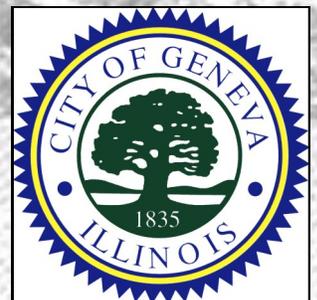


DESIGN GUIDELINES FOR HISTORIC PROPERTIES



Based on the Secretary of the Interior's Standards for Rehabilitation

Prepared by the City of Geneva, Historic Preservation Commission
Adopted by Geneva City Council, April 19, 2010
Revised June 8, 2010



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ACKNOWLEDGMENTS

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*Henry Bond Fargo Residence, 316 Elizabeth Place
The porch on this grand Spanish Mission-
styled home was restored in 2006.*



INTRODUCTION

HISTORIC PRESERVATION IN GENEVA

On February 15, 1982 the Geneva City Council passed an ordinance establishing an Advisory Commission on Historic Preservation. The purpose, as outlined in the ordinance, is to "...promote the educational, cultural, and economic welfare of the public of the City by preserving and protecting historic structures, sites, monuments, streets, and neighborhoods, which serve as visible reminders of the history and cultural heritage of the City, [to] strengthen the economy of the City by stabilizing and improving property values in historic areas, [and to] encourage new buildings and developments that will be harmonious with the existing historic buildings and neighborhoods".

In 1994 the Preservation Ordinance was amended. Preservation efforts were strengthened by requiring review and approval by the Historic Preservation Commission on building permit applications for exterior improvements (including demolition and new construction) to historic properties before the permit may be issued.

In 1995 the Secretary of the Interior's Standards for Rehabilitation ("the Standards") were adopted as the criteria for review by the Historic Preservation Commission.

The Historic Preservation Commission understands that neighborhoods evolve and change. The City Council recognizes that not every old building should be preserved. Instead, the City wishes to draw a reasonable balance between private property rights and the public interest by preserving the character of the city and its cultural, historic, and architectural heritage. Demolition of buildings and structures important to that heritage will be carefully weighed with other alternatives and alterations to such buildings. New construction should respect the character of each setting, not by directly copying historic styles but by being compatible in height, massing and sightlines.



*Viking Ship, from the Columbian Exposition
Housed at Good Templar Park*



*Dutch Windmill
Fabyan Forest Preserve*

CERTIFIED LOCAL GOVERNMENT

The City of Geneva was certified in 1997 as a Certified Local Government. The CLG Program is a partnership between local, state, and national governments focused on promoting historic preservation at the grassroots level. The program is administered by the National Park Service and the Illinois Historic Preservation Agency. As a CLG Geneva becomes an active partner in the Federal Historic Preservation Program and the opportunities it provides.

THE PURPOSE OF DESIGN GUIDELINES

The historic character of Geneva is one of its greatest assets. Design Guidelines is one of the tools available to encourage adaptive reuse, rehabilitation and enhancement of historic structures.

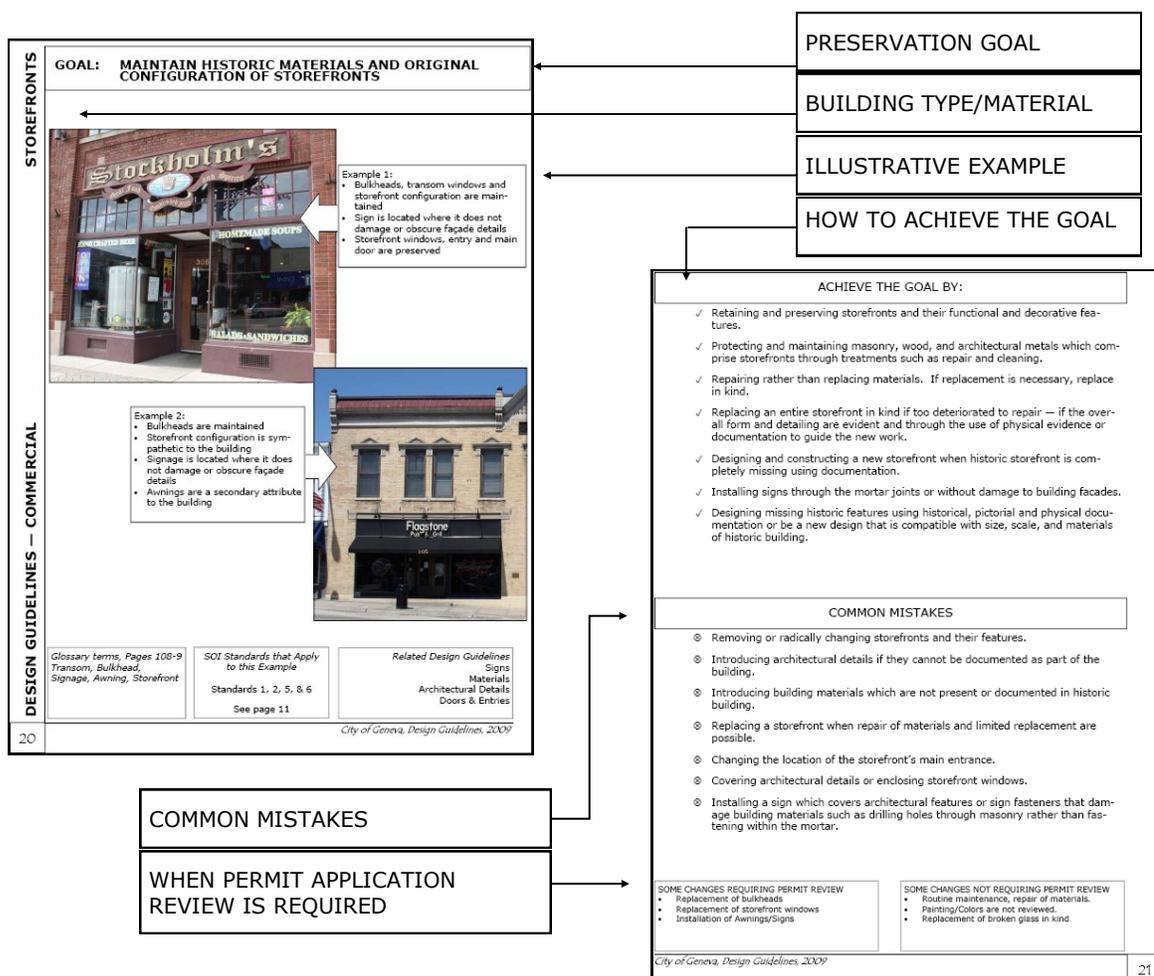
These guidelines enhance, explain and illustrate the Standards and bring focus to Geneva's own historic context and resources. The guidelines are intended to be used as an aid in design and not as a checklist of items for compliance. The purpose of the design guidelines is to facilitate both the application and approval of alterations proposed for review by:

- 1) providing assistance to the owners of historic properties in making decisions about maintenance and improvements, and
- 2) providing an evaluation framework for the Commission when reviewing permit applications

The guidelines reflect the Commission's philosophy that underlies all its decisions: to encourage the preservation and careful treatment of the city's historically significant resources, while recognizing the need for continual adaptation, maintenance and improvements to these resources.

USING THIS DOCUMENT

The Guidelines are into three groups: Guidelines for Existing Residential and Commercial structures, General Guidelines for Historic Structures and Guidelines for New Construction. Preservation approaches for building materials and site improvements are outlined in each group. Each two-page section features a photograph illustrating preservation methods, followed by ways to achieve the preservation goal and common mistakes. Before beginning your project, or if you have questions during your project planning, City Staff is available to assist you. We encourage meeting with Staff to discuss your project.



DESIGNATED HISTORIC DISTRICTS IN THE CITY OF GENEVA

The design guidelines pertain to work conducted on historic properties. There are two types of historic properties in the City of Geneva, those designated by ordinance by the City of Geneva and those listed in the National Register of Historic Places.

These two pages show the designated properties in the City of Geneva. Permit applications on properties listed only in the National Register do not require review by the HPC. Permit applications for exterior improvements on properties designated by the City of Geneva must first be reviewed and approved by the HPC before the permit may be issued.

DESIGNATED PROPERTIES IN THE CITY OF GENEVA



INDIVIDUALLY-DESIGNATED PROPERTIES IN THE CITY OF GENEVA



Photograph courtesy of Preservation
Partners of the Fox Valley

Individually-Designated Properties in the City of Geneva

The properties listed below have been designated historic landmarks by the City of Geneva and/or listed in the National Register of Historic Places. Exterior improvement projects on landmarks designated by the City of Geneva require review and approval by the HPC prior to the issuance of a building permit. Permit applications on properties solely listed in the National Register do not require review by the HPC.

Individually-Designated Properties Include:

1. Henry Bond Fargo Residence, 316 Elizabeth Place
Designated in 2006 by the City of Geneva (COG); Listed in the National Register of Historic Places (NRHP) in 2007
2. Davis Residence, 1101 Batavia Avenue
Designated in 2008 by the COG
3. 512 Fargo Boulevard
Designated in 2008 by the COG
4. Dutch Windmill, Fabyan Forest Preserve
Listed in the NRHP in 1978
5. Fabyan Villa, Fabyan Forest Preserve
Listed in the NRHP in 1984
6. Geneva Country Day School, 1250 South Street
Listed in the NRHP in 1989
7. Riverbank Laboratories, 1512 Batavia Avenue
Designated in 1999 by the COG; Listed in the NRHP in 2003

BUILDING PERMIT APPLICATION REVIEW PROCESS

The Building Permit Application Review process ensures that proposed alterations to historic properties will not adversely effect or destroy their historic character or architectural integrity, and that all changes are consistent with the spirit and intent of the preservation ordinance. In 1995, the Commission adopted the Secretary of the Interior's Standards for Rehabilitation as the basis for guiding rehabilitation of historic properties. (see page 11)

HISTORIC DISTRICT SURVEY & RATING

Every property in the Geneva Historic District was surveyed in 1999 giving each a significance rating: Non-Contributing, Contributing, Potentially Significant and Significant. For properties that are rated Contributing, Potentially Significant, and Significant, the HPC will look for close compliance to the Standards and the Guidelines when reviewing permit applications. If your property is located within the Geneva Historic District check with the Preservation Planner to verify its significance rating.

WHAT IS SUBJECT TO REVIEW?

The City of Geneva's Historic Preservation Ordinance, 1994-11, outlines the process and criteria for reviewing changes to individual landmarks and buildings in historic districts. Any demolition, new construction, or alteration to a building exterior, which requires a permit, must first be reviewed and approved by the Historic Preservation Commission before the permit may be issued.

DECISION BY THE HISTORIC PRESERVATION COMMISSION

The Historic Preservation Commission will take action, voting to approve, approve with conditions, continue or deny the permit application.

If the Commission approves a permit application, the Preservation Planner will forward the approved application to the Building Division to complete permit review. If the Commission approves a permit application with conditions, those conditions must be met when completing the approved improvements once the permit is issued.

If the Commission votes to continue review of the permit application, review will continue at its next meeting. If the Commission denies a permit application proposed work has not been approved and a permit will not be issued.

BUILDING PERMIT REVIEW BY CITY OF GENEVA

Approval by the Historic Preservation Commission does not include an approval by other City of Geneva departments nor compliance with all city codes. Applicants may want to contact the Building Division to ensure that the proposed work meets code and other City requirements. Once the HPC has approved your project, the Building Division will review your permit application. Permit review by the City's Building Division may take from two to three weeks depending on the type of work involved.

CERTIFICATE OF OCCUPANCY PERMIT

A Certificate of Occupancy is required for every new tenant within a leased space or new building owner. To apply for a Certificate of Occupancy, complete the permit application and provide a floor plan of all interior spaces to indicate fixtures, emergency exits, and location of emergency lighting. Once a Certificate of Occupancy has been issued, the new business may open.

WHAT IS THE REVIEW PROCESS?

There are two types of review:

Staff/Administrative Review. Some alterations may be reviewed administratively by the Preservation Planner and the Chairman of the Historic Preservation Commission (no review by the HPC). These may include: re-roofing with similar material, installation of brick paver walkways, signs and awnings which replace existing signs and awning structures, rear yard fences, window replacements on non-contributing structures which conform to the HPC Window Policy, minor repair, minor additions to non-contributing structures on non-street yards, minor additions to contributing structures on a rear elevation. If a permit application for these types of projects clearly meets the criteria outlined by the preservation code, the Preservation Planner will approve the application and forward it to the Building Division for permit processing.

Historic Preservation Commission Review. All other permit applications will be reviewed by the Historic Preservation Commission (HPC). The HPC meets once a month, on the third Tuesday of the month. The deadline to apply for HPC review is ten days prior to the HPC meeting.

APPLICATION FOR REVIEW

In order for a permit application to be considered by the Historic Preservation Commission a complete application must be submitted which includes the following:

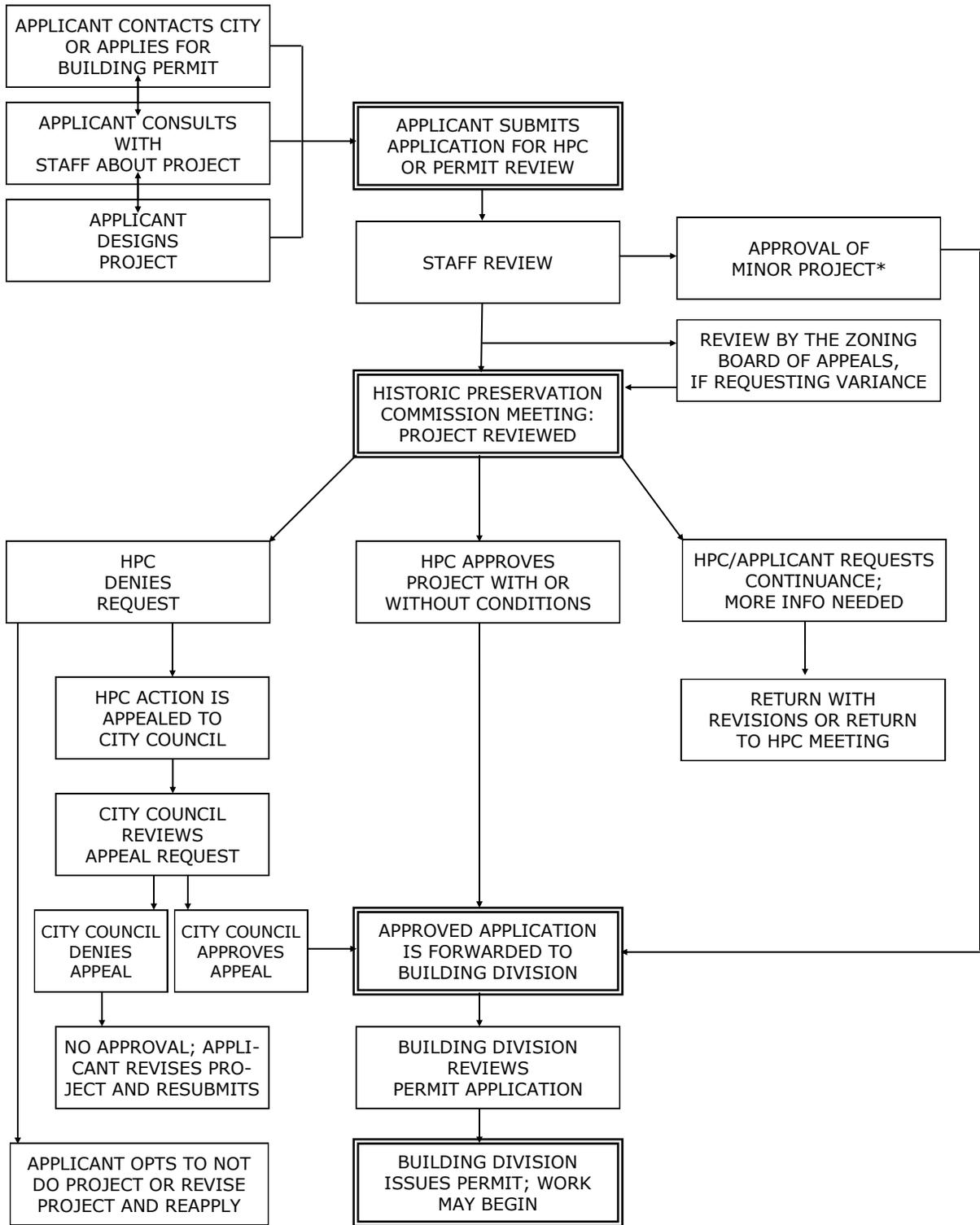
1. HPC Review Form
2. Building Permit Application
3. Support information which describes the proposed work, for example:
 - An application for a fence will include a plat of survey indicating the location of the proposed fence as well as a manufacturer's cut sheet showing the style, materials and height of the fence.
 - An application for an addition will include a plat of survey, a site plan, floor plans, foundation plans, elevation drawings, cut sheets of proposed materials and/or windows and doors, completed zoning worksheet (from Building Division).
 - An application for a sign will include the design of the sign indicating its dimensions, colors and materials as well as where the sign will be located on the building. If a free-standing sign, a plat of survey or a site plan should be included to indicate where the sign will be installed.
 - An application for window replacements will include photographs of the windows' deterioration, a cost estimate of repair by a contractor who has performed window repair work, a cost estimate of replacement of windows in kind (if wood windows, replacements should be wood).

APPEAL OF HPC DECISION

If the HPC denies a permit application, the applicant may appeal the decision to Geneva City Council.

BUILDING PERMIT APPLICATION REVIEW PROCESS

BUILDING PERMIT APPLICATION—REVIEW PROCESS & FLOWCHART



* Contact Staff for information about minor projects

THE SECRETARY OF THE INTERIOR'S STANDARDS

The Secretary of the Interior's Standards (the Standards) are neither technical nor prescriptive but are intended to promote responsible preservation practices that help protect irreplaceable cultural resources.

The City of Geneva adopted the Standards as part of its amendments to the preservation ordinance in 1994 and 1995 as the criteria to be used by the Historic Preservation Commission when reviewing projects.

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

BUILDING PERMIT APPLICATION—FORM

City of Geneva
 Building Department
 109 James Street
 Geneva, IL 60134
 630.262.0280



PERMIT NUMBER _____
 DM _____
 JK _____
 JH _____
 JE _____
 KK _____
 DC _____

APPLICATION FOR PERMIT

APPLICANT _____ Date _____

Address _____

Primary Phone Number _____ Secondary _____ Fax _____

PROJECT ADDRESS _____

Description of Project _____

Subdivision _____ Phase _____ Unit _____ Lot _____

Width _____ Length _____ Height _____ Stories _____

Bedroom(s) _____ Bathroom(s) _____ Total Square Footage _____

PROPERTY OWNER _____

Street Address _____

City _____ State _____ Zip _____ Tel# _____

CONTRACTOR _____

Address _____

City _____ State _____ Zip _____ Tel# _____

Roofing License # _____ Plumbing License # _____

Project Cost _____ Retail Value of New House _____

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD, AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AND SCHEDULE ALL NECESSARY INSPECTIONS AS AN AGENT, AND THAT WE AGREE TO CONFORM TO ALL THE APPLICABLE CODES, LAWS, AND ORDINANCES OF THE CITY OF GENEVA.

Signature _____ Date _____

For Office Use Only:

Zoning _____	Historic District _____	Fire Review Fee _____
Building Fee _____	Public Works Fee _____	Tree Preservation Fee _____
		TOTAL FEE _____

BUILDING PERMIT APPLICATION

HPC REVIEW APPLICATION—FORM

**Geneva
Historic
Preservation
Commission**

Building Permit Application Review

Application for HPC Review

Do you have
questions
about
Historic
Preservation
Commission
review?

Contact
Staff at:

630/938.4541
or
kkaulfuss@geneva.il.us

PROPERTY INFORMATION

Property Address: _____

Name and Address of Property Owner: _____

PROJECT DESCRIPTION

(Describe, in detail, all proposed work. Attach additional pages, if necessary)

SUBMIT PLANS & DRAWINGS TO ILLUSTRATE PROPOSED CHANGES

See reverse for more information.

*For HPC Staff
use only:*

CASE # _____

HPC MTG: _____

RECEIVED: _____

APPLICANT INFORMATION

I attest that all submitted information is accurate. Submitted information becomes public record and I acknowledge that this application may be subject to Freedom of Information Act requests.

Name (print): _____

Address: _____

Telephone: _____

Email: _____

Applicant Signature: _____

Property Owner Signature: _____

Owner must sign if not the applicant



City of Geneva
Department of Community Development
Planning Division

Historic Preservation Commission
22 S. First Street
Geneva, IL 60134
630/938.4541
Fax 630/232.1494

HPC REVIEW APPLICATION

FINANCIAL INCENTIVES

PROPERTY TAX ASSESSMENT FREEZE FOR RESIDENTIAL PROPERTIES

The Illinois Historic Preservation Agency's Tax Freeze program encourages the rehabilitation of historic properties. Through the Freeze, the assessed valuation of the historic property is frozen for eight years at its level when the rehabilitation began. The valuation is then brought back to market level over a period of four years.

In order to qualify for the Freeze, a property must:

1. be a registered historic structure—listed on the National Register of Historic Places or designated by a local historic preservation ordinance (individually or as a contributing building within a historic district).
2. be used as a single-family, owner-occupied residence or condominium, or as a cooperative, or as an owner-occupied residential building with up to six units.
3. have at least 25 percent of the property's market value spent on an approved rehabilitation project.
4. be a substantial rehabilitation that improves the condition of the historic building.
5. be rehabilitated in accordance with the Secretary of the Interior's Standards for Rehabilitation.

The IHPA is responsible for reviewing applications for the tax freeze program. The IHPA review is unrelated and separate from the review performed by the Historic Preservation Commission. Unlike review by the HPC, the IHPA may review interior spaces as part of the certification process.

Contact IHPA at 217/782.4836 to determine if your home and rehabilitation project qualifies. For more information about the Property Tax Assessment Freeze see: <http://www.nps.gov/history/hps/tps/tax/>



The new owners of this historic home at 328 S. Sixth Street completed an extensive interior rehabilitation and received the tax freeze in 2009.

TAX INCENTIVES FOR HISTORIC AND OLDER COMMERCIAL PROPERTIES

The Federal government encourages the preservation of historic buildings through various means. One of these is the program of Federal tax incentives that supports the rehabilitation of historic and older buildings. The National Park Service administers the program with the Internal Revenue Service in partnership with the Illinois Historic Preservation Agency. A 20% tax credit for certified rehabilitation of certified historic structures may be available. To be eligible:

1. The historic building must be listed in the National Register of Historic Places or be certified as contributing to the significance of a "registered historic district."
2. After rehabilitation, the historic building must be used for an income-producing purpose for at least five years. Owner-occupied residential properties do not qualify for the federal rehabilitation tax credit.
3. The project must meet the "substantial rehabilitation test." In brief, this means that the cost of rehabilitation must exceed the pre-rehabilitation cost of the building. Generally, this test must be met within two years or within five years for a project completed in multiple phases.
4. The rehabilitation work must be done according to the Secretary of the Interior's Standards for Rehabilitation.

For more information about tax incentives for historic properties see:

<http://www.nps.gov/history/hps/tps/tax/>

PRESERVATION EASEMENTS FOR HISTORIC PROPERTIES

Tax legislation was passed in 1980 to encourage owners of qualifying historic properties to ensure that these structures are preserved and maintained in an architecturally and historically appropriate manner. The Federal Historic Preservation Tax Incentive Program encourages owners to make a donation of a preservation easement in exchange for federal IRS income tax deductions. A preservation easement is viewed by the government as a non-case charitable deduction. In connection with the preservation easement program, owners of qualifying properties may claim this tax deduction by donating a preservation easement on the exterior of their property to a non-profit preservation organization.

A preservation easement is a legal agreement between a property owner and the recipient organization to preserve and protect all four sides of a building's exterior. The preservation easement is granted in perpetuity and is recorded at the county recorder's office. The basic premise of a preservation easement agreement stipulates that the owner will seek pre-approval from the recipient organization on any significant exterior change to the outside of the property. To be eligible, the subject property must be in a certified municipal historic district, a district listed in the National Register of Historic Places, or individually listed on the National Register. The property may be residential, commercial or industrial.

For more information about Preservation Easements, see:

http://landmarks.org/easement_overview.htm

ARCHITECTURAL STYLES

Style, the external form or decoration of a building, is a classification method for describing structures. When all the defining aspects of a particular style are present, a building may be labeled as "high style". If only a few stylistic details are present, the building is referred to as "influenced by a style" or as "having elements of a style". High style buildings are few in number and are often representative of the popularity of pattern book designs which spread throughout the United States in the mid-1800s; whereas, buildings with elements of a style are quite common as local interpretations of an architectural style.

Style can be expressed in any element of a building—from its overall massing to its details. By examining the elements of a building and its related architectural features, the building's style can be determined. Some typical features that may express architectural styles are: massing, symmetry, roof line, expression of structure, opening arrangement, materials, details, wall surface pattern. Historic structures may be large or small, ornate or simple.

Remember that several styles can appear on the same structure from additions and remodeling over the years. Each building is unique and must be examined within its own context.



Craftsman—1905-1930

- ◆ Roof: gabled with low pitch
- ◆ Detail/materials: knee braces, brackets, half-timbering
- ◆ Door: framed by sidelights
- ◆ Windows: double sash
- ◆ Porch: square columns

Tudor—1890-1940

- ◆ Roof: cross gables, steep pitch
- ◆ Detail/materials: brick, crenulations, stonework, elaborate chimney
- ◆ Door: asymmetrically oriented, Tudor arch
- ◆ Windows: double sash, casement, arched
- ◆ Porch: entry porch, integrated



Queen Anne

- ◆ Roof: hipped roof with lower cross gables
- ◆ Detail/materials: spindles, ornamentation, towers, differing wall textures
- ◆ Door: varies
- ◆ Windows: double hung sash
- ◆ Porch: extensive 1-story, full width and one of the side facades

Greek Revival—1835-1860

- ◆ Roof: gabled, hipped, low pitch
- ◆ Detail/materials: wood, emphasized cornice lines, wide trim with roof returns
- ◆ Door: entry porch, defined entry
- ◆ Windows: double hung sash
- ◆ Porch: entry porch



Italianate—1840-1885

- ◆ Roof: hipped
- ◆ Detail/materials: clapboard, paneled boxed columns, detailed cornices with brackets, heavy window crowns (hood moldings)
- ◆ Door: paneled, surrounded by transom and sidelights
- ◆ Windows: double hung sash
- ◆ Porch: one story, full-width

Vernacular - River stone

- ◆ Roof: gable
- ◆ Detail/materials: river stone
- ◆ Door: simple entry door, wood
- ◆ Windows: double hung sash
- ◆ Porch: none, within ell



Vernacular—Wood Frame

- ◆ Roof: gable
- ◆ Detail/materials: clapboard
- ◆ Door: simple entry door, wood
- ◆ Windows: double hung sash
- ◆ Porch: none, within ell

Mixed Styles

- ◆ Roof: varying (see individual styles)
- ◆ Detail/materials: varying
- ◆ Door: varies
- ◆ Windows: varies
- ◆ Porch: varies

Because some buildings in Geneva have survived throughout the evolution and development of new styles, a building may have more than one style. This home has both Greek Revival and Italianate styles.



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**CITY OF GENEVA
HISTORIC PRESERVATION COMMISSION**

**GUIDELINES FOR THE
REHABILITATION
OF
HISTORIC PROPERTIES**

COMMERCIAL PROPERTIES

CITY OF GENEVA, APRIL 19, 2010

GOAL: MAINTAIN HISTORIC MATERIALS AND ORIGINAL CONFIGURATION OF STOREFRONTS



Example 1:

- Bulkheads, transom windows and storefront configuration are maintained
- Sign is located where it does not damage or obscure façade details
- Storefront windows, entry and main door are preserved

Example 2:

- Bulkheads are maintained
- Storefront configuration is sympathetic to the building
- Signage is located where it does not damage or obscure façade details
- Awnings are a secondary attribute to the building



*Glossary Terms, Pages 108-11
Transom, Bulkhead,
Signage, Awning, Storefront*

*SOI Standards that Apply
to this Example*

Standards 1, 2, 5, & 6

See page 11

Related Design Guidelines
Signs
Materials
Architectural Details
Doors & Entries

ACHIEVE THE GOAL BY:

- ✓ Retaining and preserving storefronts and their functional and decorative features.
- ✓ Protecting and maintaining masonry, wood, and architectural metals which comprise storefronts through treatments such as repair and cleaning.
- ✓ Repairing rather than replacing materials. If replacement is necessary, replace in kind.
- ✓ Replacing an entire storefront in kind if too deteriorated to repair — if the overall form and detailing are evident — through the use of physical evidence or documentation to guide the new work.
- ✓ Designing and constructing a new storefront when historic storefront is completely missing using documentation.
- ✓ Installing signs through the mortar joints or without damage to building facades.
- ✓ Designing missing historic features using historical, pictorial and physical documentation or be a new design that is compatible with size, scale, and materials of historic building.

COMMON MISTAKES

- ⊗ Removing or radically changing storefronts and their features.
- ⊗ Introducing architectural details if they cannot be documented as part of the building.
- ⊗ Introducing building materials which are not present or documented in historic building.
- ⊗ Replacing a storefront when repair of materials and limited replacement are possible.
- ⊗ Changing the location of the storefront's main entrance.
- ⊗ Covering architectural details or enclosing storefront windows.
- ⊗ Installing a sign which covers architectural features or sign fasteners that damage building materials, such as drilling holes through masonry rather than fastening within the mortar joints.
- ⊗ Painting of unpainted masonry.

SOME CHANGES REQUIRING PERMIT REVIEW

- Replacement of bulkheads
- Replacement of storefront windows
- Installation of Awnings/Signs

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Routine maintenance, repair of materials
- Replacement of broken glass in kind

GOAL: MAINTAIN HISTORIC MATERIALS AND BUILDING CONFIGURATION



Example 1:

- Front façade presence is maintained
- Porch is preserved
- Signage is secondary on the building façade
- Clapboard siding and wood framing is preserved

Example 2:

- Front façade presence is maintained
- Entrance and columns are preserved
- Signage is secondary on the building façade
- Stucco material is maintained



Glossary Terms, Pages 108-11
Signage, Adapted Residences,
Column, Entries, Stucco

*SOI Standards that Apply
to this Example*

Standards 1, 2, 3, 5,
9, & 10

See page 11

Related Design Guidelines
Signs
Materials
Architectural Details
Porches

ACHIEVE THE GOAL BY:

- ✓ Adapting the building for the new use while making minimal changes to the building exterior.
- ✓ Preserving building facades of residential buildings retaining their original functional and decorative features.
- ✓ Protecting and maintaining masonry, wood, and architectural metals on building facades through treatments such as repair and cleaning.
- ✓ Repairing rather than replacing materials. If replacement is necessary, replace in kind.
- ✓ Maintaining porches and other architectural details prominent in residential architecture.

COMMON MISTAKES

- ⊗ Removing or radically changing building facades and their features.
- ⊗ Designing additions which subordinate the historic building.
- ⊗ Introducing architectural details if they cannot be documented historically.
- ⊗ Introducing building materials which are not present historically such as artificial stone siding, vinyl siding, corrugated metal.
- ⊗ Replacing a building facade when repair of materials and limited replacement are possible.
- ⊗ Changing the location of the building's main entrance.
- ⊗ Covering architectural details or enclosing windows.
- ⊗ Installing a sign or awning which covers architectural features.

SOME CHANGES REQUIRING PERMIT REVIEW

- Removal of/closing in of porches
- Site improvements such as relocating walkways and driveways
- Reconfiguring or relocating entrances
- Additions

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Routine maintenance or repair of materials

GOAL: MAINTAIN HISTORIC ROOF AND PARAPET WALLS AND THEIR DISTINCTIVE FEATURES



- Example 1:
- Front façade is maintained; roof and parapet walls are preserved
 - Gable roof form is visible

- Example 2:
- Façade of building is maintained
 - Roof form is preserved
 - Stepped parapet walls are retained preserving overall building presence
 - New roof material is sympathetic to the historic building



Glossary Terms, Pages 108-11
Parapet, Roof, Shingle, Standing Seam Roof

SOI Standards that Apply to this Example

Standards 1 & 2

See page 11

Related Design Guidelines
Materials
Architectural Details

ACHIEVE THE GOAL BY:

- ✓ Retaining and preserving roofs and their functional and decorative features. Key aspects of a roof include its overall historic character and shape; decorative features such as cupolas, cresting, chimneys; and roofing material such as slate, wood, clay tile and metal; as well as size, color, and patterning.
- ✓ Repairing a roof by using historic materials.
- ✓ Replacing a roof using in kind materials. If a roof is too deteriorated to repair, physical evidence or documentation may be used to guide the new work.
- ✓ Installing mechanical and service equipment so that it is not visible from the public right-of-way.

COMMON MISTAKES

- ⊗ Radically changing, damaging, or destroying roofs which are important in defining the overall historic character of the building.
- ⊗ Removing a major portion of the roof or materials that are repairable.
- ⊗ Applying paint or other coatings to roof materials which have been historically uncoated.
- ⊗ Stripping the roof of sound and repairable historic material such as slate, clay tile, wood, and architectural metal.
- ⊗ Permitting a leaking roof to remain, leaving the building vulnerable to accelerated deterioration.
- ⊗ Removing a roof feature that is unrepairable, such as a chimney or dormer and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.
- ⊗ Installing mechanical or service equipment so that it damages roof or is visible from the public right-of-way.
- ⊗ Adding features that can't be historically documented.

SOME CHANGES REQUIRING PERMIT REVIEW

- Replacement of roof
- Reconfiguration of roof form; addition of dormers; addition of new architectural details

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of existing roofs

GOAL: MAINTAIN HISTORIC BUILDING MATERIALS



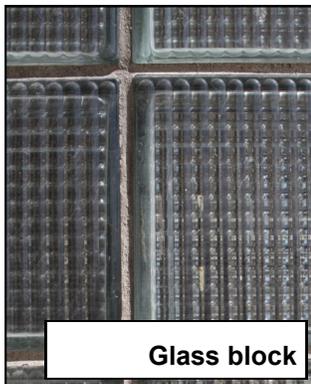
Wood clapboards



Riverstone



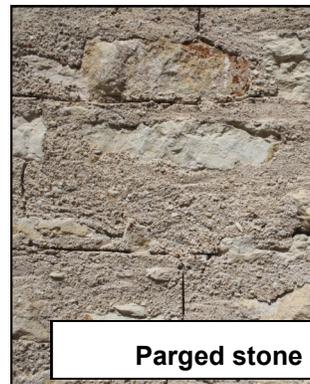
Brick, painted



Glass block



Limestone



Parged stone



Iron spot brick



Vitrolite



Beadboard

Materials

- Historic buildings in Geneva are made up of a variety of materials and finishes.
- Materials are important as they convey unique character and presence.

Glossary Terms, Pages 108-11
 Brick, Vitrolite, Glass Block,
 Parged Stone, Riverstone,
 Beadboard

*SOI Standards that Apply
 to this Example*

Standards 2, 5, & 7

See page 11

Related Design Guidelines
 Architectural Details

ACHIEVE THE GOAL BY:

- ✓ Retaining and preserving historic building materials and textures that contribute to the historic character of the building (wood, metal, masonry, clay, and stucco).
- ✓ Protecting and maintaining the building exterior by providing proper drainage; repointing mortar joints and carefully executed spot repairs. Protect wood by staining or painting.
- ✓ Cleaning exterior building materials only when necessary to halt deterioration or heavy soiling. If cleaning is necessary, use the gentlest method possible.
- ✓ Replacing materials, in kind, only when too deteriorated to repair.
- ✓ Maintaining joint width and profiles.
- ✓ Following the Historic Preservation Commission's Siding Policy.

COMMON MISTAKES

- ⊗ Removing, radically changing, or covering materials that define the historic character of the building.
- ⊗ Failing to evaluate and treat causes of ongoing deterioration, such as leaking roofs or gutters, differential settlement, or extreme weather exposure.
- ⊗ Over-cleaning exterior building materials to create a new appearance; or using harsh materials, methods, or chemicals.
- ⊗ Removing non-deteriorated building materials or mortar and replacing materials or mortar to achieve a uniform appearance.
- ⊗ Removing materials that are unrepairable without replacing in kind.
- ⊗ Replacing materials with a new feature which does not have the same visual appearance.
- ⊗ Repointing with inappropriate mortar—synthetic caulking compound or hard, cementitious mortar—which causes damage to masonry.
- ⊗ Painting masonry which is historically unpainted.

SOME CHANGES REQUIRING PERMIT REVIEW

- Demolition of building materials
- Replacement of building materials
- Rebuilding walls

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Routine maintenance and repair of building materials
- Tuckpointing

GOAL: MAINTAIN ARCHITECTURAL DETAILS



DETAILS

- Architectural details are an important part of a building's character.
- Above are a variety of details from commercial buildings in Geneva.

Glossary Terms, Pages 108-11
 Iron Columns, Stucco, Architrave, Arch, Transom, Architectural Details

SOI Standards that Apply to this Example

Standards 3, 5, 6, & 7

See page 11

Related Design Guidelines Materials

ACHIEVE THE GOAL BY:

- ✓ Retaining and preserving architectural details that define the building's historic character such as walls, brackets, railings, cornices, window architraves, door pediments, steps, and columns; and maintain joint and unit size, tooling and bonding patterns, coatings, and color.
- ✓ Providing proper drainage; repairing by patching, piecing-in or consolidating; retaining coatings such as paint that protects wood.

COMMON MISTAKES

- ⊗ Removing or radically changing architectural details that define the historic character of the building.
- ⊗ Failing to treat causes of deterioration.
- ⊗ Replacing an architectural detail when repair and limited replacement of deteriorated or missing parts are appropriate.
- ⊗ Using a substitute material for replacement that does not convey the visual appearance of the architectural detail or is physically incompatible.
- ⊗ Adding new architectural details which are not present in the character of the building or are incompatible in size, scale, material or color.

SOME CHANGES REQUIRING PERMIT REVIEW

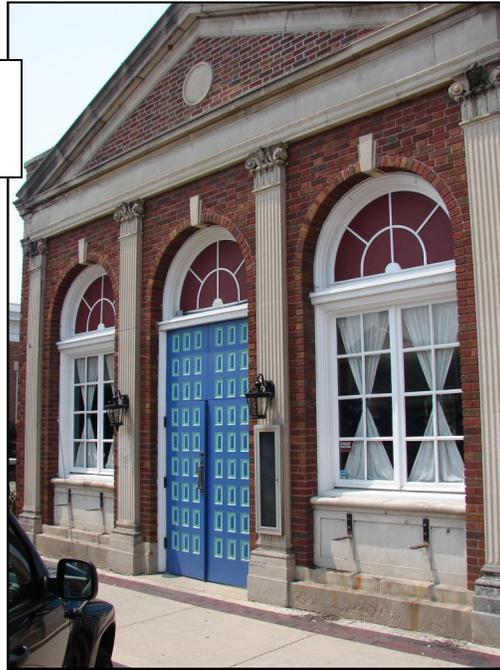
- Demolition of architectural details

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of deteriorated historic and architectural-ly significant building details

GOAL: MAINTAIN HISTORIC DOORS & ENTRIES

Examples 1 & 2:
 • This entry was recently restored.



Examples 3, 4 & 5:
 • Entries and original doors are preserved

Glossary Terms, Pages 108-11
 Transom, Bulkhead, Signage

SOI Standards that Apply to this Example
 Standards 2, 5, 6, & 7
 See page 11

Related Design Guidelines
 Materials
 Architectural Details

ACHIEVE THE GOAL BY:

- ✓ Retaining and preserving entrances and their functional and decorative features that define the historic character of the building (doors, fanlights, sidelights, pilasters, entablatures, columns, balustrades, and stairs).
- ✓ Repairing historic entrances and doors.
- ✓ Replacing, in kind, an entire entrance or door that is too deteriorated using physical evidence or documentation to guide the new work.

COMMON MISTAKES

- ⊗ Removing or radically changing entrances or replacing entrance doors that define the character of the building.
- ⊗ Removing or relocating an entrance because the building has been re-oriented to accommodate a new use.
- ⊗ Installing a new entrance by cutting a new opening in a primary elevation.
- ⊗ Using replacement doors which are more appropriate for residential construction.
- ⊗ Adding sidelights, transom windows, or other features where none existed before.
- ⊗ Failing to provide protection from the elements which contributes to continued deterioration.

SOME CHANGES REQUIRING PERMIT REVIEW

- Replacement of doors
- Relocating or removing/modifying entries

SOME CHANGES NOT REQUIRING PERMIT REVIEW

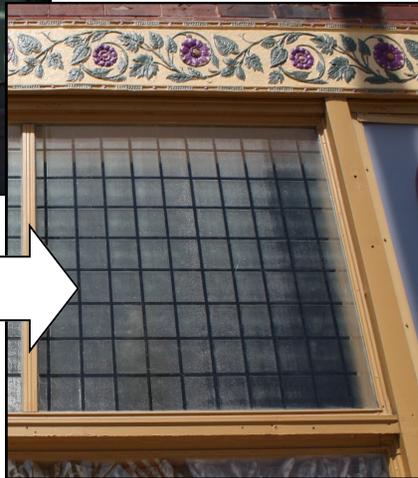
- Repair of deteriorated historic and original doors
- Repair of entrances and surrounding decorative features

GOAL: MAINTAIN HISTORIC WINDOWS



Example 1 & 2:

- Storefront window configuration was preserved with new window system
- Double hung windows are restored
- Window and arched window restored



Examples 3 & 4:

- Transom windows are uncovered and restored
- Windows and storm windows are maintained and preserved



Example 4:

- Double hung windows are restored rather than replaced

Glossary Terms, Pages 108-11
 Transom, Window,
 Bulkhead, Signage

SOI Standards that Apply to this Example
 Standards 2, 5, 6, & 7
 See page 11

Related Design Guidelines
 Materials
 Architectural Details

ACHIEVE THE GOAL BY:

- ✓ Retaining and preserving windows that define the historic character of the building. Features include frames, sash, muntins, glazing, sills, heads, hoodmolds, paneled or decorated jambs and moldings, and exterior shutters.
- ✓ Protecting and maintaining the wood and architectural metal that comprise the window frame, sash, and muntins.
- ✓ Making windows weathertight by reglazing, recaulking and replacing or installing weather-stripping.
- ✓ Repairing window frames and sash by patching, splicing, consolidating or otherwise reinforcing. Replace, in kind, parts that are extensively deteriorated or missing.
- ✓ Replacing a window, in kind, that is documented to be too deteriorated to repair.
- ✓ Following the Historic Preservation Commission's Window Policy.

COMMON MISTAKES

- ⊗ Removing or radically changing windows important to the historic character of the building.
- ⊗ Changing the number, location, size or glazing pattern of windows through cutting new wall openings, blocking-in windows, and installing replacement sash which does not fit the opening.
- ⊗ Failing to provide adequate protection for windows against extreme weather conditions.
- ⊗ Replacing an entire window when repair of materials or replacement of parts, in kind, is possible.
- ⊗ Using a substitute material for the replacement part that does not convey the visual appearance of the historic window.
- ⊗ Adding storm windows of a design that obscures historic window details.

SOME CHANGES REQUIRING PERMIT REVIEW

- Replacement of windows

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of deteriorated historic and original windows
- Installation or repair of storm windows
- Painting or staining of window frames/sash

GOAL: CONSTRUCT & BUILD ADDITIONS TO HISTORIC COMMERCIAL BUILDINGS SO THAT HISTORIC BUILDING FEATURES ARE UNAFFECTED



Example 1:
 • Addition to historic building blends in well and does not detract from the historic building

Example 2:
 • The “connector” addition between these two buildings is set off from the front building façade clearly differentiating itself from the historic buildings



Example 3:
 • Addition to historic building blends in well and does not detract from the historic building

Glossary Terms, Pages 108-11
 Addition, Massing, Height

SOI Standards that Apply to this Example
 Standards 1, 2, 3, 4, 5, 6, 9 & 10
 See page 11

Related Design Guidelines
 Materials
 Architectural details

ACHIEVE THE GOAL BY:

- ✓ Maintaining the form, orientation and symmetry of the historic structure by locating an addition at the rear or on an inconspicuous side of the building; and limiting its size and scale in relationship to the historic building.
- ✓ Designing new additions in a manner that makes clear what is historic and what is new construction.
- ✓ Constructing a new addition so that there is the least possible loss of historic materials and that character-defining features are not obscured, damaged, or destroyed.
- ✓ Considering the new addition as to how it relates to the appearance of adjacent historic buildings.
- ✓ Placing new additions such as balconies or greenhouses on non-character-defining elevations.

COMMON MISTAKES

- ⊗ Attaching a new addition so that character-defining features of the historic building are removed, obscured, damaged, or destroyed.
- ⊗ Designing an addition where its size and scale of an addition is out of proportion to the historic building, diminishing its historic character.
- ⊗ Duplicating the exact form, material, style and detailing of the historic building so that the new addition appears to be part of the historic building.
- ⊗ Imitating a historic style or period of architecture.

SOME CHANGES REQUIRING PERMIT REVIEW

- New building additions
- Exterior alterations or expansions to existing additions

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of existing additions

GOAL: ERECT FENCES & WALLS WHICH DO NOT ADVERSELY EFFECT HISTORIC PROPERTIES



Example 1:
 • Stone fence has been re-tained and repaired.



Example 2:
 • New wood fence is sympathetic to overall building presence



Example 3:
 • Brick wall and iron railing are maintained

Glossary Terms, Pages 108-11
 Fence, Wall

SOI Standards that Apply to this Example
 Standards 2, 3, 9 & 10
 See page 11

Related Design Guidelines
 Materials
 Architectural Details

ACHIEVE THE GOAL BY:

- ✓ Retaining the historic relationship between buildings, landscape features, open spaces, and fences/walls.
- ✓ Retaining, preserving and installing historic fencing materials in areas that are visible from the street.
- ✓ Adding a fence or wall that is compatible with the surrounding structures in material and design and secondary in to the primary structure.

COMMON MISTAKES

- ⊗ Installing masonry walls unless used for screening of service areas or unless a historic precedent exists.
- ⊗ Using historically inappropriate fencing or wall materials such as PVC, vinyl, chain-link, or concrete block.
- ⊗ Removing or installing landscape features which alter or destroy the historic relationship between buildings, landscape, open space, and fences/walls.

SOME CHANGES REQUIRING PERMIT REVIEW

- Installation of new fencing

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of existing fences or retaining walls

GOAL: MAINTAIN THE FORM, DESIGN, AND MATERIALS OF HISTORIC PORCHES

Examples 1 & 2:
 • Porches on these former residences have been preserved while use of the building has changed to business or commercial



Examples 3 & 4:
 • Porches on these former residences are retained even though the buildings are now used for commercial purposes

Glossary Terms, Pages 108-11
 Porch, Architectural Details

SOI Standards that Apply to this Example
 Standards 2, 3, 4, 5, 6, 9 & 10
 See page 11

Related Design Guidelines
 Architectural Details
 Materials

ACHIEVE THE GOAL BY:

- ✓ Retaining and preserving porches that define the historic character of the building.
- ✓ Protecting and maintaining the masonry, wood, and architectural metal that comprise porches through routine cleaning, maintenance, repair and reinforcement of historic materials.
- ✓ Maintaining open design and roof shape.
- ✓ Adding a porch and its details when documentation is provided that illustrates its presence.

COMMON MISTAKES

- ⊗ Removing or radically changing existing porches that define the historic character of the building.
- ⊗ Replacing a porch when the repair of materials and/or limited replacement are feasible.
- ⊗ Creating a false sense of history by adding porches on a primary façade or adding architectural or stock “Victorian” details where none previously existed.
- ⊗ Using treated wood that remains unpainted on porch or stair treads.
- ⊗ Enclosing porches in a manner that results in a loss of historic character.
- ⊗ Installing porches that are incompatible in size and scale with the historic building or obscure, damage, or destroy character-defining features.

SOME CHANGES REQUIRING PERMIT REVIEW

- Change of porch roof
- Enclosing in of porch
- Changing configuration of existing porches
- Adding a new porch

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of existing porch and materials
- Screening-in of porch

GOAL: MAINTAIN THE FORM AND INTEGRITY OF HISTORIC BUILDINGS

Example 1:

- This dormer fits in well with the historic building



Examples 2 & 3:

- This dormer, located on the rear façade of the building at the left, does not impact the front façade.



Glossary Terms, Pages 108-111
Dormer, Skylight

SOI Standards that Apply to this Example

Standards 2, 3, 4, 5, 6, 9 & 10

See page 11

Related Design Guidelines
Architectural Details
Materials

ACHIEVE THE GOAL BY:

- ✓ Adding dormers to secondary or tertiary facades.
- ✓ Restoring missing dormers on front facades.
- ✓ Installing skylights on the rear-facing roof section.

COMMON MISTAKES

- ⊗ Locating dormers on the front façade where none have been historically present.
- ⊗ Adding skylights on the front façade roof.
- ⊗ Differentiating the dormers so that they stand out against the historic building.

SOME CHANGES REQUIRING PERMIT REVIEW

- Change of roof—materials and/or structure
- Addition of a dormer
- Installation of skylight

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of existing dormers and skylights

CHIMNEYS

GOAL: MAINTAIN THE FORM, DESIGN, AND MATERIALS OF HISTORIC CHIMNEYS



Examples 1-3:
 • Chimneys have been preserved providing an essential element to the overall integrity of the building



DESIGN GUIDELINES — COMMERCIAL

Glossary Terms, Pages 108-11
 Chimney, Brick, Masonry, Tuckpointing

SOI Standards that Apply to this Example
 Standards 2, 3, 4, 5, 6, 9 & 10
 See page 11

Related Design Guidelines
 Architectural Details
 Materials

ACHIEVE THE GOAL BY:

- ✓ Preserving existing historic chimneys.
- ✓ Performing regular maintenance on chimneys, such as sweeping and tuckpointing.
- ✓ Maintaining the existing materials.

COMMON MISTAKES

- ⊗ Removing chimneys.
- ⊗ Replacing chimney materials with materials not currently present in the historic building.
- ⊗ Covering existing chimneys with a new material.
- ⊗ Tuckpointing with mortar that does not match the historic mortar used or is cementitious and damages masonry.

SOME CHANGES REQUIRING PERMIT REVIEW

- Demolition of existing chimneys
- Installation of a new chimney

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of existing chimneys
- Tuckpointing of chimneys

GOAL: MAINTAIN THE PATTERN OF PAVED AND UNPAVED AREAS



- Examples:
- The Little Traveler's centered front walk is a focal point of the historic site (above)
 - Dodson Place has preserved its front entry presence by maintaining the walk location (below)



Glossary Terms, Pages 108-11
Walkway, Driveway

SOI Standards that Apply to this Example

Standards 1, 2 & 5

See page 11

Related Design Guidelines
Site Improvements

ACHIEVE THE GOAL BY:

- ✓ Preserving historic walks and drives (location, area, extent, and materials).
- ✓ Re-paving or installing new walks using traditional pavement options such as brick pavers, asphalt, or concrete.
- ✓ Installing new walks or driveways using traditional placement—straight along side of building or, from sidewalk to front of building.

COMMON MISTAKES

- ⊗ Placing parking in front of the front façade line unless historically present.
- ⊗ Using circular or other shaped driveways which do not match original site design.
- ⊗ Constructing walkways that lead only from the driveway to the house unless historically present.

SOME CHANGES REQUIRING PERMIT REVIEW

- Removal of historic sidewalks or driveways
- Re-paving of sidewalks or driveways
- Enlarging of sidewalks or driveways

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of existing sidewalks or driveways

GOAL: INSTALL AWNINGS THAT ARE COMPLEMENTARY TO THE BUILDING FAÇADE



Example 1:
 • Awning fits within the available opening and does not cover architectural details



Example 2:
 • Awning fits over storefront windows
 • Awning is subordinate, on site, to building façade

Glossary Terms, Pages 108-11
 Transom, Awning, Signage

SOI Standards that Apply to this Example
 Standards 5 & 9
 See page 11

Related Design Guidelines
 Signs
 Architectural Details

ACHIEVE THE GOAL BY:

- ✓ Retaining and preserving historic awnings and applicable hardware.
- ✓ Designing awnings that are compatible with the historic building façade.
- ✓ Installing awnings on buildings where no permanent damage to masonry or other building materials occurs.
- ✓ Complying with City of Geneva code for location, projection, height and text size.
- ✓ Ensuring that, if the awning is used as a sign, that the text size and color are compatible with the colors of the building façade materials. (delete: "enhance the building façade").
- ✓ Using canvas and cloth-like materials or "Sunbrella" fabric.

COMMON MISTAKES

- ⊗ Awnings which cover or obscure architectural details or do not fit the shape of the wall opening.
- ⊗ Awnings which are installed that damage building materials.
- ⊗ Installing internally illuminated or backlit signs or awnings.
- ⊗ Awnings which are oversized and overwhelming to the building.

SOME CHANGES REQUIRING PERMIT REVIEW

- Replacement of awning
- Installation of new awning

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of awnings

GOAL: INSTALL SIGNS THAT COMPLEMENT THE HISTORIC BUILDING



Examples:

- Free-standing signs are designed to be complementary to the building in size and color and design
- Wall-mounted signs are designed to be complementary to the design of the building and are located without obstructing architectural details

Glossary Terms, Pages 108-11 Signage, Awning

SOI Standards that Apply to this Example

Standards 2, 5, 9

See page 11

Related Design Guidelines Materials

ACHIEVE THE GOAL BY:

- ✓ Retaining and preserving historic signs and their functional and decorative features.
- ✓ Complying with the City of Geneva's Sign Code.
- ✓ Using materials for signs that are compatible to the materials present in the historic building.
- ✓ Illuminating signs from an exterior light source such as gooseneck light fixture or spotlight.
- ✓ Locating signs at traditional sign locations.
- ✓ Anchoring signs without damage to historic building materials.

COMMON MISTAKES

- ⊗ Removing or radically changing historic signs.
- ⊗ Installing signs which damage historic materials or obscure character-defining features.
- ⊗ Installing LED, changeable copy, animated, internally-illuminated signs and signs that contain flashing or blinking lights and signs that have physical movement.
- ⊗ Installing signs that are inappropriately sized for the wall space or free-standing sign post.
- ⊗ Installing signs without respecting the location, style and size of other signs on the building.

SOME CHANGES REQUIRING PERMIT REVIEW

- Installation of new signs or awnings
- Recovering of existing sign face
- Recovering of existing awning frame

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of existing signs

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**CITY OF GENEVA
HISTORIC PRESERVATION COMMISSION**

GUIDELINES FOR THE REHABILITATION OF HISTORIC PROPERTIES

Residential Properties

CITY OF GENEVA, APRIL 19, 2010

GOAL: MAINTAIN ORIGINAL ROOF FORM AND FEATURES



Example 1:

- Varying and distinctive roof form
- Wood shake roof tile



Example 2:

- Roof form and bay window have been preserved



Example 3:

- Italianate-styled building with cupola has a distinctive hipped roof form



Example 4:

- Roof form with clay tiles has been preserved

Glossary Terms, Pages 108-11
 Roof, Shingle, Cupola,
 Gable Roof, Roof Form

SOI Standards that Apply to this Example

 Standards 2, 5, & 6

 See page 11

Related Design Guidelines
 Materials
 Architectural Details

ACHIEVE THE GOAL BY:

- ✓ Retaining and preserving roofs and their functional and decorative features. Key aspects of a roof include its overall historic character and shape; decorative features such as cupolas, cresting, chimneys; and roofing material such as slate, wood, clay tile and metal; as well as size, color, and patterning.
- ✓ Repairing a roof by using historic materials.
- ✓ Replacing a roof using in kind materials. If a roof is too deteriorated to repair, physical evidence or documentation may be used to guide the new work.
- ✓ Installing mechanical and service equipment so that it is not visible from the public right-of-way.

COMMON MISTAKES

- ⊗ Radically changing, damaging, or destroying roofs which are important in defining the overall historic character of the building.
- ⊗ Removing a major portion of the roof or materials that are repairable.
- ⊗ Applying paint or other coatings to roof materials which have been historically uncoated/unpainted.
- ⊗ Stripping the roof of sound and repairable historic material such as slate, clay tile, wood, and architectural metal.
- ⊗ Permitting a leaking roof to remain, leaving the building vulnerable to accelerated deterioration.
- ⊗ Removing a roof feature that is unrepairable, such as a chimney or dormer and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.
- ⊗ Installing mechanical or service equipment so that it damages historic building materials.
- ⊗ Adding features that cannot be documented in the building's history.

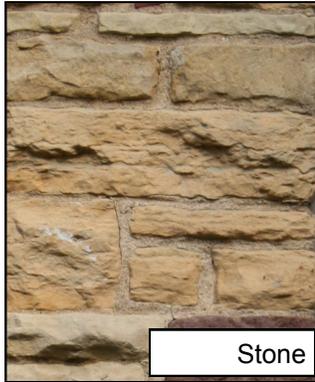
SOME CHANGES REQUIRING PERMIT REVIEW

- Replacement of roof
- Reconfiguration of roof form
- Addition of dormers and/or skylights
- Demolition of roof features

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of existing roof and roof materials

GOAL: MAINTAIN HISTORIC BUILDING MATERIALS



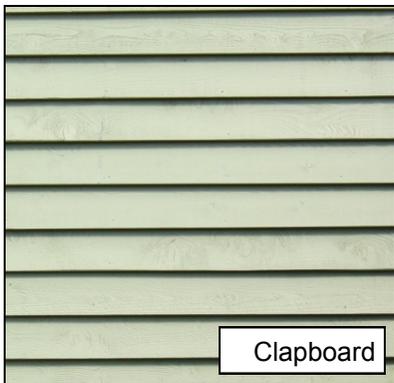
Stone



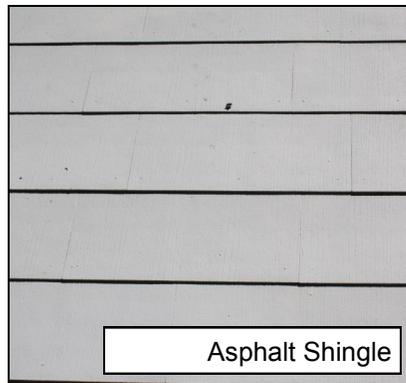
Shingles



Stone



Clapboard



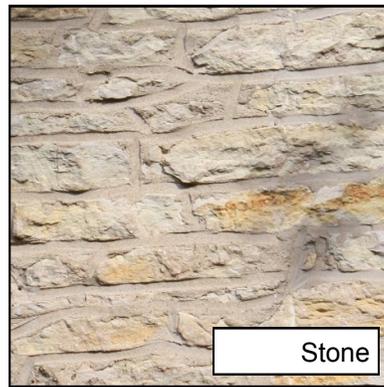
Asphalt Shingle



Clapboard



Beveled Clapboard



Stone

Materials

- Historic buildings in Geneva are made up of a variety of materials and finishes.
- Materials are important as they provide unique character and building presence.

Glossary Terms, Pages 108-11
Clapboard, Stone, River Stone, Shingle

SOI Standards that Apply to this Example
Standards 2, 3, 5 & 6
See page 11

Related Design Guidelines
Architectural Details

ACHIEVE THE GOAL BY:

- ✓ Retaining and preserving historic building materials and textures that contribute to the historic character of the building (wood, metal, masonry, clay, and stucco).
- ✓ Protecting and maintaining the building exterior by providing proper drainage; repointing mortar joints and carefully executed spot repairs. Protect wood by staining or painting.
- ✓ Cleaning exterior building materials only when necessary to halt deterioration or heavy soiling. If cleaning is necessary, use the gentlest method possible.
- ✓ Replacing materials, in kind, only when too deteriorated to repair.
- ✓ Maintaining joint width and profiles.
- ✓ Following the Historic Preservation Commission's Siding Policy.

COMMON MISTAKES

- ⊗ Removing, radically changing, or covering materials that define the historic character of the building.
- ⊗ Replacing building materials that can be repaired.
- ⊗ Failing to evaluate and treat causes of ongoing deterioration, such as leaking roofs or gutters, differential settlement, or extreme weather exposure.
- ⊗ Over-cleaning exterior building materials to create a new appearance; or using harsh materials, methods, or chemicals.
- ⊗ Removing non-deteriorated building materials or mortar and replacing materials or mortar to achieve a uniform appearance.
- ⊗ Removing materials that are unrepairable without replacing or replacing with a new feature which does not have the same visual appearance.
- ⊗ Painting masonry which is historically unpainted.
- ⊗ Repointing with inappropriate mortar—synthetic caulking compound or hard, cementitious mortar—which causes damage to masonry.

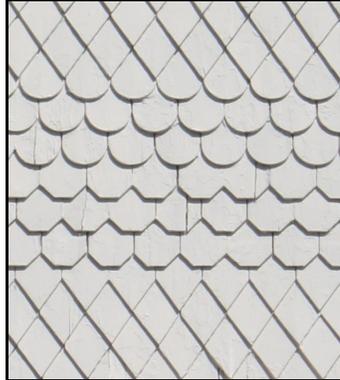
SOME CHANGES REQUIRING PERMIT REVIEW

- Replacement of building materials

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of building materials
- Painting previously painted materials

GOAL: MAINTAIN ARCHITECTURAL DETAILS



DETAILS

- Architectural details are an important part of a building's character.
- Above are a variety of details from residential buildings in Geneva.

Glossary Terms, Pages 108-11
Shingle, Entries,
Architectural Details

*SOI Standards that Apply
to this Example*

Standards 2, 3, 5 & 6

See page 11

Related Design Guidelines
Materials
Architectural Details

ACHIEVE THE GOAL BY:

- ✓ Retaining and preserving architectural details that define the historic character of the building such as walls, brackets, railings, cornices, window architraves, door pediments, steps, and columns; and maintain joint and unit size, tooling and bonding patterns, and coatings.
- ✓ Providing proper drainage; repairing by patching, piecing-in or consolidating; retaining coatings such as paint that protects wood.

COMMON MISTAKES

- ⊗ Removing or radically changing architectural details that define the historic character of the building.
- ⊗ Failing to treat causes of deterioration.
- ⊗ Replacing an architectural detail when repair and limited replacement of deteriorated or missing parts are appropriate.
- ⊗ Using a substitute material for replacement that does not convey the visual appearance of the architectural detail or is physically incompatible.
- ⊗ Adding new architectural details which are not present in the character of the building or are incompatible in size, scale, material or color.

SOME CHANGES REQUIRING PERMIT REVIEW

- Demolition of architectural details
- Replacement of architectural details

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of deteriorated details

GOAL: MAINTAIN AND PRESERVE HISTORIC DOORS AND ENTRIES



Examples 1 & 2:
 • Front entries have been preserved

Example 3:
 • Entry and stairs which have been preserved



Glossary Terms, Pages 108-11
 Door, Entries, Walkway

SOI Standards that Apply to this Example
 Standards 1, 2, 3, 4, 5 & 6
 See page 11

Related Design Guidelines
 Architectural Details
 Materials

ACHIEVE THE GOAL BY:

- ✓ Retaining and preserving entrances and their functional and decorative features that define the overall historic character of the building such as doors, fanlights, sidelights, pilasters, entablatures, columns, balustrades, and stairs.
- ✓ Repairing historic entrances and doors.
- ✓ Replacing, in kind, an entire entrance or door that are too deteriorated using physical evidence or documentation to guide the new work.

COMMON MISTAKES

- ⊗ Removing or radically changing entrances or replacing entrance doors which define the overall character of the building.
- ⊗ Removing or relocating an entrance because the building has been re-oriented to accommodate a new use.
- ⊗ Installing a new entrance by cutting a new opening in a primary elevation.
- ⊗ Using replacement doors which are more appropriate for commercial construction.
- ⊗ Adding sidelights, transom windows, or other features where none existed before.
- ⊗ Failing to provide adequate protection from the elements which contributes to continued deterioration.

SOME CHANGES REQUIRING PERMIT REVIEW

- Replacement of doors
- Modification of historic entries
- Creating new entries

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of deteriorated historic and original doors and entries

GOAL: PRESERVE ORIGINAL AND HISTORIC WINDOWS



Examples:
 • Original and historic windows provide a unique texture to the building's overall presence.

Glossary Terms, Pages 108-11
 Window

SOI Standards that Apply to this Example
 Standards 1, 2, 3, 4, 5 & 6
 See page 11

Related Design Guidelines
 Materials
 Architectural Details

ACHIEVE THE GOAL BY:

- ✓ Retaining and preserving windows that define the historic character of the building. Features can include frames, sash, muntins, glazing, sills, heads, hood-molds, paneled or decorated jambs and moldings, and exterior shutters.
- ✓ Protecting and maintaining the wood and architectural metal which comprise the window frame, sash, and muntins.
- ✓ Making windows weathertight by reglazing, recaulking and replacing or installing weather-stripping.
- ✓ Repairing window frames and sash by patching, splicing, consolidating or otherwise reinforcing. Replace, in kind, parts that are extensively deteriorated or missing.
- ✓ Replacing a window, in kind, that is documented to be too deteriorated to repair.
- ✓ Complying with the HPC's Window Policy.

COMMON MISTAKES

- ⊗ Removing or radically changing windows that define the overall character of the building.
- ⊗ Changing the number, location, size or glazing pattern of windows through cutting new wall openings, blocking-in windows, and installing replacement sash which does not fit the opening.
- ⊗ Failing to provide adequate protection for windows against extreme weather conditions.
- ⊗ Replacing an entire window when repair of materials or replacement of parts, in kind, is appropriate.
- ⊗ Using a substitute material for the replacement part that does not convey the visual appearance of the window.
- ⊗ Adding storm windows which obscure historic windows or storm windows with muntin bars that do not line up with meeting rails of double hung sash.
- ⊗ Adding shutters which were not historically present in the character of the building or are incompatible in size by not fitting the window which they surround.

SOME CHANGES REQUIRING PERMIT REVIEW

- Replacement of windows

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of deteriorated historic and original windows
- Repair of storm windows
- Painting or staining of window frames/sash

GOAL: ALLOW BUILDING EXPANSIONS THAT MAINTAIN THE CHARACTER OF THE HISTORIC BUILDING



Example 1:
• Addition is located at the rear of the building and doesn't overwhelm the historic building



Example 2:
• Addition is located at the rear of the building and doesn't overwhelm the historic building

Glossary Terms, Pages 108-11
Addition, Massing, Height, Bulk Standards, Teardown Infill Regulations

SOI Standards that Apply to this Example
Standards 1, 2, 4, 5, 6, 9 & 10
See page 11

Related Design Guidelines
Materials
Architectural Details

ACHIEVE THE GOAL BY:

- ✓ Maintaining the form, orientation and symmetry of the historic structure by locating an addition at the rear or on an inconspicuous side of a historic building; and limiting its size and scale in relationship to the historic building.
- ✓ Designing new additions in a manner that makes clear what is historic and what is new construction.
- ✓ Constructing a new addition so that there is the least possible loss of historic materials and that character-defining features are not obscured, damaged, or destroyed.
- ✓ Considering the new addition as to how it relates to the appearance of adjacent historic buildings.
- ✓ Placing new additions such as balconies or greenhouses on non-character-defining elevations.
- ✓ Preserving later additions that have gained historic or architectural integrity.
- ✓ Complying with City of Geneva codes and teardown infill regulations for floor area and lot coverage.

COMMON MISTAKES

- ⊗ Attaching a new addition so that character-defining features of the historic building are removed, obscured, damaged, or destroyed.
- ⊗ Designing a new addition which is out of scale and size to the historic building, diminishing its historic character.
- ⊗ Duplicating the exact form, material, style and detailing of the historic building so that the new addition appears to be part of the historic building.
- ⊗ Imitating a historic style or period of architecture.

SOME CHANGES REQUIRING PERMIT REVIEW

- New additions
- Exterior alterations to existing additions

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of existing building materials on building additions

GOAL: MAINTAIN THE PATTERN OF OPEN AND ENCLOSED SPACES



Example 1:

- Open wood fence allows for unobstructed view of historic building
- Wood material is sympathetic to the four square house style



Example 2:

- Open metal fence allows for unobstructed view of historic home
- Metal material is sympathetic to the revival-styled house

Glossary Terms, Pages 108-11
Fence, Wall

SOI Standards that Apply to this Example

Standards 3, 5 & 9

See page 11

Related Design Guidelines
Materials
Architectural Details

ACHIEVE THE GOAL BY:

- ✓ Retaining the historic relationship between buildings, landscape features, and open space.
- ✓ Retaining, preserving and installing historic fencing materials in areas that are visible from the street.
- ✓ Adding a fence or wall that is compatible with the surrounding structures in material and design and secondary in to the primary structure.

COMMON MISTAKES

- ⊗ Installing masonry walls unless used for screening of service areas or unless a historic precedent exists.
- ⊗ Using non-historic fencing or wall materials such as PVC, vinyl, chain-link, concrete block, and aluminum.
- ⊗ Removing or installing historic landscape features which destroy the historic relationship between buildings, landscape and open space.
- ⊗ Installing a fence or wall which is not secondary in size, massing and design to the historic building

SOME CHANGES REQUIRING PERMIT REVIEW

- Installation of new fencing
- Replacement of existing fencing

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of existing fences or retaining walls

GOAL: MAINTAIN THE FORM, DESIGN, AND MATERIALS OF HISTORIC PORCHES



Examples:

- Historic porches that have been retained & preserved



Glossary Terms, Pages 108-11
Porch

SOI Standards that Apply to this Example

Standards 1, 2, 3, 4, 5,
6, 9 & 10
See page 11

Related Design Guidelines
Materials
Architectural Details

ACHIEVE THE GOAL BY:

- ✓ Retaining and preserving porches that define the overall historic character of the building.
- ✓ Protecting and maintaining the masonry, wood, and architectural metal that comprise porches through appropriate treatments such as cleaning, routine maintenance, repair and reinforcement of historic materials.
- ✓ Maintaining open design and roof shape.
- ✓ Adding architectural details when documentation illustrates.

COMMON MISTAKES

- ⊗ Removing or radically changing porches which are important in defining the overall historic character of the building.
- ⊗ Replacing a porch when the repair of materials and limited replacement are appropriate.
- ⊗ Creating a false sense of history by adding porches on a primary façade or adding architectural or stock “Victorian” details where none previously existed.
- ⊗ Using treated wood that remains unpainted.
- ⊗ Enclosing porches in a manner that results in a loss of historic character.
- ⊗ Installing porches that are incompatible in size and scale with the historic building or obscure, damage, or destroy character-defining features.

SOME CHANGES REQUIRING PERMIT REVIEW

- Demolition of architectural details
- Demolition of porch
- Changing configuration of existing porches
- Adding a new porch

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of existing porch and materials
- Screening-in of porch

GOAL: MAINTAIN THE FORM AND INTEGRITY OF HISTORIC BUILDINGS

Example 1:
 • This new dormer, installed on the rear elevation, fits in well with the architecture of the building



Example 2:
 • This dormer was set back from the front façade.

Glossary Terms, Pages 108-11
 Dormer, Skylight

SOI Standards that Apply to this Example
 Standards 2, 3, 4, 5, 6, 9 & 10
 See page 11

Related Design Guidelines
 Architectural Details
 Materials

ACHIEVE THE GOAL BY:

- ✓ Adding dormers to tertiary or secondary facades.
- ✓ Restoring missing dormers on front facades.
- ✓ Installing skylights on the rear-facing roof section.

COMMON MISTAKES

- ⊗ Locating dormers on the front façade where none have been historically present.
- ⊗ Differentiating the dormers so that they stand out against the historic building.
- ⊗ Adding skylights on the front façade roof.

SOME CHANGES REQUIRING PERMIT REVIEW

- Demolition of architectural details
- Adding new dormers; modifying dormers
- Installing skylights

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of existing dormers and skylights

GOAL: MAINTAIN THE FORM, DESIGN, AND MATERIALS OF HISTORIC CHIMNEYS



Examples 1-3:
 • Chimneys have been preserved providing an essential element to the overall integrity of the building



Glossary Terms, Pages 108-11
 Chimney, Brick, Masonry, Tuckpointing

SOI Standards that Apply to this Example
 Standards 2, 3, 4, 5, 6, 9 & 10
 See page 11

Related Design Guidelines
 Architectural Details
 Materials

ACHIEVE THE GOAL BY:

- ✓ Preserving existing historic and original chimneys.
- ✓ Performing regular maintenance on chimneys, such as sweeping and tuckpointing.
- ✓ Maintaining the existing materials.

COMMON MISTAKES

- ⊗ Removing chimneys.
- ⊗ Replacing chimney materials with materials not currently present in the historic building.
- ⊗ Covering existing chimneys with a new material.
- ⊗ Tuckpointing with mortar that is too hard or does not replicate the existing mortar profile.

SOME CHANGES REQUIRING PERMIT REVIEW

- Demolition of chimneys
- Installation of new chimneys

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of existing chimneys
- Tuckpointing

GOAL: MAINTAIN PATTERN OF PAVED AND UNPAVED AREAS



Example 1 & 2:
• Sidewalk location is preserved centering on main entry

Example 3:
• Sidewalk location has been preserved focusing on main entrance



Glossary Terms, Pages 108-11
Walkway, Driveway

SOI Standards that Apply to this Example

Standards 1, 2, 3, 5, 6 & 9

See page 11

Related Design Guidelines
Materials
Architectural Details

ACHIEVE THE GOAL BY:

- ✓ Preserving historic walks and drives—materials and their locations.
- ✓ Re-paving or installing new walks using traditional pavement options such as brick pavers, asphalt, or concrete.
- ✓ Installing new walks or driveways using traditional placement—straight along side of building or, from sidewalk to front of building.

COMMON MISTAKES

- ⊗ Placing parking in front of the front façade line.
- ⊗ Using circular or other shaped driveways which do not match original site design.
- ⊗ Constructing walkways that lead only from the driveway to the house.

SOME CHANGES REQUIRING PERMIT REVIEW

- Removal of historic sidewalks or driveways
- Re-paving of sidewalks or driveways
- Enlarging of sidewalks or driveways

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of existing sidewalks or driveways

GOAL: PRESERVE AND MAINTAIN HISTORIC ACCESSORY BUILDINGS THROUGH THE REPAIR OF BUILDING MATERIALS



Example 1:
 • Historic garage has been preserved

Example 2:
 • Historic one-car garage was preserved and a new 2-car garage was built



Example 3:
 • Historic garage and chicken coop have been preserved after being relocated on the same property

Glossary Terms, Pages 108-11
 Accessory Building, Garage

SOI Standards that Apply to this Example
 Standards 1, 2, 3, 4, 5, 6, 9 & 10
 See page 11

Related Design Guidelines
 Materials
 Architectural Details

ACHIEVE THE GOAL BY:

- ✓ Preserving historic accessory buildings, like garages, through the repair of materials. If materials are not repairable, replace in kind.
- ✓ Replacing the accessory building—if it is deteriorated beyond repair—with a similar building in size, style, and massing.
- ✓ Relocating and reusing an accessory building on the same site if it becomes obsolete.

COMMON MISTAKES

- ⊗ Demolishing historic accessory buildings when they can be rehabilitated and/or reused.
- ⊗ Removing features which can be repaired.
- ⊗ Replacing or designing an accessory building with a building that is oversized and not complementary to the historic building.

SOME CHANGES REQUIRING PERMIT REVIEW

- Demolition of contributing, or higher, rated accessory buildings
- Erecting new accessory building

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of existing accessory building materials

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**CITY OF GENEVA
HISTORIC PRESERVATION COMMISSION**

**GUIDELINES FOR THE
REHABILITATION
OF
HISTORIC PROPERTIES**

**GENERAL GUIDELINES FOR
HISTORIC PROPERTIES**

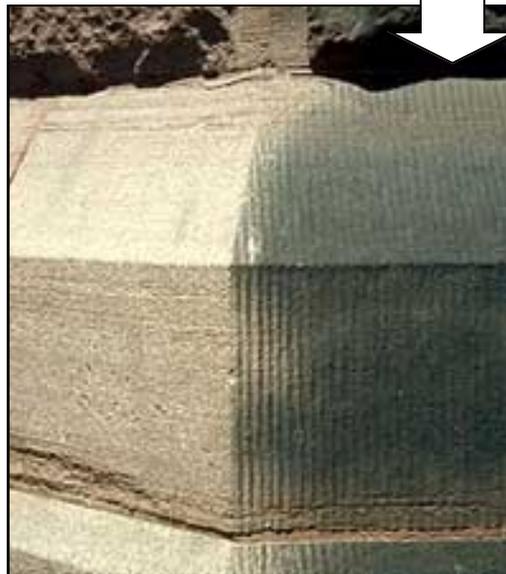
CITY OF GENEVA, APRIL 19, 2010

GOAL: CLEANING OF HISTORIC BUILDINGS SHOULD BE CONDUCTED WITHOUT DAMAGE TO HISTORIC MATERIALS



- Example 1:
- Exterior cleaning performed in Oak Park, IL

- Examples of Common Mistakes—2 & 3:
- Overly cleaned granite
 - Sandblasted brick



Glossary Terms, Pages 108-11
Cleaning, Abrasive Cleaning, Sandblasting

SOI Standards that Apply to this Example

Standard 7
See page 11

Related Design Guidelines
Architectural Details
Materials

ACHIEVE THE GOAL BY:

- ✓ Using the gentlest methods possible.
- ✓ Using chemical treatment that does not permanently damage historic building materials.

COMMON MISTAKES

- ⊗ Using harsh chemicals.
- ⊗ Using abrasive cleaning methods such as sandblasting.
- ⊗ Applying waterproofing or other coatings to uncoated masonry.
- ⊗ Using waterproof sealants, as these may trap moisture.

SOME CHANGES REQUIRING PERMIT REVIEW

- Sandblasting

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Routine cleaning with gentle methods

GOAL: INTEGRATE MECHANICAL EQUIPMENT WITHOUT ADVERSELY EFFECTING THE CHARACTER OF THE HISTORIC BUILDING

Example:
 • New mechanical equipment was added to the rear roof of this historic building.



Example:
 • New mechanical equipment was added to the rear roof of this historic building.

Glossary Terms, Pages 108-11
 HVAC Equipment,
 Sustainability

SOI Standards that Apply to this Example
 Standards 2, 5 & 9
 See page 11

Related Design Guidelines
 Energy Retrofits
 Architectural Details
 Materials

ACHIEVE THE GOAL BY:

- ✓ Locating mechanical equipment behind buildings and out of the public view.
- ✓ Installing rooftop mechanical equipment in unobtrusive locations.
- ✓ Designing site and building lighting systems which are appropriate to the building's character.
- ✓ Locating parking as unobtrusively as possible; use traditional materials such as concrete and stone pavers and install landscape screening.
- ✓ Installing screening around at-grade mechanical equipment that is compatible with the design and exterior materials of the historic building.

COMMON MISTAKES

- ⊗ Adding mechanical equipment on the front of historic buildings or in full public view.
- ⊗ Leaving parking lots and mechanical equipment un-screened.

SOME CHANGES REQUIRING PERMIT REVIEW

- Installation of roof top or building attached mechanical equipment
- Site improvements like parking lots, driveways, and walkways
- Installation of equipment screening

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of existing equipment and screening

GOAL: INSTALL SUSTAINABLE ENERGY EQUIPMENT WITHOUT ADVERSELY EFFECTING THE CHARACTER OF THE HISTORIC BUILDING.



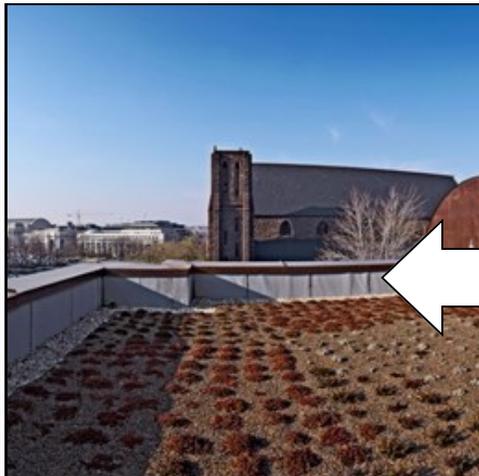
Examples 1 & 2:
Solar collectors should be located on a flat roof, not visible from the street, or at the rear elevation

Photos courtesy of flickr: kevinkrejci & d4vidbruce

Examples 3 & 4:
Solar collectors may also stand alone; Small wind turbines should be located on the rear roof line



Photos courtesy of flickr: larkspurlazuli & compositesworld.com



Examples 5 & 6:
Green roofs may be located on flat roofs like this historic building in Washington, DC

Photos courtesy of treehugger.com

Glossary Terms, Pages 108-11
Energy Retrofits,
Sustainability

SOI Standards that Apply to this Example

Standards 2, 5 & 9

See page 11

Related Design Guidelines
Energy Retrofits
Architectural Details
Materials

ACHIEVE THE GOAL BY:

- ✓ Retaining and preserving the inherent energy-conserving features of historic buildings and their sites including shade trees, porches, operable windows, shutters and blinds.
- ✓ Repairing existing materials of historic buildings rather than replacing them.
- ✓ Preserving historic wood windows and storm windows through continued maintenance and repair.
- ✓ Increasing the thermal efficiency of historic buildings by performing traditional maintenance practices, such as weather-stripping and caulking and by introducing energy-efficient features such as storm windows and doors.
- ✓ Improving energy efficiency through performing upgrades that do not damage the character of the historic building or remove historic materials.
- ✓ Installing solar collectors on secondary or rear elevation roofs or on the ground.
- ✓ Installing thermal insulation in attics, cellars, and crawlspaces and on the interior of masonry walls to increase efficiency of mechanical systems.
- ✓ Maintaining porches and double vestibule entrances so that heat is retained and sun is blocked, providing natural ventilation.

COMMON MISTAKES

- ⊗ Replacing repairable building materials.
- ⊗ Replacing windows which can be repaired.
- ⊗ Installing solar collectors on a building's front façade or which obscure, damage, or destroy historic buildings and materials.
- ⊗ Removing landscape features which provide protection and passive solar energy functions.
- ⊗ Resurfacing historic building materials with incompatible materials, such as covering historic masonry with exterior insulation.
- ⊗ Using tinted or reflective glazing on primary elevations where tinted glazing has not previously existed.

SOME CHANGES REQUIRING PERMIT REVIEW

- Installation of roof top or building attached mechanical equipment
- Installation of equipment screening

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of existing equipment and screening

GOAL: MAINTAIN THE DESIGN AND MATERIALS OF ORIGINAL OR HISTORIC FOUNDATIONS



Example 1:
 • This rough stone foundation retains the original materials



Example 2:
 • This block foundation with beaded mortar provides a texture to this residential building

Glossary Terms, Pages 108-11
 Foundation, Bulkhead

SOI Standards that Apply to this Example
 Standards 1, 2, 5, & 6
 See page 11

Related Design Guidelines
 Materials
 Architectural Details

ACHIEVE THE GOAL BY:

- ✓ Retaining and preserving foundation features that define the overall historic character of the building. Foundation features can include pier openings, unpainted/uncoated masonry, and masonry veneer.
- ✓ Preserving existing materials without painting or application of a coat of waterproofing.
- ✓ Protecting foundations by ensuring that proper slope and drainage brings water away from foundation walls.
- ✓ Replacing materials in kind if repair is not possible due to deterioration. Replacement materials should match existing materials as closely as possible and be installed using similar construction methods.

COMMON MISTAKES

- ⊗ Replacing or covering historic materials with new and contemporary or inappropriate materials.
- ⊗ Infilling openly spaced foundations with solid masonry walls.
- ⊗ Painting of unpainted masonry or applying coatings to uncoated masonry.

SOME CHANGES REQUIRING PERMIT REVIEW

- Painting unpainted masonry
- Demolition of existing foundations and foundation materials

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of existing foundations
- Repointing of masonry foundations

GOAL: MAINTAIN AUTHENTIC GUTTERS AND DOWNSPOUTS



Example 1:

- New copper gutters replaced the old copper gutters here. Matching the original copper gutters completed the exterior restoration of the home

Example 2:

- Gutters are located at the roofline and downspouts at the ends of the front façade of the building, allowing its architectural integrity to remain intact



Glossary Terms, Pages 108-11
Gutter, Downspout

SOI Standards that Apply to this Example

Standards 1, 2, 3, 4, 5 & 6

See page 11

Related Design Guidelines
Materials
Architectural Details

ACHIEVE THE GOAL BY:

- ✓ Retaining gutters and downspouts in their historic locations.
- ✓ Maintaining the form, orientation and symmetry of the historic structure by locating gutters and downspouts away from character-defining features.
- ✓ Replacing gutters and downspouts with gutters and downspouts that are compatible with the historic architecture and in size, shape, and material to the historic downspout and gutter systems.

COMMON MISTAKES

- ⊗ Removing or radically changing gutters and downspouts so that water damages historic buildings.
- ⊗ Re-locating gutters and downspouts that obscure or damage character-defining architectural features.
- ⊗ Replacing historic gutters and downspouts (aluminum, steel, copper) with vinyl and PVS.
- ⊗ Installing a gutter shape which has never been present on the historic building.

SOME CHANGES REQUIRING PERMIT REVIEW

- New additions
- Exterior alterations or expansions to existing additions

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Repair of existing building materials on additions

GOAL: PRESERVE HISTORIC BUILDINGS



Example 1:
• After extensive study, this building was found to be structurally unsound and demolition occurred allowing for the preservation and addition to the adjacent building

Example 2:
• This building was also found to have extensive structural issues and was razed.



Glossary Terms, Pages 108-11
Demolition, Preservation

SOI Standards that Apply to this Example

Standards 1, 2, 4, 5 & 6

See page 11

Related Design Guidelines
Materials
Architectural Details

ACHIEVE THE GOAL BY:

- ✓ Retaining and preserving historic buildings.
- ✓ Identifying and evaluating every possible rehabilitation and adaptive use scenario.
- ✓ Rehabilitating and adding onto historic buildings to make them as modern and functional as possible.
- ✓ Consulting architects, engineers, and contractors who are skilled in building preservation and adaptive reuse.
- ✓ Documenting historic buildings prior to their demolition; if demolition is the final option.

COMMON MISTAKES

- ⊗ Neglecting a building, ceasing regular maintenance, or stopping utilities resulting in damaging a historic building beyond rehabilitation.
- ⊗ Considering demolition of a structurally sound historic building to rebuild a larger house or contemporary commercial building in its place.

SOME CHANGES REQUIRING PERMIT REVIEW

- Demolitions of historic structures or structures within the historic district

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Study of rehabilitation possibilities

GOAL: PRESERVE HISTORIC BUILDINGS IN THEIR ORIGINAL SETTINGS—MOVING ONLY AS A LAST RESORT



Example 1:
• 524 W. State Street was moved to 202 N. Sixth Street to make room for a new development



Example 2:
• 109 S. Third Street was picked up, rotated 90 degrees and moved about 20 feet

Glossary Terms, Pages 108-11
Moving, Site

SOI Standards that Apply to this Example

Standards 1 & 2

See page 11

Related Design Guidelines
Materials
Architectural Details

ACHIEVE THE GOAL BY:

- ✓ Retaining and preserving historic buildings on their original sites.
- ✓ Building a new foundation that matches the materials and height of the original foundation.
- ✓ Following the guidelines for new construction as to where the building, and accessory buildings, should be located on the new lot.
- ✓ Moving the entire historic building as one unit, or if not possible, moving the main building plus additions separately and then reassembling them on the new site.
- ✓ Siting the moved historic building on the new lot in a similar way to its original setting.

COMMON MISTAKES

- ⊗ Moving a building without fully exploring rehabilitation, adaptive use or an addition in its current location to meet modern needs.
- ⊗ Relocating the historic building to a new site and changing its orientation
- ⊗ Reassembling the historic building and its additions on the new site in a manner that does not reflect the original configuration.

SOME CHANGES REQUIRING PERMIT REVIEW

- Moving historic and non-historic buildings
- Constructing foundations

SOME CHANGES NOT REQUIRING PERMIT REVIEW

- Study of rehabilitation and reuse of building in its existing site

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**CITY OF GENEVA
HISTORIC PRESERVATION COMMISSION**

**GUIDELINES FOR
NEW CONSTRUCTION
WITHIN
HISTORIC DISTRICTS**

CITY OF GENEVA, APRIL 19, 2010

GOAL: DESIGN INFILL RESIDENTIAL BUILDINGS WHICH ARE COMPATIBLE IN EXISTING NEIGHBORHOODS

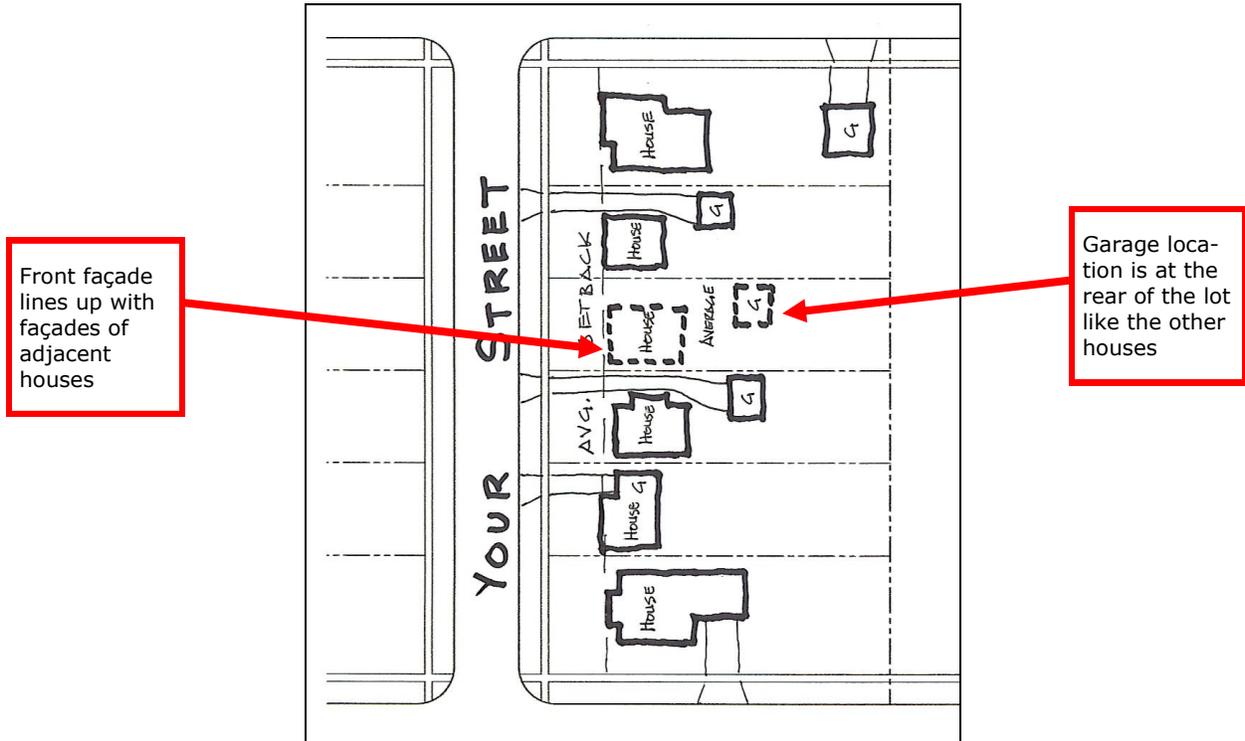


New construction at 218 N. Fourth Street (above) and 10 Franklin Street (below)



ACHIEVE THE GOAL BY:

- ✓ Locating the footprint and foundation of the new structure similar to the ones surrounding the new structure.



- ✓ Designing the mass and height of the new house to be compatible with the mass and height of neighborhood houses.
- ✓ Reducing the mass of the new house by designing the second story to be one-half or less of the floor area of the first story.



Adjacent house

Adjacent house

New construction is compatible with the height and massing of neighboring houses

ACHIEVE THE GOAL BY:

- ✓ Designing the mass and height of the addition to be compatible with the mass and height of neighborhood houses.



Adjacent house

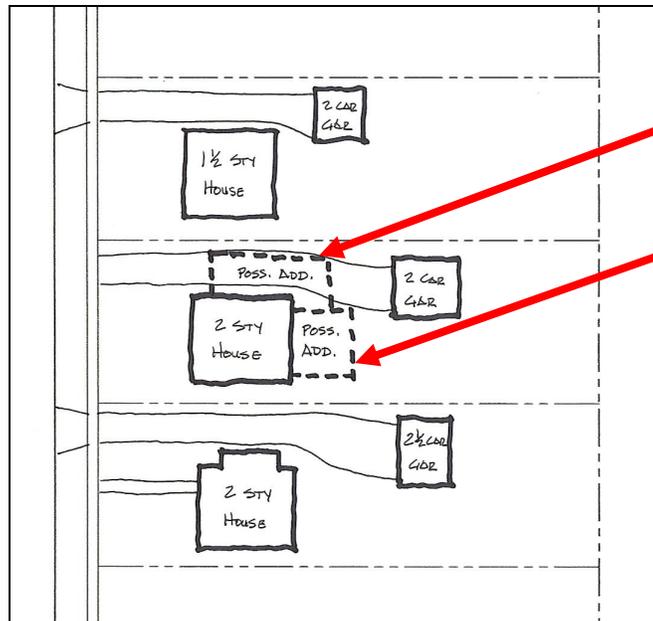


Addition at 516 Ford Street



Adjacent house

- ✓ Designing an addition so that the new space is located in the side or rear yard.



Additions are at sides & rear

ACHIEVE THE GOAL BY:

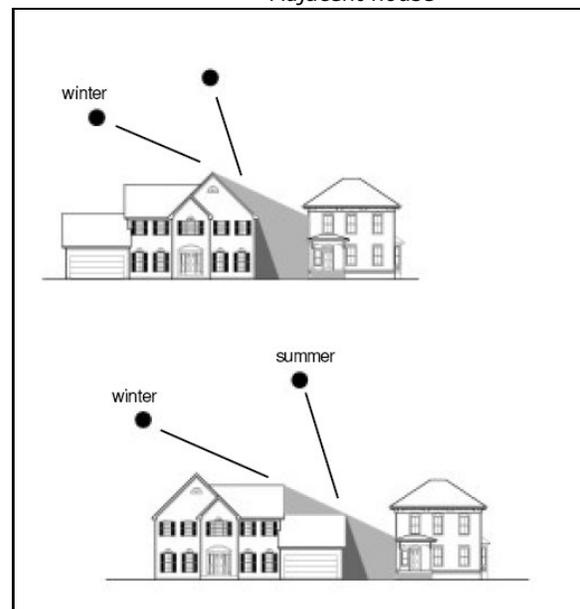
- ✓ Designing new homes to reflect current architectural styles and trends and materials.
- ✓ Designing the new house using visual cues from floor heights, roof forms and massing of neighboring houses.
- ✓ Selecting a house style and roof forms that enhance the compatibility of the new house with neighborhood houses.
- ✓ Designing the new house to complement the natural features of the site (trees, slopes, etc.) and so that sunlight to neighbors' houses is not blocked.
- ✓ Reducing the mass of the new house by sloping the main roof towards adjacent houses and streets or designing a roof with cross gables.
- ✓ Orienting the front entry like in adjacent houses' front entries.
- ✓ Designing a front porch that has similar height and massing features as neighboring houses' porches.



Adjacent house

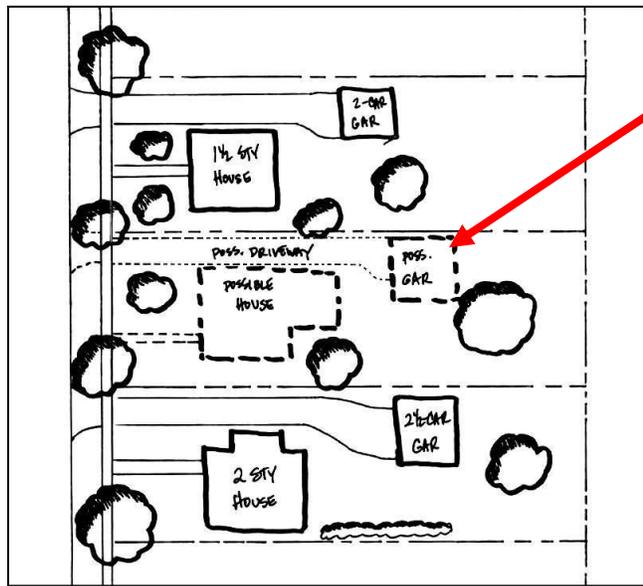
Adjacent house

- ✓ Designing new construction or an addition so that it does not block sunlight to neighbor properties.



ACHIEVE THE GOAL BY:

- ✓ Locating the garage or accessory structures similarly to surrounding properties and at the back of the lot.
- ✓ Minimizing the mass of accessory structures by designing roofs that slope in the same direction as the main roof surfaces.



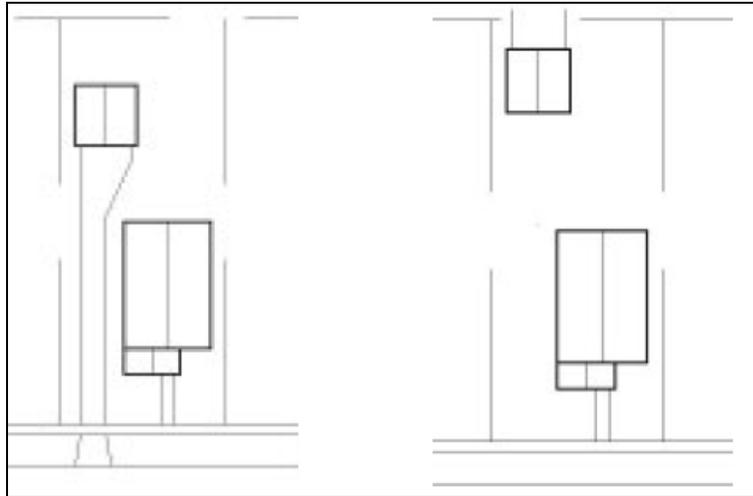
Garage is located at the rear of the lot



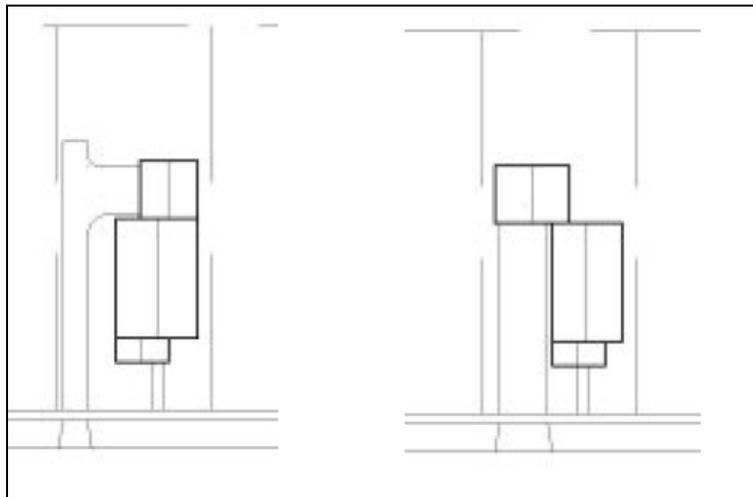
Garage at 218 N. 4th Street

ACHIEVE THE GOAL BY:

- ✓ Designing detached accessory structures which minimize the mass of the new building and are placed at the rear of the lot.



- ✓ Designing accessory structures which attach to the primary building at the rear of the building.



ACHIEVE THE GOAL BY:

- ✓ Asking yourself the following questions which may guide the design of your new home:
- What are the qualities that are attractive in the buildings in the neighborhood?
 - Is there a consistent theme or pattern of the neighborhood's character that may inform the design of the new home?
 - Where are the homes and garages placed on the lots?
 - What are the roof heights of the adjacent structures?
 - How big are the homes in the neighborhood?
 - What are the architectural cues present in the existing homes which may be used in the design of the new home?
 - How will the design and style of the new home enhance the neighborhood?
 - What natural features, like trees, are present? Can the new home be built around these features?

Thoughtful responses to these questions will guide the design of the new home so that it fits in well with the neighborhood.

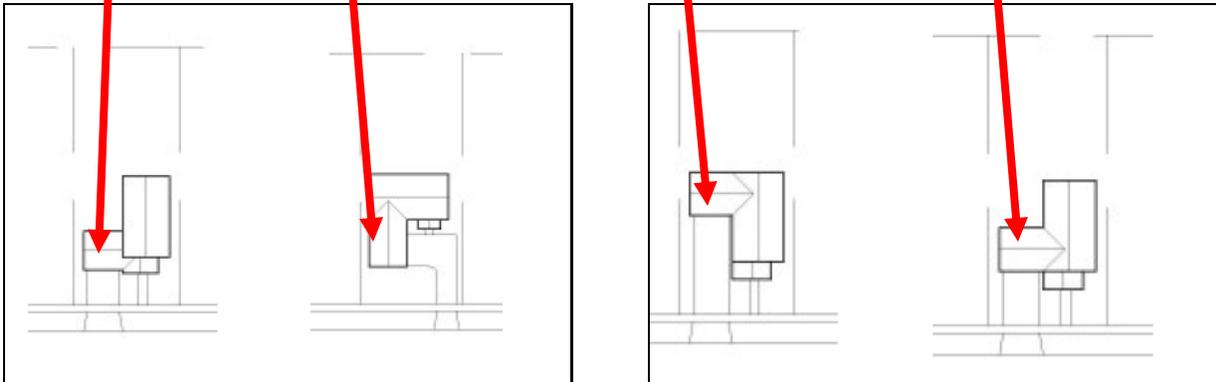


New residential construction in the Geneva Historic District

COMMON MISTAKES

- ⊗ Replicating historic styles.
- ⊗ Locating the new house back or in front of the setback of the adjacent houses.
- ⊗ Designing homes and accessory structures which are out of scale with its neighbors.
- ⊗ Designing a new addition which blends into the historic structure so as to cause confusion as to its being a part of the original building.
- ⊗ Designing an addition which overshadows the historic structure in height or massing.
- ⊗ Using a pattern book design that does not reflect the qualities present in the neighborhood context.
- ⊗ Attaching garages in front of the residential property or at the side creating a larger building mass.

These sketches illustrate the location of garages in front of the building or attached which contradicts the natural pattern in historic neighborhoods with garages being located at the rear of the lot.



New residential construction in the Geneva Historic District

GOAL: TO ENCOURAGE INFILL DEVELOPMENT WHICH IS COMPATIBLE WITH EXISTING NEIGHBORHOOD CHARACTER



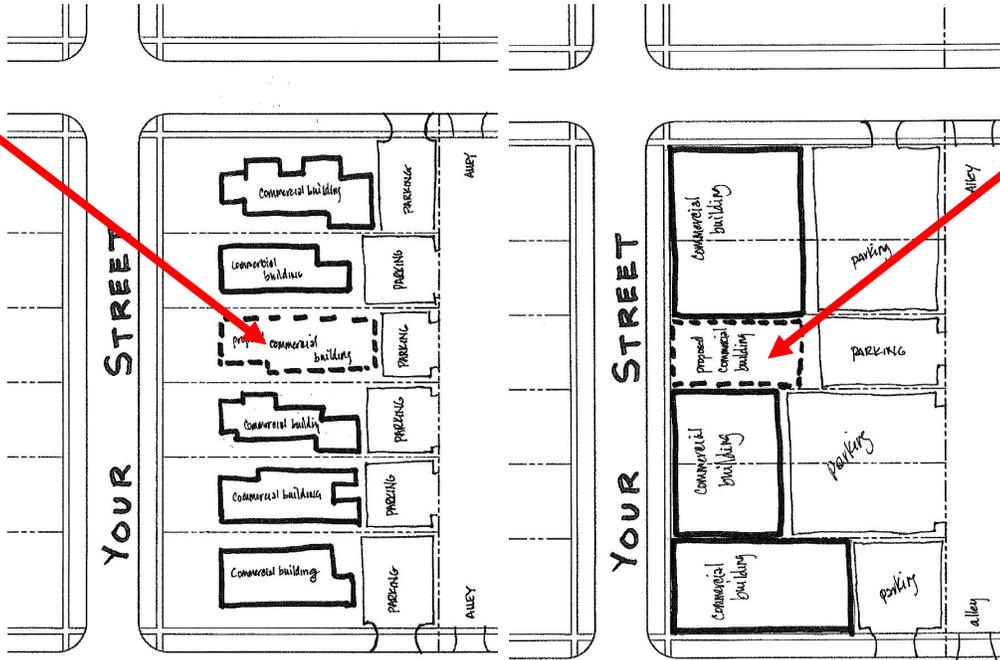
New construction at 501 W. State Street (above) and 524 W. State Street (below)



ACHIEVE THE GOAL BY:

- ✓ Locating the footprint and foundation of the new structure similar to the ones surrounding the new structure.

Locate the new building on the lot similar to its neighbors



Locate the new building on the lot similar to its neighbors

- ✓ Designing the mass and height of the new commercial building to be compatible with the mass and height of neighboring buildings.



New construction at 7 W. State is compatible with its neighbors in height and massing

ACHIEVE THE GOAL BY:

- ✓ Designing the mass and height of the addition to be compatible with the mass and height of neighboring buildings.

Addition is compatible with the mass and height of the historic building. Addition is visibly different than the historic building



Addition is compatible with the mass and height of the historic building. Addition is set back from the historic building visually separating it from the historic building.



ACHIEVE THE GOAL BY:

- ✓ Designing the new commercial building to reflect architectural cues, roof forms, material types and window patterns of neighboring buildings.
- ✓ Selecting a building style and roof form that enhances the compatibility of the new building with the surrounding neighborhood.
- ✓ Designing the new commercial building to complement the natural features of the site (trees, slopes, etc.) and so that sunlight to neighboring buildings is not blocked.
- ✓ Reducing the mass of the new commercial building by following floor heights, window opening heights, and roof heights.



The newly constructed building (on the right) uses the window sill and head heights of the historic building (on the left) as a guide. Projecting vertical elements echo the architectural context.

ACHIEVE THE GOAL BY:

- ✓ Asking yourself the following questions which may guide the design of the new commercial building:
 - What are the attractive qualities of the buildings in the area?
 - Is there a consistent theme or pattern of the neighborhood's character that may inform the design of the new building?
 - Where are the buildings and accessory structures placed on the lots?
 - What are the roof heights of the adjacent structures?
 - How big are the buildings in the neighborhood?
 - What are the architectural cues present in the existing buildings which may be used in the design of the new commercial building?
 - How will the design and style of the new commercial building enhance the neighborhood?
 - What natural features, like trees, are present? Can the new building be built around these features?

Thoughtful responses to these questions will guide the design of the new commercial building so that it fits in well with the neighborhood.



New commercial construction in the Geneva Historic District

COMMON MISTAKES

- ⊗ Replicating historic styles.
- ⊗ Not matching the setback of the new commercial building with the setback of adjacent buildings.
- ⊗ Designing a commercial building which is out scale with its neighbors.
- ⊗ Designing a new addition which blends into the historic structure so as to cause confusion as to its being a part of the original building.
- ⊗ Designing an addition which overshadows the historic structure in height or massing.
- ⊗ Using stock building plans that do not reflect the qualities present in the neighborhood context.



New commercial construction in the Geneva Historic District

GLOSSARY

- Adapted Residences or Storefronts.** Buildings that were originally built for one type of use and have been altered to another type of use.
- Abrasive Cleaning.** Cleaning which contains substances used for grinding or polishing which remove or harm historic building materials.
- Accessory Building.** A building or structure which is a subordinate structure on the same lot, the use of which is incidental to that of the main structure.
- Addition.** New construction added to an existing building or structure.
- Alteration.** Work which impacts any exterior architectural feature including construction, reconstruction, or removal of any building or building element.
- Arch.** A curved construction which spans an opening and supports the weight above it.
- Architectural Details.** A part or parts of a building façade which exemplify a certain architectural style or building type.
- Architrave.** The lowermost member of a classical entablature, resting originally upon columns. Or, a molded or decorated band framing a panel or opening as in a door or window.
- Awning.** A sloped projection usually of fabric, supported by a frame attached to the building facade or by simple metal posts anchored to the sidewalk.
- Bay.** The horizontal divisions of a building, defined by windows, columns, pilasters, etc.
- Beadboard.** A type of decorative wood paneling.
- Beyond Repair.** When such a large portion of an element is damaged that repair becomes infeasible, generally, but not specifically, more than 50%.
- Bond.** A term used to describe the various patterns in which brick is laid.
- Bracket.** A decorative support feature located under eaves or overhangs.
- Brick.** A block of clay hardened by drying in the sun or burning in a kiln, and used for building and paving.
- Bulkhead.** The panel between framing members and beneath the display windows in a storefront; also known as a kickpanel or kickplate.
- Bulk Standards.** Zoning or building standards which determine the massing and height of proposed construction.
- Canopy.** A flat projection from the building facade or attached to the building facade to shelter the storefront and pedestrian traffic.
- Capital.** A group of moldings or other decoration at the top of a column.
- Character Defining.** An element whose design and material is associated with the age and style of a building and helps define its architectural style (e.g. tile roofing on Mission Style buildings).
- Chimney.** A usually vertical structure that rises above a roof that contains a passage or flue by which smoke and gases of a fire or furnace are carried off.
- City of Geneva Landmark.** An individual property or one of a group of properties which have been designated a landmark by Geneva City Council.
- City of Geneva, Landmarks Registry.** List of all historic districts and individual properties that have been designated a landmark or historic district by the City Council and Mayor of the City of Geneva.
- Clapboard.** A wood exterior siding applied horizontally and overlapped with the lower edge thicker than the upper. Also known as lapped siding or lap siding.
- Cleaning.** The act of making exterior masonry clean. Cleaning may be performed using gentle methods and abrasive methods.
- Column.** A vertical, cylindrical or square supporting member, usually topped with a classical capital.
- Coping.** The capping member of a wall or parapet.
- Corbelling.** A series of stepped or overlapped pieces of brick or stone forming a projection from the wall surface.
- Cornice.** The uppermost, projecting part of an entablature, or feature resembling it.
- Course.** A horizontal layer or row of stones or bricks in a wall.
- Criteria/Criterion.** Standards for review, standards for landmark nomination and designation.
- Cupola.** A light structure on a dome or roof, covering a circular or polygonal area.
- Demolition.** The act of permanent removal of details on a building or site or removal of the entire building itself.
- Dentil.** One of a series of small, square, tooth or block-like projections forming a molding.
- Documentation.** Evidence of missing elements or configurations of buildings such as architectural plans, historic photographs, or "ghosts" of missing elements.
- Door.** A moveable, usually solid barrier at the entry to a building or room.
- Dormer.** A vertical window or building section in a projection built out of a sloping roof.
- Double Hung Window.** A window having two sashes, one sliding vertically over the other.
- Downspout.** A vertical channel at sides of buildings to carry off rain water and melting snow.
- Driveway.** A road, public or private, leading from a street or other thoroughfare to a building.
- Elevation.** Any of the external faces of a building.
- Energy Retrofits.** The adaptation of a building to utilize new mechanical systems.
- Entablature.** Classical temple construction between the columns and the eaves, usually composed of an architrave, frieze, and a cornice.

Entries. The location where one can enter a building.

Facade. The front elevation or “face” of a building.

Facade Line. An imaginary line established by the fronts of buildings on a block. Also a setback line.

Fanlight. A semicircular or semi-elliptical window with radiating muntins suggesting a fan.

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

Fence. A barrier enclosing a field or yard.

Fenestration. The arrangement of window openings in a building.

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

Flashing. Thin metal sheets used to make the intersections of roof planes and roof/wall junctures watertight.

Footprint. The outline of a building’s ground plan from a top view.

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

Frieze. The middle horizontal member of a classical entablature, above the architrave and below the cornice.

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

Garage. A building or indoor area for the storing of motor vehicles.

Gentlest Means Possible. The least abrasive, intrusive, damaging means of preserving historic material.

Glass Block. A translucent, hollow, or solid block of glass for glazing openings or constructing partitions.

Gutter. A channel at the eaves of a roof to carry off rain water and melting snow.

Height. Extent or distance upward; usually from the ground up.

Historic District. A geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united by past events or aesthetically by plan or physical development or appearance. A district may also comprise individual elements separated geographically but linked by association or history.

Historic Property. Any prehistoric or historic district, site, building, structure, or object included in or eligible for inclusion in the National Register of Historic Places or the City of Geneva Landmarks Registry

HVAC Equipment. Equipment, located on the ground or attached to a building, which handles the heating, ventilating or air conditioning of a building.

Infill. New construction where there had been an opening before. Applies to a new structure such as a new building between two older structures or new material such as block infill in an original window opening.

In kind. Using the exact same material when replacing a damaged element (e.g. using a wood element to replace a wood element).

Iron Columns. A rigid, relatively slender, upright support built of iron.

Jamb. The vertical side of a doorway or window.

Landmark. A structure that is located in a historic district or is individually designated a City of Geneva Landmark or listed in the National Register of Historic Places.

Light. A single pane of glass.

Lintel. A horizontal beam over a door or window which carries the weight of the wall above; usually made of stone or wood.

Masonry. Brick, block, or stone which is secured with mortar.

Massing. A term used to define the overall volume of a building.

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

Moving. The act of relocating a historic building to a new site.

Mullion. A heavy divider between windows or doors; usually vertical.

Muntin. A secondary framing member to divide and hold the panes, or lights, of glass in a window.

National Register of Historic Places. The nation’s official list of buildings, sites, and districts which are important in our history or culture. Created by Congress in 1966 and administered by the states.

Orientation. The direction that the building (usually includes the primary entrance) faces.

Parapet. A low protective wall located at the edge of a roof.

Parged Stone. Stone which has a thin coat of plaster or mortar which creates a relatively smooth surface or seals it against moisture.

Parking. Areas, generally paved, provided for the storage of automobiles.

Paving. Any material used for pavement such as asphalt, brick, concrete, gravel, or pavers.

Pediment. A façade element, often triangular, over columns and over a door or main elevation of a building.

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

Pilaster. A pier attached to a wall, often with capital and base.

Pitch. A term which refers to the steepness of roof slope.

Porch. An exterior appendage to a building or a veranda, which forms a covered approach or vestibule to a doorway.

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

Preservation. The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction.

GLOSSARY– CONTINUED

Proper Repointing. Hand raking deteriorated mortar and duplicating old mortar in strength, composition, color, and texture as well as joint width and joint profile.

Public View. That which can be seen from any public right-of-way.

Recessed Panel. A decorative element that often functions as an area for signage.

Reconstruction. The act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Rehabilitation. 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.

Renovation. The act of returning a building to good condition without conforming to historic standards making it as new again.

Restoration. The act or process of accurately depicting 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 reconstruction of missing features from the restoration period.

Reversible. Constructing additions or new elements in such a manner that if removed in the future original form and material would be largely unchanged.

Rhythm. The pattern created by the relationship of elements along a street or on individual buildings (e.g. buildings to the open space or windows to wall space).

Riverstone. Stone that comes from riverbeds.

Roof. The external upper covering of a house or other building.

Roof Form. The shape of the external upper covering or a house or other building.

Routine Maintenance. Any action performed in order to preserve historic buildings including minor replacement of material in kind providing no change is made to the appearance of the structure or grounds.

Sandblasting. A blast of air or steam laden with sand, used to clean or grind hard surfaces such as glass, stone, or metal.

Sash. The portion of a window that holds the glass and which moves.

Scale. A term used to define the proportions of a building in relation to its surroundings.

Secondary Blocks. Portions of the building attached to the central mass of a building, generally such as additional wings, projections, dormers, or porches.

Setback. A term used to define the distance a building is located from a street or sidewalk.

Shake. A shingle or clapboard formed by splitting a short log into a number of tapered radial sections with a hatchet.

Shingle. A thin piece of wood, slate, metal, asbestos, or the like, laid in overlapping rows to cover the roof and walls of a building.

Sidelight. A glass window pane located at the side of a main entrance way.

Siding. The exterior wall covering or sheathing of a structure.

Signage. Graphic designs, as symbols, emblems, or words, used for identification or as a means of giving directions or warning.

Sill. The horizontal member located at the top of a foundation supporting the structure above; also the horizontal member at the bottom of a window or door.

Site. The position or location of a building as to its environment; the area or plot of land on which a building or structure has been located, or to place in or provide with a locale.

Skylight. An opening in a roof or ceiling, fitted with glass, for admitting daylight.

Solid-to-void. The total area of wall in comparison to the total area of openings on an elevation.

Spacing. The distance between adjacent buildings.

Standing Seam Roof. A building covering made of metal with a type of seam between adjacent sheets of metal roofing material made by turning up the edges of two adjacent panels and then folding or interlocking them in a variety of ways.

Stone. A hard earthen substance that can form large rocks and boulders.

Storefront. The street-level facade of a commercial building, usually having display windows.

Streetscape. The combination of building facades, sidewalks, street furniture, etc. that define the street.

Stucco. Any kind of plasterwork, but usually an outside covering of portland cement, lime, and sand mixture with water.

Surround. An encircling border or decorative frame, usually around a window or door.

Sustainability. To provide for, by furnishing self-supporting means of electricity, gas, and other mechanical systems.

Synthetic Stucco (EIFS). Exterior insulation and finish systems (EIFS) are multi-component exterior wall systems which generally consist of: an insulation board; a base coat reinforced with glass fiber mesh; and a finish coat.

Teardown Infill Regulations. Zoning regulations adopted in 2001 and 2006 by the City of Geneva which determine size: massing and height of new residential buildings and additions to existing residential buildings within zoning area 1.

Transom. A small operable or fixed window located above a window or door.

Vernacular. Indigenous architecture that generally is not designed by an architect and may be characteristic of a particular area. Any local adaptation of popular architectural forms.

Vitrolite. An opaque pigmented glass manufactured in the UK and US. Available in various colors, it was used for internal and external tiling and building facades.

Walkway. A passage for walking connecting the door of a building to the sidewalk or road.

Wall. An upright construction which serves as a part of a building, as a fence or as a retaining structure.

Window. An opening in the wall of a building built out of wood, aluminum, metal, steel, vinyl and glass.

Wrought Iron. Decorative iron that is hammered or forged into shape by hand, as opposed to cast iron which is formed in a mold.

Zoning Area 1. The part of the City of Geneva which has older housing such as the downtown and near northwest and southwest sections of Geneva.



GENEVA HISTORIC PRESERVATION COMMISSION - WINDOW POLICY

Policy Guide for Window Repair or Window Replacement Requests

Replacement windows are not a recommended treatment for historic buildings. To the greatest extent possible, the maintenance and preservation of original historic exterior materials should be encouraged in all cases. The replacement of windows frequently compromises the aesthetic integrity of a building through the removal of original architectural details and the alteration of the building's historic character and visual identification with a particular period or style of the past.

This window policy was developed by the Geneva Historic Preservation Commission in 2000 as a tool to aid property owners in selecting appropriate treatment for their project.

- Contributing (or higher rated) buildings.** Residential and Commercial.
Thoroughly assess the condition of the window sash and frame. Repair first, assuming windows are original or historic. *If the evaluation of the assessment determines that repair is not feasible*, replacements should be of detailing, proportions, operation/function, and styling that are consistent with that of the original or existing historic windows; replacement window material shall either replicate historic materials (wood or metal) or be fabricated of a contemporary, alternate material (e.g. aluminum clad, wood windows). Where muntins existed, historically, replacement windows shall incorporate true or simulated divided lites; muntins at simulated divided lites must include muntins applied to the exterior and interior of the window glazing and, where insulated glass is installed, bronze-colored spacer bars shall be installed between the panes of glass. At interior side yards, "prominently viewed from the street" shall apply only to those side wall windows located towards the street and forward of a significant change in building plane.
- Non-contributing buildings.**
Thoroughly assess the condition of the window sash and frame. Repair first. If the assessment determines that repair is not feasible, the style, detailing, operation/function, and proportions of replacements should be consistent with building style, however more flexibility should be allowed in the window material.
- Existing additions to contributing (or higher rated) buildings prominent and easily viewed from the street.** Thoroughly assess the condition of the window sash and frame. Repair first, assuming windows are original or historic. *If the evaluation of the assessment determines that repair is not feasible*, replacement should be of detailing, proportions, operation/function, and styling that are consistent with that of the original or existing historic windows; replacement window material may replicate historic materials (wood or metal) or be fabricated of a contemporary, alternate material (e.g. aluminum clad, wood windows). Where muntins existed, historically, replacement windows shall incorporate true or simulated divided lites; muntins at simulated divided lites must include muntins applied to the exterior and interior of the window glazing and, where insulated glass is installed, bronze-colored spacer bars between the panes of glass. At interior side yards, "prominently viewed from the street" shall apply only to those side wall windows located towards the street and forward of a significant change in building plane.
- Existing additions to contributing (or higher rated) buildings not prominent or easily viewed from the street.** Thoroughly assess the condition of the window sash and frame. Repair first. *If the evaluation of the assessment determines that repair is not feasible*, the style, detailing, operation/function, and proportions of replacements should be consistent with building style, however more flexibility should be allowed in the window material. Original historic portion will always be addressed by #1.
- New additions to contributing (or higher rated) buildings.**
Windows should match the style, detailing, operation/function, and proportions of existing windows, if on a prominent facade, but alternate materials may be considered acceptable. Original, historic portions of a building shall always be addressed by #1.
- New additions to non-contributing buildings.**
Windows should match the style, detailing, operation/function, and proportions of existing windows, if on a prominent facade, but alternate materials may be considered acceptable if an addition is not prominent or readily visible from the street.
- New residential or commercial construction.**
Flexibility should be allowed in material, however styling, detailing, spacing and proportions should be appropriate to the suggested architecture or styling of the new structure. Interior snap-in or false, between-pane grids, are not appropriate or acceptable.
Secretary of the Interior's Standards for Rehabilitation

The Geneva Historic Preservation Commission uses the Standards when reviewing specific rehabilitation projects in the Historic District. The following standards should be considered when dealing with historic windows.

Standard #2. The original distinguishing qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.

Standard #4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

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

Standard #6. Deteriorated architectural features shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities.



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Window Significance

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

- age of window
- design of window
- physical integrity
- street facing façade
- architectural and historical significance

Windows should be considered significant if they:

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

Window Facts

- Windows convey building character.
- Most often, historic windows are made of irreplaceable materials.
- Windows need periodic maintenance.
- Renovation of windows is realistic and affordable.

Storm Windows

The use of storm windows should be considered whenever feasible because exterior or interior storm windows are:

1. thermally efficient
2. cost-effective
3. reversible
4. allow the retention of original windows

Storm windows, in combination with historic windows, can provide equal or better energy performance than many modern windows, which utilize insulating glass. Wood storm windows are preferred because wood has a better insulating value than metal. However, aluminum clad storm windows may be allowed provided they do not cover the trim. Storm windows can also provide significant protection from the weather to your historic windows. If old or historic storm windows exist, consider continuing to use them. Storm windows can also be placed on the inside of a window.

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

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

What is the Condition of Your Window?

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

1. window location
2. condition of paint
3. condition of frame and sill
4. condition of sash (rails, stiles and muntins)
5. glazing problems
6. hardware
7. overall condition (excellent, good, fair, poor, etc.)

Moisture is the primary contributing factor in wooden window decay.

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

Window Repair

Routine Maintenance needed to upgrade a window to "like new" condition normally includes the following:

1. some degree of interior and exterior paint removal.
2. removal and repair of sash (including re-glazing and replacement of sash cords and chains, where necessary).
3. repairs to the frame.
4. weatherstripping or jamb liners and reinstallation of sash.
5. re-painting.

Window Replacement

Replacement windows should match historic windows in:

- style and operation
- dimensions
- true-divided or simulated divided lite(s)
- appropriate alternate materials (*i.e.* avoid bronze anodized aluminum window frames and sash unless historic precedence exists)



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Investigate and document the following when replacing windows:

1. pattern and size of the openings
2. proportions of the frame and sash
3. configuration of window panes
4. muntin profiles
5. type of wood
6. paint color
7. characteristics of the glass
8. other details (*e.g.* arched hoods, decorative elements, etc.)

Resources

- **"Fixing Double-Hung Windows."** *Old House Journal* (no. 12, 1979): 135.
- Look, David W. **"Preservation Brief #10: Paint Removal from Historic Woodwork."** Washington, D.C.: Technical Preservation Services, U.S. Dept. of the Interior, 1982.
- Phillips, Morgan and Selwyn, Judith. **Epoxies for Wood Repairs in Historic Buildings**. Washington, D.C.: Technical Preservation Services, U.S. Dept. of the Interior (Government Printing Office, Stock No. 024-016-00095-1), 1978.
- **"Sealing Leaky Windows."** *Old House Journal* (no. 1, 1973): 5.
- Smith, Baird M. **"Preservation Brief #3: Conserving Energy in Historic Buildings."** Washington, D.C.: Technical Preservation Services, U.S. Dept. of the Interior, 1978.
- Myers, John H. **"Preservation Brief #9: The Repair of Historic Wooden Windows."** Washington, D.C.: Technical Preservation Services, U.S. Dept. of the Interior, 1981.
- Park, Sharon C. **"Preservation Brief #13: The Repair and Thermal Upgrading of Historic Steel Windows."** Washington, D.C.: Technical Preservation Services, U.S. Dept. of the Interior.
- See the following web page to view the Preservation Briefs:
<http://www.nps.gov/tps/how-to-preserve/briefs.htm>
- **Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings**, U.S. Dept. of the Interior, National Park Service, 1983.
- NPS Guidelines for Rehabilitating Historic Buildings: <http://www.nps.gov/tps/standards/rehabilitation/rehab/>
- Carmody, John, Hescong, Lisa and Selkowitz, Stephen. **Residential Windows: A Guide to New Technologies and Energy Performance**. New York: W.W. Norton & Company, 1996.
- **Caring for Your Historic House**. Heritage Preservation and National Park Service. New York: Harry N. Abrams, Inc., 1998.
- McAlester, Virginia and McAlester, Lee. **A Field Guide to American Houses**. New York: Alfred A. Knopf, 1997.
- **The Window Handbook: Successful Strategies for Rehabilitating Windows in Historic Buildings** (16 different NPS Tech Notes on Windows).
- **The Window Workbook for Historic Buildings** (Companion to the Handbook, contains technical papers and listings for windows and restoration products).
- See the following web page to view the Preservation Tech Notes:
<http://www.nps.gov/tps/how-to-preserve/tech-notes.htm>
- New York Landmarks Conservancy, **"Repairing Old and Historic Windows: A Manual for Architects and Homeowners."** Washington, D.C.: The Preservation Press, 1992.
- Federal Historic Preservation Tax Credits: <http://www.nps.gov/tps/tax-incentives.htm>

NOTE: All webpage links were verified at the time of re-publication; however, webpage links may change from time-to-time.

REV 09/2015

APPENDIX B—HPC SIDING POLICY



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Geneva Historic Preservation Commission
22 S. First Street
Geneva, IL 60134
630/232.0818

GENEVA HISTORIC PRESERVATION COMMISSION - EXTERIOR SIDING POLICY

Artificial or synthetic siding is not a recommended treatment for historic buildings of any period or type of construction. To the greatest extent possible, the maintenance and preservation of original historic exterior materials should be encouraged in all cases. The application of synthetic siding frequently compromised the aesthetic integrity of a building through the removal of original architectural details and the alteration of the building's historic character and visual identification with a particular period or style of the past.

This siding policy was developed by the Geneva Historic Preservation Commission as a tool to aid property owners in selecting appropriate siding materials for their project. The following six (6) items reflect the types of review requests viewed by the HPC and how to comply with the Secretary of the Interior's Standards for Rehabilitation for siding requests on residential and commercial properties.

For individually-designated Geneva Landmarks and contributing or higher rated buildings within the Geneva Historic District (building ratings are on the 1999 Survey):

1. **Cover historic siding with artificial siding.** First assess the condition of the historic siding. Repair first, assuming that the siding is original or has attained significance since its installation. If the assessment determines that repair is not feasible, replace with materials, in detail and style that is consistent with the original or existing historic siding. Under no condition is synthetic or artificial siding an appropriate proposal.
2. **Replace existing synthetic siding with new synthetic siding.** First assess the condition of the historic siding underneath the existing artificial siding for repair. If repair is feasible, remove the remainder of the existing artificial siding and repair historic siding. If repair is determined not feasible then replacement siding should be of materials, and in detail and style that is consistent with that of the original or existing historic siding.
3. **New additions.** If building has artificial siding, investigate and assess the condition of siding underneath and determine if it is feasible to remove it. Clad addition with siding to match existing original or historic materials. If building retains original or historically-appropriate siding, cladding on addition should match.
4. **New construction.** New construction on a vacant lot in the historic district or as a secondary structure to a contributing structure should utilize natural materials such as wood, brick, or stone as these provide compatibility with other structures within the historic district.

For non-contributing buildings within the Geneva Historic District (non-contributing buildings are noted on the 1999 Survey form):

5. **Replace existing synthetic siding with new synthetic siding.** Assess the condition of the siding underneath the synthetic siding. If repair is feasible, synthetic siding should be removed and siding underneath repaired – especially if the siding's removal greatly improves the exterior's integrity. If the assessment determines that repair is not feasible, the removal and replacement of the artificial siding may be appropriate.
6. **Cover exposed original siding with artificial siding.** Assess the condition of the siding. Siding should be repaired, if feasible. If the assessment determines that repair is not feasible, then replacement with artificial siding may be appropriate.

Secretary of the Interior's Standards for Rehabilitation

The SOI Standards are the nationwide preservation standards used in historic preservation review. There are ten (10) standards – and the five below specifically relate to siding materials:

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| Standard #2 | The original distinguishing qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible. |
| Standard #4 | Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved. |
| Standard #5 | Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved. |
| Standard #6 | Deteriorated architectural features shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. |
| Standard #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. |

APPENDIX B—HPC SIDING POLICY - Continued



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Principles of Preservation

A historic building is a product of the cultural heritage of its region, the technology of its period, the skill of its builders, and the materials used for its construction.

A cosmetic treatment to hide difficulties such as peeling paint, stains or other indications of deterioration is not a sound preservation practice; it is no substitute for proper care and maintenance.

The appropriate preservation decision on the use of a substitute material in the rehabilitation of a historic building must always center on two principal concerns: (1) the possible damage or destruction of historic building materials, and (2) the possible negative impact on the historic character of the building and the historic district or setting in which the building is located.

The SOI Standards discourage the use of aluminum, steel, vinyl or EIFS siding on frame structures. In many cases the replacement of wood siding using artificial siding on a historic building is proposed because little attention has been given to the retention of historic materials. Instead, the decision to use a substitute material is made because: (1) it is assumed that aluminum or vinyl siding will be a maintenance-free material; and (2) there is the desire to give a building a "remodeled" or "renovated" appearance. A decision to replace historic material must be carefully considered for its impact on the historic resource.

Types of Wood Siding

A variety of tools, coupled with regional differences in design and craftsmanship, have resulted in a richness and diversity of wood siding in America:

- a) Narrow boards with beveled, lapped joints called "clapboards" were used on New England frame dwellings. The size and shape of the "clapboards" were determined by the process of hand splitting or "riving" bolts of wood. The width, the short lengths, the beveled lapping, the "feathered" horizontal joints, and the surface nailing of the clapboards created a distinctive surface pattern.
- b) The sawn and hand-planed clapboards used throughout the Mid-Atlantic and Southern states in the 18th and early 19th centuries have a wide exposure, generally between 6 and 8 inches. The exposure of the siding, coupled with a beaded edge, created a very different play of light and shadow on the wall surface.
- c) The "German" or "Novelty siding" – a milled siding that is thin above and thicker below with a concave bevel – was used throughout many parts of the U.S. in the late 19th and early 20th centuries but with regional variation in material, profile and dimensions.
- d) Shingles were also commonly used as an exterior cladding material and were often an important character-defining feature of the exterior. Shingles were often applied in decorative patterns by varying the lap, thus creating alternating rows of narrow exposures and wide exposures. Shingles were also cut in geometric patterns such as diamond shapes and applied in patterns, commonly used in the gable end.
- e) Siding and wood shingles were often used in combination with riverstone and brick.

Problems with the Use of Synthetic Siding

1. Synthetic siding can change a building's character by hiding important design details and ornament (texture, visual character, color, dimension, and detail of clapboard, shingles and ornament). They often must be removed for the installation.
2. Synthetic siding will not render a building maintenance free. Although it hides physical deterioration, it does not prevent, and may even accelerate, such deterioration.
 - a) Damage of original building fabric during installation.
 - b) Rot and insect attack may proceed undetected.
 - c) Siding can act as a vapor barrier, trapping excess moisture vapor that condenses and eventually damages the wood.
 - d) Water runoff may penetrate behind the siding and remain trapped.
 - e) Siding prevents a visual structural inspection.
 - f) If deterioration continues and leads to failure, the siding will buckle and separate from the building.
 - g) Aluminum siding is prone to dents, especially thinner gauge (cheaper), and color coating may peel or fade if not properly anodized.
 - h) Steel siding will not dent, but its colored vinyl coating does, on occasion, peel.
 - i) Vinyl siding is vulnerable to punctures or tears, becoming brittle and faded if not properly treated with an ultra-violet inhibitor. Replacing a section may be impossible to match the color and style as the industry frequently changes product lines.
 - j) Fire problems. Aluminum and steel make it difficult to reach a fire's source and vinyl siding releases toxic gases when exposed to fire.
 - k) Synthetic siding has little or no insulative value.
 - l) Synthetic siding is generally no less expensive than other sidings.
 - m) Properties will retain greater value when original materials are properly maintained.
3. Although it is sometimes argued that a synthetic siding application is reversible since it can be removed, there is frequently irreversible damage to historic building materials if decorative features or trim are permitted to be cut down or destroyed, or removed by applicators and discarded. The existing wall fabric is further damaged by the nailing necessary to apply siding, leaving numerous holes in the wood siding, molding, trim, window and door frames.



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Planning process

1. Identify historic resources and preserve those resources
2. Undertake routine maintenance of historic resources
3. Repair historic materials and features
4. Replace severely damaged or deteriorated historic materials and features in-kind.

Resources

- Anne E. Grimmer, "**Preservation Brief #6: Dangers of Abrasive Cleaning to Historic Buildings.**" Washington, D.C.: Technical Preservation Services, U.S. Dept. of the Interior, 1979.
- John H. Myers, revised by Gary L. Hume, "**Preservation Brief #8: Aluminum and Vinyl Siding on Historic Buildings.**" Washington, D.C.: Technical Preservation Services, U.S. Dept. of the Interior, 1984.
- Kay D. Weeks and David W. Look, AIA, "**Preservation Brief #10: Exterior Paint Problems on Historic Woodwork.**" Washington, D.C.: Technical Preservation Services, U.S. Dept. of the Interior, 1982.
- Sharon C. Park, AIA, "**Preservation Brief #16: The Use of Substitute Materials on Historic Building Exteriors.**" Washington, D.C.: Technical Preservation Services, U.S. Dept. of the Interior.
- Lee H. Nelson, FAIA, "**Preservation Brief #17: Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character.**" Washington, D.C.: Technical Preservation Services, U.S. Dept. of the Interior.
- **Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings**, U.S. Dept. of the Interior, National Park Service, 1983.
- NPS Guidelines for Rehabilitating Historic Buildings:
<http://www.gsa.gov/web/p/hftp.nsf/Guidelines+for+Rehabilitating+Historic+Buildings?OpenView>
- **Caring for Your Historic House.** Heritage Preservation and National Park Service. New York: Harry N. Abrams, Inc., 1998.
- McAlester, Virginia and McAlester, Lee. **A Field Guide to American Houses.** New York: Alfred A. Knopf, 1997.
- See the following web page to view the Preservation Tech Notes:
<http://www.gsa.gov/web/p/hftp.nsf/NPS+Preservation+Tech+Notes?OpenView>
- Federal Historic Preservation Tax Credits: http://www2.cr.nps.gov/tps/fax/tax_t.htm



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