacent buildings

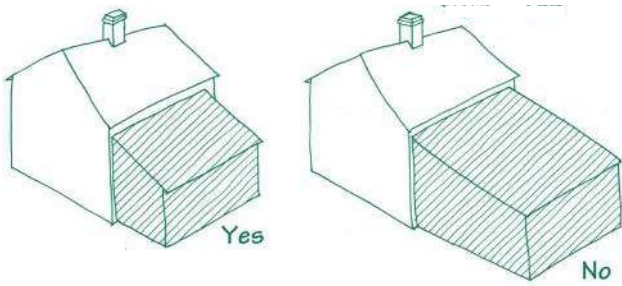
*It is Generally Inappropriate to...*

- Construct an addition that appears larger, wider, taller, shorter, or bulkier than the existing or surrounding buildings
- Construct an addition that does not maintain or suggest the widths and/or heights of existing or adjacent buildings



This 3rd floor addition overwhelms the historic building and is inappropriate. Its scale is substantially larger, the side gable roof form has been altered to a flat roof, the footprint has been greatly expanded, the window size and proportions are dramatically different, and trim, details, and materials vary greatly from the historic building.





When adding a shed roof addition, the roof slope should be similar to the main roof slope. Long shed roof additions with shallow roof slopes are generally not appropriate.

### Building Form and Massing

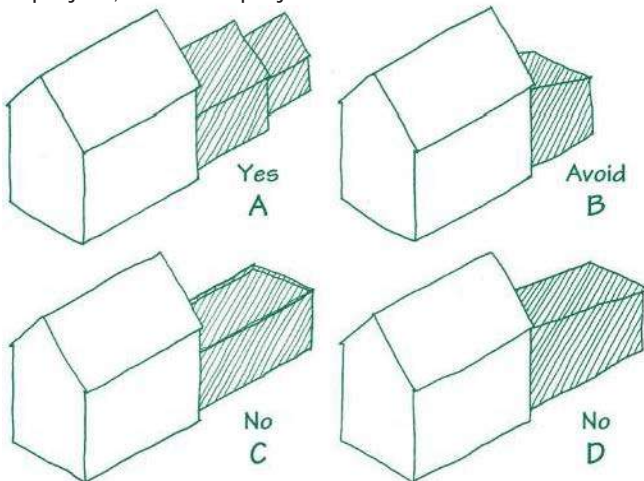
The building form is the shape of major volumes and massing refers to the overall composition of the major volumes. The form and massing of additions should complement, but not necessarily match, the original building. For example, it is often appropriate to construct a small, rear, gable-roof addition on an existing gable roof building.

*It is Generally Appropriate to...*

- Construct an addition with similar form and massing to the existing building and buildings adjacent
- Construct roof forms, wings, bays, and other projecting elements similar to those found on the existing building and nearby buildings

*It is Generally Inappropriate to...*

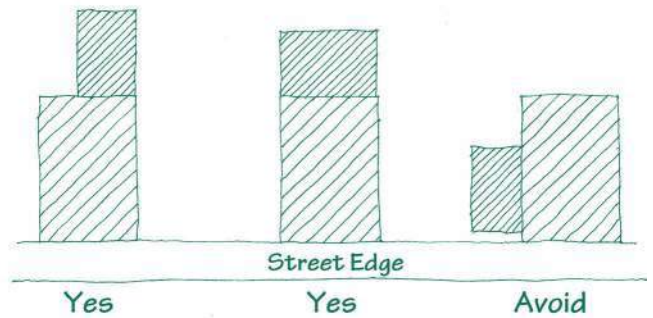
- Construct an addition whose form and massing are not found in Oak Park, the immediate vicinity of the project, or on the project site



**Example A:** Gable roof additions of decreasing size are appropriate additions to a gable roof building. Additions similar to this with decreasing geometry are typical of historic construction.

**Example B:** A small shed roof addition is appropriate in some locations.

**Examples C and D:** Long shed and flat roof additions are inappropriate form for gable roof buildings. The length of the single mass visually competes with the original building.



The visibility of the left and middle additions would be limited from the sidewalk and the street. The addition to the right is very visible from the sidewalk and street and should be avoided.

### Setback

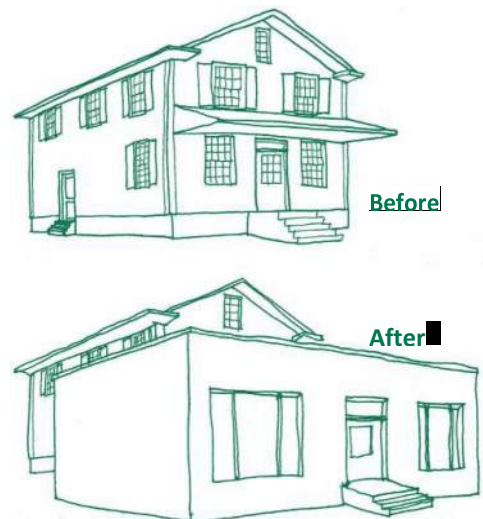
Additions should be positioned to have the least visible impact as viewed from the street. Additions at front façades generally prohibited and rear additions generally most appropriate. Additions at side elevations may be appropriate, but should be located as far back as possible from the street.

*It is Generally Appropriate to...*

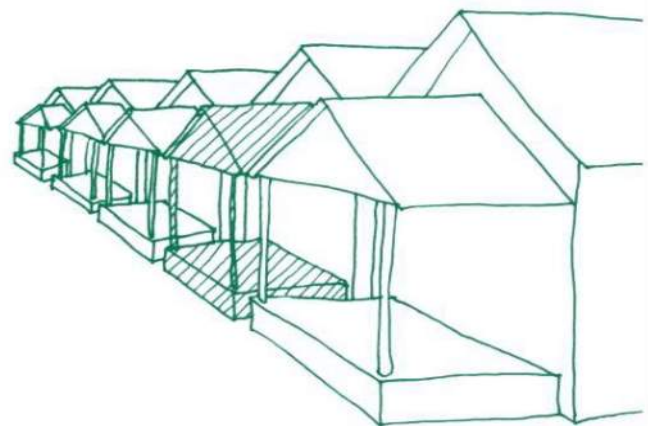
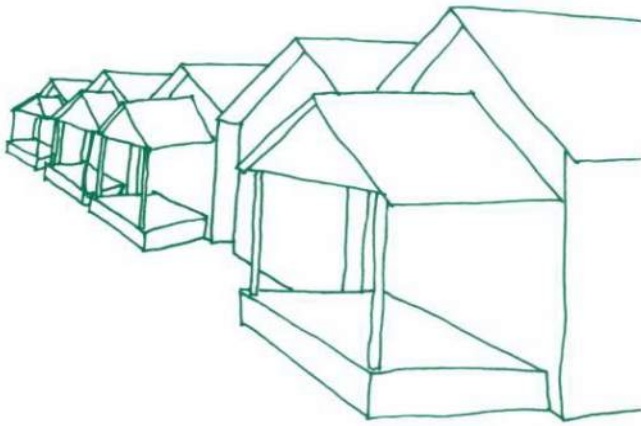
- Construct the addition at the rear of the building or on the side elevation as far back from the street as possible
- Use landscape elements, such as shrubs, fences and walls to visually screen the addition

*It is Generally Inappropriate to...*

- Construct an addition at the front elevation of a building



**Not Appropriate:** New additions at the front elevations of existing buildings (example above) are generally inappropriate.



*It is appropriate to reconstruct removed porches in a manner which is compatible in location, size and scale of the building and streetscape. Historical and contextual evidence should be used in designing a new porch.*

**Orientation**

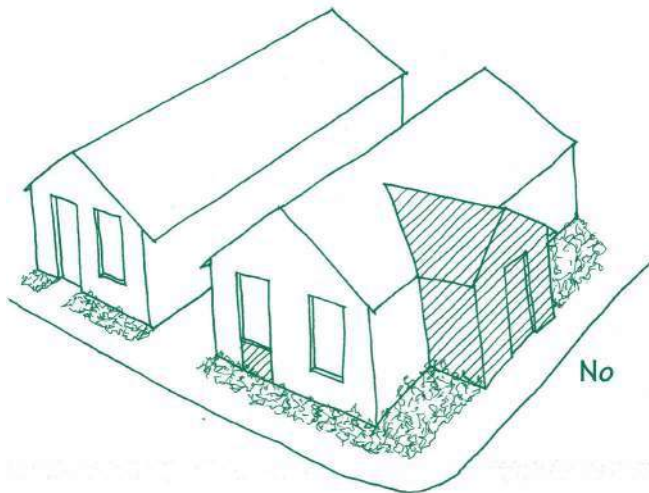
The principal façade of a building should be oriented in the same direction as the majority of the buildings in the streetscape. When adding to an existing building, the addition should be located, planned, and detailed so as to not confuse the dominant historic orientation of the building. The addition should not appear to create a new primary façade or be visually dominant. It should be screened from the public right-of-way as much as possible.

*It is Generally Appropriate to...*

- Maintain visual prominence of the front door

*It is Generally Inappropriate to...*

- Orient the primary façade of a building on non-street elevations (including parking lots)
- Change a building orientation



*The proposed changes to the building at the right are inappropriate since they relocate the entrance door to the side elevation and eliminate the original front door.*

**Architectural Elements and Projections**

Throughout Oak Park’s neighborhoods, the rhythm of the streetscapes is highlighted by the projection of porches and balconies to relieve otherwise flat façades. Features like chimneys, dormers, and parapets also contribute to its overall building shape and silhouette. However, it is generally not appropriate to add a new architectural element or projection to a historic building’s street elevation; unless there is evidence that it previously existed or is common for the particular type or style. New architectural elements and projections may be appropriate at rear elevations or towards the rear of non-street elevations.

*It is Generally Appropriate to...*

- Replace a missing architectural element or projection designed and detailed based on documentation or similar buildings nearby.
- Install new architectural elements or projections with compatible simplified detailing, particularly if located at a side or rear elevation

*It is Generally Inappropriate to...*

- Construct a new architectural element on a building that historically would not have been there
- Construct a porch, balcony, parapet, or dormer on a building which typically would not have included one, or in a configuration or location where they are not appropriate for the building type

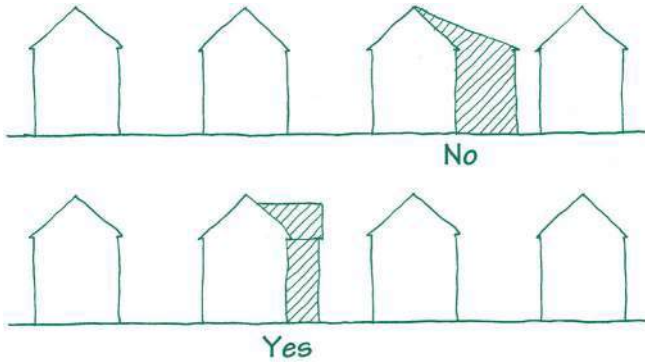
**ADDITIONAL GUIDELINES**

Applicants are strongly encouraged to consult the following Guidelines for additional information about architectural elements and projections:

- *Guidelines for Roofing*
- *Guidelines for Porches, Balconies, & Decks*

## Alignment, Rhythm, and Spacing

Although the architecture of Oak Park is characterized by great variety in its neighborhoods, within each block there tends to be consistency in the proportions of the façades and spacing of buildings. The consistent spacing establishes a rhythm which is historically prevalent and should apply to additions to existing buildings. The construction of an addition should not make an existing building appear substantially wider or closer to its neighbors than the patterns of existing buildings on the streetscape.



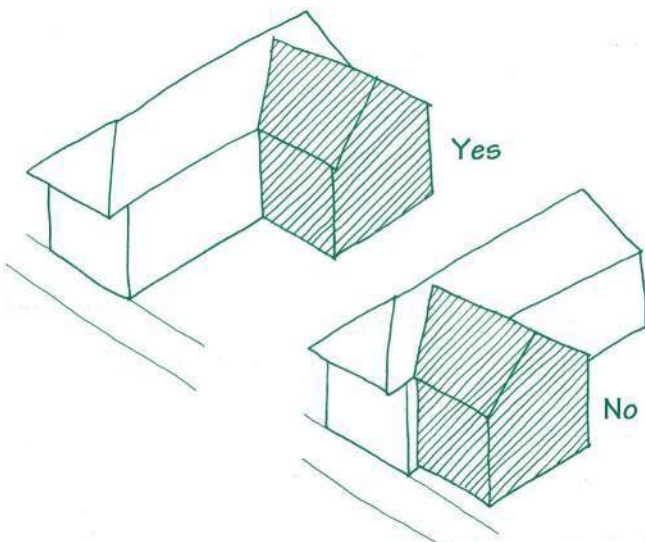
The top addition almost doubles the width of the house and is not appropriate. The lower addition is more modest and in keeping with the existing building spacing.

*It is Generally Appropriate to...*

- Construct additions in a manner that does not significantly alter the visual alignment, rhythm and spacing of buildings along a streetscape

*It is Generally Inappropriate to...*

- Significantly increase the apparent visual size of a building on a property from the public right-of-way
- Construct an addition to a building that alters the visual rhythm and spacing along a streetscape



Additions should be set as far back from the street as possible to minimize their impact on apparent spacing.

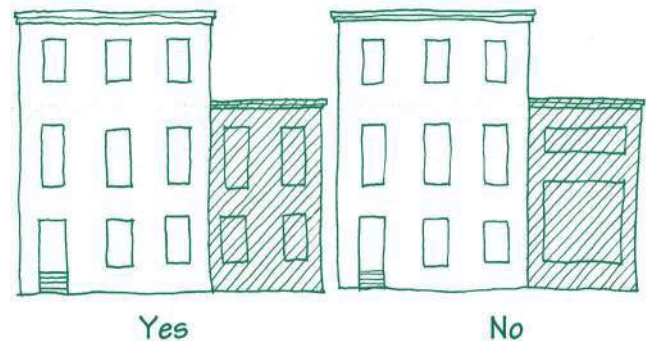
## Façade Proportions; Window, and Door Patterns

The rhythm and patterns of principal façades of an addition should reflect that of the original building. Across the width of a façade these typically include the number of bays and the location and spacing between doors and windows. Vertical considerations include floor-to-floor heights, first floor and porch heights, cornice heights, and the vertical distance between linear elements like rows of windows and cornices. In some instances, where the proposed use and scale of an addition prevents maintaining rhythms and patterns, it may be appropriate to add details such as pilasters that give the impression of bays or multiple buildings.

Windows and doors on additions should be of similar size, shape, design, proportion, spacing, and placement to those in the existing building. Windows should be proportionally and functionally similar, and have comparable muntin or grid patterns to the existing building. Doors should reflect the original type and the proportions of windows and panels should be similar.

*It is Generally Appropriate to...*

- Construct an addition whose façade height and width are compatible to the existing building and those adjacent
- Use similar proportions, sizes, and locations of windows, doors, and shutters as found on the existing building and adjacent sites



The proportions of the windows of the left addition are consistent with those found at the original building. By contrast, the windows of the right differ greatly and are not appropriate.

*It is Generally Inappropriate to...*

- Construct an addition that does not maintain the proportions and patterns of windows and doors found on the existing building
- Install window or door types that are incompatible with the existing building
- Install large picture windows where not appropriate to the style or type of building.



*On this example, the hipped-roof addition to the right includes a secondary entrance and shares the materials and details with the historic house.*

### Trim and Details

New trim and details should be compatible but not necessarily copy those on the historic portion of the building. Existing details and trim may be used as the basis for those on additions and be simplified to provide compatibility without requiring duplication of historic features. Using similar forms to those found on features like parapets, rooflines, windows, doors, trim, porches, balconies, and other façade elements can help establish continuity and compatibility within a building, the block, and the neighborhood as a whole.

Details and trim should be used to accomplish purposes similar to those used historically. Often these elements serve both functional and decorative purposes. Examples include cornices, lintels, arches, balustrades, chimneys, shutters, columns, posts, and pilasters. When used, details and trim should create a unifying effect on a building and should be compatible both with the building and with the neighborhood.

#### *It is Generally Appropriate to...*

- Construct an addition with details and trim that complement historic trim and details on the existing building or nearby similar buildings
- Install detail that serves its historic function and is created with a high level of craftsmanship rather than simply applied decoration

#### *It is Generally Inappropriate to...*

- Apply details and trim that are stylistically incompatible with the existing building or addition
- Apply high style ornament where not historically accurate (e.g. on additions to vernacular houses)

### Materials

The materials used in the construction of a new building for walls, sloped roofs, windows, doors, trim, porches, balconies, and other visible external elements contribute to a building's character and appearance. Typically, materials for an addition should match or complement the materials found on the existing building. However, there are times when this is not economically feasible or practical. In these cases, it is appropriate to alter materials on additions. Generally, the new material should be a "lesser" material than the original construction. For example, a wood clapboard or stucco addition may be appropriate for a stone or brick building; however, it is not appropriate to build a brick addition on a wood clapboard building.

Inappropriate materials include those which unsuccessfully pretend to be something they are not, such as plastic "bricks," aluminum or vinyl "clapboards," or synthetic stucco and EIFS. All are imitations which fail to produce the texture, proportions and colors of the original materials. It is important to note that the size, texture, color, and other characteristics of exterior materials can be as important as their composition.



*The left wall of this wood-framed house has been covered with brick veneer. The addition to the right has been covered with vinyl siding. Both are inappropriate materials and should not be used on historic buildings.*

#### *It is Generally Appropriate to...*

- Use exterior materials for an addition that are found on the existing building
- Install materials that are compatible with each other and will not chemically react with existing materials

#### *It is Generally Inappropriate to...*

- Install a material at an addition where it is historically and/or stylistically incompatible with the original building and streetscape
- Install synthetic materials that mimic historic materials as an alternative to using the historic material



The garage at the rear of the property is accessed by a driveway that runs along the side of the house. The garage includes a gable roof with overhanging eaves and a similar slope as the main house. The exterior of the garage has similar materials to the house, and both share the same paint colors.

## ACCESSORY BUILDINGS & STRUCTURES

Many properties in Oak Park include more than one building. Accessory buildings and structures, including coach houses, garages, sheds, and landscape features, often contribute significantly to the overall property, setting, and historic context.

As with the primary building on a lot, accessory buildings and structures contribute to our understanding of Oak Park’s history and character. For example, the location and size of garages may illustrate trends and technological developments, such as the shift from horses to cars or the rise in the use of alleys. In many cases, historic structures like garages were designed to complement the associated house and may have similar detailing.

Accessory buildings and structures may need to meet the same requirements as primary buildings if:

- They are contributing resources within one of Oak Park’s historic districts. All buildings and structures within Oak Park’s historic districts are likely contributing if they (1) were built within the period of significance for the district and (2) retain historic integrity.
- They are associated with an Oak Park Landmark. Accessory buildings and structures are likely considered part of the Landmark if they were built at the same time as the primary building or if they otherwise contribute the significance of the Landmark.

- For the Gunderson Historic District: If they are listed as contributing within the National Register Nomination. The Nomination, which is recognized by the Historic Preservation Ordinance, lists the contributing status of all garages as well as residences within the district.

In addition, depending on their size and location, accessory buildings and structures may be considered not visible from the street. In such cases, projects involving alterations or demolition may only require administrative review.

An accessory building or structure that is contributing within a historic district should be retained and repaired. If needed, it may be possible to adapt these resources to meet modern needs while retaining the historic character of the property and surrounding neighborhood.

### *It is Generally Appropriate to...*

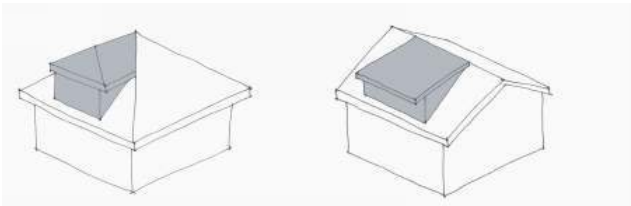
- Maintain significant accessory buildings and structures as carefully as principal buildings
- Carefully maintain significant and unique details of accessory buildings and structures including windows, doors, trim, casings, and other details.
- Sensitively adapt buildings and structures to meet modern needs or for modern uses

### *It is Generally Inappropriate to...*

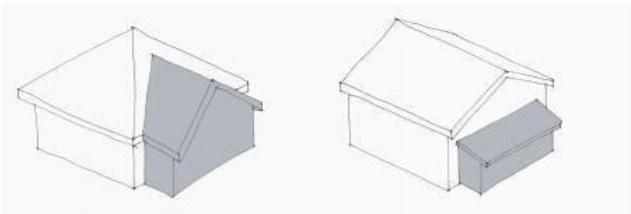
- Demolish accessory buildings and structures

## SIZE OF ACCESSORY BUILDINGS & STRUCTURES

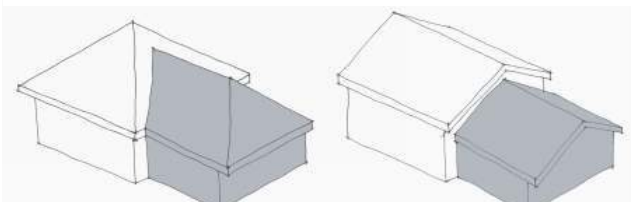
If a contributing garage within a historic district only fits one car or is not large enough to adequately store modern vehicles, an addition may be appropriate. Alterations to garages that are contributing within historic districts or part of an Oak Park landmark require the same review as those for primary buildings and should be compatible. Alterations should be done in a manner that is minimally visible from the street. In cases where not visible from the street, a project may be able to receive approval administratively.



*Dormers: To provide additional storage, dormers may be added to create attic space within an existing accessory structure. They may be located on one or all sides.*



*Shed Additions: To store small yard care and snow removal equipment, tools, and other items, a small shed addition may be appropriate and can be added to an existing accessory structure.*



*Garage addition: To create space for an additional vehicle within an existing accessory structure, a larger addition subservient to the original structure may be added. Parking may be accessed through an existing opening to a tandem space or to a new opening, depending on the site and context.*

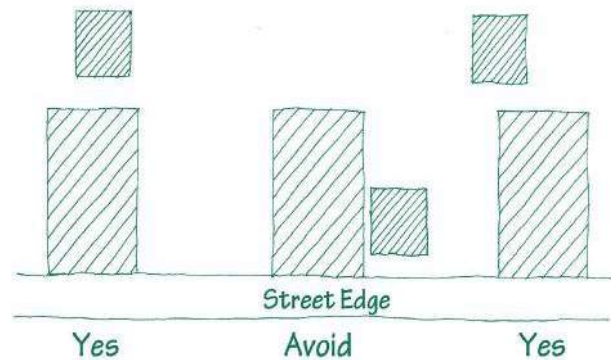
## CONDITION OF ACCESSORY STRUCTURES

While the physical condition of the structure is an important consideration, physical deterioration alone does not justify demolition. Most deterioration is repairable. If the condition of the accessory structure is so poor that it does not warrant rehabilitation for practical or economic reasons, documentation should be submitted with the Certificate of Appropriateness application. If the condition is hazardous and repairs cannot improve the condition, or the cost is too great, demolition may be justifiable.

## NEW ACCESSORY BUILDINGS & STRUCTURES

Like additions, new accessory buildings and structures should be subordinate to and visually compatible with the primary building without compromising its historic character. In general, the accessory building or structure should be located so it is not visible from the street or where visibility is limited.

The types and locations of new accessory buildings and structures must meet the Oak Park Zoning Ordinance, building codes, and other regulations. More information can be found on the Village website or by contacting Village staff.



*The visibility of the accessory buildings on the right and left is limited from the roadway due to their locations. The location of the accessory building the middle is very visible from the roadway and should be avoided.*

*It is Generally Appropriate to...*

- Locate accessory buildings and structures, including garages, storage buildings, sheds, animal shelters, play houses, and pool houses, at the rear of the main building and away from the principal entrance or street elevation
- Design new accessory buildings and structures to complement the period and style of the principal building and other buildings on the site; this includes using similar form, materials, colors, and details (such as trim and eave types)
- Construct new accessory buildings in a manner that does not damage other resources on the site, including potential archaeological resources

*It is Generally Inappropriate to...*

- Construct new accessory buildings or structures in a location that is highly visible from public thoroughfares when less prominent locations are available
- Utilize pre-manufactured sheds and outbuildings, particularly where visible from the street



# Village of Oak Park

## Historic Preservation Commission

### REQUIREMENTS FOR COMMERCIAL BUILDINGS

#### WHAT YOU NEED TO KNOW ABOUT COMMERCIAL BUILDINGS

The Historic Preservation Commission (HPC) encourages economic development and the revitalization of Oak Park's historic retail areas and the commercial properties within them. The HPC recognizes Oak Park's vibrancy is linked to the viability of its businesses and makes every effort to assist commercial building owners and tenants with revitalizing older commercial buildings, which can attract new customers while promoting an appreciation of historic architecture.

#### WHAT TO CONSIDER WHEN PROPOSING A COMMERCIAL BUILDING PROJECT

When proposing a commercial building alteration or construction project, the following are the key issues to consider:

- If the proposed work involves demolition (see *Guidelines Definitions*), it will require Certificate of Appropriateness from the HPC.
  - Is the work visible from the street?
- Historic commercial building elements which are visible from the street should be maintained and repaired as needed.
- Any proposed alterations, new construction, or additions should be compatible with the existing historic resources on the property and adjacent properties in terms of scale (height/width), form, massing, setbacks, pattern and placement, orientation, architectural elements, window/door opening patterns, materials, trim, and details.

#### SIGN & AWNING REGULATION

Prior to installing any permanent or temporary sign or awning, applicants must verify that the proposed sign or awning is compliant with all zoning, building, historic, and other applicable codes and requirements. In general, the HPC only reviews signs and awnings for Landmarks. Those on contributing buildings may require review depending on the scale and whether demolition is required as part of the installation process.

#### RECOMMENDED BEST PRACTICES FOR COMMERCIAL BUILDING PROJECTS

##### Building Features

- Reopen previously enclosed windows.
- Replace missing features.
- Use materials that are consistent with the character of the building.

##### Signs & Awnings

- Use signage that identifies the business, complements the style of the building, and is appropriately scaled for its location.
- Use existing street light or storefront lighting in lieu of sign lighting whenever possible.
- Use lighting styles for signage that are consistent with the character of the historic building including location, orientation, and brightness.
- The shape and size of awnings should correspond with the openings they protect.
- Awnings should have a sloped configuration. In general, curved, vaulted, and semi-spherical awnings are not compatible with Oak Park's historic commercial buildings.
- Use canvas fixed or retractable awnings.
- The color, style, and location are awnings should be compatible with the building's historic character.
- Install sign and awning hardware in a manner that minimizes damage to historic building materials.

##### Accessibility

- New ramps, lifts, and other accessibility elements should be designed and located in a manner that is compatible with the historic building.
- Avoid demolition of historic materials in the installation of accessibility elements.

## REQUIREMENTS FOR COMMERCIAL BUILDING PROJECTS REVIEWED BY HPC

### Building Features

#### *The Property Owner Shall:*

- Retain historic entrance stairs and doors.
- Retain residential characteristics of residences converted into commercial buildings (or vice versa).
- Retain and repair all character-defining features and decorative elements such as cornices and trim.
- Provide parking areas to the side and rear of buildings or along secondary elevations or streets whenever possible.
- Maintain the rhythm, size and shape of window and storefront openings and associated trim and moldings.

#### *The Property Owner Shall Not:*

- Infill or alter historic window, door, or storefront openings visible from the street
- Install any material other than clear glass within a display window.
- Introduce a new storefront or element that alters or destroys historic building materials.
- Enclose or remove elements such as building cornices and storefronts.
- Install stylistic or design elements from periods that are different from the storefront or building and do not complement the overall character.
- Install HVAC systems or louvers that are visible from the street
- Remove, damage, or alter historic architectural building features for the installation of signs and awnings.
- Install exposed conduit, junction boxes, and raceways for channel letters or sign lighting.
- Remove, relocate, or modify architectural features to accommodate garage doors and openings
- Install walk-up services such as Automated Teller Machines (ATMs) that include the removal of historic building fabric or negatively impact the historic character of the building.

### Signs & Awnings

#### *The Property Owner Shall:*

- Repair historic signage and awnings with materials to match the original whenever possible.
- Align awnings within storefront bays.
- Locate signs in traditional or historic signage locations. If no documentation is available, the size, materials, and locations of new signs and awnings should be appropriate for the character of the building.

#### *The Property Owner Shall Not:*

- Remove historic signage.
- Obscure distinctive architectural elements and features with signage or awnings.
- Install billboards.
- Install internally illuminated box signs.
- Install awnings in locations where they are non-functional.
- Use contemporary or glossy awning materials not compatible with the historic building such as vinyl, plastics, or leatherette.
- Install internally illuminated awnings.
- Install awnings with a solid or closed underside.
- Use awning materials that act as wall signs.

### Accessibility

#### *The Property Owner Shall:*

- Comply with all aspects of accessibility requirements while minimizing alterations of the primary building façade and historic architectural features.
- Integrate the accessibility provision with the historic design of the building.
- Install ramp or lift styles that are compatible with the building and are reversible and readily removable.
- Use railings that are simple and visually unobtrusive.



### GUIDELINES FOR COMMERCIAL BUILDINGS



Elements of a Commercial Building:

- A. The cornice provides a visual cap or termination for the top of the building.
- B. Operable windows appear to be “punched” through the flat, relatively solid, typically masonry wall surface in a regular pattern on upper floors.
- C. The storefront is capped by a cornice and features display windows with transom windows above.

The Guidelines were developed in conjunction with the Village of Oak Park’s Historic Preservation Commission (HPC). For more information regarding application and review procedures, please consult the *Guidelines Introduction*, visit Village Hall or [www.oak-park.us](http://www.oak-park.us), or contact Village staff at (708) 358-5440 or [historicpreservation@oak-park.us](mailto:historicpreservation@oak-park.us). For more information regarding HPC recommendations and requirements, refer to *Requirements for Commercial Buildings*.



This modern building serves as professional offices and is an Oak Park Landmark.

#### COMMERCIAL BUILDING TYPES

Commercial buildings are designed for uses providing goods and services. These include stores, restaurants, offices, and hotels. Oak Park has a variety of commercial buildings found across the Village’s twelve business districts. These include:

- Buildings designed for purely commercial use, such as retail or restaurants on the first floor with offices above, or one-story commercial buildings. Primarily found in: Downtown Oak Park, the Hemingway District (Oak Park Avenue at Lake Street), Chicago Avenue (at Harlem Avenue), and North Avenue.
- Buildings with storefronts on the ground floor and residences above. These are found in areas such as the Pleasant District (S. Marion Street at South Blvd.), Lake Street (at Austin Blvd.), the Oak Park Arts District (Harrison Street at S. Austin), and South Town (Oak Park Avenue at Harrison/Garfield).
- Residences converted to commercial use. Examples are found on S. Marion & Lake Streets, South Blvd. and elsewhere.

#### COMMERCIAL BUILDING REFERENCE GUIDE

An informative reference guide to commercial building features is *The Buildings of Main Street: A Guide to American Commercial Architecture* by Richard W. Longstreth (National Trust for Historic Preservation. Washington, DC, 1987.)



*These buildings on N. Oak Park Avenue were constructed solely for commercial uses.*



*This former residence had been converted into a retail store.*



*Many of the buildings in Downtown Oak Park, including this one, were constructed solely for commercial uses.*



*A number of apartment buildings in commercial areas were constructed with commercial spaces on the ground floor.*



*These mid-twentieth century buildings on North Avenue were constructed solely for commercial uses.*



*Commercial buildings often used decorative ornament in brick, stone, and terra cotta on the front of the building and common brick on the sides and rear.*



*This former automotive garage was converted into a commercial space in the Oak Park Arts District.*

## **INSTITUTIONAL AND LARGE-SCALE RESIDENTIAL BUILDINGS**

Institutional buildings generally provide public services and include churches, schools, museums, libraries, hospitals, and government buildings. They can be found throughout Oak Park’s residential and commercial neighborhoods.

Large-scale residential buildings include apartment or condominium buildings with more than six units. These include buildings constructed originally for multi-family use as well as buildings converted into apartment units. In some cases, large-scale residential buildings have ground floor commercial uses, such as retail or a restaurant, and possibly parking.

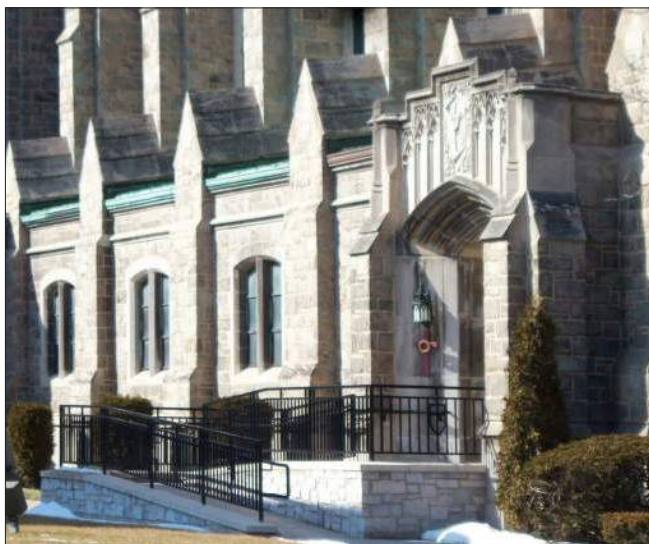
Institutional and large-scale residential buildings share many of the same concerns as commercial buildings including storefronts, signage, parking, and accessibility needs. References to commercial buildings also apply to institutional and large-scale residential buildings.



*This former apartment hotel was converted into senior housing.*



*The former First Church of Christ Scientist temporarily served as the Ernest Hemingway Museum.*



*Churches and other institutional buildings often include non-historic ramps for accessibility. This example has a limestone base that matches the building and the railings are simple.*



*Washington Boulevard has many large-scale apartment and condominium buildings.*

## STOREFRONT DEVELOPMENT

A storefront is typically a ground-level façade with a large expanse of glass to display merchandise. The development of storefronts was linked to the desire to increase commercial visibility and merchandise display possibilities. Storefront configurations have changed with changing technology and tastes. The development of cast iron allowed windows to get larger. In addition, technological advances allowed new building configurations, such as corner entrances with wrap-around storefronts, to maximize commercial visibility.

Commercial storefronts can:

- Serve a key role in a commercial building's identity
- Define a pedestrian's visual experience and create a sense of transparency at the ground floor
- Attract potential customers with eye-catching merchandise displays



*This commercial building includes the building name on the transom window above the entrance and engraved in stone on the second floor.*

## STOREFRONTS

The storefront is one of the most significant features of a retail commercial building, whether it was originally constructed for commercial purposes or converted to retail from another use. As most people experience buildings at the ground level, the design and maintenance of a storefront can greatly influence a casual observer's perception of a building and the business within. Regular maintenance and careful design can provide a good first impression and positively affect the success of a business.

Although the specific configurations of storefronts can vary greatly depending on the style, size, and location of a building, the typical storefront consists of a large expanse of glass to display merchandise and one or more entrances. Historic storefronts were typically constructed of wood, metal (cast iron, bronze, copper, tin, galvanized sheet metal, cast zinc or stainless steel), masonry (brick or stone), large display windows, and clear, translucent or pigmented glass at transoms.

## STOREFRONT COMPONENTS

Storefronts are made up of a number of different components. However, they are generally designed holistically, with all the pieces creating a unified expression. While not all are found on all storefronts, typical components include:



*The storefront cornice visually separates the storefront from the upper building levels.*

**A Storefront Cornice** is the projecting molding along the top of a storefront that provides a visual cap or termination to the storefront and creates a "drip edge" to protect the storefront below. The cornice may be made of wood, pressed metal, limestone, terra cotta, or decorative brick patterns and may feature details such as brackets, dentils, and panels.



*These transom windows are made of Luxfer prism glass, which was invented in 1896 and designed to refract and spread additional light towards the back of the store.*

**A Transom Window** is located above a display window or doorway and provides additional daylight. Transoms may be operable for ventilation or fixed. They may be single or multi-paned and are often glazed with leaded, stained, pigmented, or textured glass. A transom window can include signage, the street number, and other ornamental details.



Replacement storefronts often use anodized aluminum. This display window configuration, which includes transom windows above, is located within the original masonry openings.

**A Display Window** is used to present merchandise within a shop. Display windows often flank the entrance to a store and can include additional merchandising to further entice a potential customer.



These storefronts are flush with the outside of the building. The entrances include large glazed panels. The doors to the upper level apartments include multiple glazed panels and are topped by a decorative pediment.

**The Entrance** of a storefront may be flush with the outside wall or recessed within an alcove to provide shelter and additional display areas. In addition to a commercial entrance, there may be secondary entrances providing access to upper building levels.

**A Storefront Entrance Alcove** acts as a transitional space from the sidewalk to a commercial entrance. It provides shelter from the weather and often is designed to increase the display area of a storefront to draw in potential customers. Entrance alcoves frequently include a decorative ceiling and floor and are flanked by large display windows leading to a central door.



This alcove encompasses two storefront entrances and is capped by a Tudor Revival style cornice.

**A Decorative Ceiling** is often found in entrance alcoves and may be articulated with patterns, textures, and/or materials that reinforce the architectural style of the building and the geometry of the space. The ceiling material may be repeated on the ceilings of display windows. Historically these materials included paneled wood, beadboard, and/or pressed tin. Stucco gained in popularity in the early 20th century.



This 1933 Art Deco storefront retains its plate glass display windows, bronze frames, vaulted ceiling, pigmented glass fascia, bronze decorative trim, and entry transom.

**Decorative Flooring** within a storefront entrance alcove is often composed of small ceramic tiles in a square or hexagonal shape. In the early 20th century, terrazzo became popular. Historically, the configuration of tile or terrazzo was only limited by the creativity of the installer and included decorative borders and patterns of various colors. It was not uncommon for the tiles within the alcove flooring to include the street number and name of the business occupying the store.

## INSTALLING STOREFRONTS

Making changes to storefronts or installing new storefronts can be a costly endeavor and, if not properly planned, may negatively impact a business. When contemplating storefront work, the following approach is recommended:

- a. **Identify Key Historic Elements** Identify key elements in the existing storefront or building to determine what might be appropriate. For example, an aluminum storefront system might not be appropriate for an Italianate building constructed at the end of the 19th century; however, it might be a good option for an early 20th century building.
- b. **Locate Structural Supports** In designing or renovating a storefront, it is important to understand the building's structure. A storefront serves two primary functions: providing structural support of the loads above while maximizing the merchandise display area. Identification of the locations of the structural supports will inform where openings such as windows and doors can be installed. For buildings with granite piers or cast iron facades, the location of the structure is fairly obvious. In buildings that have been clad with another material, investigation may be necessary.
- c. **Review Other Storefronts** When beginning the design process for a new storefront, it is often helpful to look at the design of existing storefronts at similar historic buildings. Existing storefronts can provide information about the size, location, and pattern of doors and windows; the types of materials used; the design of elements including display windows, doors, bulkheads, and cornices; and the detailing and proportions of components.
- d. **Designing a New Storefront** The new storefront design should be compatible in size, pattern, scale, material, and color with the overall building. Design elements should be considered holistically and should reflect the style and type of the historic building. It may be helpful do looks at similar storefronts from the same period.

### KEEP IN MIND:

Existing storefronts which are stylistically dissimilar to a building may have gained historic importance in their own right, and as such, should be retained. For example, an Art Deco storefront may have been installed on a 19th century building.

## NON-RETAIL STOREFRONTS

Some residential uses and non-retail businesses, such as restaurants or offices, may be found in former commercial buildings with storefront windows. Although many of these uses do not require a large display window, the HPC encourages maintaining unobstructed glazing when feasible. Businesses are encouraged to use alternate means of providing privacy when using a former display area, for example:

- Installing display materials related to the business or service being offered
- Installing blinds, curtains, or other semi-transparent or translucent screening that can be opened or closed during the course of the day
- Placing plants, seasonal displays or decorations in the merchandising display area
- Additionally, businesses are encouraged to retain transom windows and maintain their operability



*This library has an accessible ramp that both maintains the original entrance steps and allows all patrons to utilize the main entrance door of the building.*

## ACCESSIBILITY

The Americans with Disabilities Act (ADA) strives to improve the quality of life of people with disabilities. The ADA recognizes that for people with disabilities to participate in everyday activities such as going to work, eating in a restaurant, or shopping in a store, they need to have access to the goods and services provided by businesses. Many businesses in Oak Park were constructed prior to enactment of the ADA in 1992 and lack features to accommodate people with disabilities.

As existing buildings are renovated, they are often required to make accommodations for people with disabilities. One of the most visible exterior alterations often required by ADA is the installation of a wheelchair ramp or lift to provide building access. It may be possible to incorporate these at the interior of the building envelope with modification of existing door sills. When installing ramps, it is important to remember that if the ramp is too steep or railings are not secure, it can potentially be hazardous.



The historic Lake Theater sign remains a significant feature in Downtown Oak Park.

## SIGNS

Commercial and retail areas experience considerable change over time as stores and businesses appear and disappear, new technologies are introduced, and marketing techniques evolve to respond to changes in consumer interests and tastes. As the first point of contact between a business and potential customers, signs have always been an important element of commercial areas. Signage can help us understand the history of a district, and often played a major role in shaping its appearance.

A well designed and located sign can make a good impression, attract potential customers and unify a streetscape. Signs should relate to, and help define and enhance, the architectural features of the building, rather than cover or disturb design features such as rhythm, fenestration (the window pattern) and scale. A poorly designed or badly placed sign can overwhelm a building, detract from the area, give an inappropriate impression, turn customers away, and potentially damage historic materials or finishes.

Historically, signs were attached to or freestanding and placed near buildings. Attached signs included wall signs, projecting signs, and window signs. Historic signage is often an architectural feature that reflects the original owner and use of the building. Abandoned signs from recent tenants should be removed. However, the HPC encourages retaining historic signage while accommodating new signage. Retaining historic signage does not reduce the amount of allowable signage for an occupant. Signs are subject to provisions of the Village Sign Code. As signs are considered to be temporary changes to a building, the HPC does not generally review sign permit applications on buildings not designated as Landmarks.



Signs and awnings play a major role in the character of a commercial district, as seen in this 1948 photograph. (Source: Historical Society of Oak Park & River Forest.)

## AWNINGS

Fixed and retractable canvas awnings were an important design element for American storefronts beginning in the 19<sup>th</sup> century. They provided shelter on the exterior and shade for the interior, served as a transition between the storefront and the upper façade, and provided an additional element of color as well as a surface for advertisement. Awnings and canopies continue to serve these vital functions today. They can even be used to disguise inappropriate storefront alterations when they are mounted over the alterations. Care should be taken to maintain the proportions of the original storefront. Awnings are subject to the provisions of the Village Sign Code. As awnings are considered to be temporary changes to a building, the HPC does not generally review awning permit applications on buildings not designated as Landmarks.



The awnings are located within each of the building's bays, providing a unifying element for the building.

## MOUNTING SIGNS & AWNINGS

Care should be taken in mounting signs and awnings to minimize damage to historic materials. When possible, reuse hardware or brackets from previous signs or awnings. If this is not an option, remove old hardware and patch holes. When installing new signage or awnings, select mounting locations that can be easily patched if the sign or awning is removed. For example, locate anchors in mortar joints rather than mounting directly into brick faces.



Decorative lighting should be compatible in age, style, scale and materials with the building.

## LIGHTING

The type and placement of lighting plays an important role in maintaining the historic character of a building. However, historic lighting is often considered inadequate for modern uses. Altered and new lighting should fit within a neighborhood’s historic context while providing sufficient lighting for modern needs. All lighting should be installed in a manner that only illuminates the building, walkway surfaces, and parking areas without spillover onto adjacent properties or into the night sky. In addition, the color and quality of the proposed light should mimic the soft, warm tone of incandescent lamps. Exposed conduit, wiring, or junction boxes are not permitted.

When possible, the HPC encourages the use of original lighting adapted for contemporary use, such as increasing brightness with new or additional energy efficient bulbs in historic light fixtures. Where a building no longer has original exterior lights or never had them, the HPC encourages the use of a lighting design that includes fixtures compatible in age, style, and scale to the building or which are unobtrusive and not suggestive of a style or age.

## BUILDING & MECHANICAL EQUIPMENT

Modern mechanical equipment includes HVAC (heating, ventilation, and air conditioning) equipment, restaurant exhaust fans, electrical supply, generators, energy vaults, cell towers, and solar panels. Although this equipment represents necessities of modern life, their design and location can have a significant negative impact on the historic integrity of a building or streetscape.

Most commercial buildings in Oak Park are constructed to their property lines and the opportunity to locate equipment in rear or side yards is not available. In these situations, it might be necessary to locate items on roofs or at ground level. When visible from the street, the equipment should be made as unobtrusive as possible. For example, select colors that blend in with the background.



Although these telecommunication towers are visible, the height of the building and their location helps minimize their visual impact.

## PARKING

In Oak Park’s commercial areas, there is generally little space for surface parking. Demolishing adjacent buildings to create additional parking is strongly discouraged by the HPC. Consistent building setbacks in which buildings are adjacent to or near the sidewalk are characteristic of Oak Park’s historic commercial areas. If parking lots are desired and the configuration of the existing property allows it, they should be located to the side and rear of buildings or along secondary elevations or secondary streets whenever possible. The HPC encourages the screening of perimeter parking lots with landscaping, fencing or a low wall. Parking lots must comply with the Village Zoning Ordinance.

Alternatives to surface parking lots include constructing new parking structures, incorporating parking in a new building, or modifying an existing building to accommodate parking. The HPC discourages the removal, relocation, or modification of architectural features to accommodate garage doors and openings. Any new entrances should be located on side or rear elevations, where they are not visible from the primary street.





## REQUIREMENTS FOR SITE FEATURES



Site elements such as sidewalks, stairs, posts, urns, and walls may be key elements in defining a building's context and character.

### WHAT YOU NEED TO KNOW ABOUT SITE FEATURES

Like historic buildings, historic landscapes and site features embody the history and values of a person or community. Site features may be designed by architects, landscape architects, and artists or they may evolve as part of a local building tradition or practice. Therefore, it is important to maintain and preserve those landscape elements and site features that are important to the historic character of the property.

- Site features can be an important element of a building's character and architectural style
- Site features add visual interest to the streetscape and neighborhood



Historic fences are important to the character of a property.

### WHAT TO CONSIDER WHEN DOING A SITE PROJECT

When preparing a landscaping or fence-related project, the following are some key issues to consider:

- Is there a historic site, fence, or wall (wrought iron, wood, brick, stucco, etc.)? If so, you should make every effort to preserve, reuse, and repair historic fences and walls.
- Are you repairing or replacing the fence or wall? If so, limit your repairs and replacement to the damaged areas only.
- What materials do you plan to use in your repairs or replacement? If the historic materials are too damaged to be saved, replacement materials should match the original as closely as possible.
- Do you have historic sidewalks (stone, brick, etc.)? You should make every effort to preserve, reuse and repair historic sidewalks and paving.
- Replace damaged sidewalks with matching materials
- 



Historic wrought-iron fencing can often be repaired by replacing missing pieces, sanding, powder-coating, and repainting.

## RECOMMENDED BEST PRACTICES FOR ANY SITE PROJECT

### Maintenance and Repair

- Preserve historic site features and landscapes with a regular maintenance schedule.
- Regularly clean and touch-up paint on historic fences.
- Regularly inspect and repair masonry on historic walls, piers, and other masonry site features.
- New plant materials, trees, sidewalks, and fences should reflect what was there historically or be compatible with the character of the property.
- Excavations for basement windows should only be conducted on surfaces not visible from the street.

### Protection

- Protect historic trees and other vegetation during construction and renovation projects.
- Protect historic site features, such as masonry and stone sidewalks, during construction or renovation projects, including Village-owned stone sidewalks.

### Restoration

- Remove non-historic site features, like fencing, driveways, sculptures, or vegetation that were added outside the period of significance.
- Maintain and restore historic landscape patterns and plant materials.
- When replacement is necessary, replace historic plants with plants of the same species and in the same location.



## REQUIREMENTS FOR SITE PROJECTS REVIEWED BY THE HPC

### Fences

#### *Property Owners Shall:*

- Maintain and repair historic fencing and walls.
- If repair of the original is not possible, replace damaged or missing materials with new materials that are similar in size, shape, texture, pattern, color, and overall appearance.
- Selectively replace damaged or missing materials with new materials to match the original in size, shape, texture, color, and overall appearance.
- Replace damaged or deteriorated materials with new materials to match the original in size, shape, texture, pattern, color, material, and overall appearance.
- Add new fencing similar to historic fencing used at the site or characteristic of the period of significance.

### Sidewalks and Paving

#### *Property Owners Shall:*

- Retain and repair historic sidewalks and paving.
- Replace sidewalks in materials similar to those used in the period of significance of the building or historic district.

### Site Features

#### *Property Owners Shall NOT:*

- Add chain link fences where they are visible from the street. Metal or plastic slats shall not be used in chain link fences where visible from the street.
- Add stockade type wood fences where they are visible from the street. Where the Zoning Ordinance permits, solid wood fencing or walls which are visible from the street may be approved if they are designed in character with the historic building.
- Add conjectural site elements, such as Victorian type street or yard lighting, ornate benches, gazebos or the like which are visible from the street, unless historic documentation shows that they existed on the site, or unless they are characteristic of the period of significance.
- Replace Village-owned historic slate/stone sidewalks in front of a building, unless, in the opinion of the Village, it has been irreparably damaged. If replaced, they shall be replaced with materials of like thickness, color and size. Cost of replacing damaged sidewalks shall be borne by the person responsible for the breakage.